

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.23	PAGES: 1 of 8
	RELATED ORDERS: ACA 4-ALDF-2B-01, 2B-04, 2B-05, 2B-06, 2B-08 G.O. 1.01, 1.02, 1.05, 1.08, 2.16 MJS 1029; P&P 8.25, 8.27	
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CHAPTER: Security and Control	SUBJECT: Santa Rita Jail - Control of Firearms, Weapons, Ammunition and Armory	

- I. **PURPOSE:** To establish a means to control the use of firearms, weapons, ammunition and the armory.

- II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to ensure the following:
 - A. The facility Commanding Officer or his/her designee shall govern the availability, control and use of firearms, chemical agents, electronic disablers and other related security devices, and shall specify the level of authority required for their access and use.

 - B. All authorized weapons will be subject to stringent safety regulations and inspections. Departmentally issued and/or off-duty firearms shall be stored in secured lockers, outside the security perimeter of the facility. The safe loading and unloading of firearms and other weapons will be practiced at all times.

 - C. On-duty employees only use firearms or other security equipment that has been approved through the Sheriff's Office, and only when authorized to do so.

 - D. Except in emergency situations, firearms and all impact weapons are permitted only in designated areas to which inmates have no access.

 - E. Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is imminently threatened.

 - F. Employees supervising inmates outside the facility perimeter shall follow all procedures for the security of weapons.

 - G. Firearms, chemical agents, and related security equipment stored in the facility armory shall be inventoried monthly to determine their condition and any applicable expiration dates. All routine and emergency distributions of security equipment from the facility armory will be documented.

III. PROCEDURE:

A. FIREARMS, WEAPONS AND AMMUNITION:

1. All firearms, weapons, chemical agents, and ammunition will be stored in a secure, controlled manner, to prevent access to inmates, and to ensure the safety and security of staff and inmates.
2. When safety equipment is carried or worn, whether optional or mandatory, it will be carried in an issued or approved container, sheath, or carrier.
 - a. Handcuffs will be carried in an issued handcuff case. Handcuff cases will be affixed to the belt (can be worn on trousers belt when gun belt is not required).
 - b. Oleoresin Capsicum (O.C.) spray canisters will be carried in issued carriers affixed to the belt.
 - c. Issued batons will be carried in the issued baton ring affixed to the belt.
 - d. Issued weapons will be worn in the issued and/or approved holster, on an issued or approved gun belt. Extra ammunition will be carried in the issued or approved containers on the issued or approved gun belt (does not apply to off-duty wear).
 - e. Carrying of, possession of, or wearing of any equipment, keys, or garments in a manner which exposes them to damage, loss, or theft is not authorized.
 - f. Employees on-duty shall only use firearms or any other security equipment that have been approved through the Sheriff's Office, and only when directed by or authorized by the facility Commanding Officer or his/her designee.
 - g. It is the individual's responsibility to maintain close and immediate control of his/her equipment to prevent loss, damage, theft, and unauthorized use thereof.
3. Sworn personnel assigned to the D&C Division, and engaged in routine duties within the Santa Rita Jail, may carry on their trouser belt all departmental issued equipment with the exception of firearms, **ammunition**, and impact weapons. The routine wearing of full departmental leather is optional.
4. All sworn staff will have their complete departmental issued safety equipment available. This equipment will be stored in their assigned personal lockers and gun lockers.
5. Only the facility Commanding Officer, or his/her designee, is authorized to direct the use of any firearms, ammunition, impact weapons, or chemical agents within the security perimeter of the facility. Staff is authorized to use O.C. Spray when justified in doing so. Staff is also authorized to use Tasers as long as the individual using/carrying the Taser has received the necessary training and is currently certified in the use of the Taser. The decision to use or deploy firearms, ammunition, weapons and chemical agents within the security perimeter of the facility shall be determined on the

basis of guidelines set forth in General Order 1.05, "Use of Force" and 1.08, "Firearms and Special Weapons."

