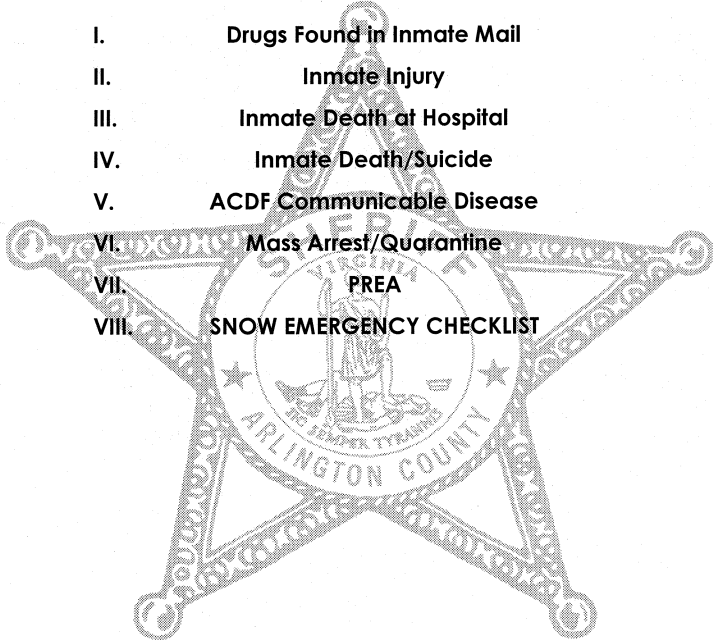


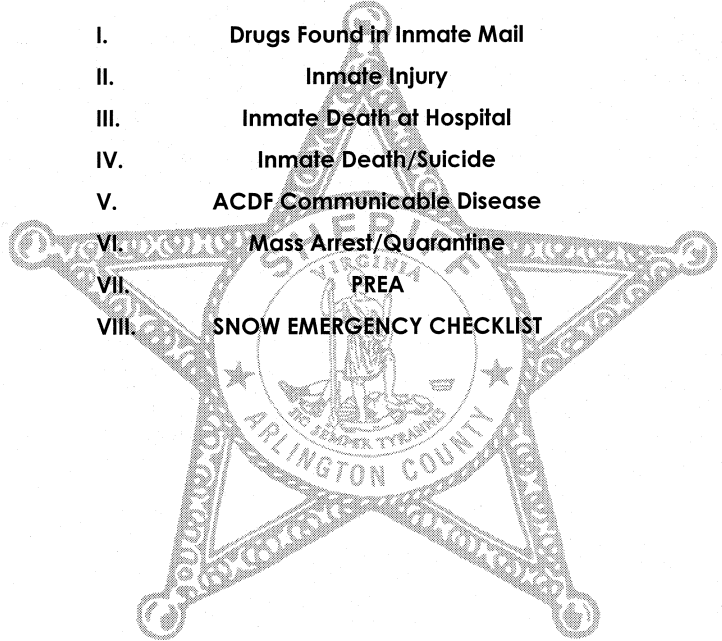
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- III. Inmate Death at Hospital
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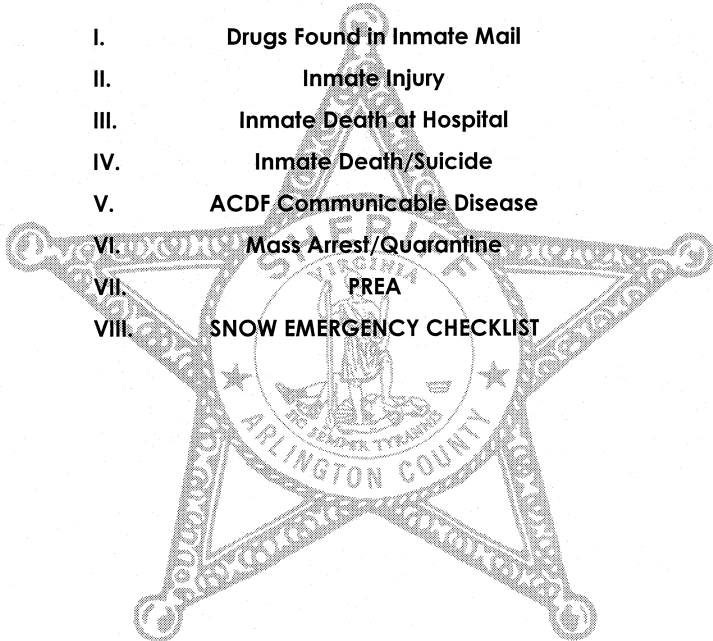
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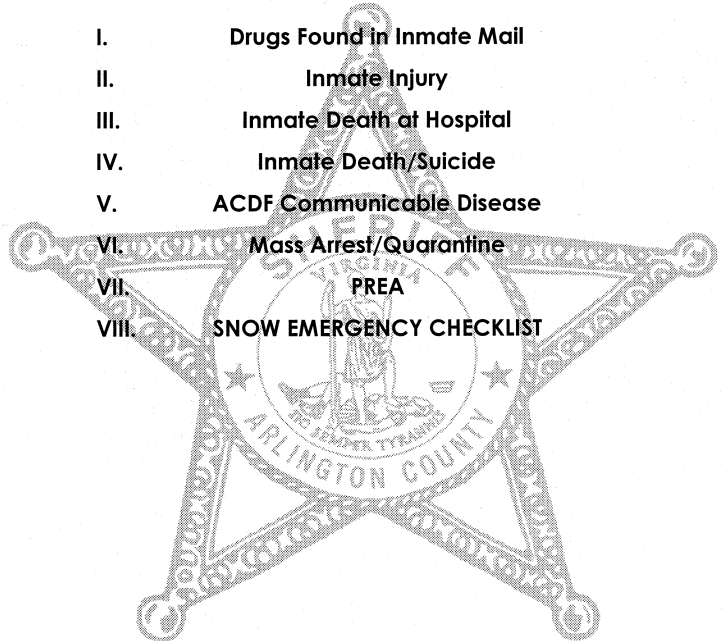
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Contraband Found Checklist

