

**Facility Security Protocols**

**FACILITY SECURITY AND COUNTS**

**10.1.0 Unit Goal: Summarize facility security and supervision issues.**

**10.1.1 Identify the areas (based on facility design) requiring supervision and inspection.**

- A. Areas to be inspected throughout the facility:
  - 1. Catwalks and corridors
  - 2. Hallways
  - 3. Perimeter (outside of building)
  - 4. Dining rooms/housing areas
  - 5. Recreation areas
  - 6. Work areas
  - 7. Visiting areas – Contact and non-contact
  - 8. Kitchen
  - 9. Locking mechanisms
  - 10. Pipe chases
  - 11. Fire exits
  - 12. Facility tool and equipment
  - 13. Any area inmates have access to
- B. Inspecting and supervising these areas will help prevent:
  - 1. Disturbances
  - 2. Escapes
  - 3. Assaults
  - 4. Health hazards
  - 5. Breaches of security
  - 6. Safety hazards
  - 7. Fire hazards
  - 8. Alterations of the facility
  - 9. Concealment of contraband

**10.1.2 Explain how to deal with physical and situational conditions in a facility.**

- A. Situational Conditions
  - 1. Report any situational conditions in the facility to a supervisor (e.g., power outages, fires, water, or gas leaks, suicide attempts).
  - 2. Document according to department policy.

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#### **B. Physical Conditions**

1. Write a report detailing how damage occurred
2. Order or request repair or replacement
3. Security repairs or replacements must be prompt
4. Refer to department policy

#### **10.1.3 Explain circumstances that warrant an inspection of the physical features of a facility.**

- A. Presence of unusual sound(s)
- B. Metal filings
- C. Chipped paint
- D. Sawdust
- E. Concrete dust
- F. Inmate comments

#### **10.1.4 Identify the process taken upon discovering a security breach.**

- A. If it is a minor problem, rectify it.
- B. If it is a serious problem, secure the area and then notify a supervisor immediately.
- C. If the area cannot be secured, call for assistance/backup and a supervisor.
- D. Verify all inmates are present according to your departmental policy (headcount or roll call).
- E. Document the problem according to department policy.

#### **10.1.5 List reasons for reporting security breaches and unsound security practices.**

- A. Safety of correctional officers
- B. Safety of civilian personnel
- C. Safety of inmates
- D. Security of facility
- E. Security of community

#### **10.1.6 Identify Texas Commission on Jail Standards requirements for observation of inmates.**

- A. Rule 269.1 - Record System
- B. Rule 275.1 - Regular Observation by Jailers
- C. Rule 275.4 - Staff
- D. Rule 275.5 - Census

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#### 10.1.7 Identify types and methods for conducting inmate counts.

##### A. Types

Although there are numerous types of counts that can be performed, the three most widely used will be covered.

1. The regular count should take place:
  - a. At each shift change, and sometime between lock-in and open-up periods.
  - b. At any time of the day when a prisoner is reported or discovered missing.
  - c. No fewer than four times daily.
  - d. Always after a serious disturbance (fight, escape, assistance calls, medical emergency, etc.).
2. The informal random count occurs at irregular but frequent intervals by the correctional officer on duty:
  - a. When receiving a group of prisoners.
  - b. When returning a group of prisoners (work detail, etc.) to the cellblock.
  - c. Whenever there is a mass movement of prisoners.
  - d. Whenever the correctional officer or a superior feels that a count is in order (after a recreational period, etc.).
3. The off-count is conducted after taking a regular count, when the reported number of prisoners does not agree with the census shown.
  - a. A census is the official population count derived from the inmates in custody.
  - b. Follow your departmental policy for obtaining your census.

##### B. Methods

1. Roll call – using an inmate list, post status cards or wristbands:
  - a. Call out inmate's name.
  - b. Visually verify inmate's presence (have inmate walk in front of officer) and identify (compare the picture on the post status card with the inmate).
  - c. Check identification, if applicable (ID card/wristband).
  - d. Check inmate's name off the list.
  - e. In the event of a discrepancy in count, follow department policy.
2. Numerical Counts
  - a. Count the inmates in a housing area, workgroup, or designated area.
  - b. Record the number and compare it with the number on the master list.
  - c. Report any disparity to the supervisor or take appropriate action and recount, using a formal roll call.

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#### **10.1.8 Identify the documentation required for inmates.**

- A. The sheriff shall maintain a record system for detention including a daily record of the number of inmates in the facility - Texas Commission on Jail Standards, Rule, 269.1(1)
- B. Documentation may require the following:
  - 1. List all inmates for whom the detention facility is currently responsible
  - 2. The names of all inmates received during each 24-hour period
  - 3. The names of all inmates discharged each 24-hour period
  - 4. The count of inmates at specified times

#### **10.1.9 Explain the importance of controlling keys.**

- A. Controlling keys, whether locked up in a secure location or in use, is important for safety, safekeeping, and facility maintenance.
  - 1. Texas Commission on Jail Standards, Rule 259.154 – Keys and Locks
  - 2. Texas Commission on Jail Standards, Rule 259.155 – Key Cabinets
- B. Individual agency practice may vary in each facility.
- C. Refer to department policy.

#### **10.1.10 Explain important considerations of maintaining a record of facility keys.**

- A. Confirm the identity of the person who is requesting keys.
- B. Never give keys to unauthorized persons, including your trustee.
  - 1. Refer to department policy regarding unauthorized persons.
- C. Ensure accuracy of documentation.
- D. In case of any possible inquiry, you should have records reflecting the following:
  - 1. The name of the person requesting the keys, and if different, the name of the person taking the keys
  - 2. Identify any keys issued
  - 3. The condition of the keys when issued
  - 4. The time the keys were taken and time they were returned
  - 5. Upon return of keys, inspect them and record their condition at that time
  - 6. Report locking malfunctions/repairs as soon as possible (a security issue)
  - 7. Report lock changes and repairs to supervisor
  - 8. Document according to department policy

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E. Keys should be accounted for at each shift change and throughout the shift to ensure the following:

1. Keys are present and accounted for.
2. Keys are in proper working condition.

Note: Correctional officers should immediately report any lost, damaged, misplaced, or stolen keys to their supervisor so that appropriate action can be taken

G. Refer to department policy.

#### **10.1.11 Identify precautions when using facility keys.**

A. Under no circumstances shall an inmate be permitted to handle a set of jail keys.

B. Correctional officers should take the following precautions when handling keys:

1. Keys should be carried and used as inconspicuously as possible.
2. Keys should never be thrown or skidded on the floor from one officer to another.
3. Keys should not be left unattended or stored in desk drawers.
4. Keys that permit exit from the jail shall never be taken inside the inmate confinement area.
5. Keys should never be drawn across the cell bars as a means of determining if the bars have been tampered with, since this action may damage the keys.
6. Force should never be used to open locks. If a lock does not function easily, it should be repaired or replaced.
7. Officers should not refer to keys by their assigned number, key ring number, or color code in front of inmates.
8. Officers should not allow inmates to watch how panel functions and doors open or close.

