

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-1201

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REPLACES: 6/16/2016

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**SUBJECT: ANNOUNCING AND REPORTING EMERGENCIES**

**POLICY**

Clear, concise communication is critical in announcing and reporting emergencies to ensure appropriate response from assisting staff and law enforcement.

**PROCEDURES**

A. General Guidelines

1. The area experiencing an emergency will notify Control by one of the following methods, in priority order:
  - a. Activate alarm on radio (pushing the orange button on top)
  - b. Two-way radio
  - c. Telephone
2. When an alarm is activated in any area of Juvenile Detention, Control staff will alert all areas via the radio stating, “**Emergency on Unit \_\_\_\_\_**” giving the location of the emergency. **This is to be repeated three (3) times.**
3. Shift leaders will dispatch all available staff to the emergency area immediately.
4. All available staff are to respond to the emergency area in a prompt manner to reduce the possibility of serious injury to youth or staff. Control staff will standby and open all hallway doors to ensure prompt access to the emergency location.
5. If an emergency is called and a unit is in the middle of an activity requiring all staff, the activity will terminate immediately, the unit will be secured and available unit staff will be dispatched.
6. The emergency will be cleared/cancelled **only** after voice recognition by responding staff. The staff member initiating the emergency will telephone Control. Control will verify cancellation of the emergency via radio.

7. Emergency responses will not be terminated by radio transmissions; a telephone call to Control is the only acceptable method of cancelling an emergency.
8. Immediately following the emergency, all staff will return to their respective unit assignments.

B. Requesting Law Enforcement Assistance

1. The Duty Officer or designee shall be responsible for gathering the following information prior to calling 9-9-1-1 (Attachment A):
  - a. Time of Escape
  - b. Number of Escapees
  - c. Name(s), if Known
  - d. Physical Descriptors
  - e. Escapee(s) Clothing
  - f. Last Observed Location and Direction of Travel
  - g. Escapee(s) Home Address
  - h. Current Charges
2. The Duty Officer or designee shall call 9-9-1-1, give the name and rank and state there has been an incident (i.e. escape, large scale disturbance, etc.) from San Joaquin County Juvenile Hall, 535 W. Mathews Road, French Camp.
3. The reporting staff shall speak clearly and slowly and provide the requested information in a calm manner.
4. Control staff should not be responsible for notifying dispatch of the escape because they do not have access to JJIS to obtain the necessary information.

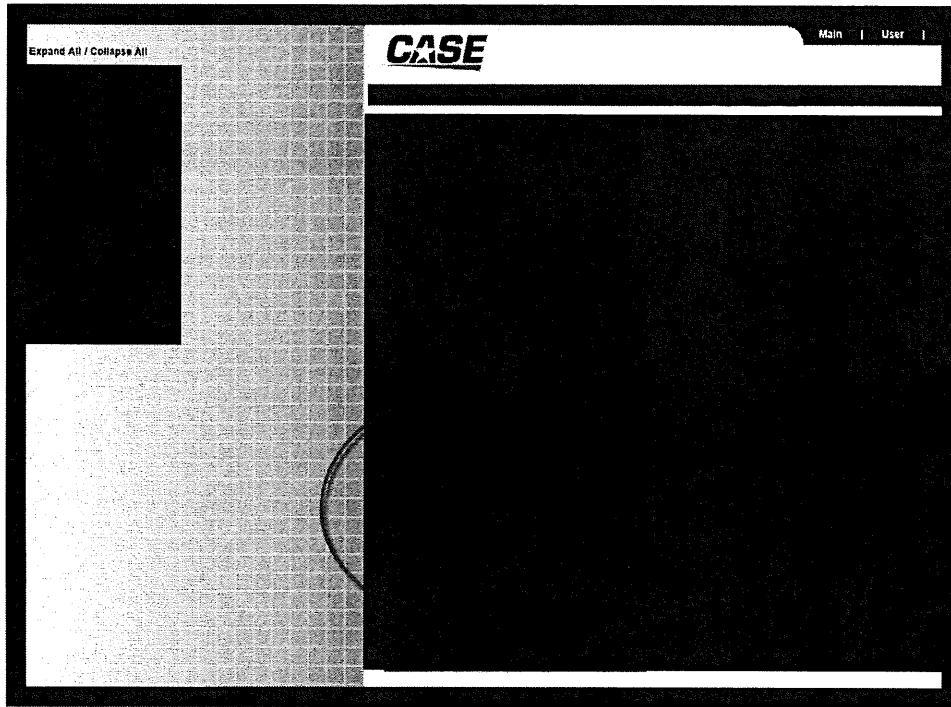
# ESCAPE Checklist

- Immediately notify Duty Officer
- \*BEFORE\*** notifying the Sheriff, collect the following information:
  - Time of Escape
  - Number of escapees
  - Name(s) if known
  - Physical Descriptors from (see page 2)
    - Race,  Sex,  Age,  DOB,  Height,  Weight,  Hair Color
  - Escapee(s) clothing
  - Last observed location and direction of travel
  - Escapee(s) address (see page 2)
  - Current Charges (see page 3)
- Duty Officer shall assign a staff to call the Sheriff
  - a. This should **NOT** be the Control staff (who do not have JJIS access).
  - b. Speak **clearly and slowly**, give your name and rank and state there has been an escape from the San Joaquin County Juvenile Hall.
  - c. Provide the dispatcher the information you collected above.
- Duty Officer will complete the required notifications

**TO PRINT THE INFORMATION THAT WILL BE REQUIRED BY THE DISPATCHER:**

**1. Locate the escapee(s) in JJIS**

**2. Click on the youth's name on the navigation tree, and Print the summary screen for the physical descriptors and last address**



3. Click on the words "Detention Management" on the navigation tree and Print the screen for the Booking Charges.

