

MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Emergency Procedures for Evacuation      **Policy Number:** H-101

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**Originated:** April 27, 2004

**Page:** 1 of 6

**Revised:** September 29, 2020

**Authority:** Title 15, Sections 1311, 1325,  
1327

**Approved:**  \_\_\_\_\_  
Chief Probation Officer

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**General Policy**

- I. The evacuation of any area within the Merced County Iris Garrett Juvenile Justice Correctional Complex will be conducted when it is determined that there is an immediate danger to youth and staff in those areas.
- II. The Supervising Juvenile Institutions Officer will be responsible for making arrangements for the safe evacuation of the youth and staff members.
- III. Once the youth have been evacuated, they will not be returned to the affected area(s) until the area(s) has been declared to be safe.
- IV. During the emergency, staff members will make sure all youth are accounted for.
- V. As soon reasonably possible, the Supervising Juvenile Institutions Officer will notify the Program Manager, Superintendent, and the Chief Probation Officer of the emergency and any actions taken.
- VI. As soon as the emergency condition no longer exists, all staff members involved in the evacuation will prepare incident reports detailing the actions taken to handle the emergency, the cause of the emergency if known, and what action could be taken to prevent similar incidents in the future.
- VII. Documented emergency evacuation drills will be conducted at least quarterly.
- VIII. Notification in writing to the Board of State & Community Corrections will be made if an emergency causes the suspension of standards for more than three (3) days.

- IX. All child supervision staff will receive documented annual emergency procedure training.
- X. During any evacuation, staff will refrain from making any statements to youth that could cause panic.
- XI. Staff will be deliberate and use “command presence” in these situations.

### **General Evacuation Procedures**

- I. The Supervising Juvenile Institutions Officer (SJIO) will have the following responsibilities.
  - A. Until relieved, the SJIO will remain at Central Control to oversee the safe, orderly and secure evacuation of the building.
  - B. Once it is determined that evacuation of the building (or portion) is necessary, the SJIO will designate staff to proceed with the evacuation of the facility.
  - C. The SJIO will arrange for the notification of both the Merced County Fire Department and the Merced County Sheriff’s Department, as appropriate.
  - D. The SJIO will arrange for the notification of the Program Manager, Superintendent, and the Chief Probation Officer.
  - E. When the safe and orderly evacuation of the affected area has been completed, the SJIO will evaluate the remainder of the facility for potential evacuation.
  - F. The SJIO will not allow any movement into the emergency area except for those authorized personnel assisting in the control of the emergency.
  - G. The SJIO will designate a staff member to direct the fire and rescue personnel to the location of the emergency.
- II. The Juvenile Institutions Officers will have the following responsibilities.
  - A. Upon notification or discovery of an emergency situation that could result in evacuation, staff will cease all activity immediately and prepare for evacuation.
  - B. Conduct an immediate count and make absolutely certain all youth are accounted for. Counts will be conducted at least once every 30 minutes until the emergency is over. All counts will be documented by Central Control.
  - C. At least one staff member will remain with the youth who are preparing to exit the facility, while other staff members systematically let other youth out of their rooms.

- D. When instructed to evacuate, line the group and move the youth out of the area in an orderly manner by way of the nearest unobstructed doorway to a designated secure area. Notify Central Control of the door that you are exiting.
- E. **Do Not Run - Do Not Allow Your Group to Run.**
- F. At a safe distance (minimum of 50 feet) from the building, stop your group and have them stand in line or sit on the ground. Immediately conduct a count and roll a call to ensure all of your youth are accounted for. Notify Central Control of your location and count.
- G. The group is to remain sitting on the ground until the facility has been cleared to re-enter or further evacuation instructions are issued.
- H. If any youth or staff members are injured during the emergency, staff members will provide emergency first aid as indicated. Notify Central Control if emergency medical attention is needed.

### III. Courtroom and Administration Areas

- A. Upon hearing the emergency alarm, the Bailiff and the Court Probation Officer will be responsible for overseeing the safe and orderly evacuation of the general public and court staff that are within the courtroom/waiting areas.
- B. A Juvenile Institutions Officer will take custody of any detained youth in the courtroom or holding cells and move them to a secure and safe area.

### **Specific Evacuation Issues**

#### I. Fire Evacuation

- A. Immediate action of the staff member discovering the fire is:
  - 1. Locate and use the closest fire alarm and radio to report the fire. Staff will avoid the use of duress or panic alarms, as those alarms are reserved for: “man down” or “officer needs assistance” situations.
- B. Attempt to contain the fire by closing all doors around the fire and/or smoke-filled areas.
- C. Notify the Supervising Juvenile Institutions Officer as to whether or not evacuation should be implemented.

- D. Evacuate all youth and staff in immediate danger into one of the recreation areas, preferably the high-security area recreation yard. Each staff member will be familiar with the exit route for the area in which he/she is assigned.
- E. If smoke is heavy, youth will be directed to crawl on the floor until they are out of the building.
- F. If possible (with minimal risk of injury), staff members not needed to control the evacuated youth, will use the proper fire extinguisher or fire hose to contain the fire until assistance arrives.

## II. Earthquake

### A. Unit Areas

- 1. Multi-Purpose Room / Dayrooms / Intake
  - a) Staff will advise youth to stand flat against the inside walls or to get under the tables.
- 2. Youth's Rooms
  - a) Use the intercom system to advise youth to stand flat against the inside walls of the rooms and to remain there until given further instructions.
  - b) Conduct continuous checks of the youth to ensure their safety.
- 3. Outside Recreations:
  - a) Direct youth to the center of the recreation area and have them sit on the ground.
- 4. After the shaking stops, staff members will assess the damage and determine whether further action needs to be taken for the safety of the youth.

## III. Flood Plan

- A. In the event of a flood, the Supervising Juvenile Institutions Officer will immediately notify the Department of Emergency Services or the Merced County Fire Department for instructions.
- B. If water is collecting and may possibly enter one of the buildings, contact Building Maintenance letting them know of the problem.

- C. Contact the Program Manager, the Superintendent and the Chief Probation Officer if evacuation is anticipated.

#### IV. Bomb Threats

- A. Staff members will calmly and systematically direct youth to evacuate the area where the bomb is reported to be located. Staff members will maintain control of youth at all times during the evacuation and will conduct systematic head counts until the emergency status has ended.
- B. The staff member receiving the call is to attempt to keep the caller on the line as long as possible.
- C. Ask the caller to repeat the message.
- D. Ask the caller to indicate the location of the bomb, obtaining as much detail as possible, including the expected time of explosion.
- E. Write down any specific comments made by the caller.
- F. Pay particular attention to the caller's tone of voice, accent, any background noises and try to determine the age and gender of the caller.
- G. Have another staff member notify the Merced County Sheriff's Department.
- H. Turn off main gas line to the facility.
- I. Until proven otherwise, the staff are to assume that the caller is telling the truth and that a bomb has been placed on the premises.
- J. All youth are to be removed from the building and are to be advised that they are participating in a fire drill. Youth will be removed to the far end of the secure recreation field.
- K. Staff are not to assist in the search for the bomb unless requested to do so by the responding agency.
- L. Staff members will request all peace officers and attorneys to leave the building. All youth in the Intake area will be housed in holding cells or evacuated. A minimum of one staff member will remain in the Intake area while staff members respond to the emergency.
- M. Notify the Program Manager, Superintendent and the Chief Probation Officer.

#### V. Toxic Chemical Spills

- A. In the event of a toxic spill, wait for the instructions from the appropriate fire / safety personnel. Should it become necessary to evacuate facility and move the youth out of the facility, the SJIO will:
  - 1. Immediately notify the Program Manager, Superintendent, and the Chief Probation Officer.
  - 2. Contact the Merced County Sheriff's / Fire Department for assistance.

**Emergency Housing Plan**

- I. In the event that youth must be evacuated from the facility or from a specified housing area because of fire or other emergency, the youth will be housed as follows:
  - A. If any units are not affected by the emergency, youth from the affected housing area(s) will be housed in the housing areas not affected.
  - B. If all housing units are affected by the emergency, youth who can be managed in the community may be released to their parents or guardians (with the approval of the Juvenile Court) until the emergency situation has been resolved. Youth who present the most serious risk to the community will be housed with the Merced County Sheriff's Department or outside county juvenile detention facilities that can accommodate the youth on a limited basis.
  - C. Once the youth have been evacuated, they will not be returned to the affected housing areas until they have been declared to be safe.

I have read and understand this policy.

Name: \_\_\_\_\_  
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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Emergency Procedures  
& Communication Codes  
(Non-Evacuation)

**Policy Number:** H-102

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**Originated:** April 27, 2004

**Page:** 1 of 5

**Revised:** December 2, 2018

**Authority:** Title 15, Section 1327

**Approved:**   
Chief Probation Officer

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**General Policy**

- I. The Merced County Iris Garrett Juvenile Justice Correctional Complex is a “no hostage” facility. Staff members will not allow youth holding hostages to leave secure areas of the facility.
- II. When responding to emergencies within the facility, staff members will make certain their assigned areas are secured and properly supervised before leaving the area.
- III. The shift supervisor will be notified of all emergency situations involving youth or staff.
- IV. The Program Manager, Superintendent, and Chief Probation Officer will be notified about any emergency incident requiring law enforcement or emergency medical response.
- V. Staff members will exercise caution, foresight, and good judgment to prevent emergency situations whenever possible.

**Responding to Emergencies**

- I. When a request for assistance is sounded by a staff member, school personnel or program provider, all staff members on duty will respond in the following manner:
  - A. The Security Systems Operator (SSO) assigned to Central Control will announce the location of the alarm over the radios. The SSO will ensure that the shift supervisor has been notified of the emergency.
  - B. All staff members designated as first responders, and not engaged in immediate youth supervision or other critical activities, will proceed as quickly as possible to the location of the incident. Staff members will not leave their posts until it is safe to do

so and all youth have been secured.

- C. Staff members in unaffected housing units will immediately begin securing their units by locking the youth in their rooms. If three staff members are present, one staff member shall proceed immediately to the emergency. Once the unit is secure, the second staff member may respond if needed. Except on the midnight shift, one staff member will remain in the housing unit unless specifically requested to respond by the shift supervisor.
- D. Intake staff will secure any youth in the booking area before responding to the emergency. One sworn staff member or Extra-Help Juvenile Institutions Officer (JIO) will remain in the Intake area at all times that youth are present.
- E. All visitors, program providers, and school personnel will be directed to leave the affected area.
- F. As much as possible, staff assigned to the affected area will direct the activity until relieved by the shift supervisor or a person of higher authority. All responding staff members will assist in controlling the incident.
- G. If the situation cannot be brought under control by facility staff members, the shift supervisor or designee will call for emergency assistance from the Merced County Sheriff's Department. Once on scene, the shift supervisor will coordinate further action with the incident command leader from the Sheriff's Department.
- H. The Program Manager, Superintendent, and Chief Probation Officer will be notified immediately when outside assistance is requested.
- I. Once the incident is under control, staff members assigned to housing units and Intake will return to their posts and resume normal operations. "Floating" staff members will remain in the affected area until special needs have been handled, such as cleaning up after the disturbance, counseling with distressed youth, OC aftercare, etc.
- J. If it is determined that the situation is under control before all staff members have arrived in the affected area, the shift supervisor will advise the remaining staff members to disregard and return to their posts immediately.

