

WRITTEN POLICY AND PROCEDURE FOR ESCAPE SITUATIONS

POLICY:

Since the custody of the prisoners is a primary mission of the detention facility, whenever such custody is breached, the officers and personnel shall give the highest priority to the apprehension of the escapee.

PROCEDURE:

1. Discovery: The officer who first discovers an escape of apparent escape will:
  - a. Immediately advise the ranking officer on duty, and give the following information;
    - (1) The name(s) of the escapee(s)
    - (2) The mode of transportation of the escapee(s)
    - (3) The time of the escape
  - b. Secure the area from which the escape was made
  - c. Lock up all prisoners in the vicinity of the escape area
  - d. Place a freeze on all prisoner movement and conduct a prisoner count  
NOTE: If the name(s) of the escapee(s) is not known, identify the escapee(s) by matching physical characteristics of present prisoners to the Admission Forms.
2. Notification: The ranking officer, immediately upon being notified of an escape, will:
  - a. Provide the description and other pertinent information from the prisoner's Admission Form to law enforcement agencies.
  - b. Notify the Jailer
3. Investigation: The Jailer will initiate an immediate investigation and order that all personnel involved file written reports as soon as possible.
4. VINE Notification: The Jailer shall initiate prompt notification to the VINE system of the prisoner's status.
5. Call Jail Inspector immediately, activate EOL through emergency number.