
ADMINISTRATIVE DIRECTIVE – 114.003
RIOTS/HOSTAGES/DISTURBANCES INVOLVING THE JAIL

EFFECTIVE DATE: February 6, 2001

REVISION DATE: August 14, 2006

REVIEW DATE:

AFFECTS: All Personnel

I. INTRODUCTION

In a jail, a riot can be spontaneous, caused by an isolated incident or related to a staged effort to cover-up an escape attempt. Riots can spread rapidly to other jail areas. Once a small number of agitators have gained the attention of the other inmates and have recruited followers, physical damage to the building and its contents can occur. This may result in injuries to inmates and staff members and the disruption of daily routine.

The staff's primary objectives will be to maintain containment of the area, establish and maintain communication, disseminate information to field operations and assert every available effort to suppress the riot/disturbance in as peaceful a manner as possible. If the riot involves hostages, or develops into a hostage situation, these same primary objectives will remain intact.

II. PROCEDURES

A. Riots and Civil Disturbances In the Jail

1. Responsibilities of Jail Personnel

- a. In the event a jailer/s encounters a riot or a situation that appears to be developing into a riot, he/she will immediately notify the Shift Supervisor/Jail Manager by the most expedient means available; telephone, radio, or intercom.
- b. If the area involved can be secured, the jailer/s will secure the area and remain in an area of safety and observation until the arrival of the Shift supervisor/Jail Manager.
- c. Upon notification to Central Control Station by the Shift Supervisor/Jail Manager that a riot/disturbance is occurring, the Central Control Station jailer will broadcast the information to all on duty jail staff by intercom in a calm manner without overreacting.
 - (1) Should the riot/disturbance occur during normal business hours, jailers will be designated by the Shift Supervisor/Jail Manager to:
 - (a) Close the public entrance of the jail to all unauthorized persons. All visitors will be evacuated by following the jail=s evacuation policy and procedure.
 - (b) Notify the Municipal Court advising the judge that a disturbance is in progress in the jail. If the Judge is not available as the primary contact, the assistant Judge shall be notified. A full account of all known facts will be given to the judges at the time of notification.
 - (c) Notify the Sergeant of the Juvenile Division or person in charge of the disturbance in order to secure the perimeter.
- d. If the riot/disturbance occurs within a pod, the controller will not open the pod door, since this could present an opportunity for the rioters to emerge into another area.
- e. The Central Control Station jailer will immediately notify the **Watch Command on duty** by the most available means; radio or telephone. The Public Safety Communication Division shall then be notified by the Central Control Station jailer or designated person to contact the following persons:
 - (1) Jail Administrator
 - (2) Criminal Investigative Services Division
 - (3) Administrative Manager
 - (4) Assistant Chief of Police

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(5) Fire Department/Paramedics

- f. Only upon orders from the Shift Supervisor/Jail Manager will the Central Control Station jailer turn off the water, electricity and telephones to selected areas of the jail.
- g. If area is secured, all jail staff will remain at post positions until given further instructions by command personnel. Jail staff may be requested to establish a security perimeter around the involved area.
- h. For the safety of inmates and jail personnel, should evacuation of parts or all of the jail be necessary, refer to Emergency Jail Evacuation procedures.

2. Responsibilities of Shift Supervisor/Jail Manager

The Shift Supervisor will have the overall responsibility for the jail operation during those times when the Jail Manager is not normally on duty.

- a. The Shift Supervisor will immediately respond to the area of the disturbance and assess the situation. The Shift Supervisor will attempt to suppress the situation with verbal communication efforts from a safe location.
- b. If communication efforts fail or continuation of the situation poses an immediate threat to the security and safety of staff members and prisoners, it may become necessary to implement a tactical plan.
- c. The Shift Supervisor will order Central Control Station personnel to lock down the facility. The Shift Supervisor will provide the first level controller with the following information.
 - (1) Location and nature of the disturbance
 - (2) Number of prisoners involved
 - (3) Weapons, if any
 - (4) Conditions of the area
 - (5) Injuries or hostages, if known
 - (6) Possibilities of escape route/direction of travel
- d. The Watch Commander on duty will determine which arrests shall be issued citations, detained in a nearby holding facility or transported to the Collin County Sheriff's Department. Persons who have been temporarily detained in a nearby holding facility will be returned to the Plano City Jail once normal operating procedures are in order. Prisoners will be held in those agencies having an Interagency Agreement with the Plano Police Department.
- e. The Shift Supervisor will instruct the Central Control Station jailer to have the Sallyport area cleared of all vehicles allowing any support groups a place to assemble.
- f. The Shift Supervisor will continue to monitor the situation and attempt to establish verbal dialogue with the prisoners involved via the intercom system. An attempt will be made to identify the riot leader/s, including hostages, if any, and assess the situation to determine what level of response will be needed to restore control.
- g. The Shift Supervisor will be responsible for gathering information on all person's activity involved in the riot. This information will be made available to Field Operations upon their arrival at the scene.

