

DATE:	AUGUST 1, 2012
NUMBER:	H
SUBJECT:	TABLE OF CONTENTS

SAFETY AND EMERGENCY PROCEDURES

- H.1 Fire Procedure
- H.2 Facility Emergency Operations Manual
- H.3 Evacuation Plans
- H.4 Emergency Back-Up Systems
- H.5 Fire / Smoke Detections Systems
- H.7 Fire / Safety Inspections, Testing
- H.9 Emergency Aid
- H.11 Storage and Use of Toxic, Caustic Materials
- H.13 Smoking
- H.14 Mobile Booking

DATE:	JULY 1, 2007
NUMBER:	H.1
SUBJECT:	FIRE PROCEDURES
RELATED SECTIONS:	H.2, H.3, H.5, H.7, J.1, J.2

PURPOSE

To establish an effective and uniform procedure for responding to reports of fire and/or smoke within a detention facility.

POLICY

In the event of a fire within any detention facility, the immediate emphasis will be on the protection and safety of staff members, inmates, and any visitors within the facility. The protection of property will be secondary. Fire procedures will be reviewed and updated annually by the facility Fire Safety Officer (FSO) and approved by the Facility Commander.

PROCEDURE

- I. Each detention facility will develop a fire response procedure that will meet the needs of the individual facility (refer to green sheets). The procedure will include, but not be limited to:
 - A. Fire discovery.
 - B. Fire suppression.
 - C. Personnel responsibilities (sworn and professional staff).
 - D. Fire equipment.
 - E. Reference to evacuation plans.
 - F. Quarterly staff drills.
 - G. Notification requirements.

- II. Each facility will maintain an Emergency Operations Manual (EOM) in accordance with the guidelines presented in section H.2. Copies of the facility EOM will be placed in strategic work locations for use as references in the event of a fire. They must be kept secure to prevent access by inmates.

- III. All personnel will be required to familiarize themselves with facility fire procedures prior to their work assignments and to attend scheduled fire training classes.
 - A. Fire prevention methods and implementation of fire procedures will be the subject of regularly scheduled line-up training sessions.

 - B. Shift supervisors are directly responsible for ensuring personnel are properly trained for fire response.
 - 1. All deputies and sergeants will be tested quarterly in Survivair use and will demonstrate proficiency. This testing will be documented with on-line form J-16, which will be retained in the employee's facility training file or station file until

the next testing. Personnel who fail to demonstrate proficiency will be immediately scheduled for retraining.

2. All deputies and sergeants will be tested quarterly in knowledge and use of their emergency equipment, including fire hoses and extinguishers. Testing will be documented and retraining scheduled as necessary.
- IV. The Facility Commander shall ensure that there is at all times at least one person on duty who is trained in fire and life safety procedures that relate specifically to the facility.
 - V. To ensure the safety of all facility occupants, fire prevention is of the utmost concern. Fire prevention shall include, but not be limited to:
 - A. Facility fire safety inspections.
 - B. Proper storage of toxic and caustic materials.
 - C. Special containers for flammable liquids and for rags used with flammable liquids.
 - D. Separate containers for combustible refuse in all housing areas and other locations throughout the facility.
 - E. Selection and approval of appropriate facility furnishings, which should indicate the fire safety performance ratings of the materials selected.
 - VI. The Facility Commander is directly responsible for ensuring the implementation of this policy.

DATE:	DECEMBER 1, 2009
NUMBER:	H.2
SUBJECT:	FACILITY EMERGENCY OPERATIONS MANUAL
RELATED SECTIONS:	H.1, H.3, H.4, I.3, I.5, I.7

PURPOSE

To mandate and provide the minimum guidelines for an Emergency Operations Manual (EOM) that will be maintained in each detention facility.

POLICY

Each detention facility will maintain an EOM that contains information pertinent to effective emergency responses for critical incidents. The EOM will be reviewed annually and updated as necessary.