### **Escape Attempts, Hostages, Fights, Riots, and Other Disturbances**

- I. If any youth in the facility attempt to escape, hold a staff member or other person hostage, engage in a fight or in behavior that could be described as a riot (a violent disturbance created by more than one youth), or perform any similar actions, and the youth do not respond to verbal commands to stop the behavior/disturbance, the following procedures will apply:

- A. A staff member will sound the alarm to summon assistance from the shift supervisor and other staff members. A “Code 3” will be announced over the handheld radio.
- B. Staff members assigned to housing units will lock all youth in their rooms as quickly as possible. The youth will remain locked in their rooms until the situation is under control. If the youth are in other areas of the facility, staff members will maintain control of the youth in those locations until it is reasonably safe to return them to their respective housing units or to any housing unit that is not directly involved in the incident.
- C. Staff members will work to bring the situation under control using the Use of Force guidelines detailed in Policy H-112.
- D. Staff members will separate the perpetrators, and house them in separate housing areas, whenever possible.
- E. Staff members will attempt to counsel the youth to calm their behavior and to make a determination of what led to the incident.
- F. Staff members will secure the area if a criminal investigation is anticipated (assault, destruction of property, attempted escape, etc.).
- G. If the rioters or potential escapees have taken any hostage(s), the shift supervisor will summon for immediate emergency assistance from the Merced County Sheriff’s Department. Staff members will not allow the hostage takers to leave the secured area. Staff members will follow law enforcement instructions regarding the hostage negotiations.
- H. The shift supervisor or designee will notify the Program Manager, Superintendent and Chief Probation Officer immediately of the situation.
- I. Each staff member who observed the incident, or rendered assistance, will complete an incident report regarding the details of the incident, paying particular attention to the identities of the perpetrators and their involvement in the incident.

**Collapse or Death of an Individual (Not in Custody)**

- I. Immediately upon discovering the collapsed person, staff will notify Central Control and provide the location of the incident, requesting emergency assistance if needed.
- II. The Security Systems Operator (SSO) assigned to Central Control will notify the shift supervisor. The shift supervisor will direct the SSO to telephone 9-1-1 for emergency medical services, if needed.

- III. If medical staff is on duty in the facility, they will be requested to respond to the location. The victim will not be moved.
- IV. The staff member discovering the collapsed individual will administer necessary first aid, if qualified to do so.
- V. If the victim is determined by medical personnel to be deceased, the Merced County Sheriff's Department will be requested to initiate the Coroner process.
- VI. The staff member discovering the collapsed individual will write an incident report prior to going off shift.
- VII. The shift supervisor or their designee will notify the Program Manager, Superintendent, and Chief Probation Officer of the incident.
- VIII. In the case of a death, it is the responsibility of the Coroner's Office to make notification to the next of kin.

#### **Armed Person or Terrorist within the Facility or Grounds**

- I. The staff member observing the armed subject or terrorist will notify all personnel of a "Code 3" by handheld radio. The subject's location, description(s) and type of weapon(s) will be provided.
- II. The Security Systems Operator assigned to Central Control will immediately telephone 9-1-1 for emergency assistance and notify the shift supervisor.
- III. Staff members will not attempt to restrain or disarm the individual(s).
- IV. All movement within the secure areas of the facility will be restricted. Every effort will be made to limit areas of access to the suspect(s) until apprehended by law enforcement.
- V. If the suspect(s) is actively shooting, staff members and youth in the affected areas should attempt to exit the building to safety or secure themselves and the youth in a locked room.
- VI. The shift supervisor or their designee will notify the Program Manager, Superintendent, and Chief Probation Officer as soon as reasonably possible of the incident.
- VII. A detailed incident report will be completed by all involved staff members prior to the end of the shift.

#### **Civil Disturbances**

- I. If persons outside the facility engage in behavior that is riotous and/or threatens the security of the facility, the following procedures will apply:

- A. All exterior points of access to the facility will be secured.
- B. Staff members will keep the youth as calm as possible. Staff members will exercise good judgment in determining whether to lock the youth in their rooms in order to maintain control.
- C. The shift supervisor or designee will summon assistance by calling 9-1-1.
- D. Staff members will follow law enforcement instructions for maintaining control of the facility until the disturbance has been quelled.
- E. The shift supervisor or their designee will notify the Program Manager, Superintendent, and Chief Probation Officer of the incident as soon as reasonably possible.

**Other Emergencies**

- I. Other emergencies may occur that are not specifically addressed in this policy. Staff members will use these procedures as a guideline for other emergencies and will exercise good judgment in determining the appropriate course of action.

**Avoidance of Emergencies**

- I. Staff members will exercise caution, foresight and good judgment to avoid emergency situations whenever possible. Staff members will counsel youth, as necessary, to assist them with personal problems and individual needs, and will refer youth for medical and mental health treatment as indicated to prevent crisis situations.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Medical Emergencies

**Policy Number:** H-103

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**Originated:** April 27, 2004

**Page:** 1 of 5

**Revised:** March 11, 2019

**Authority:** Title 15, Section 1327, 1341 and 1412

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. A **medical emergency** is an acute injury or illness that poses an immediate risk to a person's life or long-term health, sometimes referred to as a situation risking "life or limb."
- II. When any indications of a serious illness or injury to a youth are discovered, staff members will employ all possible emergency procedures to sustain the youth's life until relieved by qualified medical personnel.
- III. There will be first aid kits and an Automated External Defibrillator (AED) in every building where youth are housed.
- IV. Medical emergencies that require a youth to be transported to the local Emergency Room are classified as critical incidents. Critical incidents require notification to the youth's parent, guardian or persons standing in loco parentis and to the Juvenile Justice Delinquency Prevention Commission.

**Procedures**

- I. The following symptoms will be considered to be medical emergencies for the purpose of obtaining emergency medical treatment:
  - A. Loss of consciousness
  - B. Seizure or convulsion
  - C. Suicide attempt
  - D. Serious head or facial injury
  - E. Broken bone(s)

- F. Unusual or uncontrollable bleeding
  - G. Skin rash with the following complications:
    - 1. a skin rash that covers the body;
    - 2. fever coupled with the rash;
    - 3. rash is sudden and spreads rapidly;
    - 4. rash begins to blister;
    - 5. rash is painful; and/or,
    - 6. rash is infected.
  - H. Respiratory congestion or difficulty breathing
  - I. Fever in excess of 101 degrees unresolved with Tylenol
  - J. Persistent severe pain
  - K. Vomiting blood
  - L. Persistent vomiting with indications of dehydration
  - M. Pregnancy complications
  - N. Incoherent speech and/or bizarre behavior
- II. If any of the above symptoms occur, or there are any other indications of a serious illness or injury, staff will immediately notify the shift supervisor, who will evaluate the seriousness of the medical emergency. If medical staff are on duty, they will be notified of the incident and will either respond to the location or may direct the youth to be escorted to the Medical area.
- III. When the medical emergency occurs while medical staff are not in the facility, the shift supervisor will be responsible to evaluate the seriousness of the medical emergency and determine the appropriate response.
- A. The shift supervisor will use good judgement and an abundance of caution in determining whether a medical condition constitutes an emergency. The shift supervisor may also contact medical staff at the John Latorraca Correctional Facility and request a medical evaluation.
- IV. If the shift supervisor is not sure that the medical condition is actually an emergency requiring immediate attention, the shift supervisor will contact a designated medical staff member and follow their instructions.

V. Minor Injuries

- A. In the event of a minor injury, staff will follow the procedures set forth:
1. Apply whatever first aid techniques are appropriate.
  2. Notify the shift supervisor.
  3. Prior to going off shift, a detailed incident report will be completed stating cause, extent of injury and type of treatment.
  4. A sick call referral will be filled out prior to going off shift.
  5. Medical staff will check on youth's injury on the first working day after the injury occurred.
- B. In the event of serious injury or illness, staff will follow the procedures set forth:
1. Apply whatever first aid techniques are appropriate.
  2. Notify the shift supervisor. The shift supervisor will follow the designated protocol above that provides guidance on what to do if medical staff are in the facility or are not in the facility. If needed, the shift supervisor will arrange for the youth to be transported to the local Emergency Room.
  3. An ambulance will be requested only when a youth cannot be safely transported by a staff member.
  4. Medical staff will contact the Emergency Room by phone to advise them that a youth is being transported and the nature of the medical emergency if they are in the facility. If the medical provider is not in the facility, the shift supervisor will contact the Emergency Room.
  5. If available, a medical consent for treatment will be taken to the local Emergency Room.
  6. If a signed medical consent form is not on file and the parent, guardian, or persons standing in loco parentis are not available to sign one, the contract medical provider has a court order on file that allows for the consent of medical treatment until one can be obtained from the youth's parent, guardian, or persons standing in loco parentis.

7. A Juvenile Institutions Officer will be assigned to accompany the youth to the hospital.
8. The Juvenile Institutions Officer will remain with the youth until the youth is cleared to return to the facility, is released to their parent, guardian, or persons standing in loco parentis, is admitted to the hospital, or is relieved by another officer.
9. If at all possible, prior to the administering of any medical treatment or procedure, the youth's parents will be notified.
  - a) If the youth's parent, guardian, or persons standing in loco parentis do not have a phone and cannot be contacted during normal working hours, the shift supervisor will contact the youth's probation officer and request that they make contact with them. During non-business hours, the shift supervisor will contact the appropriate law enforcement agency and request for them to attempt to make contact with the youth's parent, guardian, or persons standing in loco parentis at their home, requesting them to call the facility immediately. It may be necessary for the shift supervisor to call a Program Manager for assistance.
10. The Program Manager will be notified as soon as feasibly possible of any medical emergency requiring transportation to the local Emergency Room. The shift supervisor can designate a staff member to make contact if they are continuing to manage the emergency situation and are unable to stop what they are doing to make contact. Once notified, the Program Manager will notify the Superintendent.
11. The shift supervisor will notify the Program Manager of any youth being admitted to the hospital. Once notified the Program Manager will notify the Superintendent who will notify the Chief Probation Officer.
12. If a youth is admitted to the hospital, the shift supervisor will arrange for security coverage by an officer the entire duration of the youth's stay. If the supervisor is unable to arrange for coverage, they will contact a Program Manager immediately. No youth will be left unattended by an officer.
13. An incident report will be completed by all staff members who were involved in the medical emergency prior to them going off shift unless additional time is necessary and authorized by the facility manager or designee. The report will be approved by the shift

supervisor who was present at the time of the medical emergency and will then forward the report to the Program Manager.

14. If medical staff was not on duty at the time of the medical emergency, the shift supervisor will notify them immediately when they are on duty and provide them with the details of the emergency and the actions taken to resolve the situation.

## VI. First Aid Kits

- A. First Aid kits will be available for use by staff members in response to minor complaints not requiring formal medical attention, and in providing immediate first aid for some significant conditions pending arrival of medical staff.
- B. Each housing unit and Intake will be equipped with a First Aid kit. The contract medical provider will be responsible for inspecting and maintaining the First Aid kits according to the policies established by the contract medical provider in cooperation with the Superintendent.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Mental Health Emergencies

**Policy Number:** H-104

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**Originated:** April 24, 2004

**Page:** 1 of 3

**Revised:** November 7, 2018

**Authority:** Title 15, Sections 1327, and  
1437, 4011.6 PC, and  
6551 WIC

**Approved:** \_\_\_\_\_

  
Chief Probation Officer

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**General Policy**

- I. A Mental Health Emergency is a life threatening situation in which a youth is imminently threatening harm to self or others, severely disorientated or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.
- II. Any youth who is experiencing a Mental Health Emergency will be separated in a manner that is as least restrictive as possible to protect the youth's well-being.
- III. Youth who appear to be a danger to themselves or others, or to be gravely disabled, due to a mental health condition shall be evaluated at the direction of Behavioral Health and Recovery Services pursuant to section 4011.6 of the California Penal Code and section 6551 of Welfare and Institutions Code.

**Procedures**

- I. Any staff member who believes a youth is experiencing a Mental Health Emergency will contact the shift supervisor immediately. All staff members will utilize a trauma informed approach to address the behavior according to the youth's individual needs. If it is determined that a youth needs to be restrained or separated, the youth will be restrained or separated in a manner that is least restrictive as possible in order to protect the youth's well-being. The following areas/tools may be utilized in order to safely secure a youth:
  - A. The youth's room.
  - B. A holding room in the Intake area.
  - C. WRAP. (Refer to policy # H-119 for the WRAP Usage and Maintenance

Procedures).

