


<p style="text-align: center;">CUSTODY DIVISION</p>  <p style="text-align: center;">POLICY AND PROCEDURE</p>	<p>Date Issued: 11/2003</p> <p>Last Revised04/01/2014</p>	<p>Policy #: CODM 4.17</p>
	<p>Related Policies: SFSD 02-10 Use of Video Camera SFSD 02-03 Use of Force SFSD 02-20 Incident Reports CDM 4.21 Restraint Chair CDM 04.11 Evidence Processing</p>	
	<p>Approved By:</p> <p style="text-align: center;">Chief Deputy Matthew Freeman</p>	
<p>Chapter: 04 Security and Control</p>	<p>Title: S.O.R.T – Cell Extraction</p>	

POLICY: It is the policy of the San Francisco Sheriff's Department (SFSD) Custody Operations Division (COD) to use the least amount of force necessary when there is no other alternative but to forcibly remove a prisoner from a cell and move him / her to another location.

PURPOSE: To provide direction to deputies and supervisors in all phases of a cell extraction and in the execution of the Special Operations Response Team (S.O.R.T.) team during the movement of a hostile, disruptive or combative inmate.

DEFINITIONS:

Area of Operation - encompasses all areas which relate to the movement of a prisoner from the cell / area to be extracted from to the desired destination and including the route between the two

Assembly Area - located away from the Area of Operation; area where team members receive instructions, information and equip themselves with the necessary equipment.

Destination - the point at which the cell extraction has ended. The destination may be another cell / area in the same facility, another SFSD facility, an SFSD vehicle, a restraint chair, etc.

Protective Equipment Ensemble – The protective equipment ensemble is assigned to team members to provide protection from blunt force trauma during cell extractions. Ensemble includes riot helmet, and protection for the upper torso including shoulders, thighs, groin, shins, elbows, forearms and hands.

Scene Commander - is the Supervisor in command at a cell extraction or other incident. The Scene Commander is usually the highest ranking Operational Supervisor and / or the Watch Commander.

S.O.R.T. Team Leader – S.O.R.T. Team Member #5. Appointed by the Scene Commander. Usually remains outside the cell and controls the operation.

I. GENERAL

- A. Deputies who must forcibly remove a prisoner from a cell or other area will comply with SFSD Policy & Procedure 02 - 03 "Use of Force".
- B. Until a supervisor has arrived, a cell door shall not be opened when a prisoner inside is credibly threatening to resist or actively resisting orders to move to another cell or area.

1. Exception: In a life threatening emergency immediate action should be taken.
- C. When possible, employees shall utilize verbal techniques to encourage voluntary compliance from the prisoner.
 1. Employees shall attempt to identify the reason(s) why the prisoner is refusing to move.
- D. There shall never be a “point of no return” from which the prisoner is no longer given an opportunity to comply with orders.

II. PROCEDURES

A. PRELIMINARY PREPARATIONS - Upon determination that a prisoner shall possibly be removed forcibly from a cell, the Scene Commander shall:

1. take action to isolate the situation and prevent escalation of the incident;
 - a. This may include:
2. assign a deputy (may be the housing deputy) to monitor the activity of the resistant prisoner as well as any other prisoners in the area;
 - a. The deputy shall immediately alert the Scene Commander if a life threatening emergency arises requiring immediate action, and
 - b. attempt to persuade the prisoner to peacefully comply with orders given.
3.
4.
5. limit activities in other areas of the jail as necessary to free up staff to assist in the operation;
 - a. Request additional personnel from other facilities / sections / unit if necessary.
6. select S.O.R.T. team members and designate assignments (See “S.O.R.T. Team Operations Reference” form); select support personnel and designate assignments and determine required equipment.
 - a. Team Members shall outfit and equip themselves and report to the Assembly Area.
 - i. Exception: Team Member [REDACTED] shall immediately begin video recording the prisoner’s words and actions.

B. PLANNING THE OPERATION –

1.
2. The plan shall be approved by the Watch Commander (if different than the Scene

Commander).