(Refer to Policies 9-610, 15-108)

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Inmate's HU: _____ Time: _____

Sender's Name _____ Shift: _____

Location of Incident: _____

Discovering Staff: _____

Contraband Found: _____

(location/description) _____

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- Ensure contraband incident is documented in the Lobby post log book
- Take custody of the contraband and maintains custody
- Ensure the chain of custody documentation any time items is transferred to another person
- Obtain a drug kit from Booking, Court Security, or PD to test for cocaine, heroin, marijuana, etc to test substance
- Contact canine unit to respond to the ACDF to test contraband for drugs
- If substance tests positive for drugs, PD is notified to respond to ACDF for official investigation
- Notify Sheriff through Director of Corrections and A-D Corrections
- Take picture of evidence
- Ensure Sergeant is waiting in Lobby to escort PD to testing area

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- Obtain responding officer's name and report number for incident
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- Staff and responding officer goes to the PD evidence locker to secure evidence
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- Shift Commander arranges for 5-8 random cell searches of inmate's housing unit who letter was addressed to
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Contraband Found Checklist

(Refer to Policies 9-610, 15-108)

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Inmate's HU: _____ Time: _____

Sender's Name _____ Shift: _____

Location of Incident: _____

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- Contact canine unit to respond to the ACDF to test contraband for drugs
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- Notify Sheriff through Director of Corrections and A-D Corrections
- Take picture of evidence
- Ensure Sergeant is waiting in Lobby to escort PD to testing area

DRUGS FOUND IN INMATE MAIL

Contraband Found Checklist

(Refer to Policies 9-610, 15-108)

Inmate's Name & P#: _____ Date: _____

Inmate's HU: _____ Time: _____

Sender's Name _____ Shift: _____

Location of Incident: _____

Discovering Staff: _____

Contraband Found: _____

(location/description) _____

Completed **Drugs found in Inmate Mail Checklist:**

- Respond to Lobby and conducts an initial investigation regarding the contents
- Put on gloves / Ensure staff have on gloves
- Verify if recipient is an inmate who is currently in the ACDF
- Compare the sender's name (if one is provided) on the envelope/package with the visiting records of the inmate
- Ensure contraband incident is documented in the Lobby post log book
- Take custody of the contraband and maintains custody
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Completed **Drugs found in Inmate Mail Checklist (Continued):**

- Obtain responding officer's name and report number for incident
- Ensure property evidence report form is filled out and heat seal drugs in a clear property bag; deputy to write name, date, time and type of evidence on bag
- Staff and responding officer goes to the PD evidence locker to secure evidence
- Supervisor obtains a copy of the evidence report form and locker number
- Shift Commander arranges for 5-8 random cell searches of inmate's housing unit who letter was addressed to
- Arrange for drug dog to search entire housing unit of inmate
- Arrange for additional deputies to assist with pat down of inmates prior to drug dog search and placement of inmates in rec yard, PC, or MPR
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- Ensure documentation in Post Log Book
- Ensure notation is made in inmate's jail screen in Tiburon
- Ensure the Lobby Aide and any other involved parties write an incident report
- Review incident report for accuracy, grammar, and punctuation errors
- Sign incident report and submits to Sheriff via chain of command
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(Refer to Policies 9-610, 15-108)

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Inmate's HU: _____ Time: _____

Sender's Name _____ Shift: _____

Location of Incident: _____

Discovering Staff: _____

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(location/description) _____

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(Refer to Policies 9-610, 15-108)

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- Instruct Sergeant to follow up with responding PD to determine if there will be a future court date - if not, arrangements for proper disposal of evidence with PD
- Ensure documentation in Post Log Book
- Ensure notation is made in inmate's jail screen in Tiburon
- Ensure the Lobby Aide and any other involved parties write an incident report
- Review incident report for accuracy, grammar, and punctuation errors
- Sign incident report and submits to Sheriff via chain of command
- Review policies to procedures to ensure followed regarding incident
- Commend Lobby Aid/Deputy via letter to Sherriff for Letter of Commendation and cash merit award
- Ensure surrounding jails are notified, via Director of Corrections of attempt of drugs into facility
- Notify on-coming Shift Commander
- Document incident in SCDR and on Roll Call Hot Sheet
- Conduct roll call training on procedures regarding contraband, drugs through mail

