

ESCAPE PLAN

STANDARD NO(S):

NYSSA # 105

DATE:

April 07, 2010

REFER TO:

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I. OBJECTIVE:

To maintain a safe and secure facility, prevent escapes and facilitate a plan for quick discovery and apprehension of any escaped inmate.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to have a plan in place that will be followed in the event that an escape from custody occurs.

III. FACILITY ESCAPE:

A. When an officer suspects that an inmate has escaped from the facility, the detecting officer will:

1. Immediately notify Central Control by phone and include the following information:
 - a. The number of inmates missing
 - b. The name(s) of the inmate(s) missing
 - c. The area the inmate(s) are missing from
 - d. The clothing the inmate is wearing
2. Initiate a lock-down of the area of escape, conduct a formal count of the area of escape, and report the results to Central Control.
3. Maintain control of the area of escape until further staff arrives to assist with an investigation.

B. Central Control will:

1. Notify the Shift Supervisor
2. Ensure all cameras are monitored
3. Maintain and monitor door controls and radio communications
4. Maintain a written record of the incident, including times

5. Advise visitors, service providers and attorneys seeking access into the facility that the facility is in lock-down status and that they will have to make arrangements to return at a later time.
- C.** When notified of a suspected inmate escape, the Shift Supervisor will:
1. Order a lock-down of the facility.
 2. Perform a radio check of all officers starting with the Booking Officer. Each responding officer will indicate whether or not the suspected escapee(s) is in their area and/or relay any pertinent information about the whereabouts of the escapee(s).
 3. Order/assist with an inmate population count of the entire facility.
 4. Order the Booking Officer to create an Escape Information Packet (EIP) for each escapee, to include:
 - a. Names and alias names used
 - b. Descriptions to include physical and clothing worn
 - c. Photographs
 - d. Current charges and if they are considered dangerous
 - e. Last known residence
 - f. Addresses of any known family or friends
 - g. Direction of travel
 5. Notify E911 with the information contained in 4. above and have them notify the on duty Law Enforcement Patrol Supervisor.
 6. Assign an Escort Officer to monitor cameras at station #2 in Central Control.
 7. Activate the Corrections Emergency Response Team to assist with a detailed facility search and set up perimeter security.
 8. Make an Administrative Notification.
 9. Perform other duties as assigned by the Correction Lieutenant or Chief Administrative Officer.
- D.** When informed of an inmate escape, the Law Enforcement Patrol Supervisor will set up perimeter security around the facility including an officer at each enter/exit gate on the west side of the Seneca County Law Enforcement Center.
- E.** When informed of an inmate escape, the Correction Lieutenant/Chief Administrative Officer will:
1. Determine the need for extra personnel and cause same to be called-in to assist with the search and for security.
 2. When a lock-down of the facility is to be extended due to an inmate escape, the Chief Administrative Officer will:
 - a. Notify kitchen personnel
 - b. Cancel all inmate programs
 - c. Notify potential visitors of cancelled programs

3. Notify the New York State Commission of Corrections as outlined in the "Reportable Incident Manual".
4. Prepare a written report for the Sheriff with complete details of the escape incident.
5. Act as liaison between the facility and other Law Enforcement agencies, the media, and other outside agencies.
6. Terminate outside agency support upon capture of the escapee(s).
7. Restore the facility to its normal operations.

F. The Booking Officer will:

1. Set up the booking area as a command center, keeping a log of notifications made/received, and directing officers/support agencies per the discretion of the Correction Lieutenant/Chief Administrative Officer or Shift Supervisor.
2. Answer in-coming phone calls.
3. Forward the EIP's to E911 for dispersal, via e-mail and/or facsimile.
4. If the escapee(s) is on parole/probation, contact parole/probation officer(s).
5. If the escapee is a federal inmate, contact the U.S. Marshal Service.
6. Maintain a written record of the incident, including times.

G. Once the search has been terminated and the inmate(s) have been returned to the facility, the Correction Lieutenant or Chief Administrative Officer will:

1. Determine if there was a breach of security by either mechanical means to the physical part of the facility or a breach of facility rules or procedure. The lock down will be continued until such breaches can be corrected. Once the problems are corrected, the lock down can be lifted and inmate/civilian movement can be resumed.
2. Have all officers involved in the search and return of the inmate(s) submit reports.

H. Upon the return of the escapee(s) to the facility, the escapee will be:

1. Strip searched and checked for injuries.
2. Issued a jumpsuit and place in shackles.
3. Interviewed by appropriate SCSO personnel.
4. Charged and booked.
5. Served with administrative segregation paperwork.
6. Locked in and placed on constant watch.

IV. ESCAPE DURING TRANSPORT:

- A.** In the event an inmate escapes from custody during transit, the involved Transport Officer(s) will immediately notify the E911 Center and Central Control, giving the location and name(s) of the escapee(s).
- B.** E911 will notify the Law Enforcement Patrol Supervisor of the location and name(s) of the escapee(s).
- C.** Central Control will notify the Shift Supervisor, who will then perform an “Administrative Notification”.
- D.** If the escape occurs in another jurisdiction, the E911 Center will notify local and state police via radio.
- E.** The involved officer(s) will submit Form CF-009 (Incident Report) before the end of their shift.
- F.** The Sheriff will direct search and recovery procedures and assign vehicle checkpoints.