**LAFAYETTE PARISH SHERIFF’S OFFICE**  
**CORRECTIONS DIVISION**  
**POLICY AND PROCEDURES**

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References:
- ACA: 4-ALDF-2B-04; 4-ALDF-2B-06
- LPSO General Order (GO): #301 – Use of Force
- Corrections Division Policy and Procedure: D-1400

Approved by:
- Jail Administrator:
- Director of Corrections:

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**J-4300 POLICY:**

The facility shall have a written cell extraction plan to be used in the event of a disturbance that would require staff to physically remove an offender from a housing unit. Cell extractions shall be performed to protect offenders from self-injurious activity, maintain security, or protect property. The Correctional Emergency Response Team (CERT) shall perform all cell extractions, when feasible.

**J-4301 DISCUSSION:**

Cell extractions are unpredictable situations. They may result in property damage, offender injury and/or staff injury and should only be used when immediate action is necessary or after all other available options have failed. The covering of cell windows and/or doors of offenders not involved may be done to minimize the offender population’s general knowledge of the facility’s cell extraction technique. Covering of windows and doors shall also be used to limit the information passed to other
offenders involved in a particular situation. All cell extractions shall attempt to be videotaped.

**J-4302 DEFINITIONS:**

A. **Correctional Emergency Response Team (CERT):**

This specialized team is designed to maintain a standard of readiness, emergency preparedness, and provide safe and secure evacuation of all staff, visitors, and offenders. (D-1400)

**J-4303 RULES:**

A. Cell extractions shall be performed in circumstances where an offender is acting in a self-injurious manner, to protect facility property, or at the discretion of the on-duty supervisor due to the offender having caused a significant disruption to facility operations.

B. Cell extractions shall be requested by the on-duty supervisor, except when a life-threatening situation exists and a supervisor is not readily available.

C. The on-duty supervisor shall determine the severity of each situation and assess the need to extract an offender from a cell, determining if a cell extraction needs to be completed or if there are other alternatives available.

D. Cell extractions shall be performed by the CERT and coordinated by a CERT Team Leader, when feasible. All extractions shall be monitored and observed by a supervisor.

E. The use of force during cell extractions shall follow established Sheriff’s Office guidelines and only the amount of force that is necessary shall be used based on each situation. (GO: #301)

F. All cell extractions shall attempt to be video recorded.

G. The Jail Administrator shall approve cell extraction equipment. No unauthorized equipment shall be used. Cell extraction equipment shall be stored in the CERT Equipment Room. These items shall be issued and used only upon the direction of a supervisor (4-ALDF-2B-04; 4-ALDF-2B-06). Cell extraction equipment shall consist of:

1. Helmets with face shields;

2. Elbow pads;
3. Forearm pads;
4. Knee pads;
5. Shields;
6. Tactical vests;
7. Tactical gloves;
8. Gas mask;
9. Restraints.

H. Prior to a cell extraction, an attempt to use verbal commands shall be made to control the offender.

I. Use of the pepper ball gun may be used to try to reduce the need for higher levels of force at the discretion of the Jail Administrator.

J. A CERT member shall inspect all equipment before and after its use. Any damaged equipment shall be reported to the CERT Equipment Officer.

K. All equipment shall be inspected and inventoried monthly by a CERT member for accountability and serviceability. This inspection/inventory report shall be submitted to the CERT Commander. (4-ALDF-2B-06)

**J-4304 PROCEDURES:**

A. Staff responsibilities:

Any staff member aware of a situation where an offender may be acting in a self-injurious manner, destroying or attempting to destroy facility property, or is disrupting the operation of the facility, shall verbally instruct the offender to cease such activity. If the offender does not comply with the verbal direction, staff shall:

1. Notify the on-duty supervisor;

2. Monitor the situation until a supervisor and/or CERT Team Leader arrives. Provide detailed information concerning the offender’s behavior and activities;

3. Make notations on the offender’s Behavioral Sheet. **Note:** The CERT shall only enter a cell prior to a supervisor’s arrival if the CERT Team Leader believes that the offender’s
actions may cause serious injury or significant property damage. A supervisor shall be notified as soon as possible.