- D. The safety room, only when the youth presents an immediate danger to themselves and/or others. (Refer to Policy # H-105 for Use of the Safety Room).
  - E. Mechanical or Physical restraints if control cannot be achieved using the least restrictive measures. (Refer to Policy # F-107 for Use of Physical Restraints).
- II. The shift supervisor will evaluate the youth's behavior to determine if the youth should be placed on documented 10-minute safety checks while in a holding room or sleeping room until cleared by Behavioral Health and Recovery Services.
  - III. The shift supervisor will contact Behavioral Health and Recovery Services and request a mental status assessment by a licensed behavioral/mental health clinician, psychologist or psychiatrist for any youth who is experiencing a Mental Health Emergency.
  - IV. The shift supervisor will contact the Program Manager after Behavioral Health and Recovery Services has been contacted and will provide updates as needed.
  - V. If Behavioral Health and Recovery Services deems it necessary for a youth to be transported to a designated Lanterman-Petris-Short (LPS) facility, the shift supervisor will coordinate and call for an ambulance to transport the youth. A staff member will follow behind the ambulance to the facility to ensure the youth arrives safely. If a youth is taken to a LPS facility, staff will not be required to stay with the youth. If the youth is transported to the emergency room while Behavioral Health and Recovery Services locates a LPS facility, a staff member will remain with the youth until the youth is transported to a LPS facility.
- A. The youth's parent(s), guardian(s), or persons standing in loco parentis will be notified any time a youth has been transferred to an outside facility due to a Mental Health Emergency.
    - 1. If the youth's parent(s), guardian(s) or persons standing in loco parentis do not have a phone and cannot be contacted during normal working hours, the shift supervisor will contact the youth's probation officer and request for them to make contact with the youth's parents(s), guardian(s), or persons standing in loco parentis. After normal working hours, the shift supervisor will request the appropriate law enforcement agency to attempt to make contact with the youth's parent(s), guardian(s), or persons standing in loco parentis at their home requesting for them to call the facility. All efforts to notify the youth's parent(s), guardian(s), or persons standing in loco parentis will be documented in the youth's communication log via the case management system.
  - B. Both the Program Manager and the Superintendent will be notified of any youth

being admitted to the hospital due to a Mental Health Emergency.

1. The Chief Probation Officer is to be advised on the first work day after the incident.

- VI. Prior to the end of the shift, an incident report will be completed detailing the Mental Health Emergency incident and all actions taken.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Use of the Safety Room

**Policy Number:** H-105

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**Originated:** April 27, 2004

**Page:** 1 of 7

**Revised:** November 20, 2018

**Authority:** Title 15, Section(s) 1359, 1358, 1358.5

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. The safety room will be used to hold only those youths who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. Use of the safety room shall not be used before other less restrictive options have been attempted and exhausted unless attempting those options poses a threat to the safety or security of any youth or staff.
- II. The safety room will not be used as form of punishment, coercion, convenience, or retaliation by staff.
- III. Only one youth will be placed in the safety room at one time.
- IV. The safety room shall not be used to the extent that it compromises the mental and physical health of the youth.
- V. Placement of youth in the safety room requires the approval of the shift supervisor, Program Manager or Superintendent. Retention in the safety room without the use of physical restraints will be reviewed every four hours. The reasons to continue and/or end placement will be documented. Staff shall follow the provisions in the Use of Physical Restraints within the Facility policy when the prolonged use of the safety room with the use of physical restraints is necessary.
- VI. If not involved in the placement, the Program Manager or Superintendent will be notified immediately when a youth is placed in the safety room.
- VII. The shift supervisor will ensure that the medical provider and behavioral health and recovery services are notified immediately when a youth is placed in the safety room.
- VIII. Youth placed in the safety room will:

- A. receive documented continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 5 minutes with actual time recorded;
  - B. receive necessary nutrition and fluids, access to a toilet, and suitable clothing for privacy.
- IX. Placement of a youth in the safety room will require an incident report to be completed that includes the reason for placement, including all attempts to use less restrictive means of control.

### **Procedures**

- I. The safety room is located in the Intake Unit labeled "I-1."
- II. The shift supervisor, Program Manager, or Superintendent will authorize placing a youth in the safety room before the option may be utilized. Under extreme conditions in which a youth is in imminent danger of harming them self and/or others, a staff member may place a youth in the safety room while obtaining approval. However, the staff member will be required to justify in writing the reason(s) the youth was placed in the safety room prior to administrative approval.
- III. When a youth is placed in the safety room, the shift supervisor will notify the on-duty medical staff and Behavioral Health and Recovery Services staff immediately.
  - A. If medical staff is not on duty, the shift supervisor will contact the medical provider at the John Latorraca Correctional Facility and request an immediate response. Medical will assess the youth every two hours thereafter and provide a medical opinion on the safety of placement and retention.
  - B. If Behavioral Health and Recovery Services staff is not on duty, the shift supervisor will contact the Behavioral Health and Recovery Services Adolescent Service Team and request a worker to respond to the facility as soon as possible. A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.
- IV. When a youth is placed in the safety room, the shift supervisor will notify the Program Manager or Superintendent as soon as possible.
- V. While a youth is in the safety room, a staff member will remain outside the safety room door and will keep the youth under ongoing direct visual supervision. The staff member will record their observation on the Safety Room Log Form at least once every 5 minutes and/or when any significant event occurs.
- VI. While a youth is in the safety room, staff members will provide the youth with necessary

nutrition and hydration. The youth will be provided an opportunity to eat at each meal time and offered an opportunity to drink every two hours. Food and drink will be provided in paper or styrofoam containers. A paper spoon will be the only utensil allowed inside the safety room.

- VII. While in the safety room, the youth will be required to wear an approved suicide-prevention safety gown and have a suicide-prevention blanket if it appears the youth may use their own clothing to inflict self-harm.
- VIII. The Program Manager will review the continued placement of the youth in the safety room at least once every hour. The review will be documented on the One on One Observation Sheet (Attachment A).
- IX. The shift supervisor will notify the Program Manager as soon as possible after the youth has been removed from the safety room.
- X. The Program Manager will notify the Superintendent for any incident necessitating the prolonged use of the Safety Room.
- XI. The staff member who observed and/or discovered the behavior that caused the youth to be placed in the safety room will write a detailed incident report describing the behavior, staff attempts to control the behavior, staff's attempts to use a less restrictive form of control, the decision to place the youth in the safety room, the exact time the youth was placed in the safety room, and whether the youth was placed in a suicide-prevention garment.
- XII. Any prolonged use of the Safety Room will require the shift supervisor to ensure the One on One Observation Sheet is fully completed, providing the exact time the youth was placed in the Safety Room and the exact time the youth was removed from the Safety Room, the staff members who were involved in the incident, the shift supervisor's name, the date, and the time. In addition, the shift supervisor shall complete a detailed incident report providing the reasons to continue and end the use of the Safety Room, the time and that medical and behavioral health providers were contacted, the time medical and behavioral health responded to conduct an assessment, and the time the Program Manager was notified.
- XIII. If a youth is retained in the Safety Room for longer than four hours, staff shall do one or more of the following:
  - A. Return the youth to general population
  - B. Consult with behavioral health or medical
  - C. Develop an Individualized Plan for Reintegration into Programming (See Attachment B)

- XIV. After each use, the shift supervisor will ensure the safety room is thoroughly cleaned and will inspect the room padding for any damage.







MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Emergency Fence Extraction

**Policy Number:** H-106

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**Originated:** April 27, 2004

**Page:** 1 of 3

**Revised:** February 1, 2019

**Authority:** Title 15, Sections 1327

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. Staff members will not attempt to remove the youth from the razor wire unless instructed to do so by the shift supervisor.
- II. A 16-foot ladder will be maintained on the facility grounds for use in emergency fence extractions.
- III. The Merced County Fire Department will be contacted to assist in extracting the youth from the fencing material.
- IV. The Program Manager, Superintendent, and Chief Probation Officer will be notified of the incident as soon as possible.
- V. An incident report documenting the incident and all action taken will be completed before the end of the shift unless additional time is necessary and authorized by the facility manager or designee.

**Procedures**

- I. In the event a youth becomes trapped in razor wire, the following procedures will be followed:
  - A. Unit Staff
    1. Staff members discovering the youth will take the following action:
      - a) notify Central Control by radio that a youth is caught hanging from the fence by signifying "Code 3" and providing the location on the radio;

- b) call the “Cover Command,” conduct a count of all youth, wait for additional staff to arrive; and,
  - c) upon the arrival of the shift supervisor, staff will be directed to escort the remaining youth back to the housing unit. Youth will be placed in their rooms until the emergency situation has been cleared.
2. Staff members will not climb the fence or make any effort to remove the youth unless instructed to do so by the shift supervisor or emergency personnel.
3. Staff members will not cut the razor wire, as it is coiled and under tension. Additional injuries to the youth and staff may result.

**B. Central Control**

1. The Security Systems Operator assigned to Central Control will take the following steps:
  - a) broadcast to all housing units that a “Code 3” is in progress;
  - b) immediately dial 9-1-1 to notify the Merced County Fire Department of the emergency;
  - c) notify the shift supervisor of the emergency and location; and,
  - d) notify on-duty medical staff of the incident and direct them to respond to the location.

**C. Shift Supervisor**

1. The shift supervisor will take the following steps:
  - a) assign two staff members to retrieve the 16-foot ladder from the restricted parking lot in the food port area;
    - i. The ladder will be set up under the youth so they can stabilize themselves until emergency personnel arrive.
    - ii. Staff members will not attempt to climb the ladder and remove the youth unless instructed to do so by the shift supervisor.
  - b) assign a staff member to obtain keys to the emergency fire gates and stand by in front of the facility for the fire department;

- c) notify or direct that notification be made to the Program Manager, Superintendent and Chief Probation Officer; and,
  - d) notify Central Control when the emergency is over, ensure that the perimeter fencing is secure and all emergency keys returned to Central Control.
2. The shift supervisor will direct all involved staff to complete an incident report before the end of the shift unless additional time is necessary and authorized by the facility manager or designee.

I have read and understand this policy.

Name: \_\_\_\_\_  
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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Fire Safety Plan

**Policy Number:** H-107

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**Originated:** April 27, 2004

**Page:** 1 of 3

**Revised:** June 7, 2017

**Authority:** Title 15, Sections 1323 and  
1325, Penal Code Section 6030  
and Welfare and Institutions  
Code Sections 210 and 885

**Approved:** \_\_\_\_\_  
Chief Probation Officer

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**Fire Safety Plan**

- I. Fire and life safety in the Iris Garrett Juvenile Justice Correctional Complex will be maintained in the following manner:
  - A. There will be at least one person on duty at all times who meets the training standards established by the Board of State and Community Corrections for general fire and life safety which relate specifically to the facility.
  - B. Paper and other flammable materials will not be allowed to accumulate in the housing units, offices, storerooms or any other area of the facility.
  - C. Chemicals and cleaning fluids will be properly labeled and stored pursuant to the manufactures instructions. These items will be kept in a locked location except when in use.
  - D. Rags that have been used with any chemicals or cleaning fluids will not be left piled in any area of the facility. Rags will be laundered or disposed of properly in a timely manner.
  - E. Electrical outlets will be properly maintained and circuits will not be overloaded.
  - F. Electrical equipment will not be connected to electrical outlets if wires are exposed or other defects are evident. Electrical equipment will be repaired or discarded as soon as the defect is observed.
  - G. The fire detection system will be inspected and serviced by a licensed inspector annually. Any malfunctions will be corrected.