Completed **Drugs found in Inmate Mail Checklist (Continued):**

- Obtain responding officer's name and report number for incident
- Ensure property evidence report form is filled out and heat seal drugs in a clear property bag; deputy to write name, date, time and type of evidence on bag
- Staff and responding officer goes to the PD evidence locker to secure evidence
- Supervisor obtains a copy of the evidence report form and locker number
- Shift Commander arranges for 5-8 random cell searches of inmate's housing unit who letter was addressed to
- Arrange for drug dog to search entire housing unit of inmate
- Arrange for additional deputies to assist with pat down of inmates prior to drug dog search and placement of inmates in rec yard, PC, or MPR
- Ensure inmate's prior phone calls are listened to, to determine if incident was a planned event
- Arrange for the listening of subsequent phone calls to determine any knowledge of incident
- Request thru AD-Corrections that a Special Directive allowing recording of inmate's visits to determine if incident was planned
- Arrange for inmate to be seen by PD for questioning
- Instruct Sergeant to follow up with responding PD to determine if there will be a future court date - if not, arrangements for proper disposal of evidence with PD
- Ensure documentation in Post Log Book
- Ensure notation is made in inmate's jail screen in Tiburon
- Ensure the Lobby Aide and any other involved parties write an incident report
- Review incident report for accuracy, grammar, and punctuation errors
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- Respond to incident
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- Ensure staff don personal protective equipment
- Ensure first-aid is administered as appropriate
- If 911 is needed, ensure the following:**
- Contact 911 via Medical
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- Ensure inmate's cell is secured
- Secure any evidence
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- Find out if inmate will be admitted to hospital
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- Ensure deputy transporting inmate takes Sheriff's bag from Central Control during transport in case inmate is admitted to hospital
- Find out inmates charges / have Processing run a criminal history/ JHAZ
- If inmate is high risk-security/special directive** – notify Director of Corrections, PD, have a chase vehicle, determine need for alternate hospital; ensure SERT conducts transport
- Ensure appropriate restraints are on inmate
- Armed deputy to follow ambulance in Sheriff's cruiser
- Unarmed deputy to ride in ambulance with inmate
- Ensure Upper Zone 1 Supervisor contacts hospital**
- Ensure inmate's cell is secured
- Secure any evidence
- Have transporting deputy call to give update on inmate's condition
- Find out if inmate will be admitted to hospital
- If inmate is admitted, generate hospital duty roster
- Zone Supervisor to conduct investigation to determine if incident was accidental or deliberate**
- If accidental**, Zone Supervisor submits a written report to the Shift Commander, A-D Corrections, and Director of Corrections, outlining the cause and extent of injury and how similar accidents might be prevented
- If deliberate**, Zone Supervisor expands investigation to determine who was responsible for the injury, and what action should be taken (e.g. DAR or criminal warrant) and submit Supervisor's Incident Report
- Determine if injured inmate wants to press charges
- Determine if employee recognition is appropriate
- Determine if policy and procedures were followed
- Document EMF
- Inform on-coming Shift Commander of incident
- Document on SCDR
- Document on Roll Call Hot Sheet
- Conduct debriefing
- Prepare After Action Report

INMATE INJURY
Medical Emergency Checklist
(Refer to Policy 13-202)

Inmate's Name & P#: _____ Date: _____
Location of Incident: _____ Time: _____
Primary Staff: _____ Shift: _____
Assisting Staff: _____

Medical Emergency: _____

Completed **Inmate Injury Checklist:**

- Obtain brief description of condition, location, and emergency
- Determine if inmate is conscious
- Ensure Medical is responding
- Respond to incident
- Ensure uninjured inmates are locked down
- Make sure scene is safe
- Ensure staff don personal protective equipment
- Ensure first-aid is administered as appropriate
- If 911 is needed, ensure the following:**
- Contact 911 via Medical
- Contact Central Control to advise EMS is in route
- Ensure elevator #4 is sent to ground level for EMS
- Ensure escort standing by elevator #4 ground level to escort EMS to affected area
- For emergency transport by ambulance to hospital, contact lead escort for two deputies and have a cruiser available for emergency transport (one armed deputy in chase vehicle and one unarmed deputy in ambulance)

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- Ensure deputy transporting inmate takes Sheriff's bag from Central Control during transport in case inmate is admitted to hospital
- Find out inmates charges / have Processing run a criminal history/ JHAZ
- If inmate is high risk-security/special directive** – notify Director of Corrections, PD, have a chase vehicle, determine need for alternate hospital; ensure SERT conducts transport
- Ensure appropriate restraints are on inmate
- Armed deputy to follow ambulance in Sheriff's cruiser
- Unarmed deputy to ride in ambulance with inmate
- Ensure Upper Zone 1 Supervisor contacts hospital**
- Ensure inmate's cell is secured
- Secure any evidence
- Have transporting deputy call to give update on inmate's condition
- Find out if inmate will be admitted to hospital
- If inmate is admitted, generate hospital duty roster
- Zone Supervisor to conduct investigation to determine if incident was accidental or deliberate**
- If accidental**, Zone Supervisor submits a written report to the Shift Commander, A-D Corrections, and Director of Corrections, outlining the cause and extent of injury and how similar accidents might be prevented
- If deliberate**, Zone Supervisor expands investigation to determine who was responsible for the injury, and what action should be taken (e.g. DAR or criminal warrant) and submit Supervisor's Incident Report
- Determine if injured inmate wants to press charges
- Determine if employee recognition is appropriate
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- Document EMF
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- Document on SCDR
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INMATE DEATH AT HOSPITAL
Medical Emergency Checklist
(Refer to Policies 5-219, 5-220, 13-202)

Inmate's Name & P#: _____ Date: _____
Location of Incident: _____ Time: _____
Primary Staff: _____ Shift: _____
Assisting Staff: _____
Medical Emergency: _____

Completed **Inmate Death at Hospital Checklist:**

- Deputy will contact Shift Commander via Central Control
- Inform Deputy to treat room as a crime scene until PD responds
- Ensure the deputy does not let medical staff remove or move anything in the room
- Have Sergeant report to hospital
- Notify PD of death and have PD respond to hospital to confirm death is of natural causes
- Have Central Control notify Sheriff, Chief Deputy through Director of Corrections
- Notify Assistant Director of Corrections
- Gather information about inmate regarding emergency contact or next of kin notification
- Direct all concerns about inmate to the Sheriff, PIO, or designee
- Gather inmate's classification file, IBM, records jacket, medical file to give to A-D Operations
- A-D-Operation obtains name of emergency contact person from the emergency notification information on the Classification Interview Form or RMS (Tiburon)

INMATE DEATH AT HOSPITAL
Medical Emergency Checklist
(Refer to Policies 5-219, 5-220, 13-202)

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Completed **Inmate Death at Hospital Checklist (Continued):**