3. The plans should include:

- a. all available information about the prisoner:
 - i. Name
 - ii. Risks and alerts associated with him / her and his / her current behavior
 - iii. Information regarding the cause of the current behavior
- b. the location from where the prisoner will be moved, the destination and the route to be taken;
- c. the specific tasks and responsibilities assigned to each S.O.R.T. team member and
- d. the specific tasks and responsibilities assigned to each support personnel.

4. The Scene Commander will:

- a. present the plan to the S.O.R.T. and support personnel and conduct a brief back to answer questions;
- b. inspect S.O.R.T. team members for serviceability of required equipment;
- c. conduct a rehearsal (if time permits) and
- d. [REDACTED]

C. EXECUTING THE OPERATION

1. The Scene Commander will give the prisoner a final opportunity to comply with orders given. If the prisoner agrees to comply,
 - a. [REDACTED]
 - b. [REDACTED]
2. The Scene Commander will:
 - a. advise the prisoner that he / she will be moved by force;
 - b. [REDACTED]
 - c. scan the cell for possible weapons, obstacles or other hazards
3. The Team Leader will issue a final warning to the prisoner.
4. The S.O.R.T. will make entry into the prisoner's cell as outlined in the "S.O.R.T. Operations Reference – S.O.R.T. Detailed Tasks."
 - a. Tasks may be changed, combined, etc. as the specific circumstances of the incident require.

III. FORMS

A. S.O.R.T. Operations Reference Guide

B. S.O.R.T. Implementation Checklist

IV. REFERENCES

N/A

S.O.R.T Implementation Checklist

Date of Operation: _____ Scene Commander: _____

Prisoner: _____ SFNO: _____

From Where: _____ To Where: _____

Risk Factors: _____

Assignment	Personnel Assigned	Inspection (P/NP)	Responsibilities (if different than Standard Assignment)
██████████			
██████████			
██████████			
██████████			
██████████			
██████████			
██████████			
Support #1		N/A	
Support #2		N/A	
Support #3		N/A	
Support #4 (if necessary)		N/A	
Support #5 (if necessary)			

S.O.R.T Implementation Checklist

Primary Plan:

Alternate Plan (if conditions change. Include which condition(s) have potential to change):

Contingency Plan (if something goes wrong. List which things might go wrong):

Emergency Plan (if everything goes wrong):

After Action

Prisoner cleared by Jail Medical Services (name of JMS staff): _____

Prisoner's property returned to him / her (date/ time/ staff returning): _____

Sworn personnel in sustaining injuries: _____

Reports to be prepared by: _____

Prisoner to be criminally charged (Charged codes): _____

Debrief Conducted (date / time): _____

Debrief Conclusions: _____

S.O.R.T. Operations Reference Guide

SORT Team Members Equipment

Outfitted with full protective equipment ensemble. Equipped with padded / plastic shield. [REDACTED] No unnecessary items.

Outfitted with full protective equipment ensemble.
[REDACTED] No unnecessary items.

Outfitted with full protective equipment ensemble. No radio or handcuff key. No unnecessary items.

Outfitted with full protective equipment ensemble. No radio or handcuff key. No unnecessary items.

Outfitted with riot helmet and gloves. Equipped with radio, chemical agent, leg irons, handcuffs or flex cuffs, handcuff key. No unnecessary equipment.

