

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

CODE RED

Title 15, Section 1324

Purpose:

This procedure establishes guidelines for the announcement/initiation of a Code Red in Juvenile Detention and Assessment Centers (JDACs) or Treatment Facilities (TFs). A Code Red will be initiated to request immediate assistance in an emergency that may result in injuries to officers, youth, and other persons present.

Definitions:

Code Red: A code red is an emergency that requires immediate assistance to an imminent threat to safety and security.

Incident Commander (IC): The first supervisor to arrive on the scene of an incident or designated by the Watch Commander (WC)/Treatment Facility Supervisor (TFS).

Responsibilities:

Detention and Assessment Centers/Treatment Facilities:

I. Probation Corrections Officer (PCO):

- A. Shall use the Handie Talkie (HT) to announce the Code Red either by pressing the Code Red button or verbally announcing the Code Red and location (e.g., Code Red Unit 2A). Announce pertinent information to alert responding staff of the situation such as Oleoresin Capsicum (OC) spray used, blood present, or the following possible situations:
 1. Code Red Weapon Used-This should be used when a youth has a weapon that can cause serious harm to another person. It will alert responding officers that a youth is armed and that the scene is not safe for medical/Forensic Adolescent Service Team (FAST) to enter.
 2. Code Red Officer Down-This should be used when an officer is attacked or injured. It is not necessary to state the nature of the injury. It will alert medical that there is an injured staff and be prepared to render aid.
 3. Code Red Officer Down Weapon Used-This will alert the responding staff and medical that an officer is injured and a weapon was used.
 4. Code Red Multiple Down-This should be used when multiple people are injured. This will alert the medical staff to bring additional supplies and sufficient manpower to render aid.
- B. Provide options to the youth in an effort to gain voluntary compliance.
- C. Evaluate the youth's actions and respond in accordance with Use of Force policies and procedures.
- D. Assess the situation, determine the progress of the incident, and brief the Incident Commander (IC) on pertinent case history and events leading up to the Code Red when it is safe to do so.
- E. Shall respond immediately to the alert if not in direct supervision of youth.
- F. Secure youth in their direct supervision.
- G. Shall not transport/escort any youth to the crisis area in order to render assistance.
- H. When a Code Red is called off, responding staff who have not arrived at the location should return to their assignment. Those at the location will remain until dismissed by the Incident Commander (IC).
- I. Secure all youth not involved in the situation in their rooms or other designated area.
- J. All Code Red calls will be video recorded when safe to do so.

- K. Shall request that Forensic Adolescent Service Team (FAST) respond to the area.
- L. Shall promptly complete an Incident Report (IR) if directly involved and/or at the request of the IC by the end of shift, unless additional time is necessary and authorized by the WC/TFS.
- M. Shall document the Code Red in CE-Behavior Notes.

II. Probation Corrections Supervisor I (PCSI)/ Incident Commander (IC):

- A. Shall respond immediately to the location.
- B. The first PCSI to arrive at the scene should become the IC and take charge of the incident unless otherwise designated by the Watch Commander (WC)/Treatment Facility Supervisor (TFS). The IC will provide continuous up to date information of the incident to the WC/TFS.
- C. Shall continually monitor the development of the situation, will manage the incident, and, when safe, gather information from the on-scene officers for pertinent case history and events leading up to the Code Red.
- D. Ensure video recording is initiated when safe to do so. The IC will not attempt to personally video record but will delegate the duty to another officer.
- E. Shall tactically position custody staff to optimize safety and to provide for continuing supervision and counseling of youth.
- F. Ensure that FAST is notified and provided with the details of the incident and ensure FAST staff remains at a safe distance until the scene is safe.
- G. Ensure officers provide the youth with options in an effort to gain voluntary compliance.
- H. Evaluate youth's actions and direct officers to respond in accordance with the Use of Force policies and procedures.
- I. When the situation is safe and controlled, the IC will announce, "Code Red Over," followed by the location, via HT.
 - 1. If further assistance is needed, the IC will announce, "More Assistance Needed," via HT.
 - 2. If the situation is prolonged and remains exigent, such as a time while waiting for an Emergency Medical Service (EMS) response, the IC will announce, "Emergency Traffic Only". When the emergency ends, the IC will announce, "Code Red over, or resume normal traffic."
- J. Shall dismiss and/or delegate staff accordingly.
- K. Shall ensure all documentation is properly noted in CE.
- L. Shall collect and review handheld video camera and the Closed Circuit Television Security System (CCTSS) recordings. Will verify finalization of passive recording or other media on DVD and in the video tracking system, and will label and record all video media in the appropriate video tracking manual.
- M. Shall collect and review all Incident Reports (IRs), nursing reports, still photos, and other relevant documents, obtain necessary signatures, and forward all copies to the WC/TFS by end of the shift, unless additional time is necessary and authorized by the WC/TFS.
- N. Shall ensure any injured staff and/or youth are photographed and necessary documentation is completed.