C. Keys and key rings:

1. Keys should have a tag affixed to them. Each tag should have a number stamped on it, indicating either the number of keys on the ring or what area the keys are assigned to (floor, pod, intake, releasing, kitchen, etc.).
2. Key rings should be welded closed so that keys cannot be removed or accidentally fall off the ring.
3. Only an authorized locksmith or an employee who has been trained as a locksmith should be permitted to repair locks or fabricate keys.

#### **10.1.12 Identify potentially dangerous tools assigned to trustees.**

A. Follow department policy on assigning inmates to trustee status.

B. Identify inmates assigned to work details requiring tools.

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C. Control and condition of the following tools should be monitored closely:

1. Hacksaws, blades, and other saws
2. Hatchets, axes, and other tools with chopping blades
3. Screwdrivers, files, knives, chisels, and wood planes
4. Hammers and mallets
5. Garden and yard tools
6. Letter openers, metal rulers, scissors, and other office equipment
7. Pliers and wrenches
8. Drills and drill bits
9. Ropes, wires, and chains
10. Nails and screws
11. Any tool made of metal

Note: Any object that could be used as a weapon.

#### **10.1.13 Identify methods of issuing tool and safety equipment to inmates.**

- A. Keep accurate records:
  1. Name of inmate using tools
  2. Assigned task or duty
  3. Tools required completing tasks and safety equipment issued out and returned
  4. Condition of tools and safety equipment when they were checked out and returned
  5. Time of issuance and return
- B. Take inventory regularly.
- C. Search inmate(s) thoroughly before transporting and returning them to housing area.

#### **10.1.14 Explain the importance of checking weapons in/out of a facility.**

- A. To provide for the safety of:
  1. Correctional officers
  2. Civilian personnel
  3. Inmates
  4. Detention facility
- B. Texas Commission on Jail Standards, Rule 259.118 – Weapon Storage
  1. Texas Commission on Jail Standards, Rule 269.3 – Weapons/Ammunition Procedure
  2. Texas Commission on Jail Standards, Rule 261.109 – Arsenal
  3. Texas Commission on Jail Standards, Rule 261.118 – Weapon Storage

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- C. Weapons that should be locked up prior to entering a secured area in the facility:
  - 1. Firearm
  - 2. Ammunitions
  - 3. Impact weapons
  - 4. Edged weapons
  - 5. Any weapon prohibited by department policy
- D. Precautionary measures:
  - 1. No armed personnel should be allowed to enter any secure area of the facility.
  - 2. The weapons of the escorting officer should be secured for safekeeping outside the confinement area before being allowed to enter the facility.
  - 3. All personnel may be subjected to search before being allowed to enter or remain in the confinement area.

#### **10.1.15 Identify methods for checking weapons in/out of a facility.**

- A. Procedures for checking weapons into secured gun locker prior to entering secured area:
  - 1. Obtain a key from the security officer or gun locker.
  - 2. Place the weapons and ammunition in the locker.
  - 3. Ensure gun box is locked.
  - 4. The correctional officer should maintain possession of the key.
  - 5. If different, follow the general methods used at the facility.
- B. Procedures for checking weapons out after leaving the secured area:
  - 1. Retrieve the weapon from the gun locker.
  - 2. Return the key to the security officer or leave the key in the gun locker, as appropriate.
  - 3. Follow methods used at the facility.

Note: Each agency will establish policy to govern specific procedures to be followed regarding armed personnel in a secured area. Procedures for securing weapons may vary according to facility design and policy.

#### **10.1.16 Identify methods of supervising outside (public) personnel working inside the facility.**

- A. Refer to agency policy and procedure.
- B. Examples of persons considered “outside” personnel:
  - 1. Telephone maintenance or repair
  - 2. Elevator maintenance or repair
  - 3. Construction or installation by personnel not cleared by a background check and employed by the agency
  - 4. Volunteer or Contract Staff

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- C. Basic steps:
1. Verify the identity of incoming workers.
  2. Check their identification.
  3. Check with the agency to confirm the workers' identification.
  4. Verify with your supervisor the work scheduled to be done.
  5. Inventory all tools being brought into the secured area.
  6. Secure inmates from the work area.
  7. Escort workers to the work area.
  8. Remain with workers until the work has been completed.
  9. After completion of the work, check the area for any tools or potentially dangerous item left by workers.
  10. Escort the workers out of the work area.
  11. Return the inmates to the area.
- D. Document the following:
1. Time
  2. Date
  3. Name of company and individuals performing work
  4. Work performed

**10.1.17 Identify the methods of conducting vehicle searches entering/leaving a secure area of a jail facility.**

- A. Search the vehicle in accordance with departmental policy.
- B. Document the following:
1. Date and time
  2. Name of the driver/passengers in the vehicle
  3. Name of the correctional officer conducting the vehicle search
  4. Vehicle description
  5. Items found (if any)
  6. Follow up documentation if the items found are contraband or illegal



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**INMATE SEARCHES**

**10.2.0 Unit Goal: Summarize the process of searching**

**10.2.1 Define search.**

- A. Search – to look into or over carefully or thoroughly in an effort to find or discover something.

**10.2.2 List the types of inmate searches.**

- A. Pat or Frisk Search (also called a pat down) is a search of a person's outer clothing wherein a correctional officer runs their hands along the outer garments of an inmate to detect any concealed weapons or contraband.
- B. Strip Search is a visual search of an unclothed inmate for weapons or other contraband suspected of being hidden on their body, inside a body orifice, or inside their clothing, and not found during a normal frisk search.
- C. Body Cavity Search (also called a cavity search) is a manual internal inspection of body cavities for contraband.
  - 1. Based on "probable cause" that the inmate is concealing contraband in a body cavity.
  - 2. Probable Cause: facts or evidence that would lead a reasonable person to believe that a crime has been or will be committed.

**10.2.3 Identify legal considerations for searching inmates.**

- A. When searches shall be conducted:
  - 1. Texas Commission on Jail Standards, Rule 265.2(a) – Search (clothed search)
  - 2. Texas Commission on Jail Standards, Rule 265.2(b) - Search (strip search)
  - 3. Texas Commission on Jail Standards, Rule 275.6(2) - Searches for Contraband
  - 4. Texas Commission on Jail Standards, Rule 267.3 – Search before release to another agency
- B. Civil Liability (Reasonableness of the search) - The search at booking or intake shall be a thorough pat search.
  - 1. Individuals should not be subjected to strip searches unless the correctional officer has an articulable, reasonable, and individualized suspicion to believe that a person is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to, one or more of the following criteria (as situation dictates):
    - a. Current charges (violent or drug related)
    - b. Criminal history
    - c. Institutional behavior history
    - d. Contact with the public
    - e. Court ordered detention
    - f. Verification of gender
  - 2. Department policy will dictate when to search and type of search.

