

CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)

STANDARD NO(S):

NYSSA # 21, 40

DATE:

January 19, 2010

REFER TO:

Shawn W. Struzyk
Robert W. Jensen Jr.

I. OBJECTIVE:

To produce guidelines for the creation, activation and deployment of a Corrections Emergency Response Team (CERT).

II. POLICY:

It is the policy of the Seneca County Correctional Facility to maintain a CERT in order to respond to emergency or high risk situations that may occur at the facility.

III. DETAILS:

A. CERT will consist of selected Correction Officers who are specially trained in controlling, and resolving emergency situations in an expeditious manner. The first priority for CERT members is personal safety of all staff and inmates involved. CERT may be utilized for the following incidents, including, but not limited to:

1. Riots and Inmate Disturbances
2. Hostage Situations
3. Escapes
4. Fire Situations
5. Natural Disasters
6. Major Service Interruptions
7. Cell Extractions and Insertions
8. Overall Searches
9. Security Details

IV. CERT STRUCTURE:

A. Requirements for CERT members will include the following:

1. Two (2) years of service as a full time Correction Officer.
2. Written application to the CERT Commander.
3. Approval by the Chief Administrative Officer after the written application is approved by the CERT Commander and Sheriff

4. Completion of a physical assessment by the Jail physician or designee indicating no medical restrictions and that the applicant is in good health.
5. Meeting or exceeding all applicable training requirements.
6. Attending two (2) hours of CERT training monthly.

B. Training Officer

1. The CERT Commander and a selected Team Leader will be designated as CERT training officers.
2. Trainers will schedule and plan training. Advance notification will be given to CERT members, the Chief Administrative Officer, the Undersheriff and the Sheriff.
3. Trainers will document all training sessions on Form CF-072 (CERT Training Record) and maintain all such records in the training office.

C. Removal from CERT

1. A member will be subject to removal from CERT by the Chief Administrative Officer after consultation with the CERT Commander. Any of the following factors is cause for removal from CERT:
 - a. Displaying an unprofessional attitude
 - b. Displaying an unwillingness to work as a "Team" member
 - c. Failure to comply with CERT policies and procedures
 - d. Using excessive or unnecessary force
 - e. Failure to comply with any SCSO policies, directives and/or verbal orders from a superior officer.
 - f. Failure to attend all required training

V. CERT PROTOCOL:

- A.** The Shift Supervisor will decide if an incident warrants the activation of the CERT team. The Shift Supervisor can contact a team member of their choice to assist them in their decision whether to activate CERT or not.
- B.** The Chief Administrative Officer, Undersheriff and Sheriff will be notified when the CERT team is activated.
- C.** Once CERT is activated, the Shift Supervisor will turn control of the immediate CERT incident or situation over to the CERT Commander or Team Leader.
- D.** The CERT Commander or Team Leader will:
 1. Assemble CERT members for activation and have them report to the designated briefing room.
 2. Decide whether or not other correctional staff is needed based on the situation. If regular correctional staff is necessary, decide how many and which officers are needed to assist the CERT team.

3. Issue all needed equipment including:
 - a. Helmet
 - b. Mouth piece
 - c. Chest protector
 - d. Shin guards
 - e. Elbow pads
 - f. Gloves
4. Inspect all CERT members prior to deployment to ensure that they have all necessary equipment with them.
5. Develop a tactical plan to restore control based on all available intelligence information.
6. Direct CERT members to take their predetermined tactical positions at the scene of the incident and order the tactical assault.
7. Direct all CERT members to attend a debriefing at a designated location after the tactical assault. The Shift Supervisor will attend the debriefing.
8. Complete Form CF-009 (Incident Report) and a Subject Resistance Report.
9. Relinquish authority of the scene back to the Shift Supervisor once control is established.

VI. VIDEOTAPING:

- A. The CERT Commander or Team Leader will order the use of a video recorder for all situations for which CERT is activated. Such videotaping will be downloaded to a compact disc by the CERT Commander and will be forwarded to the Chief Deputy along with other required reports. Any incident requiring the services of CERT will be monitored by personnel assigned to Central Control utilizing facility cameras to capture the entire CERT incident. Each CERT incident captured on fixed facility cameras will be downloaded and stored on a separate computerized hard drive for further action. It is understood that some emergency situations may not allow the use of hand held video recording.