III. Watch Commander (WC)/Treatment Facility Supervisor (TFS):

- A. Respond to the Code Red when available and give additional assistance if required.
- B. If necessary designate an IC. In the absence of a PCSI, a PCSII will assume IC duties as well as WC/TFS duties.
- C. Ensure the Code Red is documented in the WC's/TFS's log.
- D. Evaluate the circumstances of the Code Red and review all IRs.
- E. Participate in a debriefing with all staff involved, if applicable.

- F. Review the handheld video camera and the Closed Circuit Television Security System (CCTSS) recordings.
- G. Consult with the IC on corrective actions and/or training needs.
- H. Shall notify On-Call Director when applicable.
- I. In the event that medical personnel is not on-site, the WC/TFS will be responsible for determining if a youth will be referred to the hospital emergency room or if Emergency Medical Services (911) is necessary for evaluation and treatment. The WC/TFS will coordinate the transport of the youth if needed.

IV. Medical Services:

- A. The Correctional Nurse (CN) will respond to all "Code Reds" and wait until the area is safe before approaching to treat any youth.
- B. The first responding Correctional Nurse will promptly conduct a physical examination of the youth in all use of force incidents.
- C. In the event that use of force results in the use of physical restraint or restraint devices, the responding CN or designee will assess the youth to confirm adequate circulation to the youth's extremities.
- D. Will respond to any prolonged use of restraint devices as soon as possible, but no later than two (2) hours from the time of placement as long as it is safe to do so.
- E. Will assess each youth involved in a Code Red to determine if further care is needed. The nurse will verify that breathing is adequate and that decontamination is in progress or complete.
- F. Will advise the IC if the youth will be referred to the hospital emergency room for evaluation and treatment or if Emergency Medical Services (911) will be summoned.
- G. Will complete all medical documentation and Medical Addendum Incident Reports, which will be submitted to the IC.
- H. In the event there are numerous youths involved in a Code Red situation, the CN will have the option of using the Medical Services Assessment Form for multiple youths.

V. FAST Team:

- A. Respond to the unit when requested by staff and provide follow up services as deemed necessary.

VI. Central Control Personnel:

- A. If a Code Red is verbally announced by staff, Central Control will announce "Code Red (location)," twice.
- B. If the location of the problem is not announced when a Code Red Button has been activated, Central Control will announce, "(HT#) what is your Status?" two times.
- C. If Central Control observes a Code Red, they will announce, "Code Red (location)," twice.
- D. In the case of no response, or if there is any response other than "Code Four," announce, "Code Red (location)," twice.
- E. If OC spray is used, Central Control will announce, "OC used (location) Nurse to (location)," twice.
- F. Stand by for further emergency requests or for the IC to cancel the Code Red.
- G. Once the Code Red is canceled or announced over by an IC, Central Control will announce "Code Red (location) Over," twice.
- H. If the Code Red is determined to be a false alarm, the IC will cancel the Code Red via HT. Central Control will announce over the HT, "Cancel Code Red, (location). HT# 10-21 Central Control."

- I. If the IC calls for Emergency Traffic Only, all radio traffic will stop until the Emergency Traffic Only is lifted. When the IC lifts the Emergency Traffic Only, the radio operator will announce over the HT the Emergency Traffic Only is lifted and to resume normal traffic.
- J. Document Code Red in CE-Code Screen.

Guidelines:

- A. If OC is used, staff will abide by the OC Spray procedure.
- B. If physical restraint or restraint devices are used, refer to the Physical Restraint and Other Restraint Devices in the JDACs and TFs procedure.
- C. When completing Incident Reports, staff will abide by the Incident Report procedure.
- D. Any FAST or medical staff called to a Code Red will remain at a safe distance from the incident until directed to do otherwise.
- E. If the scene remains unsafe for medical staff to render aid, move injured persons to a safe area when possible.

Inspections:

Refer to Policy and Procedures Inspection Matrix.

Foundation:

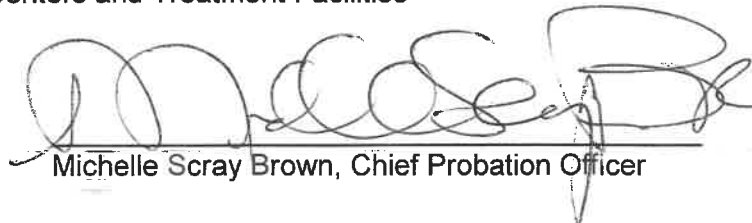
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References:

Procedures:

- Watch Commander Duties and Responsibilities
- Roles and Responsibilities of Probation Corrections Supervisors
- Roles and Expectations of Probation Corrections Officers
- Radio Communications
- Incident Reports
- OC Spray
- Video recording Incidents in Detention and Treatment Centers
- Closed Circuit Television Security System (CCTSS)
- Use of Force Options
- Use of Physical Restraints and Other Restraint Devices in the Juvenile Detention and Assessment Centers and Treatment Facilities

Issued by:


Michelle Scray Brown, Chief Probation Officer

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