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#### 10.2.4 List methods for verifying the gender of incoming inmates.

- A. Perform an anatomical survey of the inmate:
  - 1. Visually observe inmate clothed
  - 2. Ask the inmate to identify their gender
  - 3. Visually observe the inmate unclothed
  - 4. Refer to Departmental policies concerning the identification, processing and housing of inmates who are transgender.

#### 10.2.5 Describe the procedures for conducting an inmate pat search.

**CAUTION:** When searching inmates, watch for razor blades, pins, hypodermic needles, and other sharp objects that may be hidden in clothing, hats, shoes, belts, hair extensions, wigs, etc.

- A. Inmate physical assessment prior to pat search
  - 1. Give the inmate clear verbal commands and questions, such as “do you have anything on your person that would hurt me?”
  - 2. Instruct inmate to empty their pockets.
  - 3. Inmate should remove any extra clothing to include hat, belt, shoes, and socks.
  - 4. Ask the inmate if they have any physical limitations, prosthetics, and contagious conditions.
  - 5. Inspect inmate’s palms and look between their fingers.
  - 6. Inspect the inside of the inmate’s mouth, and check in and behind their ears.
  - 7. Instruct the inmate to tilt their head forward and comb their fingers through their hair.
- B. Conduct the physical pat search
  - 1. Correctional officers should perform searches from behind the inmate to enhance officer safety, the inmate facing away from the officer.
  - 2. Have the inmate place both hands palm side on the wall or with their fingers interlaced behind their head.
  - 3. If their hands are on the wall, their feet should be away from the wall, so that the inmate is off balance.
  - 4. Have the inmate spread their feet apart farther than the width of their shoulders.
  - 5. Run your fingers under their collar, crushing the fabric, if applicable.
  - 6. Run both hands down each arm, crushing the fabric of the cuffs.
  - 7. Starting from the armpit, run your hands down both sides of inmate to the beltline.
  - 8. Starting from the collar, run your hands down the front of the inmate to the beltline, crushing pockets and button areas.

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9. Starting from the shoulder, run your hands down the back of the inmate to the beltline.
10. At the beltline, check the waistband of their pants, crushing the waistband and each belt loop.
11. Starting at the waist, proceed down the buttocks, crushing the back pockets and checking hips into the groin area.
12. Using both hands, check each leg by placing your hands where their legs and hips join.
13. Crush the front pockets.
14. Crush the zipper area, checking for small items that could be hidden at base of zipper.
15. Check bottom of the inmate's feet and in between their toes.

Note: Refer to departmental policy for hand placement to conduct the search.

#### C. Post-Pat Search Considerations

1. Inspect shoes for contraband.
  - a. Run your hand throughout the inside of the shoe from heel to toe.
  - b. Inspect for removable insoles and remove, if applicable.
  - c. Flex the sole and tongue of the shoe for concealment of contraband.
2. Inspect belts for contraband.
  - a. Tug on the belt buckle and inspect thoroughly; the buckle may be a concealed weapon.
  - b. Inspect the belt seams by twisting the belt to see if it separates.
3. Inspect hats, caps, and ties for contraband.
  - a. Inspect the sweatband in the hat for contraband by turning it down or out.
  - b. Inspect the lining of the hat for contraband by pulling it out and crushing it.
  - c. Inspect the tie for contraband by pulling it and crushing it.
4. Inspect all other property that was in possession of the inmate: cigarette and tobacco packages, matches, wallet, etc.

#### 10.2.6 Describe the procedures for conducting a strip search.

Strip searches should be done away from other inmates to protect the dignity of the inmate and shall be conducted by the same gender: female inmates by female correctional officers, and male inmates by male correctional officers. [Texas Commission on Jail Standards, Rule 265.2(b) - Search].

- A. Conduct a Pat Search as outlined above.
- B. Instruct the inmate to remove their outerwear (i.e., pants, shirt, and dress). Inspect their clothing.