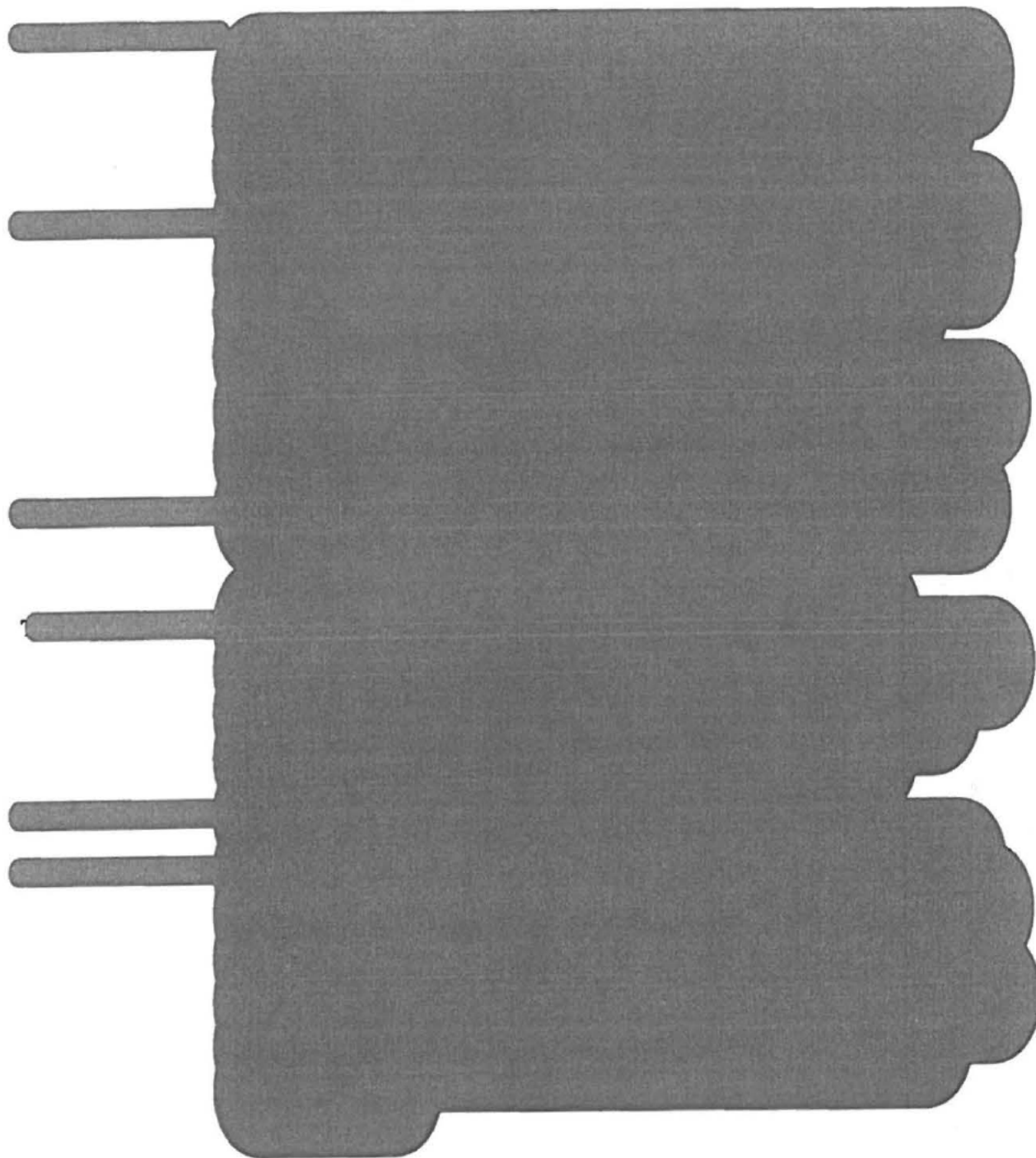
Outfitted with protective equipment ensemble. Equipped with chemical agent, ARWEN and TASER (as necessary). (Must have current training and certification record on file for Less Than Lethal weapons.) [REDACTED]

Outfitted with riot helmet and gloves. Equipped with department issued video camera.) [REDACTED] No unnecessary items.

SORT Team Members Assignments / Responsibilities¹

¹ These are the usual responsibilities for each S.O.R.T. Team member. The Scene Commander can add to, change or remove assignments as necessary based on the circumstances (ex. Cell size) to ensure a successful operation.

S.O.R.T. Operations Reference Guide



Support Personnel and Assignments



Unlocks the cell door at the scene.

Searches and secures the prisoner's property.



Searches the destination cell.

Ensures appropriate items (bedding, property if previously searched) are placed in the cell prior to the arrival of the prisoner.

Controls the door at the destination.



