

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject EMERGENCY PROCEDURES FOR CUSTODY BUREAU FACILITIES	Policy Number DA-1
		Effective Date 11-25-25
Related Information GA-3, <i>Division Operations Manual</i> GD-15, <i>Emergency Evacuation Plans</i> GJ-8, <i>Tactical Support at Office Jail Facilities</i> GJ-16, <i>Incident Command System</i>	Supersedes DA-1 (07-14-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the development, distribution, review, implementation, and training of emergency procedures for each custody bureau facility.

POLICY

It is the policy of the Office to provide direction to personnel in the event of emergencies within and outside of custody bureau facilities. Office emergency procedures shall be established and kept current by the commander of each custody bureau facility.

DEFINITIONS

Field Training Officer (FTO): A detention officer who has received specialized training, has demonstrated a professional demeanor, is able to communicate effectively, has good organizational skills, is self-motivated and decisive, has an above average knowledge of Office policy, and who has been delegated the responsibility of guiding a detention officer-in-training through the Field Training Program. This individual has successfully passed the rigors of a Professional Standards Bureau (PSB) disciplinary review.

Incident Command System (ICS): The incident command system is a standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective.

National Incident Management System (NIMS): A systematic, proactive approach to guide all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated federal response. NIMS is mandated by Homeland Security Presidential Directive 5 (HSPD-5) and Presidential Policy Directive 8 (PPD-8), which provides a consistent nationwide approach for federal, state, local, and tribal governments for interoperability and compatibility.

PROCEDURES

1. **Emergency Procedures:** Each jail facility commander shall develop emergency procedures to be included as a section in their facility operations manual. Commanders of non-custody divisions within a custody bureau facility shall ensure their emergency procedures are compatible with the procedures

established by the facility commander. Emergencies to be considered include, but are not limited to, the following:

- A. Escapes and attempted escapes;
 - B. Fire emergencies;
 - C. Facility power failure;
 - D. Hostage / Barricade situations, as specified in Office Policy GJ-8, *Tactical Support at Office Jail Facilities*;
 - E. Disasters;
 - F. Medical emergencies;
 - G. Riots or inmate disturbances; and
 - H. Facility evacuation, as specified in Office Policy GD-15, *Emergency Evacuation Plans*.
2. **National Incident Management System / Incident Command System:** In all planned and unplanned small-scale and large-scale emergency and non-emergency events where the National Incident Management System (NIMS)/Incident Command System (ICS) has been implemented, the procedures specified in Office Policy GJ-16, *Incident Command System* shall be followed.
3. **Training:** Detention personnel shall be trained regarding the emergency procedures related to their assignment. Shift commanders shall be responsible for coordinating training and testing of personnel through their facility Field Training Officers (FTOs).
- A. Shift commanders shall be responsible for scheduling “live scenario” training drills so that all assigned personnel are familiar with their area, and have working knowledge of, the facility emergency procedures.
 - B. In the event that a “live scenario” drill cannot be performed due to exigent or extenuating circumstances as determined by the shift commander, an alternate scenario-based training may be established with the approval of the facility commander or designee.
 - C. Each shift shall conduct a minimum of one man-down training drill and one mass casualty drill each calendar year. Training drills shall be coordinated with Correctional Health Services (CHS) personnel and documented on the *Joint Disaster Drill Evaluation Form*, located in the Office’s shared drive in the OSD Forms folder. Within 30 calendar days of completion, the *Joint Disaster Drill Evaluation Form* shall be forwarded to the designated personnel and divisions listed in the distribution section of the form.
4. **Division Operations Manual Emergency Procedures:** Office Policy GA-3, *Division Operations Manual* specifies that operations manual content requirements include Section 700, *Emergency Procedures*. Emergency procedures applicably include, but are not limited to, emergency evacuation maps for the division, and specialized emergency information for the division.
- A. Division commanders are responsible for publication and distribution of approved operations manuals within their area of responsibility. Employees shall normally be provided with access to current electronic versions of their assigned division’s operations manual.

- B. Custody bureau division commanders shall also ensure either a current hard copy of the applicable custody bureau operations manual or the manual's Section 700, *Emergency Procedures* (only), is maintained for employee access at custody bureau facility control rooms and other determined custody duty post locations, within their area of responsibility.
- C. Division operations manuals, which include Section 700 *Emergency Procedures*, are required to be reviewed and updated at least annually, as specified in Office Policy GA-3, *Division Operations Manual*.