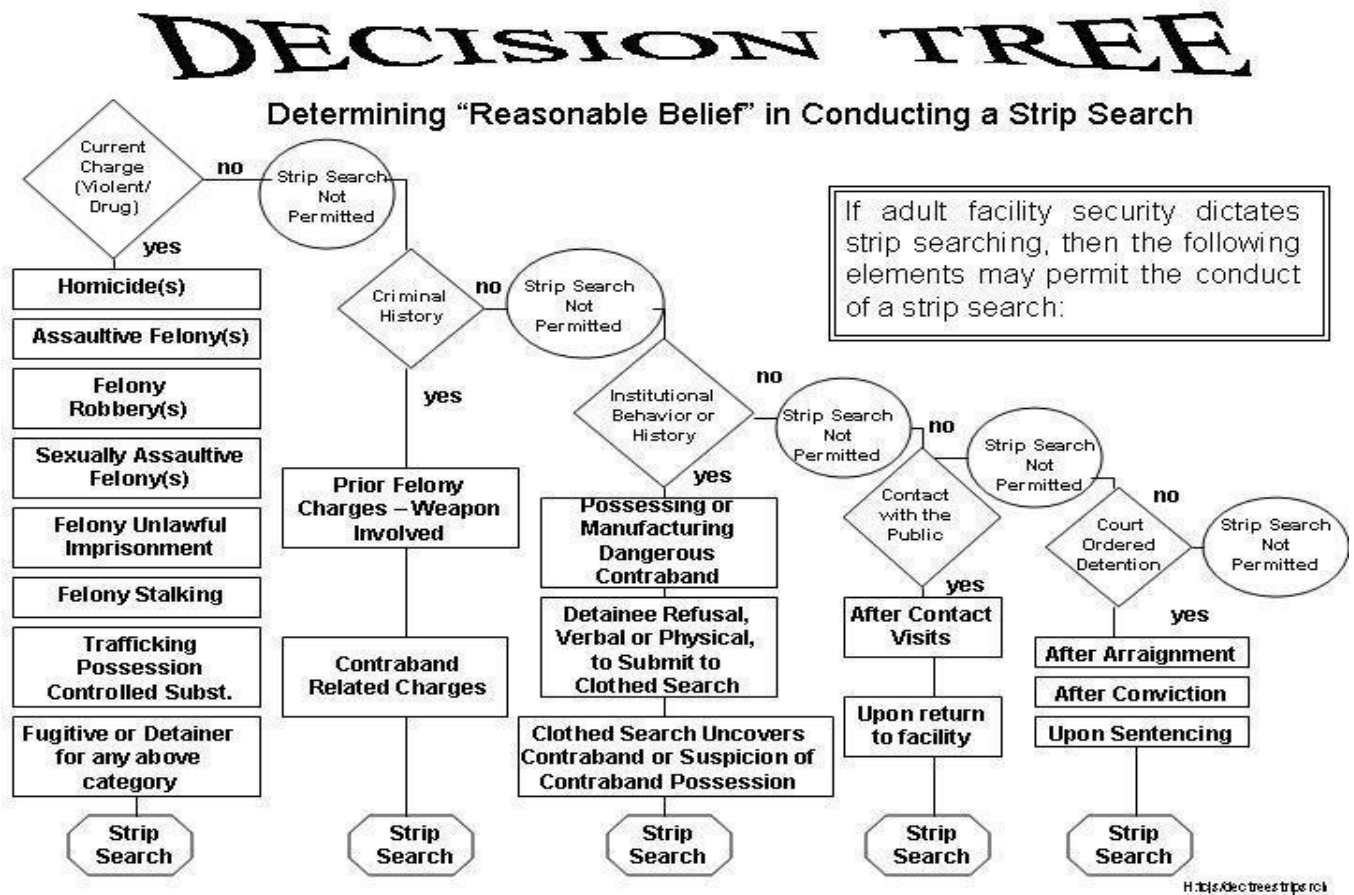
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- C. Instruct the inmate to remove their undergarments (i.e., bra, boxers, etc.), check the seams and inspect the items.
- D. Have the inmate raise both arms. Check their armpits.
- E. Check the bottom of their feet and in between their toes.
- F. Have the inmate lift their breasts, visually inspect, if applicable.
- G. Refer to departmental policy for removal of body piercings.
- H. Gender-specific (males):
  - 1. Instruct the inmate to lift their testicles. Visually inspect the area.
  - 2. If the individual is uncircumcised, have them pull back the foreskin of the penis.
  - 3. Instruct the inmate to bend at the waist and spread buttocks with their hands.
  - 4. Visually inspect the anus.
  - 5. Have the inmate squat and perform a hard cough three times.
- I. Gender-specific (females):
  - 1. Have the inmate remove tampon or feminine pad, if present; visually inspect vaginal area.
  - 2. Instruct the inmate to bend at the waist and spread buttocks with their hands.
  - 3. Visually inspect the anus.
  - 4. Have the inmate squat and perform a hard cough three times.
  - 5. Refer to departmental policy for removing the underwire and placing them in property to allow inmate to keep the bra.

**Instructor Note:** The following diagram is suggested for practical application in deciding when strip searches are appropriate.

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### 10.2.7 Describe the procedures for performing a cavity search.

- A. Medical personnel should perform body cavity searches.
- B. Refer to departmental policy.

Note: This type of search is authorized only when a staff member or other official has “probable cause” that the inmate is concealing contraband in a body cavity. A search warrant is recommended except in exigent circumstances.

### 10.2.8 Describe special considerations for searches.

- A. Medical personnel should remove and replace bandages if present. If medical personnel are not available, have the inmate lift the bandage. Visually inspect it.
- B. Casts should be checked for contraband.
- C. Prostheses should be checked carefully. Most are hollow and make excellent hiding places for contraband.
- D. Inspect for lice and vermin.
- E. During searches for contraband, officers should inspect for wounds, bruises, cuts, or abrasions.

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- F. Injuries should be noted on medical forms and booking cards. Injuries may be photographed.
- G. If injuries are severe, officers should request medical attention and document the request.
- H. All items that are found should be logged and documented.
- I. Refer to departmental policy.

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**CONTRABAND SEARCHES**

**10.3.0 Unit Goal: Summarize the process of searching for contraband.**

**10.3.1 Define contraband.**

- A. Contraband – Any item, material, or substance that is prohibited by law or agency directives. This may include any item issued or purchased in the commissary that has been altered or is no longer used for its original purpose.
- B. Examples of Contraband
  - 1. Items prohibited by law
    - a. Drugs
    - b. Weapons
  - 2. Items prohibited by agency directive
    - a. Cash money
    - b. Flammable materials
    - c. Excessive food in cell
    - d. Excessive clothing or paper
    - e. Hoarded medication distributed by the facility clinic
  - 3. Items that have been altered
    - a. A comb without teeth
    - b. Toothbrush with no bristles and a pointed tip
    - c. Clothing with gang affiliation writing on it
    - d. Empty food containers or personal hygiene containers
    - e. Ink pen without the ink tube
- C. Laws covering Contraband in Correctional Facilities
  - 1. Penal Code, Sec. 46.10 - Deadly Weapon in Penal Institution
  - 2. Penal Code, Sec. 38.11 - Prohibited Substances and Items in Correctional or Civil Commitment Facility

**10.3.2 List reasons for documenting discovery of contraband.**

- A. If the contraband is illegal in and of itself, it will be documented as a criminal offense.
- B. If the contraband is prohibited by agency rules and regulations, it will be documented administratively.
- C. Once an item is seized as evidence of either a criminal offense or an administrative violation, it should be properly labeled as evidence, long term storage, or processing in such a case.

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#### 10.3.3 Identify the necessity of conducting regular and irregular cell searches.

- A. Texas Commission on Jail Standards, Rule 275.6 – Searches for Contraband
- B. Cell searches are necessary to provide for the safety of correctional officers, civilians, and inmates within the facility and to eliminate contraband.

#### 10.3.4 List the guidelines, administratively and/or criminally for documenting contraband items.

- A. Describe item and location of found contraband.
- B. Identify possible breaches of security (internal or external).
- C. Determine if elements meet criteria for administrative and/or criminal charges.
- D. Follow departmental policies and procedures.

#### 10.3.5 Describe the methods for conducting a search of inmates and their housing area.

- A. Procedures during a search of inmates and their cells:
  - 1. No advanced notice should be given to inmates.
  - 2. Have a sufficient number of correctional officers present.
  - 3. Shut off the water supply so that the inmates cannot dispose of contraband down sinks and toilets.
  - 4. Supervise inmates as they prepare to leave their cell to prevent inmates from hiding items.
  - 5. Escort inmates to a designated area and have all inmates remain still.
  - 6. Conduct a search of each inmate while other officers observe the actions of all the inmates. Record the items of contraband that are found on each inmate.
  - 7. Place inmates in another secure location, after they are searched.
  - 8. Inmates must remain outside the cell until the search is complete.

Note: Correctional officer safety – Prior to conducting the cell search, remind all officers to exercise caution. Sharp objects may be concealed that can cause injury and transfer reportable communicable diseases (HIV, HBV).

