

**BUTTE COUNTY SHERIFF'S OFFICE
DEPARTMENTAL ORDER**

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TO: ALL PERSONNEL

FROM: SHERIFF-CORONER

SUBJECT: ESCAPES - CORRECTIONAL FACILITIES

DATE: August 27, 2014

POLICY: Escapes pose a dangerous and complex situation in correctional facilities. Such situations shall be handled in a manner designed to safeguard the lives of employees, the public, non-involved inmates, and to maintain the integrity of the facility and apprehend the responsible inmate(s).

AUTHORITY: California Penal Code §6030

**KORY L. HONEA
SHERIFF-CORONER**

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I. GENERAL INFORMATION:

- A. In an escape situation, time works against the facility. Immediate actions must be taken to apprehend any escapees. Prior to an escape, inmates may display warning signs. Personnel should watch for the following inmate actions:
1. Significant changes in an inmate's behavior pattern, eating, and recreation habits;
 2. Sudden reduction in inmate visiting;
 3. Greater interest in times of headcounts;
 4. Tracking of employee movement and actions.
- B. While any of the above can be due to reasons other than a planned escape, they can also be signs of institutional unrest and should be noted by staff. In an escape situation the primary concern is securing the entire facility as swiftly as possible.

II. PROCEDURES:

A. POST OFFICER'S RESPONSIBILITIES:

1. Immediately notify the jail watch commander of the incident. Notification should include the following:
 - a. Location;
 - b. Missing inmate or inmates;
 - c. Damage to facility;
 - d. Statements made by other inmates / witnesses.
2. Turn off televisions and telephones;
3. Lock entry doors to, and inside of, affected area;
4. Lock down the facility;
5. If practical start videotape of incident and review any existing video that may provide leads.

B. JAIL WATCH COMMANDER'S RESPONSIBILITIES:

1. Ensure the facility is locked down and civilians are secured;
2. Determine the need for additional personnel;
3. Coordinate the activities of responding personnel and directing them to posts or staging areas;
4. Obtain available information about the incident. This information should include, but is not limited to:

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- a. Location of escape route;
 - b. All of the involved inmate's / suspect's information; name, D.O.B., physical description, available photo, charges, in custody status;
 - c. If known, weapons involved;
 - d. Identity and addresses of person(s) who have visited the escaped inmate;
 - e. Providing information to Patrol/Investigations to aid in apprehension;
5. The jail watch commander will ensure that the following personnel are notified in the event of an escape:
- a. Dispatch / BOLO;
 - b. On-duty patrol sergeants – north and south county;
 - c. All correctional lieutenants;
 - d. Jail commander;
 - e. Captain - operations division;
 - f. Undersheriff;
 - g. Sheriff.

C. CONTAINMENT AND NOTIFICATIONS:

1. Correctional staff on the scene, and under the direction of the jail watch commander, will isolate and contain the affected areas and inmates by establishing an inner perimeter of affected areas and implementing a lockdown and headcount of the entire facility.
2. Correctional staff on the scene will secure avenues of escape.
3. Civilians on scene will be escorted from the facility.

D. ESCAPE UNLOCK PROCEDURES:

1. Only upon order of the jail commander, or higher authority, will unlock procedures begin.
2. After the facility is secure the jail watch commander will ensure that the following will be completed:
 - a. Involved persons (i.e. officers, medical staff, etc.) will submit reports indicating their knowledge and observations of the incident covering damages, injuries, and arrests to the jail watch commander;
 - b. Provide immediate medical treatment as necessary;
 - c. Conduct a facility headcount;
 - d. Unlock the facility as determined by the jail commander.

E. MEDIA RELATIONS:

1. Release of information concerning the escape will be handled in accordance with established procedures. See: Departmental Order 2003 – Media Policy.