PROCEDURE

- I. Each facility EOM will contain a title page displaying the following information:
 - A. The title of the manual, including the facility name.
 - B. Information regarding the most recent review of the EOM, including:
 - 1. The date of the most recent review.
 - 2. The name and signature of the person who completed the most recent review.
 - C. Information regarding the most recent update of the EOM including:
 - 1. The date of the most recent update.
 - 2. The name and signature of the person who completed the most recent update.
 - D. The name and signature of the Facility Commander approving the EOM.
- II. Every facility will maintain either one or two versions of an EOM.
 - A. The “administrative” version is the complete version of the EOM.
 - 1. It will meet all of the minimum criteria presented within these guidelines.
 - 2. It will contain staff phone numbers, Department phone numbers and community resource information as outlined in Section VII below.
 - 3. Administrative copies will generally be kept in areas of the facility that are not normally accessible to inmates.
 - B. The “tactical” version is an abbreviated version of the EOM.
 - 1. It will be identical to the administrative version of the EOM except:
 - a. It will not contain staff phone numbers.

- b. It will not contain Department phone numbers outside the facility.
 - c. It will not contain community resource information.
 - 2. Copies of the tactical version will be distributed in areas of the facility where they can be readily accessed by line staff as a resource in the event of a critical incident.
 - C. A facility may choose to maintain only an administrative version of its EOM.
- III. Each facility EOM will contain a distribution page listing the locations of all copies of its EOM throughout the facility.
- A. The first section of the list will show the locations of all administrative copies of the EOM.
 - B. The second section of the list will show the locations of all tactical copies of the EOM.
- IV. Each facility EOM will include section 6.1 of the Department's on-line EOM.
- A. This section will periodically be reviewed to determine whether the staffing numbers presented in this section need to be updated.
 - B. Updates to these staffing numbers will be directed to Standards and Compliance for submission to the Department's EOM committee.
- V. Each facility EOM will include any facility Green Sheets corresponding to the following Detention P&P sections:
- A. H.1: Fire Procedure
 - B. H.3: Evacuation Plans
 - C. H.4: Emergency Back-up Systems
 - D. I.3: Hostage Procedures
 - E. I.5: Inmate Escape Procedures
 - F. I.7: Riot and Disorder Procedures
- VI. Each facility EOM will include emergency operations checklists for specified emergency situations.
- A. The following checklists are mandatory for every facility EOM:
 - 1. Aircraft Crash
 - 2. Attack on Facility
 - 3. Bomb Threat
 - 4. Evacuation of Facility
 - 5. Escape of Inmate
 - 6. Fire
 - 7. Hostage Situation
 - 8. Medical Emergency
 - 9. Riot/Disorder
 - 10. Weapons of Mass Destruction

- B. This list is not restrictive; each facility's command can determine whether to maintain additional checklists beyond the ten listed.
- VII. Each facility EOM will contain maps of the facility, subject to the following guidelines:
- A. The entire facility will be represented by a series of maps.
 - 1. Every area populated by inmates will be represented in maps.
 - 2. All areas populated by facility staff will be represented in maps.
 - 3. All areas of the facility accessed by visitors will be represented in maps.
 - 4. For those facilities which consist of multiple buildings, the overall layout of the facility will be represented by a map.
 - B. All maps in the EOM will show evacuation routes.
 - 1. Every map will show a primary evacuation route.
 - 2. Every map will show a secondary evacuation route.
 - 3. Potential holding areas for "in-facility" evacuations will be indicated on maps.
- VIII. Each facility EOM will contain phone numbers pertinent to emergency procedures.
- A. Every administrative copy of the EOM will contain a complete copy of the Department telephone directory.
 - B. Every administrative copy of the EOM will contain emergency phone numbers to all appropriate community resources including:
 - 1. Local police, fire and medical agencies.
 - 2. Any other potentially useful community resources.
 - C. Every administrative copy of the EOM will contain fan-out sheets for all facility employees. Each fan-out sheet will:
 - 1. Present each facility team on a separate page.
 - 2. Include home phone numbers and any cell phone and/or pager numbers where possible.
 - D. An emergency notification phone list for the DSB Chain of Command will be maintained in all administrative copies of the EOM.
 - E. Every copy of the tactical version of the EOM in the facility will contain an internal phone list for that facility. No other phone numbers need to be maintained in the tactical EOM.
- IX. Each facility EOM will contain the most recent version of the "Threatcon Operational Conditions Guide" (03/07).
- X. Each facility EOM will be reviewed annually and revised as necessary under the direction of the facility Administrative Sergeant and approved after each review or revision by the Facility Commander.