- H. Fire extinguishers will be inspected and serviced by a licensed contractor on an annual basis. Inspection tags will be affixed to each fire extinguisher indicating the date of the last inspection.
  - 1. Once a fire extinguisher has been used or has lost pressure, the Supervising Juvenile Institutions Officer will arrange for recharging the unit prior to placing it back into service.
- I. Facility diagrams with exit routes, alternate exit routes and the locations of fire alarm pull-boxes and fire extinguishers will be posted in each housing unit and in various locations throughout the facility. Copies of the plan will be readily available for emergency personnel.

### **Fire Inspections**

- I. A designated Supervising Juvenile Institutions Officer will be responsible for conducting fire and life safety inspections monthly. The inspections will be documented. The fire and life safety inspections will include the following tasks:
  - A. Fire extinguishers will be checked to make sure they are in place, that the inspection tags are current and the pressure gauges (where applicable) show a full charge.
  - B. Storage areas will be checked for storage of paper, rags, chemicals, cleaning fluids and other flammable objects.
  - C. Fire alarm pull-boxes will be checked for visible defects.
  - D. The fire alarm control panel will be checked for any alarms or fault signals.
  - E. Electrical cords and outlets will be checked for signs of wiring defects or overloaded plugs.
  - F. First Aid kits will be checked and replenished as needed.
- II. The Merced County Building Maintenance Department will have a Licensed Civil Engineer conduct an annual Structural Safety Inspection and the California State Fire Marshal will conduct an annual Fire and Life Safety Inspection of the facility pursuant to Title 15, California Code of Regulations.
- III. Each of the written inspection reports will be kept in a location easily accessible to the Program Managers, Superintendent, and Chief Probation Officer. These records will be maintained for a period of two years.

**Fire and Evacuation Drills**

- I. Each Supervising Juvenile Institutions Officer will conduct a quarterly fire evacuation drill to ensure that staff is knowledgeable of fire evacuation procedures.
- II. The fire evacuation drills will consist of the same procedures set forth for an actual fire, with the exception of the fire alarms and emergency notifications being simulated.
- III. Fire evacuation drills will be documented and kept in a location easily accessible to the Program Managers, Superintendent, and Chief Probation Officer. These records will be maintained for a period of two years.
- IV. Fire evacuation drills will also be documented in the Central Control communication log.

**Annual Review**

- I. The Program Managers will be responsible for conducting an annual review of the Fire Safety Plan and the documentation of required inspections and drills. The Program Managers will take corrective action when deemed necessary to maintain fire and life safety within the facility.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Death of a Youth

**Policy Number:** H-108

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**Originated:** April 27, 2004

**Page:** 1 of 3

**Revised:** November 11, 2018

**Authority:** Title 15, Section 1341

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. If a staff member finds an unresponsive youth, they will administer life-saving efforts until:
  - A. they see obvious signs of life, such as breathing;
  - B. a trained responder, such as medical personnel takes over;
  - C. they are too exhausted to continue or the scene becomes unsafe.
- II. There will be an Automated External Defibrillator (AED) available in every building where youth are housed and all staff will be trained in administering CPR/First Aid.
- III. In the event of a death of a youth, the following parties shall be notified: Juvenile Court, Juvenile Justice Delinquency and Prevention Committee, parent, guardian, or persons standing loco parentis and the youth's attorney of record.

**Procedure**

- I. The staff member who makes the discovery and believes a youth may be deceased will adhere to the following procedures:
  - A. Immediately call for assistance by calling a "Medical Code 3" over their department issued radio. During hours in which medical staff are not on duty, the staff member will direct staff to call "911." If medical personnel are on duty, they will respond and determine if/when staff are to call "911."
  - B. If the youth is inside of their sleeping room, no staff member will enter until a secondary officer is present. If there are two youth in the room, the youth who is not involved in the incident will be removed prior to the staff member entering the room. The secondary officer will hold the door open while the other staff member enters the

room. The staff member who enters the room will check the youth for vital signs, and administer CPR or First Aid, as needed.

- C. If a youth is outside of their sleeping room, the staff member will assess the scene for safety, check for vital signs, and administer CPR or First Aid, as needed, if/when it is safe to do so.
- D. If multiple youth are outside of their rooms, staff will call the “Cover Command” and ensure there is a secondary officer prior to checking the youth for vital signs and administering CPR or First Aid.
- E. If the shift supervisor has not responded, staff responding on scene will immediately notify them of the situation and obtain assistance to secure the area.
- F. Staff members will administer CPR and First Aid techniques in an effort to restore vital signs until medical help arrives.
- G. As soon as medical staff determines the youth is deceased, staff will secure the area where the youth was found until the arrival of the Coroner.
- H. Once the youth is removed, staff will secure the area so that nothing is disturbed or removed which might impair the investigation by law enforcement.
  - 1. A detailed incident report concerning all procedures taken when the incident was discovered will be completed by each staff member involved prior to them going off shift, unless additional time is necessary and authorized by the Program Manager or designee. A copy will be delivered to the Program Manager, Superintendent, and Chief Probation Officer within 24 hours of receipt.

II. The shift supervisor will have the following responsibilities:

- A. Once qualified medical personnel have declared a youth deceased, they will contact the Merced County Sheriff’s Department and ensure the Coroner has been notified.
- B. Contact the Chief Probation Officer, Superintendent, and Program Manager.
  - 1. Chief Probation Officer or designee, will make notification to the following:
    - a) Parent, legal guardian, or persons standing in loco parentis;
    - b) County Executive Officer (CEO);
    - c) County Counsel; and,
    - d) Juvenile Court Judge

- C. Immediately start a timeline of actions taken and note any significant phone calls that are placed or received. The recording of actions will continue until it is discontinued by the Chief Probation Officer, Superintendent, or Program Manager.
- D. Continue to ensure that nothing at the scene of death is disturbed, removed, or discarded, as not to impair the investigation in any way.
- E. Ensure that all staff members are directed not to make a statement to anyone other than a law enforcement officer investigating the incident, the Chief Probation Officer, the Superintendent or Program Manager. Making a statement to any other source could be grounds for disciplinary action. Failure to follow the above listed procedures could be grounds for dismissal.
- F. Contact Behavioral Health and Recovery Services and request immediate response to triage and provide services to any youth or staff member who is in need.

III. Staff not involved in the incident will immediately:

- A. Secure all youth in their rooms and if necessary, move other youth from the area of the incident, to the extent possible.
- B. Address any fears or anxiety the other youth in custody might experience and ensure they are linked with Behavioral Health and Recovery Services immediately upon their arrival.
- C. Submit an incident report, prior to leaving shift, detailing their actions at the time of the incident and any circumstances surrounding the death.

IV. The Superintendent will complete the following:

- A. Per government Code Section 12525 submit a copy of the report of death to the Attorney General and the Board of State and Community Corrections within 10 calendar days of the incident.
- B. Establish a review team to ensure that there is a medical and operational review of each death.
  - 1. The review team will consist of the following people:
    - a) Chief Probation Officer, Superintendent, Program Manager, Health Administrator, responsible physician, and other health care and supervision staff who were relevant to the incident.

I have read and understand this policy. Name: \_\_\_\_\_  
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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Suicide Attempt by a Youth

**Policy Number:** H-109

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**Originated:** April 27, 2004

**Page:** 1 of 4

**Revised:** March 29, 2019

**Authority:** Title 15, Section 1327

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. A suicide attempt is a life threatening situation and shall be treated as an emergency.
- II. Any youth who attempts to commit suicide shall be evaluated by a licensed clinician from Behavioral Health and Recovery Services and medical personnel.
- III. In the event of a suicide attempt of a youth who is in their room, the shift supervisor will immediately pull and secure the room check log, and if applicable, the suicide watch log, for the unit in which the youth is housed.
- IV. All incidents involving suicides or suicide attempts by a youth will require a debriefing of the critical incident.
- V. In the event of a suicide attempt by a youth, the following parties shall be notified: Juvenile Court, Juvenile Justice Delinquency and Prevention Committee, parent, guardian, or persons standing in loco parentis and the youth's attorney of record.

**Procedure**

- I. The staff member who makes the discovery will adhere to the following procedures:
  - A. Immediately call for assistance by calling a "Medical Code 3" over their department issued radio. During hours in which medical staff are not on duty, the staff member will direct staff to call "911." If medical personnel are on duty, they will respond and determine if/when staff are to call "911." When medical staff arrives, they will take the lead and staff members will provide assistance.
  - B. If the youth is inside of their sleeping room, no staff member will enter until a secondary officer is present. If there are two youth in the room, the youth who is not involved in the suicide attempt will be removed prior to the staff member entering the room. The secondary officer will hold the door open while the initial officer enters

the room.

C. In the event of a hanging:

1. The initial officer will immediately support the youth's body in an effort to relieve pressure on the neck.
2. The secondary officer who is holding the door will immediately call for additional assistance.
3. When additional assistance arrives, officers will begin to administer rescue efforts.
4. Officers will check the youth for vital signs and administer CPR and other appropriate First Aid techniques to restore or maintain vital signs until medical help arrives

D. In the event of self-inflicted cuts or wounds:

1. The initial officer will check the youth's vital signs and determine the extent of the injury.
2. The secondary officer who is holding the door will immediately call for additional assistance.
3. The initial officer will apply direct pressure to the wound with a clean item, as available, to stop the bleeding.
  - a. Continue direct pressure until relieved by medical staff.
  - b. Never use a tourniquet.

E. In the event of poisoning:

1. The initial officer will check vital signs and provide First Aid as needed.
  - a. Do not provide the youth with any ingestible substances.
  - b. The secondary officer who is holding the door will immediately call for additional assistance and assign a staff member to call "911."
2. The initial officer will ascertain, if possible, the type of poison, liquid, solid, drug or substance ingested.
3. Assign a staff member to call "911" and request medical assistance.

- a. As may be indicated, call the Poison Control Center at 1-800-222-1222.
    - 4. Secure any container or residue that could have been the cause of the poisoning or overdose.
  - F. If the youth is outside of their sleeping room, the staff member will assess the scene for safety, call a “Medical Code 3” and begin rescue efforts. The officer will check the youth for vital signs, and administer CPR or First Aid techniques, as needed, if/when it is safe to do so.
  - G. If multiple youth are outside of their rooms, staff will call the “Cover Command” and ensure there is a secondary officer present prior to beginning rescue efforts, checking the youth for vital signs and administering CPR or First Aid techniques, as needed.
  - H. If the shift supervisor has not responded, staff responding on scene will immediately notify them of the situation and obtain assistance to secure the area.
  - I. Staff members will administer CPR and First Aid techniques, as needed, in an effort to restore vital signs until medical help arrives.
  - J. A detailed incident report concerning all procedures taken when the incident was discovered will be completed by each staff member involved prior to them going off shift, unless additional time is necessary and authorized by the Program Manager or designee. A copy will be delivered to the Program Manger, Superintendent, and Chief Probation officer within 24 hours of receipt.
- II. Staff not involved in the incident will immediately:
- A. Secure all youth in their rooms and if necessary, move other youth from the area of the incident, to the extent possible.
  - B. Address any fears or anxiety the other youth in custody might experience and ensure they are linked with Behavioral Health and Recovery Services immediately upon their arrival.
  - C. Submit an incident report, prior to leaving shift, detailing their actions at the time of the incident and any circumstances surrounding.
- III. The shift supervisor will have the following responsibilities:
- A. Contact the Chief Probation Officer, Superintendent, and Program Manager.
  - B. Chief Probation Officer or designee will make notification to the following:
    - 1. Parent, legal guardian, or persons standing in loco parentis

2. County Executive Officer (CEO)
  3. County Counsel
  4. Juvenile Court Judge
- C. Immediately start a timeline of actions taken and note any significant phone calls that are placed or received. The recording of actions will continue until it is discontinued by the Chief Probation Officer, Superintendent, or Program Manager.
  - D. Continue to ensure that nothing at the scene of the attempted suicide is disturbed, removed, or discarded, unless otherwise directed to do so.
  - E. Ensure that all staff members are directed not to make a statement to anyone other than the Chief Probation Officer, the Superintendent or Program Manager. Making a statement to any other source could be grounds for disciplinary action. Failure to follow the above listed procedures could be grounds for dismissal.
  - F. If the youth is transported to the Emergency Room, the shift supervisor will ensure the youth is assessed by a licensed clinician while at the hospital. If the youth is not transported to the Emergency Room, the shift supervisor will contact Behavior Health and Recovery Services and request immediate response for a licensed clinician to evaluate the youth.

