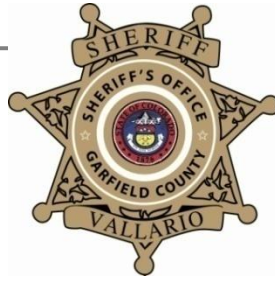


# SHERIFF OF GARFIELD COUNTY

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### GARFIELD COUNTY SHERIFFS OFFICE POLICY / PROCEDURE DETENTIONS

#### **SUBJECT: CALL OUT / NOTIFICATION**

**EFFECTIVE DATE:** January 01, 2024

#### **POLICY:**

Detention personnel will adhere to a consistent chain of command structure when situations present themselves that require either additional assistance or notification of supervisory personnel. Personnel shall contact the next level of supervision anytime a question exists as to the correct action to be taken. The Garfield County Sheriff's Office Detention Division shall ensure that all facility related occurrences that jeopardize or have the potential to jeopardize staff, offenders, visitors, the security of the facility, or the safety of the community at large are reported in a timely fashion and that command personnel are available to line supervisors for consultation at all times.

#### **PURPOSE:**

To outline procedures to be used in the jail to report significant incidents through the appropriate chain of command.

#### **METHOD:**

All significant incidents taking place within the jail, or other major institutional disruptions will be reported, as soon as possible, through the appropriate chain of command. When notification is being made, **each level of supervision is responsible to notify the next level of supervision, dependent upon the seriousness of the event.**

Since the notification process should be implemented in the rare circumstance when no supervisory personnel are on duty or readily available, the following procedures will apply:

- The Detention Deputy shall first attempt to contact the next Corporal/Sergeant scheduled for duty
- If no response is received, attempt to contact the following personnel in order:
- Remaining Corporals/Sergeants
- Jail Commander
- Undersheriff
- Sheriff
- Patrol Commander
- Investigations Commander

**MANDATORY NOTIFICATIONS:**

Supervisory personnel, *including the Jail Commander*, will be notified as soon as possible for the following events, via chain of command:

- Any assault on staff
- Any suicide attempts
- Any sexual assaults on staff or inmates
- Any hostage situations and/or riots
- Any unscheduled or emergency medical transports (officer or inmate)
- Any emergency evacuations (fire, flood, gas leak, hazmat, etc.)
- Any use of force with injury
- Any occurrence that the administration believes may result in an unusual level of public attention
- Any alleged criminal act committed by an inmate, person visiting or working in the facility
- Any escape or attempted escape
- Power outage in excess of one hour
- Reported or suspected illness from highly contagious diseases
- Physical confrontations and/or verbal threats between staff
- Any accidental discharge of firearms and/or intermediate weapons
- Any other situation that personnel feel supervision should be notified

**CALL-OUT PROCESS:**

Since the operation of the detention facility falls under the category of public safety and emergency operations, additional off-duty personnel may be required to be called into service for certain events. All personnel should understand this dynamic and be prepared to respond if notified.

Additional personnel may be required to be called to duty for a variety of reasons, including, but not limited to:

- Riots
- Evacuation of the jail
- Emergency medical/mental transports
- Disruption in utility service
- Criminal investigations
- Inadequate Staffing Availability

In the event that additional personnel are needed, the supervisor on duty shall initiate the process and notify the next level of supervision as outlined above.