- Contact Property to conduct an inventory of all property and list each property
- Inform Accounting
- Ensure via Director that if inmate is a state inmate - Department of Corrections is notified
- Ensure via Director that the Courts are aware in the event of upcoming court appearances
- Ensure incident report is written by Deputy at hospital
- Ensure Sergeant writes supplement report
- Review report for accuracy, grammar, punctuation, and appropriate policies followed
- Add supplement, sign report, make copies, and send up chain of command
- Speak with Deputy and let him/her know about EAP and CISM services
- Contact CISM coordinator and inform him/her of what happened
- Inform on-coming SC
- Document on SCDR incident
- Document on Roll Call
- Ensure inmate is properly removed from the jail count
- Pull hospital duty roster and ensure staff assigned are notified not to report to hospital
- Speak with Medical Supervisor and make CISM and EAP services available for any medical staff who had cared for inmate
- Speak with Inmate Services and make CISM and EAP services available for any inmate services, civilian staff who had prior dealings with inmate
- Have Chaplin and DHS or after hours DHS staff available for inmates who become aware of the inmate's death
- Initiate an investigation to ensure medical staff performed care of inmate in accordance with policies & procedures and submit findings and/or recommendations to Director through A-D Corrections
- SC will conduct roll call training regarding death of inmate
- Conduct debriefing
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- Notify PD of death and have PD respond to hospital to confirm death is of natural causes
- Have Central Control notify Sheriff, Chief Deputy through Director of Corrections
- Notify Assistant Director of Corrections
- Gather information about inmate regarding emergency contact or next of kin notification
- Direct all concerns about inmate to the Sheriff, PIO, or designee
- Gather inmate's classification file, IBM, records jacket, medical file to give to A-D Operations
- A-D-Operation obtains name of emergency contact person from the emergency notification information on the Classification Interview Form or RMS (Tiburon)

INMATE DEATH AT HOSPITAL
Medical Emergency Checklist
(Refer to Policies 5-219, 5-220, 13-202)

Inmate's Name & P#: _____ Date: _____
Location of Incident: _____ Time: _____
Primary Staff: _____ Shift: _____
Assisting Staff: _____
Medical Emergency: _____

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Completed **Inmate Death at Hospital Checklist (Continued):**

- Contact Property to conduct an inventory of all property and list each property
- Inform Accounting
- Ensure via Director that if inmate is a state inmate - Department of Corrections is notified
- Ensure via Director that the Courts are aware in the event of upcoming court appearances
- Ensure incident report is written by Deputy at hospital
- Ensure Sergeant writes supplement report
- Review report for accuracy, grammar, punctuation, and appropriate policies followed
- Add supplement, sign report, make copies, and send up chain of command
- Speak with Deputy and let him/her know about EAP and CISM services
- Contact CISM coordinator and inform him/her of what happened
- Inform on-coming SC
- Document on SCDR incident
- Document on Roll Call
- Ensure inmate is properly removed from the jail count
- Pull hospital duty roster and ensure staff assigned are notified not to report to hospital
- Speak with Medical Supervisor and make CISM and EAP services available for any medical staff who had cared for inmate
- Speak with Inmate Services and make CISM and EAP services available for any inmate services, civilian staff who had prior dealings with inmate
- Have Chaplin and DHS or after hours DHS staff available for inmates who become aware of the inmate's death
- Initiate an investigation to ensure medical staff performed care of inmate in accordance with policies & procedures and submit findings and/or recommendations to Director through A-D Corrections
- SC will conduct roll call training regarding death of inmate
- Conduct debriefing
- Prepare After Action Report

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INMATE DEATH / SUICIDE
Medical Emergency Checklist
(Refer to Policies 5-219, 5-220, 13-202)

Inmate's Name & P#: _____ Date: _____

Location of Incident: _____ Time: _____

Primary Staff: _____ Shift: _____

Assisting Staff: _____

Medical Emergency: _____

Completed **Inmate Death/Suicide Checklist:**

- Ensure Central Control notifies the Police Department
- Ensure Central Control notifies Sheriff, Chief, Director of Corrections, and Assistant Director of Corrections
- Ensure inmate's cell is secured
- Secure any evidence (e.g. suicide notes)
- Gather information about inmate regarding emergency contact or next of kin notification
- Direct all concerns about inmate to Sheriff, PIO, or designee
- Gather post log book and IBM
- Gather inmate's classification file, records jacket, medical file for AD-Corrections
- AD-Corrections obtains name of emergency contact person from the emergency notification information on the Classification Interview Form or RMS (Tiburon)
- Contact Property to conduct an inventory of all property and list each property
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- Inform on-coming Shift Commander
- Document on SCDR
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INMATE DEATH / SUICIDE
Medical Emergency Checklist
(Refer to Policies 5-219, 5-220, 13-202)

Inmate's Name & P#: _____ Date: _____

Location of Incident: _____ Time: _____

Primary Staff: _____ Shift: _____

Assisting Staff: _____

Medical Emergency: _____

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**ACDF COMMUNICABLE DISEASE
Emergency Response Checklist**
(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____
 Inmate's Name & P#: _____ Time: _____
 Location of Incident: _____ Shift: _____
 Medical Emergency: _____

- Completed **ACDF Communicable Disease Checklist:**
- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
 - When informed by Medical staff of an inmate(s) suspected to be infected with a communicable disease, the Shift Commander notifies Command Staff consistent with policy 5-100
 - Notify Chain of Command via Central Control
 - Medical staff provide, at a minimum, the following information related to inmate(s):
 - a. number of ill inmates
 - b. name of inmate(s)
 - c. location(s)/housing(s) unit of inmate(s)
 - d. action taken and precautionary procedures to be followed when staff enter and/or are assigned to provide security in the contaminated area
 - Ensure Medical staff notifies the Arlington County Public Health staff and provides pertinent information concerning the outbreak/emergency
 - Ensure Medical staff activates their communicable disease response plan
 - When Informed by medical staff, either verbally or by signage, of a communicable disease/illness, staff entering the affected area or working in direct contact with an Inmate(s) suspected to be infected don their PPE. PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed**

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Completed **ACDF Communicable Disease Checklist (Continued):**

- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit **Staff escorting the Inmate must don on PPE**
- Medical staff identifies inmate(s) that are to be housed in isolation cells and begin medical surveillance and treatment utilizing precautionary procedures established by the Center for Disease Control, Occupational Health and Safety, Virginia Public Health and other applicable regulatory Medical Authority
- During the distribution of surgical mask, medical staff provide educational information to the inmate population such as:
 - a. purpose of wearing the surgical mask
 - b. keeping a distance of three feet radius of an infected person
 - c. recognition of symptoms and prompt reporting of symptoms of illness
 - d. hand washing
 - e. coughing and sneezing hygiene
 - f. self care treatment
- If number of inmates with the communicable disease out numbers the cells in Medical, alternate housing on the 7th Floor may occur (moving 7A,7B, or 7C to alternate locations**
- Arlington County Public Health staff provides additional precautionary procedures to ACDF staff prior to and during the onset of an outbreak within the Detention Facility
- Death of an Inmate(s) is conducted consistent with policy 5-220 with notification to Arlington County Public Health**
- Media communication is conducted consistent with policy 4-300
- Staff with appropriate level of training conduct a medical screening of staff reporting to work during a communicable disease outbreak/emergency. The screening may consist of medical questionnaire and taking of the staff member's temperature
- Maintain staff roster - to include callback - Courtside assistance
- ACDF stockpile supplies and equipment are used once the daily operational supplies have been depleted. Replenishment of supplies may be done by notification to the Public Health liaison or Sheriff's Office Safety Specialist

Completed **ACDF Communicable Disease Checklist (Continued):**

- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit **Staff escorting the Inmate must don on PPE**
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- During the distribution of surgical mask, medical staff provide educational information to the inmate population such as:
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ACDF COMMUNICABLE DISEASE

Emergency Response Checklist

(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____

Inmate's Name & P#: _____ Time: _____

Location of Incident: _____ Shift: _____

Medical Emergency: _____

Completed **ACDF Communicable Disease Checklist:**

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 - d. action taken and precautionary procedures to be followed when staff enter and/or are assigned to provide security in the contaminated area
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ACDF COMMUNICABLE DISEASE

Emergency Response Checklist

(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____

Inmate's Name & P#: _____ Time: _____

Location of Incident: _____ Shift: _____

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- Staff with appropriate level of training conduct a medical screening of staff reporting to work during a communicable disease outbreak/emergency. The screening may consist of medical questionnaire and taking of the staff member's temperature
- Maintain staff roster - to include callback - Courtside assistance
- ACDF stockpile supplies and equipment are used once the daily operational supplies have been depleted. Replenishment of supplies may be done by notification to the Public Health liaison or Sheriff's Office Safety Specialist

Completed **ACDF Communicable Disease Checklist (Continued):**

- The Director of Corrections or designee in collaboration with medical and Arlington County Public Health staff determine when the facility may resume normal operations**
- Contact Safety Specialist to ensure staff PPE equipment is cleaned
- Employee and supervisor will submit an incident report

Completed **ACDF Communicable Disease Checklist (Continued):**

- The Director of Corrections or designee in collaboration with medical and Arlington County Public Health staff determine when the facility may resume normal operations**
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ACDF COMMUNICABLE DISEASE

Emergency Response Checklist

(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____

Inmate's Name & P#: _____ Time: _____

Location of Incident: _____ Shift: _____

Medical Emergency: _____

Completed **ACDF Communicable Disease Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
- When informed by Medical staff of an inmate(s) suspected to be infected with a communicable disease, the Shift Commander notifies Command Staff consistent with policy 5-100
- Notify Chain of Command via Central Control
- Medical staff provide, at a minimum, the following information related to inmate(s):
 - a. number of ill inmates
 - b. name of inmate(s)
 - c. location(s)/housing(s) unit of inmate(s)
 - d. action taken and precautionary procedures to be followed when staff enter and/or are assigned to provide security in the contaminated area
- Ensure Medical staff notifies the Arlington County Public Health staff and provides pertinent information concerning the outbreak/emergency
- Ensure Medical staff activates their communicable disease response plan
- When Informed by medical staff, either verbally or by signage, of a communicable disease/illness, staff entering the affected area or working in direct contact with an Inmate(s) suspected to be infected don their PPE. PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed**

ACDF COMMUNICABLE DISEASE

Emergency Response Checklist

(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____

Inmate's Name & P#: _____ Time: _____

Location of Incident: _____ Shift: _____

Medical Emergency: _____

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Completed **ACDF Communicable Disease Checklist (Continued):**

- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit **Staff escorting the Inmate must don on PPE**
- Medical staff identifies inmate(s) that are to be housed in isolation cells and begin medical surveillance and treatment utilizing precautionary procedures established by the Center for Disease Control, Occupational Health and Safety, Virginia Public Health and other applicable regulatory Medical Authority
- During the distribution of surgical mask, medical staff provide educational information to the inmate population such as:
 - a. purpose of wearing the surgical mask
 - b. keeping a distance of three feet radius of an infected person
 - c. recognition of symptoms and prompt reporting of symptoms of illness
 - d. hand washing
 - e. coughing and sneezing hygiene
 - f. self care treatment
- If number of inmates with the communicable disease out numbers the cells in Medical, alternate housing on the 7th Floor may occur (moving 7A,7B, or 7C to alternate locations**
- Arlington County Public Health staff provides additional precautionary procedures to ACDF staff prior to and during the onset of an outbreak within the Detention Facility
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- Media communication is conducted consistent with policy 4-300
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- Maintain staff roster - to include callback - Courtside assistance
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Completed **ACDF Communicable Disease Checklist (Continued):**

- The Director of Corrections or designee in collaboration with medical and Arlington County Public Health staff determine when the facility may resume normal operations**
- Contact Safety Specialist to ensure staff PPE equipment is cleaned
- Employee and supervisor will submit an incident report

Completed **ACDF Communicable Disease Checklist (Continued):**

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- Employee and supervisor will submit an incident report

**ACDF COMMUNICABLE DISEASE
Emergency Response Checklist**
(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____
 Inmate's Name & P#: _____ Time: _____
 Location of Incident: _____ Shift: _____
 Medical Emergency: _____