VI. The Program Manager will:

- A. Respond to the facility for on-site assessment or anytime a youth requires hospitalization or where liability issues may exist.
- B. Review all actions of staff and their use of appropriate procedures, ensure proper notifications are made, and verify all required reports are completed.
- C. Provide a copy of all related reports to the Superintendent within 24 hours of the incident. The Superintendent will then forward the reports to the Chief Probation Officer.

VII. **Critical Incident Debriefing:**

- A. As previously stated, staff who are not involved in the incident will ensure all youth who request or appear to be in need of triage by Behavioral Health and Recovery Services are linked to services immediately upon their arrival on scene.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Escapes

**Policy Number:** H-110

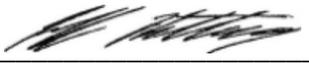
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**Originated:** April 27, 2004

**Page:** 1 of 3

**Revised:** January 9, 2019

**Authority:** Title 15, Sections 1327

**Approved:** 

Chief Probation Officer

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**General Policy**

- I. Escape from custody will include:
  - A. Any youth in custody who absconds from inside the building, enclosed grounds or outside grounds;
  - B. any youth in custody who flees from a staff member while out of the facility; and,
  - C. any youth who flees parental custody while on temporary release.
- II. The appropriate law enforcement agencies will be notified of the escape.
- III. The youth's parent, guardian, or persons standing in locos parentis will be notified of the escape.
- IV. The Program Manager and the Superintendent will be notified immediately of any escape from custody.

**Procedure for In-Custody Escapes**

- I. Staff members will request assistance by calling an "Escape Code 3" on their department issued radio, as soon as the escape has been discovered.
- II. Staff members will secure any other youth in the area.
- III. Staff members will notify the shift supervisor of the incident.
- IV. If anyone was injured during the escape, staff members will take appropriate action to render First Aid and/or obtain appropriate medical treatment for the injured person(s).

- V. Staff members will determine the identity of the youth(s) involved in the escape.
- VI. The shift supervisor will notify the following persons/agencies of the escape, and will provide the identity and description of the youth, their address and parent, guardian, or persons standing in loco parentis' name, the circumstances surrounding the escape, and any other significant information:
  - A. Merced County Sheriff's Department or the agency of jurisdiction in the area of the escape;
  - B. the law enforcement agency responsible for the youth's area of residence and for any area the youth is known to frequent;
  - C. the Program Manager, Superintendent and Chief Probation Officer;
  - D. the youth's Deputy Probation Officer (if assigned); and,
  - E. the youth's parent, guardian, or persons standing in loco parentis, who should be advised of their obligation to notify the facility and/or local law enforcement agency if they have any contact with the youth.
- VII. Before leaving the facility, each staff member on duty in the area of the escape, and each staff member who assisted in responding to the emergency will prepare an incident report containing complete details of the escape and the actions of the staff members following the escape, prior to the end of their shift.
- VIII. The shift supervisor will document who was notified of the escape and the date and time notified in the youth's Detention Activities Tree.
- IX. The Program Manager will ensure reports are submitted to the assigned Deputy Probation Officer for the filing of a petition request.
- X. After the emergency has been addressed, the Program Manager will conduct an investigation to determine the following:
  - A. The reason(s) the incident occurred;
  - B. whether the incident could have been avoided;
  - C. whether staff handled the incident properly; and
  - D. what steps could be taken to prevent any future incidents.

- XI. The Program Manager will use the results of the investigation to prepare a report regarding the incident and take any corrective action that may be necessary regarding policy changes and/or procedures. A copy of the report will be submitted to the Superintendent.

**Out-of-Custody Escapes**

- I. Upon being notified that a youth has fled parental control while on temporary release, staff members will take the following action.
- A. Notify the shift supervisor.
  - B. The shift supervisor will notify the following persons/agencies of the escape, and will provide the identity and description of the youth, their address and parent, guardian, or persons standing in loco parentis' name, the circumstances surrounding the escape, and any other significant information:
    - 1. the law enforcement agency responsible for the youth's area of residence and for any area the youth is known to frequent;
    - 2. the Program Manager; Superintendent and Chief Probation Officer;
    - 3. the youth's Deputy Probation Officer (if assigned); and,
    - 4. the youth's parent, guardian, or persons standing in loco parentis, who should be advised of their obligation to notify the facility and/or local law enforcement agency if they have any contact with the youth.
  - C. The Program Manager will ensure reports are submitted to the assigned Deputy Probation Officer for the filing of a petition request.
  - D. The shift supervisor will make entries in the youth's Detention Activities Tree indicating who was notified of the escape and the date, and time they were notified.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Emergency Equipment Failure

**Policy Number:** H-111

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**Originated:** April 27, 2004

**Page:** 1 of 2

**Revised:** October 23, 2018

**Authority:** Title 15, Section 1327

**Approved:** 

Chief Probation Officer

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**Loss of Power**

- I. In addition to the main power supply, the Merced County Iris Garrett Juvenile Justice Correctional Complex is equipped with a back-up generator. Both sources of power would have to be deactivated before the facility would lose power completely. Each housing unit is equipped with a battery-operated auxiliary lighting system that will activate automatically in a power outage. Each housing unit and Intake are equipped with at least one rechargeable flashlight located at the control stations.
  - A. As part of the weekly facility inspection, the shift supervisor or assigned designee will check the auxiliary lighting system and arrange for repairs.
  - B. Unit staff will carry their department issued flashlight at all times and the facility inspection will consist of checking the flashlights to make sure the flashlights are maintaining a charge.
  - C. If both the main power and the back-up generator shut down, electronic security systems and security cameras will not be operational. For the safety and security of the facility, all youth will be directed to their rooms immediately. Staff members will lock down their units in an orderly fashion. The lock-down will continue until power is restored or alternative housing has been arranged.
    1. The shift supervisor will assign a staff member to stand by with an emergency key to the perimeter doors of the housing units.

**Emergency Repairs**

- I. Damage or breakdown of required equipment of the operation of the facility will be reported to the shift supervisor immediately.

- A. During normal working hours, Monday through Friday, all issues requiring building maintenance on an emergency basis and/or building operational emergencies will be immediately addressed with the Merced County Department of Public Works.
- B. After normal business hours and on weekends and holidays, the shift supervisor will contact the on-call Department of Public Works. The phone number for the on-call Department of Public Works shall be posted in the Intake area.

**Emergency Telephone Procedures**

- I. The following procedures will be implemented in the event the facility telephone system becomes inoperative.
  - A. Staff members will utilize department issued cellular phones or telephones at the John Latorraca Correctional Facility to contact Information Systems.
    - 1. Normal business hours: Monday through Friday / 0800 - 1700 hours, call (209) 385-7674. Clearly state that rush services for telephone repair is needed as the facility is a 24- hour custodial facility. Provide the name and location of the facility.
    - 2. After business hours: After 1700 hours / week-ends and holidays, call (209) 385-7507. Clearly state that rush service is required and provide the name and location of the facility.
  - B. In the event that contact cannot be made, or a prompt response is not received, contact the Program Manager, Superintendent, or Chief Probation Officer.
  - C. Any computer related failure can also be reported at the same telephone numbers provided for telephone service issues.

I have read and understand this policy.

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Use of Force

**Policy Number:** H - 112

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**Originated:** April 27, 2003

**Page:** 1 of 12

**Revised:** December 2, 2018

**Authority:** Title 15, Section 1357; Penal Code

**Approved:** 

Chief Probation Officer

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**Philosophy**

- I. The use of force within this facility is an immediate action by an officer to overcome resistance and to control the threat of imminent harm to self or others. Upon an officer's assessment of a situation, force can be used and increased based on the aggressive behavior of a youth. The object is to gain the youth's compliance at the lowest level of force possible.

**Use of Force Defined**

- I. Use of force is an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others. Use of force shall never be applied as punishment, retaliation, discipline, or treatment.

**Appropriate Circumstances**

- I. Officers are directed to refer to the Merced County Probation Department Continuum of Force Policy for the Iris Garrett Juvenile Justice Correctional Complex (Attachment A) for an outline of force options available to officers including both physical, Oleoresin Capsicum (O.C.) spray and non-physical options and the circumstances for when those force options are appropriate. The following circumstances may require an officer to intervene, restrain, or control a youth. The list is not all inclusive as there are numerous situations that can occur within the facility:
  - A. to control a youth's physically aggressive behavior;
  - B. to move or transport a youth from one location to another;

- C. to protect a youth from self-inflicted injuries or suicide;
- D. to prevent injury to staff, a youth, or any other person in the facility;
- E. to effect an arrest; or
- F. to prevent an escape.

### **General Policy**

- I. The primary concern is the physical safety and security of the youth, staff, and visitors within the facility. When faced with violent or potentially violent situations:
  - A. Officers will remain calm and professional at all times.
  - B. Officers will make every effort to avoid the use of physical force.
  - C. Officers will use no more than the minimum force necessary to control a given situation and to minimize the risk of injury to staff, youth, and others in the facility.
  - D. Officers will never use physical force or chemical intervention for discipline, punishment, treatment or retaliation.
  - E. When physical intervention cannot be avoided through the use of dialogue, officer presence, and verbal commands, officers will use only defensive tactics and control/restraint methods that have been approved by the Merced County Probation Department and for which the officer has received training.
  - F. Officers will use good judgment, decision-making skills, and teamwork in determining the level of intervention to be used. They will increase or decrease the amount of force as the situation escalates or diminishes.
  - G. Officers will stop using physical force and/or chemical intervention as soon as the immediate situation is under control.
  - H. Officers will make proper notification and complete required reports for any use of physical force or chemical intervention.
  - I. Any officer observing an inappropriate use of force by another officer will take immediate steps to intervene by stopping the force being used and will immediately report the incident to the shift supervisor, Program Manager, or Superintendent. Any officer involved in an inappropriate use of force or failing to report an incident will be subject to disciplinary action.

- II. Prior to using force, officers will consider those youths who suffer from any known behavioral health or medical conditions such as documented history of asthma, pregnancy (Refer to Pregnant Youth Policy), heart disease, current use of psychotropic stimulant medication, current use of a stimulant controlled substance such as cocaine, amphetamine, PCP, seizure and medical obesity.

### **Defense Options Defined:**

- I. Officers Presence “Psychological Force”: Officers’ rapport with the youth and command presence comprises the first line option to the maintenance of good institutional control and the prevention of situations requiring physical intervention. Staff honesty, professionalism, integrity, and fairness create an atmosphere of cooperation, respect and compliance.
- II. Dialogue/Counseling Negotiations: The use of effective verbal skills to control behavior. Respectful communication and reasoning with youth are often positive methods of avoiding behavior problems or preventing escalation when there are early indications of noncompliance. Dialogue, including counseling efforts, may often be the single most successful option available.
- III. Verbal Commands: Clear and direct instructions to perform an action or stop performing an action while employing command presence. A verbal command should be short, explicit, and delivered respectfully, but with authority. Commands such as “Please,” “Stop,” or “Do what I say!”
- IV. Empty Hand Control (Physical touch/discomfort compliance holds): Arrest and control tactics and holds as learned in courses certified by the California Standards and Training for Corrections such as “Arrest, Control and Restraint Tactics.”
- V. Defensive Tactics: Force used by staff in the event of a sudden physical attack by a youth when there is a reasonable belief such an attack represents a threat to life and safety and all other means of defense are unavailable or inappropriate. (Not to be used against passively resistant youth.)
- VI. OC Spray: O.C. spray is a natural product made from oil, wax, extract and dust (capsinoids) of various vegetable peppers, in a highly concentrated form that affects the mucous membranes of humans. O.C. spray, when applied to the face, typically causes the following reactions: swelling of the mucous membranes; involuntary closing of the eyes; gagging; shortness of breath; and an intense burning sensation on exposed areas of the skin. O.C. spray may be used when there is an imminent threat to the youth’s safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.