VII. RIOT SITUATIONS AND INMATE DISTURBANCES:

- A. Once activated, CERT members will:
 1. Report to the designated CERT briefing room to obtain equipment, if possible. If not, The CERT Commander or Team Leader will have members meet in a safe area.
 2. Obtain intelligence information and assignments from the CERT Commander or Team Leader.
 3. Report to the area where the disturbance or riot is happening once the briefing has been concluded.
 4. Have all inmates not involved in the incident locked into their cells prior to any tactical assault.
 5. Commence with the tactical assault, which may include the following:

- a. Deployment of chemical agents
 - b. Placing involved inmates into restraints
6. Placing any identified leaders of the riot or disturbance into the disciplinary housing unit.
 7. Attend to any injured individuals and seek medical attention.
 8. Turning the scene of the incident over to the Shift Supervisor once the scene is secure.

VIII. HOSTAGE SITUATIONS:

A. Once activated, CERT members will:

1. Report to the designated CERT briefing room to obtain equipment, intelligence information and assignments from the CERT Commander or Team Leader.
2. Follow the procedures as outlined in the policy “**Hostage Situations**” this manual.

IX. ESCAPES:

A. Once activated, CERT members will:

1. Report to the designated CERT briefing room to obtain equipment, intelligence information and assignments from the CERT Commander or Team Leader.
2. Assist in the lockdown and search of the entire facility.
3. Follow the procedures as outlined in the policy “**Escape Plan**” this manual.
4. Once the scene is secure, turn the scene of the incident over to the Shift Supervisor.

X. FIRE SITUATIONS, NATURAL DISASTERS AND MAJOR SERVICE INTERRUPTIONS:

A. Once activated, CERT members will:

1. Report to the designated CERT briefing room or safe area away from the emergency to obtain equipment, intelligence information and assignments from the CERT Commander or Team Leader. Assignments will be based upon what evacuation strategy is to be used based upon the procedures outlined in the policy “**Evacuation Plan**” this manual.
2. Coordinate its efforts with Emergency Services Agencies such as the Romulus Fire Department and other local law enforcement agencies.
3. Complete the following as directed:
 - a. Obtain any keys that are necessary to assist with the situation.

- b. Ensure that the perimeter of the facility has been secured.
- c. Assist in any necessary transport of inmates.
- d. Assist in escorting inmates to the evacuation destination.
- e. Assist in maintaining security of the evacuation destination site until properly relieved.
- f. Assist, if necessary, in the search of inmates at the evacuation site.
- g. Search the housing unit(s) before the return of the inmates.

XI. CELL EXTRACTIONS AND INSERTIONS:

- A. During a cell extraction or insertion situation, CERT members will:
 - 1. Report to the designated CERT briefing room to obtain equipment, intelligence information and assignments from the CERT Commander or Team Leader.
 - 2. Report to the area where the disturbance is happening once the briefing has been concluded.
 - 3. Ensure all inmates not involved in the incident are locked in their cells prior to the tactical assault.
 - 4. Commence with the tactical assault, which may include the following:
 - a. Deployment of chemical agents
 - b. Placing involved inmates into restraints
 - 5. Placing any identified leaders of the disturbance into the disciplinary housing unit.
 - 6. Attend to any injured individuals and seek medical attention.
 - 7. Turning the scene of the incident over to the Shift Supervisor once the scene is secure.

XII. OVERALL SEARCHES:

- A. In the event of an Overall Search, as outlined in the policy “**Searches**” this manual, the CERT Commander or Team Leader will be responsible for the complete organization of such search.
- B. Scheduled Correction Officers may be utilized at the discretion of the CERT Commander.
- C. Once the search is completed, the CERT Commander or Team Leader will be responsible for any necessary paperwork and/or reports.

XIII. SECURITY DETAILS:

- A. In the event of a Security Detail, CERT members will report to the designated briefing area to obtain equipment, intelligence information and assignments from the Sheriff or Undersheriff.

- B.** CERT members will respond to the detail site and perform duties that may include, but not be limited to:
- 1.** Perimeter or interior security
 - 2.** Securing ingress or egress doors
 - 3.** Conducting weapons/contraband inspections of persons or property