

COUNTY OF SANTA CLARA

Department of Correction Policy and Procedure Manual	Policy Number: 9.43 No. of Pages: 8 Date of Origin: 30 Apr 1996 Date of Revision: 15 Mar 2003
Chapter: Security and Control	Subject: Cell Extractions
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Signature of Issuing Authority <hr style="width: 80%; margin: 0 auto;"/> James W. Babcock, Chief of Correction	Current Policy Review Date of Review: 15 Mar 2003 Revisions Made: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

POLICY: It is the policy of the Department of Correction to provide its employees with training and guidance on moving an inmate by force from a cell or area when all attempts to gain voluntary compliance have failed.

PURPOSE: To establish procedures and training guidelines for cell extractions.

DEFINITIONS: ERT: Emergency Response Team

PROCEDURE:

- I. Staff and training
 - A. A cell extraction team is made up of six officers, with one officer assigned as the team leader and the other 5 assigned to an entry position.
 - B. A cell extraction team generally, but not always, consists of regular ERT members.
 1. ERT members train as a team to respond to emergencies. This training includes training on cell extraction techniques.
 2. If exigent circumstances are present and ERT members are not available for a cell extraction, the Sergeant may designate other officers to conduct a cell extraction.
 3. Additional officers may be required when multiple inmates are involved.
 - C. A cell extraction team may utilize varying techniques to the cell extraction procedures due to varying circumstances or situations.

- D. Whenever practical, staff of the same gender will be involved in forced cell moves such that at least one employee of the same gender is present to observe the incident.

II. Description of a cell extraction team, their equipment and responsibilities.

- A. A cell extraction team includes six officers, pain compliance tools, restraint equipment, a baton, shield and protective equipment. Each officer is assigned one of the five entry positions or team leader position. All references to entry positions and zones are based on the shield officer's position, e.g. the right upper zone is the arm on the right side of the shield. This could be the inmate's right or left arm depending if the inmate is pinned face up or face down. Officers will move in as one unit to apply maximum pressure upon impact of the shield.

1. Team Leader position

- a. In charge of directing the cell extraction team and responsible for the deployment of Oleoresin Capsicum (OC).
- b. Receives briefing and direction from the supervisor upon arrival to the scene.
- c. Gives instruction to the inmate(s) as the only member of a cell extraction team that may verbally communicate during a cell extraction to avoid misunderstandings
- d. Gives the team the entry command.
- e. Stands to the side of the extraction team while giving all commands and direction to the team and compliance instructions to the involved inmate(s).
- f. [REDACTED]

2. #1 entry position – "[REDACTED]" Officer

- a. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3. #2 entry position - "[REDACTED]" Officer

- a. Second in line behind the #1 officer, and responsible for [REDACTED]
[REDACTED]
- b. [REDACTED]
[REDACTED]
- c. [REDACTED]
[REDACTED]
- d. [REDACTED]
[REDACTED]
- e. [REDACTED]
[REDACTED]
- f. [REDACTED]
[REDACTED]
- g. [REDACTED]
[REDACTED]

4. #3 entry position - "[REDACTED]" Officer

- a. Third in line, behind the #2 officer and responsible for [REDACTED]
[REDACTED]
- b. [REDACTED]
[REDACTED]

5. #4 entry position - "[REDACTED]" Officer

- a. Fourth in line behind the #3 officer, and responsible for [REDACTED]
[REDACTED]
- b. [REDACTED]
[REDACTED]
- c. [REDACTED]
[REDACTED]
- d. [REDACTED]
[REDACTED]

6. #5 entry position – “[REDACTED]” Officer

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

Note: The #5 officer is also responsible for handcuffing, and shackling an inmate who surrenders prior to the cell extraction team’s entry.

- B. The cell extraction team’s positions and responsibilities are a guideline. Team positions and responsibilities may be executed in a different manner from that presented within the guidelines when directed by the on-scene Sergeant or due to varying circumstances with location.

III. Procedures for a cell extraction

- A. Whenever it becomes apparent that an inmate may have to be moved by force within a facility, the involved officer shall contain the situation and immediately notify the supervisor.
- B. The supervisor will respond to the scene and take command.
- C. Once on the scene, the supervisor will:
 - 1. Gather all available information about the situation from involved officers and designate an officer to bring a video camera to the scene and begin taping the incident. The officer who is video taping the incident shall do so in accordance with Department policy 9.55, Video Documentation.
 - 2. Communicate with the involved inmate(s) and attempt to gain voluntary compliance.
 - 3. Activate ERT members for a cell extraction or, if not available, organize a group of officers for a cell extraction if inmate is still refusing to comply.
 - 4. Notify the Watch Commander that force is imminent.

