

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Entry of Holding Cells, Key Control		CHAPTER/SECTION NO.: 48.8	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 72.4.2, 72.4.3			

48.8 Policy

- 48.8.1 To ensure that detainees held in cells do not have the opportunity to take keys from deputies and escape, deputies should not enter an occupied cell or prisoner transport elevator alone, unless they are monitored by visual or audio surveillance devices and/or have a distress alarm in their possession.
- 48.8.2 The Court Section Key Control system accounts for the location and possessor of each key and a duplicate or master key is available in case of emergencies. An inventory of the keys is conducted by the Court Section Lieutenant or designee on a quarterly basis.
- 48.8.3 The holding cells in the Patrol and Detective area are controlled by a key system. The keys to the respective cells will be:
 - A. Kept in the Patrol and Detective offices to provide access by officers to temporarily detain suspects.
 - B. Secured but easily accessed by officers.
 - C. A spare key will be kept in the main control room in the correctional facility for emergency use.
- 48.8.4 Procedure: Entering Cells or Extracting Detainees from Holding Cell
 - A. Calling detainee out of the cell from outside

the holding cell while maintaining control of the cell door.

- B. Prevents the deputy from being exposed to attack by other detainees, if a court holding cell with multiple inmates, in the cell and becoming a hostage or having his/her keys taken by the detainee in an attempt to escape.
- C. A Deputy may enter an occupied cell alone once his/her weapon and keys are secured, under the following circumstances:
 - 1. Medical emergency or securing a detainee to prevent injury AND,
 - 3. If control or dispatch has been notified of the situation AND,
 - 4. Circumstances do not permit delay for a second deputy to arrive or he/she is monitored by visual or audio surveillance devices and/or have a distress alarm in his/her possession.

48.8.5 Procedure: Detainee Refusal to Exit Cell

- A. Cell door should be closed and secured.
- B. The section supervisor should be notified of the incident and a forced cell extraction team be staged near the holding cell.
- C. If court holding cell with multiple detainees, the other detainees in the cell will then be called out one at a time and secured in another holding cell.
- D. The detainee will then be called out again. If the detainee still refuses to exit the cell, the forced cell extraction team will enter the cell using proper equipment and procedure to secure and remove the detainee from the cell.
- E. The detainee will be transported to the jail.
- F. A complete after action report will be completed by the section supervisor and deputies involved with the forced cell extraction.