- A. Part of the annual review of the EOM will be to confirm that all copies of the facility EOM are identical, except as regards the differences between administrative and tactical versions.
- B. The guidelines presented in this section are minimum standards for facility EOM's and are not intended to restrict facility command staff from including additional material in order to enhance emergency responses.
- C. Each copy of an EOM, whether an administrative copy or a tactical copy, will be maintained as an integral book. It shall not be divided into smaller volumes so that its sections can be distributed separately.

DATE:	JULY 1, 2007
NUMBER:	H.3
SUBJECT:	EVACUATION PLANS
RELATED SECTIONS:	H.1, H.2

PURPOSE

To provide an integrated plan for evacuation in the event of fire, earthquake or other disaster of all or part of a detention facility and to ensure the safety of all occupants.

POLICY

The evacuation of inmates from or within the detention facility will be based on the magnitude of the situation requiring evacuation or relocation. The evacuation plan will be reviewed annually by the facility Fire Safety Officer (FSO) and approved by the Facility Commander.

Limited Evacuation

A limited evacuation may occur when a fire or disaster has made one or more areas of the facility unsafe, or when security has been substantially compromised. Inmates will be moved to another location within the facility until it is safe to return them to their housing units or work areas. Inmates will not be moved outside the facility.

Total Evacuation

In a total evacuation, the extent of the disaster must be of such magnitude that continued detention of inmates inside the facility would unreasonably jeopardize their safety.

Limited Release

A limited release would only be considered when total evacuation has taken place and then only at the direction of the Facility Commander with authorization from DSB Command Staff. Such a release is dependent upon the type and severity of the existing emergency. Types of inmates released will follow the order outlined under "Total Release."

Total Release (Per Government Code Sec. 8658)

A total release will only occur if the emergency is of such magnitude that continued detention would unnecessarily endanger the lives of inmates. Only the Facility Commander will authorize a total release with authorization from DSB Command Staff. When such authorization is made, inmates shall not all be released at the same time. Releases should be made in the following order:

1. Sentenced misdemeanor prisoners;
2. Unsentenced misdemeanor prisoners;
3. Pre-arraignment misdemeanor prisoners;
4. Sentenced non-violent felony prisoners;
5. Un-sentenced non-violent felony prisoners;
6. Pre-arraignment non-violent felony prisoners;
7. Violent felony prisoners will *not* be released, except in extreme situations and only on the order of the Sheriff.

The law enforcement agency, in whose jurisdiction the facility is located, shall be notified of any releases.

PROCEDURES

- I. Exit routes must be distinctly and permanently marked in areas of a facility that are accessed primarily by facility staff or visitors. Exit signs do not need to be posted within inmate housing areas (Title 24, Appendix Chapter 3A, Section 331A.5). Exit routes must remain functional at all times and be kept clear of obstructions.
- II. Evacuation plans will include primary and secondary evacuation routes for all areas of the facility. These evacuation routes will be clearly marked on the maps in the facility Emergency Operations Manual (EOM) as described in section H.2.
- III. Each detention facility will develop evacuation procedures that will meet the individual needs of the facility (refer to green sheets). These procedures will be documented in the facility EOM and should include but not be limited to:
 - A. Evacuation routes and assembly areas (include floor plans).
 - B. Evacuation of personnel and visitors.
 - C. Evacuation of inmates.
 - D. Equipment.
 - E. Quarterly staff drills.
 - F. Procedures for daily inspection of evacuation routes to ensure such routes are clear of obstructions.
- IV. Evacuation plans will be the subject of regular line-up training and shift supervisors are responsible for ensuring personnel are thoroughly versed with facility evacuation plans.

DATE:	OCTOBER 5, 2009
NUMBER:	H.4
SUBJECT:	EMERGENCY BACK-UP SYSTEMS
RELATED SECTIONS:	H.2

PURPOSE

To establish an effective and uniform procedure for responding to a power failure within a detention facility.

