

Index as:
Lockdown

Revised: 06/1996
Revised: 10/2004
Revised: 01/08
Reviewed: 08/10
Revised: 11/19

LOCKDOWN

I. PURPOSE

- A. The purpose of this order is to establish general operational procedures to be followed during all conditions when a jail lockdown is necessary (emergency or non-emergency).
- B. Corrections Division personnel shall provide for the immediate and orderly lockdown of inmates for the purpose of administrative control or to ensure the safety of staff, visitors, or inmates.
- C. This order applies to each area, shift, and employee at the Mendocino County Jail.
- D. The Facility Supervisor holds the ultimate responsibility for any emergency plan implemented. However, an emergency may require immediate preliminary actions by the Control Deputy.

II. DEFINITIONS & BROADCASTS

- A. Facility Lockdown
 - 1. A facility lockdown occurs when all inmates are ordered to enter assigned cells/dormitories at the direction of jail staff.
- B. Area Lockdown
 - 1. An area lockdown occurs when inmates of a specific housing unit are ordered to enter assigned cells/dormitories at the direction of jail staff.
- C. Emergency Lockdown
 - 1. A lockdown situation dictated by a catastrophic, life or security-threatening event for which emergency actions may be necessary.

III. PROCEDURES

LOCKDOWN

A. Facility Lockdown

[REDACTED]

2. Unscheduled lockdowns may be called at anytime deemed necessary by the shift supervisor to attend to security or safety issues.
3. Unscheduled temporary area lockdowns may be called as deemed necessary by jail staff:
 - a. During movement of Ad- Seg inmates
 - b. During periods of work or inspection by maintenance staff
 - c. During periods requiring investigative or emergency action
 - (1) Temporary lockdowns shall by limited to the minimum duration required.
4. Lockdown periods shall be clearly announced by the control deputy over the facility intercom.
5. Telephones and televisions shall be turned off at the time of the lockdown.
 - a. Inmates shall by allowed adequate time to complete in-progress telephone use when a non-emergency lockdown is announced.
6. Lockdowns shall not be used as punishment.

///