- Completed **ACDF Communicable Disease Checklist:**
- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
 - When informed by Medical staff of an inmate(s) suspected to be infected with a communicable disease, the Shift Commander notifies Command Staff consistent with policy 5-100
 - Notify Chain of Command via Central Control
 - Medical staff provide, at a minimum, the following information related to inmate(s):
 - a. number of ill inmates
 - b. name of inmate(s)
 - c. location(s)/housing(s) unit of inmate(s)
 - d. action taken and precautionary procedures to be followed when staff enter and/or are assigned to provide security in the contaminated area
 - Ensure Medical staff notifies the Arlington County Public Health staff and provides pertinent information concerning the outbreak/emergency
 - Ensure Medical staff activates their communicable disease response plan
 - When Informed by medical staff, either verbally or by signage, of a communicable disease/illness, staff entering the affected area or working in direct contact with an Inmate(s) suspected to be infected don their PPE. PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed**

**ACDF COMMUNICABLE DISEASE
Emergency Response Checklist**
(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____
 Inmate's Name & P#: _____ Time: _____
 Location of Incident: _____ Shift: _____
 Medical Emergency: _____

- Completed **ACDF Communicable Disease Checklist:**
- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
 - When informed by Medical staff of an inmate(s) suspected to be infected with a communicable disease, the Shift Commander notifies Command Staff consistent with policy 5-100
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**ACDF COMMUNICABLE DISEASE
Emergency Response Checklist**
(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____
 Inmate's Name & P#: _____ Time: _____
 Location of Incident: _____ Shift: _____
 Medical Emergency: _____

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**ACDF COMMUNICABLE DISEASE
Emergency Response Checklist**
(Refer to Policy 2-1012)

Staff's Name & ID# _____ Date: _____
 Inmate's Name & P#: _____ Time: _____
 Location of Incident: _____ Shift: _____
 Medical Emergency: _____

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Completed **ACDF Communicable Disease Checklist (Continued):**

- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit **Staff escorting the Inmate must don on PPE**
- Medical staff identifies inmate(s) that are to be housed in isolation cells and begin medical surveillance and treatment utilizing precautionary procedures established by the Center for Disease Control, Occupational Health and Safety, Virginia Public Health and other applicable regulatory Medical Authority
- During the distribution of surgical mask, medical staff provide educational information to the inmate population such as:
 - a. purpose of wearing the surgical mask
 - b. keeping a distance of three feet radius of an infected person
 - c. recognition of symptoms and prompt reporting of symptoms of illness
 - d. hand washing
 - e. coughing and sneezing hygiene
 - f. self care treatment
- If number of inmates with the communicable disease out numbers the cells in Medical, alternate housing on the 7th Floor may occur (moving 7A,7B, or 7C to alternate locations**
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Completed **ACDF Communicable Disease Checklist (Continued):**

- The Director of Corrections or designee in collaboration with medical and Arlington County Public Health staff determine when the facility may resume normal operations**
- Contact Safety Specialist to ensure staff PPE equipment is cleaned
- Employee and supervisor will submit an incident report

Completed **ACDF Communicable Disease Checklist (Continued):**

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- Contact Safety Specialist to ensure staff PPE equipment is cleaned
- Employee and supervisor will submit an incident report

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
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- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

Completed **Mass Arrest Communicable Disease Checklist (Continued):**

2. keeping a distance of three feet radius from an infected person
 3. recognition of symptoms and prompt reporting of symptoms of illness
 4. hand washing
 5. coughing and sneezing hygiene
 6. self care treatment if necessary
- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit
Staff escorting the inmate must don on PPE
 - Alternative housing is determined based on medical needs, type of charge(s) and incarceration history
 - Medical and Sheriff's Office staff provide medical care within their level of training
 - When it is determined that a prisoner's medical treatment cannot be provided at the ACDF, the hospital and Shift Commander are notified as early as possible**
 - Central Control is notified as soon as possible when life threatening medical conditions exist. Medical contacts ECC (911) providing pertinent information
 - The escort deputy receiving emergency response are informed to don their PPE if necessary**
 - In the event of a prolonged communicable disease outbreak/emergency and to stockpile supplies become low, Sheriff's Office Incident Command makes notification to EOC requesting assistance **Supplies that may be requested include food, water, N95 and surgical masks, medicines and other essential supplies or equipment necessary to sustain the Detention Facility during the communicable disease outbreak/emergency**
 - Media communication is conducted consistent with policy 4-300
 - Death of an inmate(s) is conducted consistent with policy 5-200 with notification to EOC
 - Staff with appropriate level of training conduct a medical screening of staff reporting to work during a communicable disease outbreak/emergency. The screening may consist of medical questionnaire and taking of the staff member's temperature

Completed **Mass Arrest Communicable Disease Checklist (Continued):**

2. keeping a distance of three feet radius from an infected person
 3. recognition of symptoms and prompt reporting of symptoms of illness
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Completed **Mass Arrest Communicable Disease Checklist (Continued);**

Decontaminating the Sheriff's Office Vehicle

- When cleaning contaminated vehicles, personal protective equipment must be worn
- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
- Other Vehicles** - if any other Sheriff's Office vehicle becomes contaminated with blood or body fluids, the operator or assigned officer should disinfect the contaminated area with an approved disinfectant
- There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following procedure applies:
 - a. The operator of the vehicle notifies supervisor, who will then inspect the vehicle
 - b. If deemed necessary by the supervisor, the vehicle is placed out of service at the property yard repair line, leaving the windows partly open to allow air to flow freely in the car. (A sealed vehicle can cause wet body fluids to putrefy)
 - c. A repair note is left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by blood or body fluids and the location of the contaminated area within the vehicle, (i.e. right front seat)
 - d. If a vehicle can not be cleaned then a contractor will be hired to decontaminate the vehicle
 - e. If a personally assigned vehicle is contaminated, the Deputy or operator completes a memorandum describing the condition of the vehicle and forwards it to the Sheriff's Office Chief Deputy

Completed **Mass Arrest Communicable Disease Checklist (Continued);**

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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

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- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

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MASS ARREST / QUARANTINE

Emergency Response Checklist

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Completed **Mass Arrest Communicable Disease Checklist (Continued):**

