

DATE:	MAY 9, 2022
NUMBER:	I.1
SUBJECT:	EMERGENCY ALARM SYSTEMS
RELATED SECTIONS:	H.1 , H.2 , H.4 , H.5 , H.7 , I.32

PURPOSE

To provide a means for detention facility staff and incarcerated persons to summon emergency assistance.

POLICY

All detention facilities shall maintain alarm systems that are manually or automatically activated for staff, the incarcerated population, and facility security protection.

PROCEDURE

I. STAFF ALARM SYSTEM

- A. Each facility shall have a staff alarm system to allow staff to summon assistance immediately in the event of an escape attempt, assault, or other incident which threatens the safety and security of the facility, employees, or incarcerated persons.
- B. Such alarm systems shall be connected to a central control area to ensure a constant monitoring of the alarms with appropriate, timely assistance dispatched to the scene of any alarm.
- C. The control deputy shall log into the Jail Information Management System (JIMS) all alarms indicating date, time, location, and disposition. The disposition shall include information as to the cause of the alarm such as, “medical”, “fight”, “accidental”, etc.
- D. The control deputy shall test each system at the beginning of each shift. They shall contact each area of the facility and request an alarm check. Prior to the activation of alarm checks, the control deputy shall state aloud “test,” so all control room personnel are aware the activation is not an actual alarm.
- E. Each activation of the alarm other than testing (see D above) must be cleared by the control deputy. To clear the alarm the control deputy shall:
 - 1. Establish visual contact with the employee who activated the alarm in the control area to ensure the employee’s well being (or verify the employee’s well being by an independent source (e.g., send a deputy with instructions to call back with a prearranged response).
 - 2. Broadcast a “Code 4” to any responding deputies
 - 3. Reset the alarm panel

II. INCARCERATED PERSON EMERGENCY ALARM SYSTEM

- A. Each facility shall maintain an incarcerated persons emergency alarm system which terminates in a control area. The system shall consist of alarm buttons in each housing unit, holding room, or area where incarcerated persons are routinely held. The alarm buttons should be identifiable as an emergency system and readily accessible to incarcerated persons.
- B. When the alarm is activated, the control deputy shall dispatch assistance, log the information, and clear the alarm as indicated in sections I(B), I(C) and I(E) of this policy.

III. FIRE ALARM SYSTEM

- A. Each facility shall maintain fire/smoke detection devices in all sleeping areas and areas not separated from sleeping areas.
 - B. Fire/smoke detection devices shall be maintained throughout the detention facility and inspected on a quarterly basis. The following alarm types should be strategically placed and readily identified as an emergency system:
 - 1. Manual Pull Alarm
 - 2. Smoke Detectors
 - 3. Heat Sensors
 - 4. Sprinkler System
 - C. Response to, testing and maintenance of the fire alarm system is delineated in Detention Services Bureau Policies and Procedures section H.
 - D. All personnel are required to familiarize themselves and receive training on activation of and response to a fire alarm situation.
- IV. Sheriff's detention facilities shall describe specific emergency alarm system testing, monitoring and response procedures in a facility Green Sheet.