- a. The use of physical force shall be restricted to instances of justifiable self-defense, protection of others, protection of property and prevention of escapes and then, only as a last resort and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. Deadly force is to be used only after other actions have been tried and found ineffective, unless the employee believes that a person's life is imminently threatened.
 - b. A use of force report shall be prepared in all instances where force is used and will be submitted to administrative staff for review.
 - c. In all cases where an event involves a pre-planned action involving the use of force, a video camera will be utilized to record as much of the event as possible. All videotaping will be done in accordance with Policy and Procedure 8.25, "Video Taping Equipment."
6. Except in emergency situations, firearms, ammunition, and weapons, including all impact weapons, are not authorized in any areas where inmates have access.
- a. Batons will be furnished by the facility and secured in designated holders at the following locations:
 - 1) In every housing unit control room
 - 2) In the Kitchen Deputy's Office, in a security cabinet
 - 3) In the Laundry Deputy's Office, in a security cabinet
 - 4) In the Intake, Transfer and Release (ITR)/Intake Office, in a security cabinet
 - 5) In the ITR/Records Office, in a security cabinet
 - 6) In the Video Arraignment, Deputy's Office, in a security cabinet
 - 7) Inside CP-7
 - 8) Inside CP-48
 - 9) In the Clinic Deputy's Office (Room #209A), in a security cabinet
 - 10) Inside the Armory (Room #352A)
 - 11) In the Watch Commander's Office, in a security cabinet
 - b. One FN Model 303 Less Lethal Launcher Kit will be secured in a locked cabinet in the Medium/Minimum Sergeant's Office. The Kit will consist of at least the following:
 - 1) One (1) FN Model 303 Less Lethal Launcher
 - 2) Two (2) FN Model 303 air supply tanks
 - 3) Seven (7) FN Model 303 ammunition magazines loaded with agency approved ammunition
 - 4) One (1) outer carrier vest
7. Impact weapons are only to be accessed when directed to do so by the facility Commanding Officer or his/her designee, or when circumstances within the facility

constitute an emergency.

8. Personnel supervising inmates outside the facility perimeter shall follow the aforementioned procedures for the carrying, and security of weapons.
9. All facility firearms will be secured in the facility armory. Authorization to remove any equipment from the armory must be given by the facility Commanding Officer or his/her designee.
10. Personnel discharging firearms, using chemical agents, or any other weapon, or using force to control inmates, will complete and submit an incident/crime report to the facility Commanding Officer or his/her designee, no later than the conclusion of the tour of duty.

B. STORAGE OF DEPARTMENTAL ISSUED AND PERSONAL WEAPONS:

1. All staff entering the facility via the main employee entrance shall secure their firearms and ammunition in assigned gun lockers located near the employee information center.
2. Batons and other personal weapons shall be stored in assigned lockers.
3. At no time, will any firearms or ammunition be stored in personal vehicles parked at the facility.
4. All staff, transportation officers, outside arresting agencies, etc., entering the facility, via ITR, will secure their firearms and ammunition in the gun lockers available in the law enforcement lobby, or may temporarily secure them in their locked, departmental vehicle trunk, prior to entering the facility.
5. Transportation deputies may secure their firearms and ammunition in the transportation office, or in the gun lockers located at CP-52, or in the law enforcement lobby, before handling prisoners or entering the facility.
6. Transportation officers, outside agencies, etc., shall secure batons and other weapons in their departmental vehicle, prior to entering the facility. All staff using the administration lobby shall secure their firearms and ammunition in the gun lockers located there.
7. All persons must secure their ammunition and weapons in gun lockers when entering the secure area of the facility or when having a contact visit/interview with an inmate.

C. UNAUTHORIZED FIREARM, AMMUNITION, OR WEAPON WITHIN THE FACILITY:

1. A deputy discovering an officer with a firearm, ammunition, and/or other weapon(s) in the security area will:
 - a. Immediately isolate the officer from any inmates, and
 - b. Direct the officer to the nearest gun locker to secure the firearm, ammunition or weapon.