POLICY

In the event of a power failure within any detention facility, the immediate emphasis will be on establishing emergency power utilizing an emergency generator, after which emergency lighting and communications will be established. Emergency power failure procedures will be reviewed annually by the facility Fire Safety Officer and approved by the Facility Commander.

PROCEDURE

- I. Each detention facility will develop a power failure procedure that will meet the needs of the individual facility (refer to green sheets). The procedure will include but not be limited to:
 - A. Emergency Generators
 - B. Emergency Lighting
 - C. Emergency Communications
 - D. Emergency Water Supply

- II. To ensure the emergency water is safe to drink, 20% will be rotated annually. The rotated water may be distributed to staff and/or inmates for consumption at the facility. Each facility's green sheet shall include the following as it pertains to the storage and rotation of the emergency water supplies:
 - A. Rotation procedures and documentation methods to track the rotation.
 - B. In addition to the drinking water, identify at least 60 gallons of potable or bottled water that will be utilized by the kitchen for general cleaning.
 - C. Identify adequate water supplies necessary for sanitation and human waste disposal.

Additionally, each facility's POST orders shall identify the staff member responsible for ensuring the rotation is completed.

- III. Each facility will maintain an Emergency Operations Manual (EOM) in accordance with the guidelines presented in section H.2. The EOM will include information concerning emergency generator type, location, operation/activation, emergency lighting, and emergency

communications. Copies of the facility EOM will be placed in strategic work locations for use in the event of a power failure. They must be kept secure to prevent access by inmates.

- IV. All personnel will be required to familiarize themselves with facility power failure procedures prior to their work assignments and to attend scheduled power failure training classes.
- V. The Facility Commander is directly responsible for ensuring the implementation of this policy.

DATE:	DECEMBER 3, 2012
NUMBER:	H.5
SUBJECT:	FIRE/SMOKE DETECTION SYSTEM
RELATED SECTIONS:	H.7

PURPOSE

To familiarize detention staff with the automatic smoke and fire detection systems located within the detention facility.

POLICY

An automatic smoke/fire detector system is required in all “sleeping areas” and in other areas not structurally separated from sleeping areas. Detention staff will have access to information concerning the type and location of these detectors.

PROCEDURE

- I. The smoke/fire system must emit an audible alarm to alert occupants of abnormal conditions. The smoke/fire detection system shall be tested annually by the Department of General Services, and shall be inspected by the local fire department biennially (every other year). All inspections and testing of equipment will be documented. The Fire Safety Officer will ensure tests and inspections are completed.
- II. Each facility will identify and describe the smoke/fire detection systems within the individual facility (refer to green sheets). This section should include, but not be limited to, fire alarm systems, smoke detector systems, fire sprinkler systems, and maintenance and inspections.
- III. Each facility will have facility-specific floor plans indicating the locations of all systems.

DATE:	MAY 4, 2010
NUMBER:	H.7
SUBJECT:	FIRE/SAFETY INSPECTIONS, TESTING
RELATED SECTIONS:	H.5, J. 1, J.2

PURPOSE

To establish procedures for inspecting and testing fire/safety equipment; and for the review and retention of the inspection documents.

POLICY

Each facility shall have a designated Fire Safety Officer (FSO) who is responsible for coordinating regularly scheduled inspections, testing and reviews of fire/safety equipment and procedures.

PROCEDURE

- I. The FSO shall be a Sergeant or Watch Commander appointed by the Facility Commander. The FSO shall ensure a comprehensive and thorough monthly inspection of the facility is conducted for compliance with safety and fire prevention standards. If the monthly inspection is conducted by a designee, it will be reviewed and signed by the facility FSO.
 - A. Appropriate facility-specific inspection forms will be used to properly document such inspections.
 - B. A monthly Fire Safety Report, reflecting the results of the inspection, shall be attached to the completed inspection forms and retained at the facility for a period of two years.
 - C. A copy of these documents shall be forwarded for review to the Facility Commander, via the Assistant Facility Commander.
- II. Facility personnel will immediately make written notification of any fire/safety violations or related problems identified or suspected. The written notification shall be forwarded to the FSO, even if discrepancies have been previously noted. It shall be the FSO's responsibility to investigate all reported deficiencies on a timely basis and take corrective action.
- III. The FSO shall be responsible for the quarterly testing of all fire safety equipment and alarms to ensure the systems are in continuous proper operating condition.
- IV. Any time facility personnel identify missing or faulty fire/safety equipment, a written request identifying the problem shall be forwarded to the FSO. The FSO will immediately arrange for maintenance, repairs, and/or replacement of the equipment.
- V. The FSO shall ensure that the adequacy and operation of the facility's fire alarm and smoke detection systems are tested annually by the Department of General Services.
- VI. The FSO shall ensure that an inspection of the facility by local or state fire officials is conducted every two years and any discrepancies are corrected.