- B. Items used during search of housing area:
  - 1. Protective gloves - recommended for safety and sanitation
  - 2. Flashlight – to illuminate dark areas, crevices, holes, and sink drains
  - 3. Metallic probe – to insert into areas that are not readily accessible to the hands or fingers, such as the electric door track
  - 4. Trash bags
  - 5. Magnet – to retrieve metallic items from otherwise inaccessible places
  - 6. Thin metal ruler - used to examine narrow areas such as spaces behind fixtures or in crevices



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7. Mirror, preferably one that is attached to the end of a shaft - to view areas that are difficult to see
  8. Piece of wire – to pull items from drains or other hiding places
  9. Item needed for documentation
  10. Inventory form - for recording confiscated contraband
  11. Property tags - used to identify items of contraband that are placed in the inmate's property
  12. Evidence tags or labels and bags for items processed as evidence
  13. Writing instruments
  14. Facility Incident or Complaint Report - if items prohibited by law are confiscated
  15. Maintenance request form - to request repair for plumbing, electrical and lighting problems
- C. Search procedures include the following (as applicable):
1. Thoroughly check books, their covers, and bindings.
  2. Empty and inspect inmate's personal property storage area.
  3. Check the contents of envelopes and shake out letters.
  4. Examine tobacco packages and smoking products (if allowed).
  5. Check all items of personal clothing.
  6. Inspect all hygiene products.
  7. Remove and inspect the bedding and linens.
  8. Inspect all fixtures and furnishings for tampering and contraband concealment.
  9. Inspect all writing instruments.
  10. Inspect all commissary items and packaging for contraband concealment.

**INSTRUCTOR NOTE:** Instructors should demonstrate proper search procedures based on facility design.

- D. Search follow-up procedures include the following:
1. Restore the housing area to a condition comparable to its condition prior to search.
  2. Return the inmates to their assigned housing area.
  3. List any item(s) of contraband found in housing area.
  4. Dispose of contraband properly (remember trustees may have access to trash bags that contain contraband).
  5. Determine identity of inmate possessing items of contraband. Prepare and submit reports on each inmate who was found in possession of contraband.
  6. Prepare and submit reports for general maintenance repair and weak security areas (doors that jam, etc.).

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7. Prepare and submit a permanent facility record of the cell search. Information listed may include but is not limited to the following:
  - a. Date of cell search
  - b. Time (start and end)
  - c. Names of inmates found to possess contraband
  - d. Contraband discovered during the search
  - e. Disposition of items confiscated
  - f. Names of correctional officers conducting search
- E. Follow departmental policy and procedures.

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**EMERGENCY PROCEDURES**

**10.4.0 Unit Goal: Summarize emergency procedures for jail facilities.**

**10.4.1 Define disturbance**

- A. Disruptive behavior, by one or more inmates, that causes disorder.

**10.4.2 Explain the importance of attempting to defuse disturbances.**

- A. To provide for the safety of correctional officers, civilians, inmates, and the facility.
- B. To prevent disturbances, proper supervision of the inmate population will be maintained at all times.
- C. An officer's presence and communication are the first steps in defusing disturbances.
- D. Officers should use as reference: Use of Force Scale and departmental policy and procedures when attempting to defuse a disturbance.

**10.4.3 Identify circumstances which may cause a disturbance.**

- A. Failing to address complaints and needs of inmates.
- B. Unresolved inmate complaints may lead to disturbances, escalate into emergencies, and spread through the facility.

**10.4.4 Describe circumstances involving disturbances where it is appropriate to contact a supervisor**

- A. Restraints or force is used.
- B. The approval of a supervisor is needed for:
  - 1. The use of less than lethal options
  - 2. Special team activation

**10.4.5 Define emergency.**

- A. Unforeseen combination of circumstances or the resulting state that calls for immediate action; an urgent need for assistance or relief

Source: <https://www.merriam-webster.com/dictionary/emergency>

**10.4.6 Identify procedures to follow when responding to emergencies.**

- A. Texas Commission on Jail Standards, Rule 263.40 - Plans
- B. Escape
  - 1. Penal Code, Sec. 38.01 (2) - Definition of "Escape"
  - 2. Penal Code Sec. 38.06 - Escape
  - 3. Possible escape:
    - a. Notify the supervisor.
    - b. Order all inmates to return to housing units or a designated area.

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- c. Conduct a regular count of all inmates.
  - d. Account for all personnel to rule out a hostage situation.
  - e. If inmate cannot be accounted for, implement procedures for dealing with the escape.
- 4. Escape “in progress”:
  - a. The correctional officer should ensure the supervisor is notified.
  - b. Dispatch is contacted with pertinent information and description of inmate.
- 5. Escapee will be charged with Escape.
- 6. If escapee is not located:
  - a. The agency’s Patrol Division and/or Criminal Investigation Division will be notified.
  - b. A warrant for escape will be issued.
- C. Penal Code, Sec. 42.02 - Riot
  - 1. Procedures to implement during a riot:
    - a. Notify the supervisors and sheriff.
    - b. Wait for assistance or backup to arrive.
    - c. Identify and observe inmates who are participating in the riot.
    - d. Ensure that an appropriate number of correctional officers are available to defuse, assist with, and contain the riot situation. Request additional outside personnel if necessary.
    - e. Once the riot has been quelled, account for inmates and officers, provide medical care to anyone injured, and provide the necessary documentation.
- D. Penal Code, Sec. 22.01 - Assault
  - 1. Procedures to utilize during an assault:
    - a. Call for back-up.
    - b. Notify the supervisor immediately.
    - c. Officers are allowed to defend themselves against assaults using reasonable force.
    - d. Qualified medical personnel should examine individuals involved in an assault.
    - e. Photograph injuries, including those assaults occurring outside of the officer’s presence.
    - f. Retain any video evidence.
    - g. All assaults should be documented (prosecution/non-prosecution).

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**E. Fires**

1. Texas Commission on Jail Standards, Rule 263.42 - Fire Prevention Plan
2. Each correctional officer should be familiar with the agency's fire prevention emergency plan, and operation of the agency's fire extinguishing equipment.
3. Notify a supervisor so someone other than the reporting officer knows of the situation and so that additional personnel can respond.

**F. Evacuations**

1. Texas Commission on Jail Standards, Rule 263.10 – Removal of Occupants

**G. Rebellions, and Civil Disasters – refer to department policy and procedure.**

**10.4.7 Identify life safety equipment items.**

- A. Texas Commission on Jail Standards, Rule 263.54 – Life Safety and Emergency Equipment
- B. Fire hose and fire extinguishers
- C. Self-contained breathing apparatus, National Fire Protection Association (NFPA) approved
- D. Exit lamps
- E. Exhaust fans
- F. Auxiliary generator
- G. Smoke detectors
- H. Emergency set of keys

**10.4.8 Identify circumstances that warrant movement or evacuation of the facility in case of fire.**

- A. If there is a substantial risk of injury or death to inmates, mass movement or evacuation may be warranted.
- B. Refer to department policy and procedure for evacuation procedures.