2. The deputy will notify the respective sergeant of the incident, who will:
 - a. Immediately contact the officer to ensure the firearm, ammunition or weapon has been properly secured.
 - b. Advise the officer of the policy regarding unauthorized firearms, etc., within the facility.
 - c. Advise the Watch Commander of the incident.
3. The Watch Commander will evaluate the circumstances of the incident and determine the necessary action to be taken.
4. The sergeant handling the incident will assign a deputy to write an incident report. The incident report will be forwarded to the facility Commanding Officer.

D. FACILITY SECURITY EQUIPMENT (ARMORY):

1. Security, control and accountability must be provided for all items maintained in the armory, which contains weapons, ammunition, chemical agents, electronic devices and other safety equipment that is critical in the suppression of a major incident involving the facility. The facility armory shall be located in an area that is readily accessible to authorized persons only. All weapons shall be subjected to stringent safety regulations and inspections.
2. The facility armory is located in the administration corridor in Room #352A.
3. Adequate issue and turn-in procedures must be strictly maintained in order that the status and whereabouts of each item can be readily determined at all times.
4. A master inventory of all armory equipment kept in the facility armory will be maintained inside the armory in the appropriate file, with copies sent to the Commander of the D&C Division, facility Commanding Officer.
5. All equipment within the armory and Medium/Minimum Sergeant's office shall be inventoried monthly to determine condition and expiration dates. All discrepancies will be noted and corrected. This inventory will be included as part of the Division's Monthly Operational Readiness Report. This report will be forwarded to the Planning and Research Section with a copy sent to the D&C Division Commander.
6. A written record of routine and emergency distributions of security equipment will be maintained in the armory and Medium/Minimum Sergeant's office. Firearms will only be issued to staff members trained in their use in accordance with the policy of this agency. Chemical agents will only be issued to staff members certified and trained in their use in accordance with the policies of this agency.
 - a. A signature of the issuing staff member and receiving staff member is mandatory. Upon return of the equipment, the Equipment Distribution Log will be signed off by the

receiving staff member.

- b. Lost, expended, or damaged equipment will be reported in the form of a memorandum to the facility Commanding Officer, via the chain of command, as well as completion of any other required reports.
7. All personnel entering the armory shall sign in and out on the “Armory Access Control Log,” which will be maintained within the armory. The information documented on this log shall include:
- a. Name and badge number of the individual accessing the armory
 - b. Date and time entering and exiting the armory
 - c. Reason for entry
8. All caustic, toxic, and flammable chemicals stored in the armory, i.e., solvents, cleaners, etc., shall be stored in a locked, fire proof cabinet. This cabinet shall be appropriately marked to alert staff to the hazardous potential of the contents contained in the cabinet. Safety Data Sheets (SDS) shall be maintained within the armory for all chemicals and/or items contained therein.
- E. **SECURITY EQUIPMENT REQUIREMENTS:** The facility Commanding Officer will determine that sufficient security equipment is available to meet facility needs, based on an analysis of the physical plant, number, profile of the inmate population, type of firearms, chemical agents, and other security devices (such as shields, batons, helmets, gloves, body protectors, etc.) the facility needs.
- F. **EMERGENCY RESPONSE CART:**
1. The Emergency Response Cart (ERC) shall be stored and maintained in the SRJ Armory.
 2. The ERC may only be removed from the Armory with the authorization of the Commanding Officer or his/her designee.
 3. The employee authorized to remove the ERC from the Armory is responsible for the cart and its contents until released of that duty by a supervisor or the cart has been returned to the Armory, and a successful inventory check has been completed.
 4. The employee shall complete all inventory sheets and assign equipment from the cart as needed and/or authorized. This includes logging in the equipment when it is returned. Any loss, damage, or discrepancies in the condition of the equipment shall be noted on the inventory log. A copy of the inventory log with notes on equipment conditions shall be placed in the Specials Projects’ deputy’s box for his/her immediate attention.
- G. **CONTROL AND UTILIZATION OF FIREARMS:**
1. Only the facility Commanding Officer, or his/her designee, may authorize the issue and utilization of firearms inside the facility security areas. Firearms must be the property of the Sheriff’s Office, properly issued, and the employee must be acting within the scope or

course of his/her official duties.