- VII. The FSO shall ensure the availability of fire hoses or extinguishers at designated locations throughout the facility.
- VIII. The FSO shall establish a policy, specified in a facility green sheet, that all Survivair equipment be tested at the beginning of each shift. This testing will be documented on Department form J-5 and archived at each facility for a period of six (6) months.
- IX. The FSO shall review this Policy and Procedure section annually.

DATE:	JUNE 1, 2005
NUMBER:	H.9
SUBJECT:	EMERGENCY AID
RELATED SECTIONS:	

PURPOSE

To establish guidelines for requesting emergency assistance and operational deployment of allied agencies during major incidents.

POLICY

In the event of major emergency conditions requiring immediate outside assistance (e.g., implementation of jail evacuation plans, riot containment, etc.), the Watch Commander shall direct and coordinate all operations.

PROCEDURE

- I. The Watch Commander shall notify the Facility Commander and the Bureau Commander.
- II. Requests for emergency assistance, including Sheriff's Patrol personnel, should be made via the Communications Center. The notification should include:
 - A. Nature of incident.
 - B. Personnel requirements.
 - C. Mission requirements.
 - D. Location of Command Post.
 - E. Locations of staging area/motor pool (parking).
- III. After the initial notification, the Watch Commander shall supervise the overall operation. Outside agency personnel normally should report to their respective supervisors; thereafter, operations shall be coordinated between the Watch Commander and these outside agency supervisors.
- IV. During the incident, all on-duty Sheriff's personnel assigned to the facility shall remain at their duty assignments until properly relieved.

DATE:	JULY 1, 2007
NUMBER:	H.11
SUBJECT:	STORAGE AND USE OF TOXIC, CAUSTIC MATERIALS
RELATED SECTIONS:	

PURPOSE

To ensure the safety of staff and inmates through the proper use and storage of flammable, toxic or caustic chemicals.

POLICY

All flammable, toxic, or caustic chemicals will be stored and used in accordance with this section. Chemicals will only be used according to written instructions provided by the manufacturer.

PROCEDURE

I. KITCHEN

There are cleaning materials that are used and stored in kitchen areas that are flammable, toxic or caustic.

- A. Use: Cleaning materials used in kitchen areas are issued to inmates, as needed, by kitchen staff members. The kitchen staff will supervise the use of these chemicals until the chemicals are returned to the storage room.

When chemicals are dispensed from the original container to a spray bottle, the spray bottle must be labeled with the information that identifies the chemicals exactly as it appears on the original container.

- B. Storage: Cleaning chemicals used in the kitchen area shall be stored in a locked storage room. Only kitchen staff personnel will have the key and control of this area. Inmates will not be allowed in this storage room. Cleaning chemicals will be inventoried and accounted for by kitchen personnel on a daily basis.
- C. Disposal: Cleaning chemicals used in the kitchen will be disposed of in accordance with state law. Cleaning chemicals will never be disposed of in storm drains.

II. DISPENSARY

Antibacterial agents are used in the dispensary for medical purposes.

- A. These agents shall be used by trained medical staff only. Inmates are not authorized to possess these items or access the area where they are stored.
- B. Storage: Denatured alcohol and antibacterial agents in the dispensary shall be stored in locking cabinets or in a locked storage room. No inmates are authorized to possess or access these items.

- C. Disposal: Denatured alcohol and antibacterial agents in the dispensary will be disposed of in accordance with state law.