B. Supervisor’s responsibilities:

1. Upon being notified of a situation, which may result in the need for a cell extraction, the supervisor shall immediately notify the CERT Team Leader and Classification Officer and report to the scene.

2. The supervisor and the CERT Team Leader shall determine the best plan of action depending upon the situation. This may include:

   a. Directing the offender to cease their activity;

   b. Continuing to monitor the offender and document their behavior;

   c. Notifying the Medical Section about the offender’s actions;

   d. Performing a cell extraction. The supervisor and CERT Team Leader shall coordinate the following activities:

      (1) Alert CERT members to respond to the CERT Equipment Room. Brief the team of the situation;

      (2) Determine if offenders not involved in the incident shall be moved;

      (3) Arrange for a CERT member to video record the extraction. The offender’s behavior should be video recorded prior to and during the cell extraction;

      (4) Determine where the offender(s) shall be housed after the extraction has been completed.

   e. Once the decision to conduct a cell extraction has been made, the supervisor shall allow the CERT Team Leader to coordinate the activities of the actual cell extraction, while the supervisor observes the entire operation.

C. Extraction team responsibilities:

1. For any instance where force may be used, the following minimum procedural requirements shall be followed:
a. A verbal cease order shall be given to the offender and the potential consequences for continued actions shall be explained;

b. If the verbal cease order was not effective, the CERT Team Leader shall strategically position the CERT members for a psychological effect and once again issue a verbal cease order;

c. If the offender does not cease their behavior, in order to gain compliance, the CERT Team Leader may use chemical agent or, with the approval of the Jail Administrator, the pepper ball gun;

d. The CERT Team Leader shall instruct the team to enter the area and take the necessary actions in accordance with established guidelines (#301);

e. The CERT shall quell the disturbance with the minimum amount of force necessary and return the facility to normal operation as soon as possible.

D. Post extraction activities:

1. After the situation has been controlled, the CERT shall assist with post-incident operations such as:
   a. Remove any injured persons to an appropriate area and assist health care staff with treatment, if necessary;
   b. Complete a housing unit shakedown and search of the offender(s) for weapons and contraband.

2. The on-duty supervisor shall ensure the following post incident activities have been completed:
   a. The return to normal operations shall be completed in a professional and timely manner;
   b. Written reports from staff involved in the initial incident and any witnesses shall be completed prior to the end of the tour of duty;
   c. A report by the supervisor indicating his or her evaluation of the situation and action taken;
d. Preserve the video recording and submit it with the necessary documentation for storage;

e. Collect copies of reports filed by health care staff as a follow-up to the incident regarding treatment of staff and/or offenders;

f. Collect Disciplinary Report(s) submitted;

g. If criminal charges are to be filed, begin the appropriate procedures and ensure the following shall be performed:

   (1) Photos of the incident or injuries sustained have been collected before treatment;

   (2) Cleanup or repair of damaged areas shall be deferred until photographs have been collected and the criminal investigation has been completed;

   (3) If assistance with the criminal investigation is necessary, notify the Sheriff’s Office Criminal Investigations Department.

h. Ensure that the area where the event took place shall be able to resume with normal activity. Any physical plant problems shall be rectified prior to offenders using the area;

i. CERT members shall be debriefed on the event in a timely manner.

3. Other supervisory staff shall coordinate all other activities within the facility during the incident. This may include, but shall not be limited to:

   a. Master Control Center staff shall log all incident activity (time line);

   b. Arrange for transportation and possible guarding of hospitalized offenders if the situation warrants;

   c. Request the assistance of the Sheriff’s Office Crime Scene Section to take photographs, if needed.