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**HOSTAGE**

**10.5.0 Unit Goal: Summarize issues dealing with hostage situations.**

**10.5.1 Identify situations that might result in a hostage situation.**

- A. A crime in progress:
  - 1. Assault
  - 2. Escape
- B. Planned disturbances: the hostage is used as leverage to make sure their demands are heard.
- C. Unresolved grievances: the hostage is used as leverage for outside communication.
- D. Individual action: some individuals lose a sense of reality and therefore act on what they consider rational.

**10.5.2 Identify different profiles of hostage takers.**

- A. The Psychological
  - 1. The suicidal personality who is caught in a crisis lifestyle and sees no other escape.
  - 2. The vengeance seeker who is extremely deranged and stalks real and imaginary adversaries.
  - 3. The disturbed individual is usually acting out a transitory outrage or frustration, although they may be seriously disturbed and must be dealt with carefully.
- B. The Criminal
  - 1. The cornered perpetrator is the most common type and is typically a bank robber.
  - 2. The aggrieved inmate who takes hostages within the prison to have their demands met.
  - 3. The felonious extortionist to whom hostage-taking is a business that they have planned in a cold, methodical manner.
- C. The Political
  - 1. The social protester who is committed to a cause.
  - 2. The ideological zealot who reduces the world into a simplistic solution and resists those who stand in his way.
  - 3. The terrorist type, which is becoming more frequent around the world. They are a trained fighter, fighting a war, and is capable of havoc.

**10.5.3 Identify motivations in a hostage situation.**

- A. The hostage-taker uses the threat of harm as a means to get Administration to respond to them and their demands because of the perception the Administration places high value on the hostage's life.
- B. The primary objective of the hostage-taker is to get demands met by the Administration.

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- C. If the hostage-taker perceives the Administration is attempting to meet their demands, they should see no reason to harm the hostage.
- D. What is most important in the mind of the hostage-taker at the onset of the situation is contacting Administration and beginning a dialogue about his/her demands.
- E. This is what makes the negotiator's response the best response.
- F. The hostage-taker is more intent on negotiating than harming the hostage.

#### **10.5.4 Identify the two phases of response to a hostage situation.**

- A. Negotiation with the hostage-taker hoping to reach an agreement:
  - 1. Time factor:
    - a. Extreme discretion must be used in predicting the hostage-taker's moves and deciding how long negotiation should continue.
    - b. The longer a hostage situation lasts, the more likely it is the hostages will be released unharmed.
    - c. Hostages have an increased opportunity to escape.
    - d. There is better information gathering when there is more time.
    - e. The hostage-takers' demands and expectations may eventually be reduced.
    - f. The incident may merely fade over time.
  - 2. The immediate goal is to build trust that ensures the offender that the problem will be addressed and corrected as agreed to.
  - 3. In this situation, the judgment of the incident commander is paramount. They must decide how long to continue, when to abandon one approach, and when to try another. The incident commander must understand thoroughly the type of hostage-taker being dealt with to predict their moves and avoid tragedy.
- B. Forced entry is necessary to rescue victims when negotiations have failed:
  - 1. Less than lethal (tear gas, batons, taser)
  - 2. Armed assaults (firearms)
  - 3. The role of the first correctional officer on the scene of a hostage situation is critical. It is that person's responsibility to observe and note information.

#### **10.5.5 List information that first responders need to obtain during a hostage situation.**

- A. Name and location of reporting staff member(s) taken as hostages
- B. Location of incident where hostages are being held
- C. Status of the emotional environment:
  - 1. Angry
  - 2. Calm
  - 3. Agitated
- D. Mental states of the hostage-takers and hostages

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- E. Weapons (if known):
  - 1. Who has them?
  - 2. Are they pointed at hostages?
  - 3. Are they visible?
  - 4. What kind are they (knives, guns, etc.)
- F. Number of hostages and hostage-takers
- G. Injuries:
  - 1. Severity
  - 2. Condition of injured
  - 3. Consciousness
  - 4. Bleeding
- H. The officer should remain in the area to ensure other employees do not accidentally enter the hostage area.
- I. Maintain a log of individuals and events.

#### **10.5.6 Identify survival tactics for those individuals taken hostage.**

- A. Cooperate fully.
- B. Keep calm, taking deep breaths can help relax and reduce stress.
- C. Avoid physical resistance.
- D. Work to improve your position.
- E. Be cautious of attempting heroics.
- F. Keep a low profile.
- G. Avoid the appearance of observing crimes the hostage-takers commit, look down or away from them, and avoid interfering with their discussions and activities.
- H. Do not make threats against the hostage-takers or give any indication that you would testify against them. If inmates are attempting to conceal their identities, make no indication that you recognize them.
- I. Be conscious of your body language, as well as your speech. Do not say or do anything to arouse the hostility or suspicions of your captors. Act neutral and be a good listener if your captors want to talk. Be cautious about making suggestions to your captors, as you may be held responsible if something goes wrong.
- J. Do not attempt to be a negotiator unless assigned to do so. If assigned, ensure messages between the two groups are conveyed accurately.
- K. If there is an attempt to rescue and shots are fired, drop quickly to the floor and seek cover. Keep your hands on your head. When appropriate, identify yourself. Do not resist being apprehended.
- L. Even though you must appear disinterested while being held hostage, observe all that you can.



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#### **10.5.7 Identify effects on the hostage after the situation is over.**

- A. There is a tremendous psychological and physiological relief when a hostage is released.
- B. The hostage should be debriefed according to department policy and after a “calming down” period.
- C. The hostage should contact family and/or a support group.
- D. Seek counseling for symptoms of Post-Traumatic Stress Disorder (PTSD).

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**UNCOOPERATIVE VIOLENT INMATES**

**10.6.0 Unit Goal: Summarize critical issues when dealing with uncooperative and/or violent inmates.**

**10.6.1 Define an uncooperative inmate**

- A. Uncooperative inmate – an inmate who refuses to comply with any valid commands given by a correctional officer (i.e., refusing to get up for headcount).
- B. An uncooperative inmate may be identified as refusing to:
  - 1. Work
  - 2. Clean cell/personal housing area
  - 3. Eat
  - 4. Participate in “required activity” (i.e. headcount)
  - 5. Move around
- C. Always refer to departmental policy when handling uncooperative inmates.