2. keeping a distance of three feet radius from an infected person
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 5. coughing and sneezing hygiene
 6. self care treatment if necessary
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Staff escorting the inmate must don on PPE
 - Alternative housing is determined based on medical needs, type of charge(s) and incarceration history
 - Medical and Sheriff's Office staff provide medical care within their level of training
 - When it is determined that a prisoner's medical treatment cannot be provided at the ACDF, the hospital and Shift Commander are notified as early as possible**
 - Central Control is notified as soon as possible when life threatening medical conditions exist. Medical contacts ECC (911) providing pertinent information
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 - Media communication is conducted consistent with policy 4-300
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Completed **Mass Arrest Communicable Disease Checklist (Continued);**

Decontaminating the Sheriff's Office Vehicle

- When cleaning contaminated vehicles, personal protective equipment must be worn
- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
- Other Vehicles** - if any other Sheriff's Office vehicle becomes contaminated with blood or body fluids, the operator or assigned officer should disinfect the contaminated area with an approved disinfectant
- There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following procedure applies:
 - a. The operator of the vehicle notifies supervisor, who will then inspect the vehicle
 - b. If deemed necessary by the supervisor, the vehicle is placed out of service at the property yard repair line, leaving the windows partly open to allow air to flow freely in the car. (A sealed vehicle can cause wet body fluids to putrefy)
 - c. A repair note is left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by blood or body fluids and the location of the contaminated area within the vehicle, (i.e. right front seat)
 - d. If a vehicle can not be cleaned then a contractor will be hired to decontaminate the vehicle
 - e. If a personally assigned vehicle is contaminated, the Deputy or operator completes a memorandum describing the condition of the vehicle and forwards it to the Sheriff's Office Chief Deputy

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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
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- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

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 1. purpose of wearing the surgical mask

Completed **Mass Arrest Communicable Disease Checklist (Continued):**

2. keeping a distance of three feet radius from an infected person
 3. recognition of symptoms and prompt reporting of symptoms of illness
 4. hand washing
 5. coughing and sneezing hygiene
 6. self care treatment if necessary
- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit
Staff escorting the inmate must don on PPE
 - Alternative housing is determined based on medical needs, type of charge(s) and incarceration history
 - Medical and Sheriff's Office staff provide medical care within their level of training
 - When it is determined that a prisoner's medical treatment cannot be provided at the ACDF, the hospital and Shift Commander are notified as early as possible**
 - Central Control is notified as soon as possible when life threatening medical conditions exist. Medical contacts ECC (911) providing pertinent information
 - The escort deputy receiving emergency response are informed to don their PPE if necessary**
 - In the event of a prolonged communicable disease outbreak/emergency and to stockpile supplies become low, Sheriff's Office Incident Command makes notification to EOC requesting assistance **Supplies that may be requested include food, water, N95 and surgical masks, medicines and other essential supplies or equipment necessary to sustain the Detention Facility during the communicable disease outbreak/emergency**
 - Media communication is conducted consistent with policy 4-300
 - Death of an inmate(s) is conducted consistent with policy 5-200 with notification to EOC
 - Staff with appropriate level of training conduct a medical screening of staff reporting to work during a communicable disease outbreak/emergency. The screening may consist of medical questionnaire and taking of the staff member's temperature

Completed **Mass Arrest Communicable Disease Checklist (Continued):**

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Completed **Mass Arrest Communicable Disease Checklist (Continued);**

Decontaminating the Sheriff's Office Vehicle

- When cleaning contaminated vehicles, personal protective equipment must be worn
- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
- Other Vehicles** - if any other Sheriff's Office vehicle becomes contaminated with blood or body fluids, the operator or assigned officer should disinfect the contaminated area with an approved disinfectant
- There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following procedure applies:
 - a. The operator of the vehicle notifies supervisor, who will then inspect the vehicle
 - b. If deemed necessary by the supervisor, the vehicle is placed out of service at the property yard repair line, leaving the windows partly open to allow air to flow freely in the car. (A sealed vehicle can cause wet body fluids to putrefy)
 - c. A repair note is left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by blood or body fluids and the location of the contaminated area within the vehicle, (i.e. right front seat)
 - d. If a vehicle can not be cleaned then a contractor will be hired to decontaminate the vehicle
 - e. If a personally assigned vehicle is contaminated, the Deputy or operator completes a memorandum describing the condition of the vehicle and forwards it to the Sheriff's Office Chief Deputy

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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

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 5. coughing and sneezing hygiene
 6. self care treatment if necessary
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Staff escorting the inmate must don on PPE
 - Alternative housing is determined based on medical needs, type of charge(s) and incarceration history
 - Medical and Sheriff's Office staff provide medical care within their level of training
 - When it is determined that a prisoner's medical treatment cannot be provided at the ACD, the hospital and Shift Commander are notified as early as possible**
 - Central Control is notified as soon as possible when life threatening medical conditions exist. Medical contacts ECC (911) providing pertinent information
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 - In the event of a prolonged communicable disease outbreak/emergency and to stockpile supplies become low, Sheriff's Office Incident Command makes notification to EOC requesting assistance **Supplies that may be requested include food, water, N95 and surgical masks, medicines and other essential supplies or equipment necessary to sustain the Detention Facility during the communicable disease outbreak/emergency**
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Completed **Mass Arrest Communicable Disease Checklist (Continued);**

Decontaminating the Sheriff's Office Vehicle

- When cleaning contaminated vehicles, personal protective equipment must be worn
- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
- Other Vehicles** - if any other Sheriff's Office vehicle becomes contaminated with blood or body fluids, the operator or assigned officer should disinfect the contaminated area with an approved disinfectant
- There may be circumstances where personnel cannot disinfect a vehicle and professional cleaning is needed. In such cases, the following procedure applies:
 - a. The operator of the vehicle notifies supervisor, who will then inspect the vehicle
 - b. If deemed necessary by the supervisor, the vehicle is placed out of service at the property yard repair line, leaving the windows partly open to allow air to flow freely in the car. (A sealed vehicle can cause wet body fluids to putrefy)
 - c. A repair note is left on the vehicle windshield that conspicuously identifies the vehicle as contaminated by blood or body fluids and the location of the contaminated area within the vehicle, (i.e. right front seat)
 - d. If a vehicle can not be cleaned then a contractor will be hired to decontaminate the vehicle
 - e. If a personally assigned vehicle is contaminated, the Deputy or operator completes a memorandum describing the condition of the vehicle and forwards it to the Sheriff's Office Chief Deputy