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- h. If Field Operations is summoned, those designated persons will assume the roles of on scene, on sight coordinators. The Shift Supervisor will remain on the scene to provide support if needed.
 - i. Any prisoner not involved in the disturbance who wishes to exit the area of concern should be given the opportunity to return to their assigned cell and be locked down or be evacuated to a secure location only after assistance has arrived and upon the orders of Field Operations. No hostage taker or prisoner will be permitted to leave the area unless authorized to do so by the proper Field Operation Commander.
 - j. The decision to assault any area of the facility in a tactical manner will be thoroughly reviewed by the Chain of Command prior to implementation. The order to use force will be made by the appropriate elements of the Police Department, not by any member of the jail staff.
 - k. Once the riot/disturbance is subdued and the facility secured, all prisoners who were involved in the situation will be restrained and immediately escorted to special housing, **D Pod**. Each will be confined in an Administrative Segregation cell. If **D Pod** is the hazard area, the Shift Supervisor will make the determination of cell assignments.
 - (1) Prisoners will be thoroughly searched prior to housing.
 - (2) Injured persons will be transferred from the scene to the most appropriate location for medical treatment.
 - (3) I.D. shall be notified for crime scene processing should any criminal charges exist as a result of the riot/disturbance.
 - l. A formal head count of all prisoners in the facility will be conducted by designated jail staff. The Shift Supervisor will authorize the facility to be released from lock down only after, and if, the presence of all prisoners is confirmed.
3. Report Writing
- a. The Shift Supervisor will be required to submit a written detailed report to the Jail Manager within 24 hours of the incident. Written reports shall also be required of all jailers involved in the occurrence. These reports shall be submitted directly to the Jail Manager within 24 hours of the incident.
 - b. The Jail Manager shall submit a detailed written report to the Chief of Police, via Chain of Command within twenty-four (24) hours of the incident. Documentation of the occurrence, persons involved, injuries, if any, damages, the outcome and any other pertinent information. Information should include suggestions to avoid the situation reoccurring.
 - c. Any prisoner assaults on officers, jailers or other inmates will be investigated by the Criminal Investigation Division for filing of criminal charges.
 - (1) Use of force taken against any prisoner by a jail employee during a riot/disturbance shall require a Use of Force Report.
 - (2) The Use of Force Report shall be submitted via the chain of command to the Support Services Division within twenty four (24) hours of the occurrence.

B. Riots and Civil Disturbances Outside of the Jail

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1. When a riot or civil disturbance occurs outside the jail, the jailer discovering the disturbance will immediately notify the Shift Supervisor.
2. Once the Shift Supervisor has been notified and has verified that a riot or civil disturbance is taking place, he/she shall take steps to secure the perimeter of the security area of the jail.
3. The Shift Supervisor will immediately notify the **Watch Commander on duty** by radio. The Public Safety Communication Division shall be notified by the Shift supervisor or designated person to contact the following persons.
 - a. Jail Manager
 - b. Administrative Manager
 - c. Assistant Chief of Police
4. The Shift Supervisor will order the Central Control Station jailer to lock down the facility.
 - a. Procedures shall be followed for arrested persons during a lock down of the jail facility.
5. All jail staff shall remain inside the security area of the facility during the riot or disturbance.
6. The security doors to the perimeter of the security area will not be opened except to verified members of law enforcement agencies and only when it can be done safely.

C. Escape

In the event that a prisoner has escaped or is believed to have escaped, the jailer at the location will:

1. Immediately secure the area to ensure that all remaining prisoners are locked in.
2. Notify the Central Control Station First Level jailer by the most available means: (intercom, radio, telephone) that an escape has occurred. The reporting jailer shall advise the controller:
 - a. Lock down the facility and follow procedures for arrested persons.
 - b. Number of escapees, if known
 - c. Physical description, if known
 - d. Method of escape
 - e. Escape route, if known
 - f. Weapons, if any
 - g. Estimated time of escape if known
3. The Central Control Station jailer, without delay, will notify Public Safety Communication Division and give a full report of the escape and all known information. The Public Safety Communication Division shall immediately notify the following:
 - a. Watch Commander on Duty
 - b. Jail Manager
 - c. Criminal Investigation Division
 - d. Administrative Manager
 - e. Assistant Chief of Police
 - f. Surrounding Agencies

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4. The reporting jailer shall notify the Shift Supervisor of the incident and all pertinent information. Should a crime scene exist the jailer will secure the area until the arrival of the I.D. Personnel.
5. The reporting jailer shall generate an information sheet including photo to be sent to dispatch via fax. This will include addresses of relatives who live in the area. Additional copies of the information sheet will be made by Central Control Station personnel for distribution to Field Operation personnel and neighboring law enforcement agencies requesting the data.
6. Report Writing
 - a. All involved jail personnel, as soon as practical but before the end of his/her current shift, shall write a detailed report to their immediate supervisors the circumstances of the escape.
 - b. The Jail Manager shall submit a detailed written report of all known facts to the Chief of Police, via Chain of Command within twenty-four (24) hours of the incident.