**10.6.2 Identify characteristics of a violent inmate.**

- A. Violent inmate may be identified as a person who:
  - 1. Is emotionally or mentally disoriented with a loss of self-control
  - 2. Attempts to inflict bodily harm to themselves or others
  - 3. Has prior escapes or attempted escapes
  - 4. Has a history of violence
  - 5. Experienced recent traumatic situations (e.g., a “Dear John” letter, the death of a loved one)
- B. Refer to departmental policy when handling violent inmates.

**10.6.3 Identify reasons why inmates are uncooperative or violent.**

- A. Fear
  - 1. Attack by other inmates
  - 2. Of jail staff
  - 3. The unknown
- B. Physiological problems
  - 1. Mental illness
  - 2. Side effects of medication
  - 3. Not taking prescribed medications
  - 4. Substance Abuse

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- C. Diversion Tactics
  - 1. Riots
  - 2. Hunger Strike
  - 3. Assault on Staff
  - 4. Escapes
- D. Disregard for Authority

#### **10.6.4 Identify circumstances of security risks and need for backup personnel.**

- A. Violence by one or more inmates
- B. Suicide attempts
- C. Prior escapes or attempted escape
- D. Refusal to obey verbal orders by correctional officer
- E. Any time a violent/separation cell is entered
- F. Any time an inmate who has a history of violence is handled
- G. Be alert for feigned illness or injury

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**TRANSPORTATION**

**10.7.0 Unit Goal: Summarize the process of transporting inmates.**

**10.7.1 Identify radio procedures.**

- A. Always be professional when talking on the radio. Remember that other sheriff's sections, as well as the Federal Communications Commission (FCC), monitor your radio traffic. Inmates, attorneys, judges, civilians, and other agencies may also overhear your audio transmissions.
- B. Keep radio transmissions brief.
- C. Radio use during vehicle transportation and specific considerations related to use:
  - 1. Report beginning and ending time and mileage when transporting a child, juvenile, or member of the opposite sex.
  - 2. There is no such thing as a routine transport. All prisoner transports are potentially dangerous and should be regarded as such. Great caution should be used when transporting inmates within a secure facility, and even more so when transporting them outside a secure facility.
  - 3. If you leave your vehicle, notify dispatch.
  - 4. Inmates shall not be left unattended in a vehicle.
- D. Know your department policy.

**10.7.2 Identify methods of transporting inmates out of a secure facility.**

- A. All vehicles are searched prior to and after transporting inmates.
- B. Inmates shall be searched (patted down) prior to placing them in the vehicle, even if another correctional officer has reportedly searched the inmate.
- C. Any contraband will be seized and documented.
- D. Departmental policy will govern the type and level of use of inmate restraints such as:
  - 1. Texas Commission on Jail Standards, Rule 273.2(5) - Health Services Plan for known pregnant inmates.
  - 2. High profile court transports
  - 3. Assaultive inmates
  - 4. Escape Risks
- E. When transporting inmates from a jail to the vehicle, all vehicles should be parked in a secure area (sally port).
- F. Plan all travel and alternate routes before picking up inmate(s).
- G. Ensure all necessary documents (e.g. commitments, warrants) and all medical records (if applicable) are in your possession prior to picking up the inmate.

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- H. Know as much as possible about the inmates you are transporting. Where available, use jail records (computer records, level-status lists, and maximum-security lists). Keep a separate list to see if the inmate has been a discipline problem. Criminal history checks will contain information about previous arrests and convictions.
- I. Procedures to follow when arriving at destination:
  - 1. If the destination is a jail or prison, use a secure area (sally port) to unload the inmates.
  - 2. If the destination is not in a secure area, such as a doctor's office, park as close to the building as possible. If possible, contact the doctor's office or other destination to find out if there is a non-public entrance available for you to use. Thoroughly scan the area for potential problems before unloading the inmate.
  - 3. If you do not like what you see or hear, do not exit the vehicle, remove inmate, or remain in the area. Call dispatch and inform them of your situation, terminate your mission and then drive to a secure area (local jail, county jail, police station) or return to origination area.
- J. Inmates who escape from custody while on an escorted trip may be charged.
- K. An inmate who fails to comply with the conditions of the escorted trip will be returned to the facility immediately, followed by any disciplinary action as may be appropriate.

#### **10.7.3 List skills necessary of jailers transporting inmates in vehicles.**

- A. Familiarization with transportation vehicle
- B. Familiarization with transportation equipment
- C. Familiarization with transportation restraints
- D. Familiarization with positioning of inmate during transportation:
  - 1. Prevent "positional asphyxia"
  - 2. Maintain upright position
  - 3. Apply seatbelts, if possible

#### **10.7.4 Identify the proper procedures for application of belly chains and leg irons for transporting inmates.**

- A. Belly Chains
  - 1. As the correctional officer stands in front of the inmate, the belly chain should be placed around the inmate's waist. One of the officer's hands should be holding one end of the chain, and the other hand should hold the remaining length of chain. The hands should meet and the chain should encircle the inmate's waist.
    - a. The chain should be placed around the waist with enough slack to allow the inmate to eat and sign documents while their hands are secured with the chain, but the chain should not be loose enough to fall to the top of the hips.
    - b. If the chain is too loose, the inmate can cause it to fall low enough to the ground to step through. The inmate then has the chain in front and a weapon to use.

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2. Fit the chain to the inmate's waist by inserting the appropriate link through the end of the chain. Smaller inmates will have a good size length of chain hanging from the link. Longer lengths of chain may be doubled up as needed, placed over the link, and secured with the handcuffs.
3. Hold the link with one hand and allow the rest of the chain to hang from the link. Insert an open handcuff through the link and center the handcuffs between the links.
4. Secure the inmate's hands in the handcuffs. The handcuffs shall be double locked.
  - a. The keyholes of the handcuffs should face toward the officer and the double locks should face up.
  - b. Placing the keyholes and double locks in this position will aid in removal and allow the officer to maintain a safe distance when the equipment is taken off the inmate.

#### **B. Leg Irons**

1. Instruct the inmate to assume a kneeling position on a chair or bench. The correctional officer will have the inmate lift one leg at a time to place the leg irons around the inmate's ankles.
2. The leg irons should be placed on the inmate with the keyholes facing the officer and the double locks toward the inmate's toes.
  - a. The leg irons shall be double locked.
  - b. The positioning of the keyholes will allow the officer to remove the leg irons safely whether the inmate is in a standing or seated position.
3. The leg irons should be placed securely on the inmate's ankles, but not so snugly as to cause pain or interfere with circulation.
  - a. The officer should be able to place two fingers in between the inmate's leg and the leg irons.
  - b. If the leg irons are too loose, the leg irons may rub the inmate's skin while walking and cause abrasions.
4. Caution should be used when placing leg irons over clothing, as this may enable the inmate to remove the leg irons by manipulating the clothing.
5. If the transport vehicle has a bolt in the floorboard for securing the leg irons, use in accordance with department policy.