### **Prohibited Techniques:**

- I. Staff will not use the carotid choke technique or the double salivary gland take-down from the rear when using force to control a youth. The facility expressly prohibits the application of these techniques.

**Training Requirements for Physical/O.C. Spray Force Interventions:**

- I. Prior to assuming primary responsibility for a group, officers will have completed all required training(s). (See Employee Orientation and Training Policy).
- II. O.C. spray may only be carried and utilized by officers who are on duty and have been properly trained and certified in their use. In addition, officers must receive written authorization by the Chief Probation Officer prior to carrying O.C. spray while on duty (see Attachment B).
- III. Officers shall complete the following prior to carrying O.C. spray while on duty:
  - A. Officer has reviewed and understands applicable department policies and procedures
  - B. Tactical Communication (Negotiations/Conflict Resolution)
  - C. Weaponless Defense training
  - D. Department-Sponsored O.C. spray training
  - E. CPR/First Aid Certification
  - F. 832(a) PC Laws or Arrest, Search & Seizure
  - G. Unarmed Survival Techniques
- IV. Officers shall attend the following update trainings related to use of force annually:
  - A. Weaponless Defense and Use of Chemical Agents
  - B. Unarmed Survival Techniques
  - C. Tactical Communications (Negotiations/Conflict Resolution)
- V. Issuance of O.C. Spray Canister
  - A. Each full-time officer who has been approved by the Chief Probation Officer will receive a department-issued 3 oz. canister of O.C. spray (Sabre Red)

Cross Fire Technology) and holster for use while on duty. Extra-help staff approved by the Chief Probation Officer will also receive a department issued duty belt, to include O.C. spray and holster at the beginning of each shift. These items will be turned into the shift supervisor at the end of the shift. Only department-issued O.C. canisters and holsters will be used.

- B. Each shift supervisor who is assigned O.C. spray will shake the canister daily to determine that there is O.C. product contained therein, and will test the canister outdoors once per month. The expiration dates will be checked during the monthly testing and replacement canisters will be requested at least three (3) months in advance of the expiration date or when empty, whichever occurs first. Requests for replacements will be made to the shift supervisor.

VI. Specific Provisions:

- A. Some, but not all, persons encountering O.C. spray involuntarily bend over at the waist or drop to their knees. These symptoms are temporary and will dissipate usually within 45 minutes; however, with treatment, the effects will usually dissipate within 15-20 minutes.
- B. O.C. spray will be used in a handheld canister form. Maximum effectiveness is achieved when the target is at least three feet away, but not more than fifteen feet away from the canister when sprayed. O.C. spray must contact the target's face to be effective. Spraying the person anywhere except the face will not cause the desired effects.
- C. Officers will take caution prior to using O.C. spray when the intended target is near officers or bystanders. All reasonable efforts will be made to avoid spraying other individuals who are not an imminent threat of safety to themselves or others.

VII. Procedure for deployment of O.C. spray:

- A. call for officer back-up, utilizing the "code 3" notification;
- B. note location of others and use appropriate caution to avoid contamination of bystanders and co-workers;
- C. give the command, "COVER" or "STOP OR I WILL SPRAY!" (Staff in the immediate vicinity should step away.);
- D. if the youth complies, do not deploy spray;
- E. if the youth does not comply, O.C. spray may be administered.

VIII. Decontamination and Aftercare Procedure:

- A. the youth may or may not be placed in mechanical restraints (Refer to Use of Restraints Policy);
- B. tell the youth to calm down, relax, and try to breath normally;
- C. immediately move youth to the nearest location where they have access to water and instruct the youth to flush their face and contaminated areas with water;
  - 1. NOTE: Youth shall not be left unattended at this point.
- D. ensure the shift supervisor is aware that O.C. spray has been administered;
- E. within 10 minutes, youth shall be allowed to shower to complete the decontamination process. Instruct the youth to remove all contaminated clothing and allow the youth to shower without soap. Do not allow the youth to apply any oil-based product. A cool shower is recommended;
- F. issue clean clothing;
- G. closely monitor the youth's reaction to the O.C. spray. All symptoms should dissipate within 15-45 minutes without after effects. Special care and post spray observations will be taken when applying O.C. spray to individuals with emphysema or asthmatic conditions. The contract medical provider will check medical records for any youth subject to O.C. spray;
- H. clean all contaminated areas such as floors, counter tops, and mattresses thoroughly with soap and water;
- I. conduct documented room checks on the youth every five (5) minutes for one-hour following the decontamination process;
- J. after the youth is calm, the shift supervisor will meet with the youth using a trauma informed approach to de-brief the incident and explain what the youth could have done differently to mitigate the situation.

**Medical Referral or Treatment**

- I. Any youth who has been exposed to physical/O.C. spray use of force incidents will be referred immediately to the contract medical provider for medical clearance. Staff

will refer a youth for further medical evaluation and/or treatment if any of the following circumstances remain after the youth has been medically cleared:

- A. the youth complains of pain, breathing difficulty, or any unusual reactions during or after an incident involving O.C. spray; and
- B. a staff member observes symptoms of pain, breathing difficulties or unusual reactions, during or after an incident involving O.C. spray, even if the youth does not complain.

### **Mental Health Referral or Treatment**

- I. In an effort to mitigate the effects of trauma, officers will refer all youth to Behavioral health and Recovery Services after any incident involving physical/O.C. uses of force. In incidents involving physical/O.C. uses of force related to self-inflicted injuries or suicide attempts, officers will refer to the Mental Health Emergencies Policy.

### **Notification**

- I. Any time physical or chemical force is used, the shift supervisor will contact the parent, legal guardian or persons standing in loco parentis and explain the incident that transpired with the youth, injuries sustained (if any), and the behavioral health status of the youth. The shift supervisor will document the conversation in the youth's communication log prior to the conclusion of their shift. If the shift supervisor is unable to make personal contact with the youth's parent, legal guardian, or persons standing in loco parentis prior to the conclusion of their shift; however, they were able to leave a message, they will document that a message was left in the communication log. If the shift supervisor was unable to leave a message, they will document all efforts made in the youth's communication log and the oncoming shift supervisor will continue efforts. There shall be, at a minimum, three documented attempts within a 24-hour period.

### **Documentation of Use of Force**

- I. After all incidents of physical and/or O.C. spray uses of force, the shift supervisor will ensure that all involved officers have sufficient time to complete an incident report. The shift supervisor will review and approve all incident reports involving physical and/or O.C. spray uses of force prior to the conclusion of their shift. The shift supervisor will send all officers involved in a physical and/or O.C. spray uses of force incident the county Employee Assistance Program Brochure via e-mail to mitigate the effects of trauma they may have incurred while applying or witnessing the use of force. The shift supervisor will route the approved Incident Report to the Program Manager for review.

### **Incident Reports**

- I. Incident reports involving physical/O.C. spray uses of force will include:
  - A. the details of the incident (including the date, time and location) leading up to the use of physical/O.C. spray force;
  - B. the names of all persons involved in the incident and what role they played in the incident (i.e. what officer(s) deployed O.C. spray);
  - C. the names of all witnesses to the incident;
  - D. a clear and factual justification for the use of physical/O.C. spray force;
  - E. any warnings that were issued before the use of physical/O.C. spray force;
  - F. if warning was not given before the use of physical/O.C. spray force the reasons shall be documented;
  - G. a description of de-escalation efforts prior to use of force or the exigent circumstance that precluded the officer's ability to attempt to de-escalate the situation;
  - H. a description of the type of physical/O.C. spray force used and the results obtained;
  - I. any injuries to staff or the youth as a result of the incident.

### **Administrative Review of Use of Force**

- I. The Program Manager will forward all incidents involving physical and/or O.C. spray uses of force to the Superintendent no later than three days after the incident occurred. On a monthly basis, or when needed, a use of physical/O.C. spray use of force inquiry board will review all use of force reports and assess the appropriateness of the use of physical and/or O.C. spray uses of force. The inquiry board will consist of the following individuals: Defensive Tactics Instructor/Chemical Agent Instructor, Supervising Juvenile Institutions Officer, Program Manager and the Superintendent. If the inquiry board determines an officer used physical force or O.C. spray inappropriately, they may order an investigation into the event to determine if policy was followed. If they inquiry board identifies any training issues and there is no intention to propose discipline, the officer will be de-briefed by the Defensive Tactics Instructor/Chemical Agent Instructor and their assigned Supervising Juvenile Institutions Officer to address any training concerns. The inquiry board will evaluate the following criteria when reviewing physical/O.C. spray uses of force:
  - A. Was the officer's intervention based on lawful objective, such as defense of an

officer or another youth, or to prevent escape?

- B. Was the use of force proportional to the youth's resistance?
- C. Was there an urgent need to resolve the situation?
- D. Could the officer have used lesser force and still safely accomplish the lawful objective?
- E. Was the officer well-trained, qualified and competent with all force tools authorized by our agency?
- F. Does the officer's conduct appear to be objectively reasonable?
- G. Did the officer's conduct precipitate the use of force?
- H. Is the officer's language or behavior inappropriate or unprofessional?

**Grievances Regarding the Use of Force**

- I. Nothing in this policy will prohibit a youth from filing a grievance if the youth believes a staff member used force unnecessarily, inappropriately, or improperly, or from initiating appropriate court action if the youth believes that their Civil/Constitutional Rights were violated (Refer to Youth Grievance Procedure Policy).

I have read and understand this policy.

Name: \_\_\_\_\_

Electronic signature – Type name here

IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX  
MERCED COUNTY PROBATION DEPARTMENT

Continuum of Force Policy

The level of defensive force is always based on what is reasonable and appropriate given the behavior of the youth and the situation (circumstances faced by officers. Defensive force may escalate or de-escalate and the appropriate level of force used by officers may change up or down on the continuum of force countering changing circumstances and/or changes in behavior of the youth. Thus, the process is fluid requiring officers to constantly evaluate, react and counter, in the most professional manner, the behavior and changes in behavior of the youth. The following is the ascending order of defensive force options.

| Defense Options  | Youth Activity   | Definition/Parameters   | Purpose   | Training                               | Initial Training Hours | Recommended Updated training hours |
|--|--|---|---|--|------------------------|------------------------------------|
| 1. Officers Presence<br>"Psychological Force"<br>Additional officers as needed | Non-Compliance<br>Psychological or<br>Verbal Intimidation  | Officers' presence can have a positive effect on youths' behavior. Rapport, cooperation and respect are also necessary components to be considered.   | Voluntary Compliance  | Tactical Communication/<br>Verbal Judo | 8                      | 4 hours yearly                     |
| 2. Dialogue/Counseling<br>Negotiations   | Non-Compliance<br>Psychological or<br>Verbal Intimidation  | This is an officer's ability to gain control of the situation through verbal dialogue, counseling and negotiation.  | Voluntary Compliance  | Tactical Communication/<br>Verbal Judo | See #1<br>above        | See #1<br>above                    |
| 3. Verbal Commands   | Non-Compliance<br>Psychological or<br>Verbal Intimidation  | Clear distinct orders to youth(s) while employing "command" presence. Verbal commands are not threats. Examples are: "Please", "Stop", "Keep your hands in sight", "Do what I say".   | Voluntary Compliance  | Tactical Communication/<br>Verbal Judo | See # 1<br>above       | See #1<br>above                    |
| 4. Empty Hand Control and<br>Arrest (Control/Pain<br>Compliance)               | Low to Moderate<br>Non-compliant<br>Physical Resistance.   | This is department authorized hand control technique to be used in situations when officers are utilizing good judgment; not placing themselves in danger or physical injury by employing said techniques.  | Control/<br>Limited<br>Defense  | Weaponless<br>Defense                  | 8                      | 6 hours yearly                     |
| 5. Defensive Tactics to<br>Include:<br>Unarmed Survival Techniques             | Moderate to High<br>Non-Compliant<br>Physical Resistance.. | This option is an authorized technique for defensive use by officers in the event of sudden attack by a youth when there is reasonable belief that such an attack represents a serious threat of life and safety and all other means of self-defense are unavailable or inappropriate. {Not to be used against passively resistant youths}. | Control/<br>Limited<br>Defense  | Unarmed<br>Survival<br>Techniques.     | 8                      | 8 hours yearly                     |
| 6. Oleoresin Capsicum<br>(OC Spray)<br>(Only Departmental Issued)              | Highly Non-<br>Compliant Physical<br>Resistance or Attack  | This option may be used by officers to control, restrain, or subdue imminent or actual violent behavior, if such behavior presents a clear danger to others or a clear danger to the subject. {Not to be used against passively resistant youths}.  | Control/<br>Highest<br>Level<br>Personal<br>Defense or<br>Defense of<br>Staff/Youth | Chemical Agent<br>Training             | 8                      | 2 hours yearly                     |

Defensive force levels escalate or de-escalate in the above order but may not always be in exact sequence depending on the objective reasonableness under the totality of circumstances.