III. OFFICE

- A. Use: Any potentially hazardous substance such as typewriter cleaner, copy machine toner, etc., used for office work, will not be used by inmates except under supervision of detention staff.
- B. Storage: All potentially hazardous office supplies will be stored in a locked storage room. This storage room shall be kept locked and only detention staff is allowed access.
- C. Disposal: All potentially hazardous office supplies will be recycled when possible. Those which cannot be recycled will be disposed of in accordance with state law.

IV. HAZARDOUS SUBSTANCES

In accordance with state legislation, all hazardous substances will be inventoried on Material Safety Data Sheets. Inventory sheets will be kept updated on a quarterly basis by a staff member designated by the Facility Commander.

DATE:	JUNE 3, 2014
NUMBER:	H.13
SUBJECT:	SMOKING
RELATED SECTIONS:	O.3

PURPOSE

To provide a healthy, comfortable and productive working and living environment by protecting non-smokers from secondhand smoke and ensuring smokers adhere to smoking restrictions within detention facilities.

POLICY

To achieve the goal of smoke-free environments in County facilities, as mandated by both the Sheriff and the County Board of Supervisors, it is the policy of the Detention Services Bureau that smoking any tobacco products or electronic smoking devices within the detention facilities is prohibited. The term “detention facilities” shall include all areas within the secure portion of the facility. This includes the structures themselves and any grounds within the secured area.

PROCEDURE

- I. Smoking shall be prohibited throughout the detention facilities including, but not limited to:
 - A. All work locations
 - B. All inmate living areas
 - C. All hallways, rooms and storage areas
 - D. All secured areas, buildings and grounds

- II. Inmates shall not possess tobacco products or electronic smoking devices, including but not limited to cigars, cigarettes, pipes, snuff, chewing tobacco, electronic cigarettes, and igniting devices such as matches and lighters. Such items shall be considered contraband. If any of these items are found at the time of their initial booking process, these items will be returned to the arresting agency or at the inmate’s request, disposed of in accordance with policy. If the items are located after the booking process, these items shall be seized by staff and disposed of in accordance with policy.

- III. The Facility Commander may designate a smoking area for professional staff as long as it complies with the above sections and:
 - A. It is located a minimum of 20 feet away from any main exit, entrance or operable window of any public building.
 - B. It is not within the view of inmates.
 - C. It does not allow smoke to flow into the work site.

The Facility Commander may affect other rules about designated smoking areas as deemed necessary.

DATE:	MAY 28, 2015
NUMBER:	H.14
SUBJECT:	MOBILE BOOKING
RELATED SECTIONS:	

PURPOSE

To establish guidelines for responding to a request for assistance for a planned or spontaneous event where mass arrests are expected to occur.

POLICY

The Sheriff's Department maintains the capability of remotely accepting prisoners for planned operations or incidents involving mass-arrest. A Mobile Booking Team will be available to respond to these types of events with an on-site intake process, making it possible to accept arrestees into Sheriff's custody with minimal delay and providing law enforcement personnel the ability to return to duty as quickly as possible.

The activation of the Mobile Booking Team will be at the discretion of the Detention Operations Commander-Area 2 and/or Emergency Services. The Department will provide temporary booking services at or in proximity to the requesting agency's Command Post when the volume of arrests are reasonably expected to rise above 50 and/or when the requesting agency believes the anticipated number of arrests would adversely affect the overall operation without the assistance of mobile booking. Smaller scale operations may be approved at the discretion of the Detention Operations Commander-Area 2. This service will primarily involve the Prisoner Transportation Detail (PTD). PTD may perform Mobile Booking functions until such time as the requesting agency determines the Mobile Booking Team is no longer required.

All requests for the Mobile Booking Team deployment for a planned event will be coordinated through Detention Operations Commander-Area 2 and the Prisoner Transportation Detail.