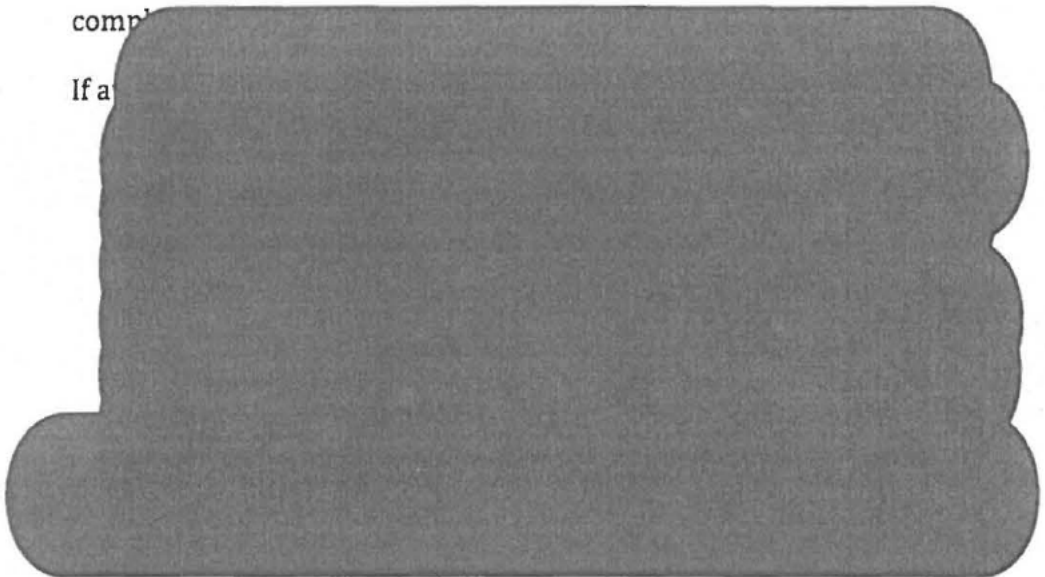
Clears planned route of travel of persons and obstacles

Tactical Phase - Detailed Tasks

Scene Commander Ensure that all support personnel and equipment (i.e., restraint chair if used to transport or as a destination) are in place and have accomplished necessary assignments or are standing by.

Scene Commander or Team Leader Give prisoner opportunity to comply with orders. If prisoner refuses to comply

If a



S.O.R.T. Operations Reference Guide

Team Leader

Visually scan the cell for possible weapons, obstacles or other hazards (urine, feces, wet floor, baby oil, etc.)

Team Leader or

(Note: More than one option may be necessary i.e., chemical agent fails so ARWEN is used)

Secures the cell. If any item in the cell can be used as evidence, he / she will photograph, collect and process the evidence per Custody Division

S.O.R.T. Operations Reference Guide

policy.

Once the evidence, if any, is removed, the prisoner's property will be searched and placed into a plastic bag with the prisoner's name marked on it.

Two Team

**Scene Commander,
Team Leader and
one Team Member**

Continue recording operation.

Team Member

**Escorting Team
Members**

Note: Again, it is important to monitor the prisoner's breathing at all times while he / she is restrained in a face down position.

Note: Sworn employees shall make every effort to limit the amount of weight and pressure applied to a prisoner's back while the restraints are being removed.

Monitor the prisoner for any signs of distress or difficulty breathing until the restraints have been removed and the team has exited the cell.

If the prisoner is suspected of having weapons, remove the restraints and the prisoner's clothing to allow for a thorough strip search.

S.O.R.T. Operations Reference Guide

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ask Jail Medical Services to evaluate the prisoner for injuries.

S.O.R.T. Operation Debriefing

[REDACTED]

Ask all persons involved if anyone was injured.

Team Members

Clean up as necessary.

(all)

Return to Assembly Area with all operational equipment

Team Members

Inspect equipment for serviceability and return to proper storage

(all)

[REDACTED]

Video media removed from camera, finalized and processed as evidence

[REDACTED]

Return the prisoner's property to him / her. If the prisoner is still agitated, secure the property.

Scene Commander

Conduct debrief of operation.

Return jail to normal operations.

Scene Commander

Determine which reports need to be written.

Determine if follow up investigation and criminal charging and / or administrative action are needed.