5. Ensure there is sufficient staff on scene to safely restrain and remove the inmate(s), as necessary.
 6. Notify medical staff to standby should medical treatment become necessary.
 7. Continue attempts at defusing the situation with communication skills and document these attempts on video, if possible.
 8. Brief and direct the cell extraction team upon the team's arrival.
- C. Once notified of the situation, the Watch Commander will remain in contact with the supervisor and give advice and direction as needed. Absent a situation requiring the immediate action of staff, the supervisor will get the Watch Commander's approval for a cell extraction
- D. Once on the scene and with the supervisor's approval, the cell extraction team will initiate the cell extraction under the direction of the team leader who will:
1. Direct the team to the front of the cell or area where the involved inmate is located.
 2. Identify himself or herself to the inmate as the officer in charge of the team.
 3. Communicate to the inmate that without proper compliance, the extraction team will enter the cell or area by force to gain compliance. He or she will give the inmate clear and concise direction with commands to follow towards compliance.
 4. Use OC, at his or her discretion given the circumstances, if the inmate is still refusing to comply. The use of OC will be in accordance with the guidelines set forth in Department Policy 9.53, Use of Oleoresin Capsicum (O.C.).
 5. Give the team the command to enter the cell or area by force if the inmate is still refusing to comply.
 6. Communicate with the team and the involved inmates giving direction for controlling the situation.
- E. Upon completion of the cell extraction, the supervisor will direct the cell extraction team to escort the inmate to another location. Possible locations include, but are not limited to:
1. Restraint Chair: In accordance with Department Policy #9.49, Use of Restraint Chair.
 2. Safety Cell: In accordance with Department Policy #9.47, Use of Safety Cell.

3. Holding Cell or Lobby Chair: In accordance with Department Policy #11.05, Use of Intake Sobering Cells, Intake Holding Cells and Intake Lobby Chairs.

IV. Special Considerations

A. Cell extractions at Main Jail's acute psychiatric unit, 8A, may be modified as necessary, when the approval of the supervisor and cell extraction team if they believe it to be beneficial to the outcome of the incident. Cell extractions in 8A will be treated on a case-by-case basis. Some of the modification may include, but are not limited to:

1. More time than usual when communicating with the inmate to ensure he or she understands the compliance orders being given.
2. Involvement of mental health staff to assist in communicating with the inmate, to reach voluntary compliance, and to get a better understanding of the inmate's behavior and possible reactions.
3. Eliminating the marching by the cell extraction team, where the loud noise may result in the opposite effect for a mentally ill inmate.
4. Considering an inmate's partial compliance to an order as a sign of voluntary compliance. The inmate may have the intention of complying but his or her mental limitation may affect full compliance such as sitting on the floor rather than laying on the floor as instructed.

B. Preventing Positional Asphyxia

1. If at any time an inmate must be taken to the ground on his or her stomach, as soon as the inmate is restrained the inmate is to be turned on his or her side. Placement in a seated position is preferable.
2. Avoid placing pressure with a knee, or any other body part, on the inmate's body below the shoulder blade for any sustained period.

C. Multiple Inmates

1. When multiple inmate are involved, additional staff will be required to assist.
2. If more than one inmate is housed in the same cell or area, it is possible that the other inmate may not want to be involved, and may be willing to cooperate and follow verbal commands.

3. When an inmate can be identified as an uninvolved party, and it is safe and reasonable to do so, attempts will be made to order those inmates out of the cell. Additional staff will be necessary to safely restrain and remove multiple inmates, one at a time.
4. An involved inmate may verbally agree or may indicate an intention to cooperate at any time prior to the cell extraction team's entry. If there is a reasonable belief that the inmate has changed his or her mind and is now willing to cooperate, the actual extraction procedure shall be suspended until the inmate's intentions can be more clearly ascertained.
 - a. If an inmate agrees to cooperate and is housed in a cell with a food port, or opening in the cell door, he or she will be ordered to place his or her hands behind his or her back and through the door's opening, allowing the officers to handcuff.
 - b. If the inmate agrees to cooperate but is not housed in a cell with such an opening in the door, the inmate will be instructed ordered into a safe position for handcuffing.
 - c. If the inmate's willingness to cooperate is not clearly ascertained, the cell extraction team may proceed.

D. Barricaded inmate

1. Inmates may tie sheets or other materials on their cell doors to slow the entry of the cell extraction team. A "911" knife or other tool deemed appropriate may be used to cut through the ties; however, these knives should be removed from the area prior to actual entry.
3. Inmate may spread water or shampoo on the floor of their cell(s) in order to cause the entry team to slip and fall. Special care must be taken when entering an area where the floor is wet, to avoid injuries to officers.
2. Inmates may cover their bodies with water or other substances to make themselves slippery. In these cases, entry team officers should wear gloves, enabling them to grasp these inmates more easily.

E. Armed Inmates

1. Whenever the involved inmate(s) are known to be armed with a weapon (i.e. "shank," broken broomstick handle, or razor blade), the cell extraction team will not enter the cell until directed to do so by the on scene supervisor.
2. All reasonable attempts shall be made to persuade the inmate(s) to disarm themselves and surrender the weapon(s).

3. If the inmate(s) will not surrender their weapons and comply with instructions, the Watch Commander will notify the on duty Sheriff's Sergeant to respond to the scene, and take tactical command of the scene.
4. The Sheriff's Sergeant and the Watch Commander will, in conjunction with one another, take the necessary action in defusing and resolving the situation.

V. Aftermath Measures

- A. Reporting requirements for all involved staff shall be followed and completed in accordance with Department Policy #9.27, Reporting of Incidents.
- B. The cell extraction team members will return all security equipment to its proper storage area and report any missing or broken equipment to the ERT Sergeant for replacement or repair.
- C. When possible, the on-scene Sergeants shall debrief the cell extraction team in order to:
 1. Critique the incident.
 2. Determine if any aspect of the incident could have been accomplished in a better manner.
 3. Use the results of the critique for future training purposes.

VI. Policy Revision

- A. All Department policies will be reviewed not less than once a year. The Professional Compliance and Audit Unit will establish an annual schedule identifying policies to be reviewed during a specific month.