Consideration for responding to an incident will be based on the type and location of the incident, the anticipated number of arrests, and all other information provided to the Sheriff's Department from the requesting agency. At the direction of the Detention Operations Commander-Area 2 or Emergency Services, a Prisoner Transportation Detail (PTD) supervisor will activate a Mobile Booking Team and notify all participants. Regardless of the scale of the response, the sergeant responding from PTD will be considered the Processing Sergeant at the scene and will ensure appropriate processing and booking criteria is followed. The on-scene supervisor will also be responsible for informing and updating the booking facilities of the activation and requesting resources as needed.

PROCEDURE

- I. Mobile Booking activations for planned or spontaneous callouts are as follow:
 - A. In the event of a planned incident, the Detention Services Bureau Command may decide to make the Mobile Booking Team available to the requesting agency. The PTD Sergeant and/or Lieutenant will participate in the agency's planning committee.
 - B. In the event of a spontaneous request from an outside agency, the Communications Center will contact the Detention Operations Commander-Area 2 for a decision to activate and size of activation to be implemented. If the activation is approved, the Detention Operations Commander-Area 2 or Emergency Services will contact the PTD Lieutenant or Sergeant, who will be responsible for notifying necessary staff. The JIMS Sergeant shall be notified no later than the next business day of the activation and booking activity of the Facility 15 terminal server. The JIMS Sergeant or JIMS Project Manager may be reached through the Help Desk at (858) 571-4211.
- II. Mobile booking activation plans will be made by the PTD Lieutenant or designee based on the size and nature of the incident.
 - A. Staging will be at or in proximity to the requesting agency's Command Post, depending upon the location of the incident. This area needs to be identified by the requesting agency at the time of notification and should allow for easy bus access. It should be sufficiently removed from the mass arrest incident to provide a safe location from which to operate and must be in an area that can be secured & controlled by Sheriff's personnel.
 - B. The callout will involve the PTD supervisor notifying each designated booking facility. The designated booking facilities will provide staff to receive inmates from Prisoner Transportation. Prior to arrival, Prisoner Transportation will call the effected booking facility informing them the number of incoming inmates. Upon arrival, Prisoner Transportation will drop off the inmate(s) and property. Deputies from the booking facility will take custody of the inmate(s) and complete the booking process.
- III. It will be the responsibility of the PTD supervisor to deploy the initial team to the location. A typical activation involves the Prisoner Transportation Detail, Inmate Processing Division and Medical Services.
 - A. The minimum equipment and personnel are listed below:
 - 1 PTD Sergeant
 - 1 Bus and 1 Deputy (driver)
 - 3 Vans and 6 Deputies (1 driver and 1 security per van)
 - 2 Site Security Deputies
 - 1 Computer Coordinator Deputy
 - 1 Booking Trailer
 - 1 Portable Toilet
 - 3 Laptops/2 MiFi Cards

2 Detention Processing Technicians
1 Detentions Nurse

- B. Further callouts may be directed by the Detention Operations Commander-Area 2 in the case of increasing severity of the situation. This plan is designed to be incremental and will initially involve the Prisoner Transportation Detail, but can involve other facilities depending upon the increasing severity of the incident. If the size of the incident dictates a need for additional personnel, the PTD Supervisor will notify the Watch Commander(s) from the designated booking facilities. Watch Commanders will assign staff to respond from their facility. Initial responders will be personnel (sworn and professional staff) currently on duty. Relief personnel will coincide with normal facility shift change times.
- IV. The Prisoner Transportation Detail has an ongoing responsibility to routinely maintain a list of trained personnel and equipment.
- A. Prisoner Transportation Division:
 - 1. Delivering and ensuring the maintenance schedule for the Mobile Booking trailer and generators are done.
 - 2. Delivering and ensuring the maintenance schedule for the portable toilet is done.
 - 3. Will maintain the monthly inventory and booking supplies in the Mobile Booking trailer.
 - 4. The manual booking kit boxes shall be stored in a safe and secured area accessible primarily to authorized PTD staff.
 - B. The Division of Inspectional Services and the Detention Support Division will conduct quarterly audits on the manual booking boxes to assure a proper state of readiness.
 - C. Medical Services will be responsible for their medical response equipment.
 - D. The Detention Support Division and the Detention Training Unit will be responsible for providing ongoing training to ensure all staff is informed of the procedures involved in Mobile Booking. The Medical and Inmate Processing staff will be included in the training.