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Completed **Mass Arrest Communicable Disease Checklist (Continued);**

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- When cleaning contaminated vehicles, personal protective equipment must be worn
- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
- Other Vehicles** - if any other Sheriff's Office vehicle becomes contaminated with blood or body fluids, the operator or assigned officer should disinfect the contaminated area with an approved disinfectant
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MASS ARREST / QUARANTINE

Emergency Response Checklist

(Communicable Disease/Quarantine Isolation Orders)

(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

Assisting Staff & ID: _____ Time: _____

Assisting Staff & ID: _____ Shift: _____

Incident: _____

Completed **Mass Arrest Quarantine / Isolation Orders Checklist:**

- Have Central Control announce Lockdown and Zero Movement throughout ACDF**
Staff receiving prisoners into Booking don their personal protective equipment (PPE). PPE consists of but is not limited to N95 respirator, non-latex gloves and goggles. Bloodborne pathogen procedures are followed
- Notify Magistrate, Judicial Services, ACDF Medical, Food Service, Mental Health Sheriff, Chief, Directors of Corrections, A-D Corrections, Support Services Admin
- Prisoners entering the facility are instructed to wear a surgical mask. Police and/or Deputies provide the surgical mask
- Booking procedures are followed and **no more than twelve prisoners are brought into the Booking area at any one time for processing**
- Prisoners are separated upon entry into the facility based on the reason(s) for being detained and continue to wear their surgical mask for the duration of their stay
- Upon completion of the booking process, ensure medical staff conducts a medical screening
- Ensure Medical staff documents and informs the prisoner(s) of their medical findings
- Medical staff provide explanation/information to the prisoner(s) such as:
 1. purpose of wearing the surgical mask

MASS ARREST / QUARANTINE

Emergency Response Checklist

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(Refer to Policy 2-1006 and 2-1012)

Primary Staff & ID: _____ Date: _____

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Completed **Mass Arrest Communicable Disease Checklist (Continued):**

2. keeping a distance of three feet radius from an infected person
 3. recognition of symptoms and prompt reporting of symptoms of illness
 4. hand washing
 5. coughing and sneezing hygiene
 6. self care treatment if necessary
- Prisoner(s) that meet the criteria for isolation are given a disposal gown/apron be worn on top of their personal clothing and are escorted to the Medical Unit
Staff escorting the inmate must don on PPE
 - Alternative housing is determined based on medical needs, type of charge(s) and incarceration history
 - Medical and Sheriff's Office staff provide medical care within their level of training
 - When it is determined that a prisoner's medical treatment cannot be provided at the ACDF, the hospital and Shift Commander are notified as early as possible**
 - Central Control is notified as soon as possible when life threatening medical conditions exist. Medical contacts ECC (911) providing pertinent information
 - The escort deputy receiving emergency response are informed to don their PPE if necessary**
 - In the event of a prolonged communicable disease outbreak/emergency and to stockpile supplies become low, Sheriff's Office Incident Command makes notification to EOC requesting assistance **Supplies that may be requested include food, water, N95 and surgical masks, medicines and other essential supplies or equipment necessary to sustain the Detention Facility during the communicable disease outbreak/emergency**
 - Media communication is conducted consistent with policy 4-300
 - Death of an inmate(s) is conducted consistent with policy 5-200 with notification to EOC
 - Staff with appropriate level of training conduct a medical screening of staff reporting to work during a communicable disease outbreak/emergency. The screening may consist of medical questionnaire and taking of the staff member's temperature

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- Transportation Wagons** - if the transport compartment becomes contaminated with blood or body fluids, the operator should disinfect the contaminated area with an approved disinfectant
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 - a. The operator of the vehicle notifies supervisor, who will then inspect the vehicle
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 - d. If a vehicle can not be cleaned then a contractor will be hired to decontaminate the vehicle
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SNOW EMERGENCY CHECKLIST

The categories listed below have been identified as areas which would be necessary in preparing for a snow emergency. You can use this as a guide.

- Has the selected hotel been notified to ensure rooms are available to Staff. This includes sworn staff, medical staff, food services staff, ISC staff and others that might be identified at a later time. **Note: The Hotel accommodation request requires the approval from the Director of Corrections or Designee, at the rank of Lieutenant and above.**

Hotels

1. Hilton Garden Inn, 1333 North Courthouse Road, @ \$89.00 plus tax.
703-528-444
2. Hyatt Regency Crystal City, 2799 Jefferson Davis Hwy, @ \$69.00 plus tax.
703-4181234
3. Comfort Inn, 1211 North Glebe Road, @ \$49.00 plus tax.
703-247-3399
4. Residence Inn, 1401 North Adams Street, @ \$109.00 plus tax
703-312-2100

- Verify flashlights in Housing Units are operable.
- Standby vehicle (ensure chains are available for application)
- Contact Transportation/Warrant section (for available SUV use)
- Inform Staff to bring an extra set of clothing, personal hygiene kit, etc.
- Select designated drivers to pick up staff from your shift. (If necessary)
- Determine how many Staff from your shift, if required, would stay over until oncoming Shift is operationally staffed. Shifts may need to operate in phases.
- Contact Food Services Supervisor notified to provide support.
- Contact Medical Services Supervisor notified to provide support.
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- Keep receipts if applicable
- Keep track of all overtime in case of Federal emergency
- Determine snow removal (IWP)
- Coordinate transition of Hotel Staffing for oncoming Shift
- Determine what programs and Services that may be cancelled, (e.g. visiting, Programs)

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