The last defensive force option used is only reasonable in the event that:

- Officers first attempted or considered lower-level defensive force options before resorting to the last force level option utilized;
- Lower level defensive force options would have exposed officers to a greater risk of physical injury and/or;
- Lower level defensive options were inappropriate or unavailable based on youth(s) behavior and /or situation faced.

(ATTACHMENT A)

**MERCED COUNTY DEPARTMENT AUTHORIZE USE OF  
DEFENSIVE EQUIPMENT ON DUTY**

Name (Printed): \_\_\_\_\_ Date of Request: \_\_\_\_\_

Job Classification & Assignment: \_\_\_\_\_

**I. REQUEST**

▪ **Type of Request**

- Oleoresin Capsicum (OC) Spray
- Impact Weapon (ASP) Baton
- Taser ®
- Firearm

▪ **Reason for Request (Check all that apply)**

- Assigned to armed officer position
- Designated Range Master assignment
- Assigned to field duties
- Institutions Assignment
- Sworn Probation Manager or Administrator position On-
- going firearms training/quarterly qualifications only.
- Other (specify) \_\_\_\_\_

▪ **Required Qualifications (check all that apply and attach proof of completion.)**

- Officer has successfully passed a psychological examination which specifically evaluates his/her qualifications for an armed position.
- Review of applicable department policies and procedures <sup>1</sup>
- Tactical Communication (Negotiations / Conflict Resolution) <sup>2,3</sup>
- Weaponless Defense training <sup>1</sup>
- CPR / First Aid Training <sup>1</sup>
- 832(a) PC Laws of Arrest, Search & Seizure <sup>2</sup>
- 832(a) PC Firearms <sup>2</sup>
- Officer Armed Academy Forty-Hour <sup>2</sup>
- Unarmed Survival training <sup>1</sup>
- STC Certified Core training <sup>2</sup>
- Department-Sponsored OC Spray training <sup>3</sup>
- Department-Sponsored ASP Baton training<sup>3</sup>
- Department-Sponsored Taser ® training<sup>3</sup>

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Requesting Officer

<sup>1</sup> Required for all requests

<sup>2</sup> Required for Firearms requests

<sup>3</sup> Required for OC Spray/Impact Weapon (ASP)/Taser ® requests



MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Room Extraction

**Policy Number:** H-114

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**Originated:** May 1, 2011

**Page:** 1 of 4

**Revised:** January 11, 2019

**Authority:** Title 15, Section 1357, 1358,  
1358.5

**Approved:**   
Chief Probation Officer

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**General Policy**

- I. Room extraction is defined as the forceful removal of a youth from a room. There are two types of room extractions – planned and unplanned.
  - A. Planned: The planned involuntary removal of a youth from their room, using reasonable and necessary force to complete the extraction.
  - B. Unplanned: a room extraction requiring immediacy in order to protect the life or limb of a youth or other person(s).
- II. All planned room extractions must be authorized by the Program Manager or Superintendent. All planned room extractions must be supervised, videotaped and documented by the shift supervisor.
- III. All staff shall read and understand policy H-112 Use of Force and policy F-107 Use of Physical Restraints, and it shall apply whenever a room extraction occurs.
- IV. Prior to a planned room extraction all youth housed in the unit shall be placed in their rooms. If removing a youth from a multiple occupancy room, staff shall isolate the roommate in another location if compliant and their removal from the room can be safely accomplished. If non-compliant, dynamics of room extraction team and equipment used could change.
- V. Only department issued and authorized equipment (body gear and restraint devices) shall be used. The use of body gear is optional based on the severity of the situation. The Capture Shield should be considered prior to a planned room extraction for protective measures.

## **Definitions**

- I. “Reasonable and Necessary Force” refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.
- II. “Capture Shield” is a two handled, clear protective concaved defensive shield, approximately 2’ by 4’ in size, designed to protect officers from resistive, aggressive or assaultive youth. The shield can be used to restrict the movement of a youth by placing the shield between the youth and officers and physically guiding the youth to a safer position.
- III. “Body Gear” equipment consists of full coverage riot helmet with nape pad, cushioned neck protector, upper body chest rap protector, forearm and elbow protector, shin and anklebone guard, leather gloves, plastic restraints and protective shield.

## **General Procedure**

- I. Planned Room Extraction  
The planned room extraction team should consist of four members, but no less than three, depending upon circumstances and shift. The Juvenile Institutions Officer III trained in room extraction, or staff designated, will be assigned as team leader. The team leader shall assign the role of each team member prior to entering the room. During briefing, the team leader will determine whether or not uninvolved youth’s windows will be covered during the planned room extraction.
- II. The team leader or designee should be the only member of the team to give instruction to the combative youth.
- III. Planned room extraction shall be performed in accordance with specific training that staff have received by the department.
- IV. Staff will inform Central Control of the situation and request:
  - A. Visual assistance.
  - B. A holding room or safety room to be made available.
- V. Prior to entering the room, the team leader shall advise the youth that they are about to be extracted from their room. The team leader shall give the youth one last chance to comply peacefully using the 5 Step Compliance Techniques:
  - A. ASK (will you please....)

- B. SET CONTEXT  
Explain the reason why
- C. PRESENT OPTIONS  
Explain the options
- D. CONFIRMATION STAGE  
Is there anything else that I can say or do to get you to cooperate with me?
- E. ACT

VI. Unplanned Room Extraction

Unplanned room extractions requiring immediacy in order to protect the life of the youth or other persons shall require the officer witnessing the incident to call a Medical Code 3 and wait for a secondary officer prior to entering the youth's room. When the secondary officer arrives, a staff member may then enter the youth's room without the approval of the shift supervisor while the secondary officer stands at the door.

Criteria

- I. A planned room extraction shall only be authorized when a youth's continued presence in a room constitutes one or more of the following:
  - A. A credible threat to the safety of staff, threat to self or others, possession of a weapon, or threat to the security of the institution.
  - B. A potential for serious destruction of property.
- II. Prior to a planned room extraction, all reasonable efforts shall be made to first gain compliance. The use of O.C. spray, which may successfully gain the youth's compliance prior to the physical removal of the youth from the room, may be considered prior to a room extraction.
  - A. The MK-9 will never be used as a tool to extract youth from their room.
- III. Prior to the use of force, special consideration shall be given to the youth with identified medical conditions and youth who may not be able to understand directions based upon mental illness, language barrier, or other conditions. Efforts shall be made to have medical staff available to render necessary medical attention unless a delay in the extraction could result in death or serious bodily injury.
- IV. During a planned room extraction, the use of OC spray, and the manner in which it is used, must first be approved by the Program Manager, Superintendent, or shift supervisor.
- V. The use of OC spray during an emergency/life threatening unplanned room extraction may be

used without prior approval.

- VI. Unless immediacy is demanded due to a safety threat to the youth or others, all room extractions shall be recorded utilizing a video recorder.
- VII. All room extractions shall be documented by incident report (Refer to Reporting of Incidents Policy Number E-108).
  - A. The shift supervisor shall be responsible for ensuring that the incident is properly documented.
  - B. All involved staff shall complete an incident report, prior to the conclusion of their shift unless additional time is necessary and authorized by the facility manager or designee.
  - C. Photographs of any injuries shall be taken and attached to the incident report.
- VIII. All planned room extractions shall be videotaped. A member of the team will be assigned during the briefing to be in charge of videotaping the incident. There will be a video camera available in Intake at all times. Once the incident is over, a copy of the video will be given to the Program Manager and/or the Superintendent as soon as possible.
- IX. Due to the traumatic nature of a room extraction, the shift supervisor shall contact behavioral health and request an immediate response for every youth involved in a room extraction even though there may be not be an apparent psychological crisis.

**Cell Extraction Prohibition**

- I. The room extraction procedure shall not be used in the following manner:
  - A. In any manner or condition inconsistent with approved department policy.
  - B. In any manner inconsistent with legal, professional, or ethical conduct.
  - C. As punishment or discipline.
  - D. With equipment or personnel other than that authorized by this policy.
  - E. On a passive youth who poses no threat to self or others.
  - F. A youth who is in restraints but poses no threat to self or others.

I have read and understand this policy.

Name: \_\_\_\_\_  
Electronic signature – Type name here

MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Access to Roof of Facility

**Policy Number:** H-115

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**Originated:** April 27, 2004

**Page:** 1 of 3

**Revised:** June 14, 2017

**Authority:** Chief Probation Officer

**Approved:**   
\_\_\_\_\_  
Chief Probation Officer

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**General Policy**

- I. No youth or staff member will within the course of their normal duties be allowed to walk on or be on the roof of the facility.
- II. Any object that must be retrieved from the facility roof will be done by building maintenance, after submission of a work request form.
- III. Objects that may, during the course of recreation, end up on the rain gutter may be retrieved by staff by using an appropriately sized ladder to access the gutter only and not stepping on the roof itself.
- IV. Staff members will take precautions to minimize objects landing on the roof, in particular sporting equipment.
- V. Staff will position themselves to assure that youth do not attempt to access the roof.
- VI. If roof is accessed, it will not be done in youth's view.

**Procedures**

- I. Staff members who either witness objects landing on the roof, or observe an object that has not been retrieved, will complete a maintenance request form noting the building, location on the building and object to be removed. The request form is to be submitted to the Shift Supervisor for processing.
- II. The Shift Supervisor will take all maintenance request forms and verify that no duplicates have been submitted before placing the request in the maintenance in basket.