#### **10.7.5 Identify methods of transporting inmates to court.**

- A. Search all courtrooms and holding cells prior to transporting inmates.
- B. Search all inmates and authorized items prior to entering the courtroom or holding cell.
- C. Advise the inmate of appropriate behavior policies.
- D. Restrain all inmates according to your department policy prior to transporting to court.

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- E. Plan all transport routes and alternate routes prior to transporting inmates to court.
- F. Ensure that hallways and routes are cleared of all civilians and news media prior to transporting inmates.
- G. One correctional officer should be positioned in front of the line of inmates and one correctional officer at the back of the line to allow for constant observation of the inmates while en route to court.
- H. If you do not like what you see or hear, do not transport; stay where you are or relocate to a more secure position and call for additional officers.
- I. Know who you are transporting to court by utilizing jail records (computers, level status lists, and maximum-security lists, including classification reports). Keep separate lists and criminal histories.
- J. Correctional officers assigned to the court are responsible for their own safety, the inmates' safety, and a significant portion of all of courtroom security.
- K. Correctional officers should leave all inmates restrained while in the courtroom, unless the inmate is before the bench or sitting at the defense table.
  - 1. Most judges prefer the inmate not be restrained while standing before the bench, unless the inmate is a security risk.
  - 2. A court holding cell should be available to secure the inmate(s) while the court is in recess or waiting for the judge to enter the courtroom.
- L. Refer to departmental policy when transporting/moving inmates.

#### **10.7.6 Identify circumstances concerning jury trials.**

- A. The same procedures apply as in transporting to court with the following additions:
  - 1. The inmate may be in civilian clothing instead of a jail uniform.
  - 2. Once the inmate enters the courtroom, the assigned correctional officer should sit directly behind or next to the defense table, ensuring the officer's gun side is opposite the inmate. If other officers are assigned to the court, they should position themselves in such a way as to see the entire courtroom, to block escape routes, and to assist the assigned officer if necessary.
  - 3. Instruct the inmate before entering the courtroom they will not speak or gesture to anyone other than their attorney while in the courtroom. No outburst of any kind will be condoned while they are in the courtroom.
  - 4. Always remain alert and professional.
  - 5. Once a disposition has been reached, restrain the inmate and remove them from the courtroom immediately.

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#### **10.7.7 Identify methods of transporting an inmate out-of-county.**

- A. Procedures for out-of-county transports:
  - 1. Check your vehicle, both inside and outside, including under the hood.
  - 2. Ensure that the vehicle is in good operational condition. Check all fluid levels, lights, and tires, including the spare tire.
  - 3. Complete a thorough search of your vehicle. Refer to departmental policy if contraband is found.
  - 4. Complete a radio check with your dispatcher to ensure that your radio is functioning properly.
  - 5. Lock your vehicle, even if it is parked in a secure area.
  - 6. Fill out all the necessary forms and check all the required documents that are to be transported with the inmate (i.e., affidavits, medical records, bench warrants, magistrate's paperwork, etc.).
  - 7. Ensure that you have all the required equipment and ensure that all equipment is in good working condition.
  - 8. Take extra restraints: handcuffs, flex-cuffs, belly chains, and leg irons.
  - 9. Before departing, call the holding agency to check the route and weather conditions.
  - 10. Inquire about the inmates' demeanor or any special considerations or actions that are necessary for or during transport.
  - 11. Request a travel meal if the travel time continues past the next mealtime.
  - 12. Using the bathroom during transport:
    - a. If possible, go to the nearest jail or another secure facility.
    - b. Refer to your department policy.
- B. Transporting inmates from other agencies will require the same checks and precautions, with the following additions:
  - 1. Identification of the inmate to be transported:
    - a. Thoroughly check all identification cards, driver's license, booking sheets, markings, and tattoos for a positive identification of the inmate you are about to transport.
    - b. If the inmate denies being the individual you were sent to transport, re-verify their identity. Utilize AFIS to check fingerprints prior to transport.
  - 2. Magistrates' paperwork:
    - a. The inmate must be taken before a judge in accordance with Code of Criminal Procedure, Art. 15.18 - Arrest for Out-of-County Offense.



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3. Detainer paperwork:
  - a. Ensure that inmate hold information from all counties is listed on the detainer form.
  - b. Ensure that you give a copy of the detainer form to the releasing facility.
4. Inmate's back-time credit information:
  - a. Ensure you obtain information on when the inmate was arrested in that county.
  - b. If possible, request a copy of the inmate's booking sheet from the releasing facility.
5. Inmate's property and money:
  - a. Secure all the inmate's property from the releasing facility.
  - b. Inspect the inmate's property for contraband prior to transporting and store separately from inmate.
  - c. Inquire as to whether the inmate has money in his/her account at that facility:
    - 1) If issued a check, money order, or cash from the inmate account, ensure that the check or money order is issued in the name of the inmate.
    - 2) Count cash in front of another correctional officer, placing the check/money order or counted cash into an envelope and seal it in front of the other officer.
6. Inmate medication:
  - a. A Texas Uniform Health Status Update form will be included with the transporting paperwork.
  - b. Secure any medication assigned to the inmate from the releasing facility.

#### **10.7.8 List special circumstances that require transporting inmates.**

- A. Health & Safety Code, Sec. 574.045 - Transportation of Patient
- B. Mental Health Transports
  1. Appropriate medical personnel should accompany the person transporting the patient if there is reasonable cause to believe that the patient will require medical assistance or the administration of medication during transport.
  2. The patient may not be physically restrained unless it is necessary to protect the health and safety of the patient or of a person traveling with the patient or:
    - a. If treating physician or the person transporting a patient determines the physical restraining of the patient is necessary that person shall document the reasons for that determination and the duration for which the restraints are needed.
    - b. Refer to departmental policy on approval and documentation on restraints.

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3. Patient must be transported directly to the facility within a reasonable amount of time and without undue delay.
  4. The person transporting the patient shall deliver any necessary documents to the facility at the time the patient is delivered.
  5. All vehicles used to transport patients must be adequately heated in cold weather and adequately ventilated in warm weather.
  6. Special diets or other medical precautions recommended by the patient's physician must be followed.
  7. The person transporting the patient shall give the patient reasonable opportunities to get food and water and use a bathroom.
  8. Refer to your department policy.
- B. Funeral Escorts
1. An escorted trip may be available for those inmates who do not meet the furlough criteria.
  2. Mothers, fathers, sons, daughters, sisters, brothers, husbands, wives and grandparents are considered "immediate family."
  3. Refer to your department policy.

#### **10.7.9 Demonstrate the application of belly chains and leg irons for transporting inmates.**