2. A written report must be prepared when a firearm is discharged in accordance with General Order 1.01, "Firearms Discharge Review Board." Only approved types of ammunition will be used. Firearms are used as a last resort when all other reasonable means have failed to correct a situation.
3. All personnel authorized to use firearms within the facility will be trained in the safety regulations and method of using the firearm in accordance with General Order 1.08, "Annual Weapons Proficiency Training & Re-Qualification."
4. Should it become necessary to use a firearm within the facility, the following safety measures will be employed:
 - a. The firearm will be transported empty of ammunition.
 - b. The weapon will be transported by a route which minimizes contact with inmates.
 - c. Additional staff will escort personnel transporting the weapon to ensure inmates do not have access/ability to overpower the transporting personnel.
 - d. The firearm will not be loaded until after arrival at a safe/secure location where the firearm will be positioned for use.
 - e. The firearm will be unloaded prior to returning it to the armory.
 - f. When loading and unloading firearms, the weapon will be pointed in a safe direction and away from all persons. Fingers will remain off the trigger and any safety mechanism on the weapon shall be activated.
 - g. The firearm will be cleaned and inspected after each use.
5. A report of all firearms discharged within the facility will be made by those involved and immediately reported to the facility Commanding Officer.
 - a. The supervisor handling the incident will assign a deputy to write an incident report.
 - b. The facility Commanding Officer or his/her designee will investigate the incident, and procedures listed in General Orders 1.01, "Firearms Discharge Review Board" and 1.02, "Officer Involved Shooting Incidents" shall be implemented.
 - c. The initial incident report and the investigation report will be forwarded to the facility Commanding Officer.
 - d. In the event of an injury resulting from the discharge of any firearm, or an injury resulting from the use of a weapon, chemical agent, or physical force, medical staff will be contacted and the injured will be given an immediate medical examination and treatment.

H. CONTROL AND UTILIZATION OF CHEMICAL AGENTS:

1. Only the facility Commanding Officer or his/her designee may authorize the issue and utilization of chemical agents. Staff members issued chemical agents must be properly trained and certified in their use.
 - a. A report will be made to the facility Commanding Officer as to the type of agent used, amount used, the person authorizing its issue, the location it was used in, and the reason for its use. All expended devices will be recovered, securely packaged, and returned to the armory.
 - b. Inmates exposed to chemical agents shall be allowed to shower and change clothes as soon as practical.
 - c. With the exception of O.C. spray, no chemical agents will be routinely carried by staff members.
2. Oleoresin Capsicum "O.C." Spray:
 - a. Sworn staff may use O.C. spray on-duty. The facility Commanding Officer or his/her designee will determine when other chemical agents may be used.
 - b. When using O.C. spray, the distance between the deputy and the inmate should not be less than three (3) feet and not more than twelve (12) feet.
 - c. All inmates and/or staff affected by the use of O.C. spray, or any other chemical agent will be given immediate medical treatment by the facility health care provider; extensive flushing with water may be one of the applications used. Plastic buckets marked "O.C." are located in both housing control and the nurse's station in all housing units. Plastic buckets are also located in the nurse's station in Booking/ITR. This equipment will be utilized solely for the decontamination process. Refusal of medical treatment by the inmate shall be made in person to the medical responder by the inmate. In no instance, will the deputy terminate medical response based on an inmate's refusal to be treated.
 - d. Personnel using O.C. spray or other chemical agents will immediately notify their supervisor and the facility health care provider.
 - e. An incident report will be submitted prior to the employee leaving the facility from his/her tour of duty. The responding deputy will identify by name the responding medical staff member(s) in the use of force/use of O.C. spray report. The treatment given to the inmate or the name of the medical staff member to whom the inmate refused treatment will be included in the report.