## **Unauthorized Roof Access**

- I. No staff member or youth will access the facility roof at any time.
- II. Youth who access the roof, either as a means of escape, to cause vandalism or general misbehavior will not be pursued by any staff member.
  - A. A staff member witnessing a youth on the facility roof will advise Central Control and the Shift Supervisor of the situation.
  - B. The staff member will see to it that all remaining youth, if any, are secured in their rooms or moved to another activity.
  - C. The reporting staff member will keep a constant observance of the youth on the roof to be able to report the location of the youth. No attempt will be made to access the roof by any staff member.
  - D. The Shift Supervisor will report the incident to the Program Manager, who will in turn notify the Superintendent.
  - E. The Shift Supervisor will see that an appropriate height ladder is provided for access to the roof.
  - F. An assigned staff member will position the ladder at the roof at a distance so the ladder may be pushed over by the youth on the roof. The staff member will engage the youth in dialogue and begin counseling in an effort to gain voluntary compliance for the youth to come off of the roof.
  - G. A youth who refuses to voluntarily come off the roof will be left on the roof with the assigned staff member continuing efforts to gain compliance.
  - H. The Shift Supervisor will determine the need to call Fire/Rescue for assistance to remove any unwilling youth. Fire/Rescue will stand by to assist with any potential injury that may be sustained. Please see Fire Pre-plan Policy H-107.
  - I. The Shift Supervisor will assign two staff members to access the roof of the facility to subdue the youth.
    1. Once the youth is secured, Fire/Rescue may assist in the removal of the youth from the roof.
    2. The youth will be examined for any injuries and treated as may be appropriate.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Pregnant Youth

**Policy Number:** H-116

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**Originated:** January 3, 2012

**Page:** 1 of 3

**Revised:** June 14, 2017

**Authority:** Title 15, Section 1417, W&I  
222, PC 6030(E), PC 6030(F),  
PC 3407

**Approved:** \_\_\_\_\_

Chief Probation Officer

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**General Policy**

- I. Iris Garrett Juvenile Justice Correctional Complex shall provide any female resident the right to summon and receive the services of any physician of her choice in determining whether she is pregnant. If the resident is found to be pregnant, she is entitled to a determination of the medical services needed by the physician of her choice. Any expenses incurred by a physician whose services are not provided by Iris Garrett Juvenile Justice Correctional Complex, shall be paid by the parent, legal guardian, or person standing in loco parentis.
- II. All females who are received by the facility while they are pregnant, or after it is determined they are pregnant, shall be provided the following:
  - A. A balanced nutritious diet approved by a dietician.
  - B. Prenatal and postpartum information and health care including, but not limited to, access to vitamins as recommended by a physician.
  - C. Information pertaining to childbirth education and infant care.
- III. At no time shall any pregnant female in the custody of the Merced County Iris Garrett Juvenile Justice Correctional Complex be shackled and/or handcuffed when taken to a hospital, during delivery, and/or while in recovery after giving birth, unless it is deemed necessary for the safety and security of the female, the staff, or the public. Pregnant females taken to a hospital for whatever reason shall be transported in the least restrictive way possible that is consistent with the legitimate security needs of the female.
- IV. Pursuant to Welfare and Institutions Code Section 222 (d), information regarding the rights of pregnant youth listed in the code sections “shall be posted in at least one

conspicuous place to which all female residents have access.” All information pertaining to this section will be posted in the medical exam room, and copies will be provided to all female youth upon request.

## **Procedure**

### **I. Services of a Physician or Surgeon:**

Any female resident who advises that she is pregnant or that she may be pregnant is to be referred to Health Services personnel located at the facility. The resident will be given an initial pregnancy test and scheduled to see a physician. If resident chooses to see a physician other than one provided by the facility, an appointment will be made for her with the requested physician, and the resident and/or legal guardian will be responsible for payment of fees incurred.

### **II. Diet, Health Care and Information:**

The facility shall provide pregnant residents an evening snack in addition to any special diets and vitamins ordered by a physician. Information pertaining to prenatal and postpartum health care, along with childbirth education and infant care shall be provided to any female in custody through Health Services or by the resident’s physician. Appointments shall be made by Health Services or the resident’s physician. Transportation shall be arranged by facility staff.

### **III. Physical and Chemical Restraints:**

All staff shall be aware of any pregnant female residing at the facility. Staff should AVOID PHYSICAL RESTRAINT of the individual whenever possible. However, staff can deploy Oleoresin Capsicum (OC) spray as a chemical restraint if there is imminent risk of injury to resident or staff.

### **IV. Transportation of Pregnant Females:**

Any pregnant female taken to a hospital for medical care shall be brought by two staff, and shall be unrestrained during transport. Where there is concern about security or safety of the pregnant female, the least restrictive amount of force should be used in preventing escape, harm to the resident or her baby, or to protect the community. If there is a legitimate security concern, with permission from the supervisor, staff may handcuff the resident in front. If handcuffed in front, the pregnant female must have a two-person escort to assist her with maintaining her balance. A special Incident Report documenting the rationale for the security concern shall be written.

### **V. Pregnant Females during Childbirth and Recovery:**

Prior to childbirth, arrangements will be coordinated with the facility, Health Services, Facility Supervisor and resident’s guardian or person standing in loco

parentis. If at all possible, the Supervisor will arrange for the pregnant female to be temporarily released from custody to give birth. Once a physician determines that a female resident is in active labor and during subsequent recovery period, the resident shall not be shackled, handcuffed, or restrained in any way unless deemed necessary for the protection of the pregnant female, staff or the public. If the uses of restraints are necessary, approval must be obtained from the supervisor and an Incident Report must be written.

I have read and understand this policy.

Name: \_\_\_\_\_  
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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Fire Suppression Pre-Plan

**Policy Number:** H-117

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**Originated:** May 22, 2014

**Page:** 1 of 4

**Revised:** June 14, 2017

**Authority:** Title 15, Section 1325, Penal  
Code Section 3060 and Welfare  
and Institutions Code Sections  
210 and 885

**Approved:** 

\_\_\_\_\_  
Chief Probation Officer

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**General Policy**

The purpose of the fire suppression pre-plan is to ensure responding emergency personnel know as much as possible about a facility's construction, occupancy and fire protection systems before an incident occurs. The following is the facility's fire suppression pre-plan which includes a facility map and is in conjunction with Merced County Fire Department, Station # 83.

In the event of a fire, the Security Systems Operator assigned to Central Control will dial 9 – 911 and report the following information:

- I. This is \_\_\_\_\_ calling from Merced County Iris Garrett Juvenile Justice Correctional Complex.
- II. Our address is 2840 West Sandy Mush Road, Merced CA., 95341
- III. We need emergency assistance for a fire.
- IV. Stay on the line and answer any questions by the dispatcher.

Upon Arrival of Emergency Fire Department Personnel:

- I. A staff member will meet arriving fire department personnel in front of the lobby entrance doors, which are located on the South/West side of the building. The staff member will flag down arriving emergency personnel.
- II. The Supervisor on duty or designee will direct the firemen to the location of the fire and report any immediate life threatening events.

- III. The Supervisor on duty or designee will stay with the initial responding firemen as long as it is safe to do so or until relieved by a Superior Officer as the firemen do not know our facility lay out.

Facility Main Power, Gas and Water Shut off locations:

- I. The main shut off gas valve to the facility is located on the propane tank, which is located North/West of the facility, near the four way intersection that separates the facility and adult correctional facility. There are two propane tanks at the location. The facility propane tank is the one nearest to the facility.

Fire Hydrant Locations:

- I. One hydrant is located next to the entry to the secured parking lot, near gate 17.
- II. Two hydrants are located along the Sandy Mush perimeter road.
- III. One hydrant is located near fire gate four.

Facility Roof Access:

- I. The Administration building's roof can be accessed by utilizing the ladders attached to the building. There are two ladders. One near door 611 and one near door 813.
- II. To access other portions of the facility roofs there is a ladder near gate 15, attached to the cement wall that can be moved when necessary.

Facility Entrance/Exit Door locations:

Doors 118 and 119, South/East  
Doors 140 and 141, North/West  
Doors 219 and 220, South/East  
Doors 240 and 241, North/East

A Wing, Vest Door #111, North  
B Wing, Vest Door #128, West  
C Wing, Vest Door #133, South  
D Wing, Vest Door #148, East  
E Wing, Vest Door #212, North  
F Wing, Vest Door #228, West  
G Wing, Vest Door #233, South  
H Wing, Vest Door #249, East

### Combustible Material Storage:

- I. Combustible materials are stored in the connex outside of the facility.
- II. Gun lockers are located outside of the Intake entry gate, gate 1 and inside of Administration in office 620.
- III. Oxygen is stored in the medical office and med room, located in the hallway leading to Intake.

### Facility Water Suppression Systems:

- I. The facility is equipped with an overhead sprinkler system covering all areas.
- II. The facility is equipped with numerous fire extinguishers throughout the facility.

#### Location of Fire Extinguishers:

- A. Trash can wash out area, near gate 15 – secured parking lot.
  - B. Utility/Generator building, near gate 17 – secured parking lot.
  - C. Judges Office Hallway, between rooms 810 and 811.
  - D. Court Administration Office, next to door of room 700.
  - E. Court Administration Hallway, between room 604 and 606.
  - F. Intake, Central Control.
  - G. Building one A/B control.
  - H. Building one, C/D control.
  - I. Building two, maintenance room 213E.
  - J. Building two, E/F Control.
  - K. Building two, G/H Control.
- III. The facility is not equipped with any interior fire hoses.

### Inmate Housing and Facility Construction:

- I. The facility construction material consists mainly of concrete brick and steel.
- II. The facility houses up to 120 youth.
- III. There are two buildings that house youth. Each building consists of four main housing units, with single and double cells.
  - A. Building one is attached to Intake and the Administration building.
  - B. A wing, 5 single cells numbered A1, A3, A5, A7 and A9 and 5 double cells numbered A2, A4, A6, A8 and A10.
  - C. B wing, 5 single cells, numbered B1, B3, B5, B7 and B9 and 5 double cells, numbered B2, B4, B6, B8 and B10.
  - D. C wing, 5 single cells, numbered C1, C3, C5, C7 and C9 and 5 double cells, numbered C2, C4, C6, C8 and C10.
  - E. D wing, 5 single cells, numbered D1, D3, D5, D7 and D9 and 5 double cells, numbered D2, D4, D6, D8 and D10.
  - F. Building two is not attached to building one, Intake or Administration. Building two is to the North/West.
  - G. E wing, 5 single cells, numbered E1, E3, E5, E7 and E9 and 5 double cells E2, E4, E6, E8 and E10.
  - H. F wing, 5 single cells, numbered F1, F3, F5, F7 and F9 and 5 double cells F2, F4, F6, F8 and F10.
  - I. G wing, 5 single cells, numbered G1, G3, G5, G7 and G9 and 5 double cells G2, G4, G6, G8 and G10.
  - J. H wing, 5 single cells, numbered H1, H3, H5, H7 and H9 and 5 double cells H2, H4, H6, H8 and H10.
- I. There is one temporary housing location for youth being admitted or released from the facility, located in Intake. There are three single cells and one safety cell, I-1, I-2, I-3 and I-8.

I have read and understand this policy.

Name: \_\_\_\_\_

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MERCED COUNTY  
IRIS GARRETT JUVENILE JUSTICE CORRECTIONAL COMPLEX

**POLICY MANUAL**

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**Subject:** Review of Emergency Procedures

**Policy Number:** H-118

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**Originated:** February 20, 2015

**Page:** 1 of 1

**Reviewed:** October 29, 2018

**Authority:** Title 15 Section 1327

**Approved:** \_\_\_\_\_

  
Chief Probation Officer

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**General Policy**

- I. Juvenile Institutions Officers I/II/III, Security Systems Operators, as well as Supervising Juvenile Institutions Officers, will review specific emergency procedures in the JJCC policy manual annually.
- II. The supervisor who reviews the staff member's evaluation with them will have them sign and date this policy confirming they have reviewed the policies below. The signature form will be attached to the staff member's annual performance evaluation to be stored in their personnel file.

**Policies to be reviewed annually**

**Section F**

101-Key Control

103-Security Electronics

105-Weapons Control

**Section H**

101- Emergency Procedures for Evacuation

102- Emergency Procedures and Communication (Non-Evacuation)

107- Fire Safety Plan

108- Death of a Youth

109- Suicide Attempt by a Youth

110- Escapes

117- Fire Suppression Pre-Plan

I have read and understand this policy.

Name: \_\_\_\_\_

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