


BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 500	Subject Body Cameras	Policy # 500-11	Number of Pages: 6
Initial Effective Date June 1, 2015	Revision Date May 1, 2015	Approved by:  Jack V. Duncan, Sheriff	

Policy

The Buncombe County Detention Facility will issue and implement the usage of individual body worn cameras (BWC) to be utilized by designated Detention Officers, Supervisors, and Detention Facility tactical team (S.T.O.R.M.) Operators. The purpose of the BWC is to record individual interaction by Detention Staff and inmates in confined locations within the Detention Facility which may not be visible with the existing security camera system. Examples of these areas include Intake/Booking in which intoxicated arrestees/inmates are processed; areas where verbally and physically aggressive arrestees/inmates are processed; housing units with higher levels of classifications of violent inmates; and housing units with inmates that are segregated for disciplinary, administrative, and security purposes.

References

BCDF Policy Manual Section 1100, Policy 1103, 1105, 1109, 1110, 1111
BCSO Policy for BWC

Information

Body Worn Cameras (BWC) is a video and audio recording device issued and assigned to Detention Officers as a means of documenting specific interactions with inmates within the Detention Facility.

Procedure

1. Administration

- 1.1 BCW's allow for accurate documentation of Detention Officers in-cell interactions, searches and critical incidents with inmates.
- 1.2 BCW's will serve to enhance the accuracy of the written reports of the incident.
- 1.3 Audio and video recordings also enhance the Sheriff's Office ability to review actions to further training and evaluations and to provide additional resources for documenting the contraband or other items searched during the routine random cell searches.

2. Activation of BWC's

- 2.1 Detention Officers shall make reasonable efforts to activate the BWC's prior to interactions with inmates in the following circumstances;
 - 2.1.1 Random cell searches
 - 2.1.2 Entering the cell assigned to any inmate while inmate is present in the cell.
 - 2.1.3 Transporting or escorting any single inmate in any of the jail elevators. Particularly escorts of inmates being removed from a housing unit and moved to a different location for either pending disciplinary action or a cooling off period where the inmate has been disruptive on the housing unit.
 - 2.1.4 Any other interaction with inmates that is becoming, in the opinion of the officer, adversarial. Particular interaction with inmates assigned to the segregation units.
 - 2.1.5 The BWC'S will not be worn for the cell extraction of a non-compliant inmate. The documentation of the cell extraction is addressed in the STORM Policy for cell extractions.
- 2.2 Detention Officers that are issued BWC's and are assigned or undertake secondary or extra duty assignments will follow the Policy and Procedures outlined in the Sheriff's Policy Manual for Body Worn Cameras.
- 2.3 This policy is not all inclusive to the circumstances for activation of the BWC's. In addition the aforementioned required conditions, should the Detention Officer encounter a developing situation that

they believe could be appropriate and or valuable to enhance the documentation of the event, they are encouraged to activate the BWC.

3. Proprietary Concerns

- 3.1 BWC's and any software or hardware is the property of the Buncombe County Sheriff's Office.
- 3.2 The BWC equipment and all data, images, video and metadata captured, recorded or otherwise produced by the equipment is the sole property of the Buncombe County Sheriff's Office.
- 3.3 Officers will only wear BWC's issued by this office.
- 3.4 Officers shall not be authorized to edit, alter, erase, duplicate, copy share or otherwise distribute BWC recordings in any manner without prior written authorization and approval of the Sheriff.

4. Notification

- 4.1 Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- 4.2 Officers shall note in the incident report(s) when the recording was made during an event and make the appropriate request for the recorded copy to preserved and stored.
- 4.3 BCW's are not a replacement or substitution for a written report. Officers will not rely on a statement such as "refer to video" or similar statements within an incident report for a thorough or detailed reporting of an incident. The video of an event is a visual representation of the written report of the event.
- 4.4 Requests for deletion of portions of the recordings (e.g. in the event of a personal recording) must be submitted in writing and approved by the Sheriff.

5. Restrictions

- 5.1 Buncombe County Sheriff's Office BWC's shall be used only in conjunction with official duties. Officers shall not use the BWC to record any personal conversation of or between another department employee without their prior knowledge and or permission.
- 5.2 BWC's are generally not used for recording events other than those outlined in this policy. Persons not incarcerated maintain an expectation of privacy and state and federal law limits the recording of personal conversations without prior knowledge and or approval.

6. Storage

- 6.1 All data files shall be securely downloaded periodically and no later than the end of the assigned shift. Each file shall contain information related to the date, BWC identifier and assigned deputy/officer.
- 6.2 Each officer shall affect the download of the captured data within the provided personal access within the electronic storage package. In the event that data is downloaded to the wrong persons access file a written explanation will be furnished to the keeper of the record.
- 6.3 All access to BWC data (images, sounds, metadata) must be specifically authorized by the Sheriff. All access will be audited to ensure that only authorized users are accessing the data and that all accesses are for legitimate and authorized law enforcement or Detention Facility purposes.
- 6.4 Data files should be kept securely stored no longer than useful for purposes of training or unless attached to a criminal case for continued investigation and or prosecution. "Non-locked down" videos will be kept for 31 days. Those videos labeled "locked down" shall be kept until the defender is no longer under the control of a criminal justice agency.

7. Officer Responsibility

- 7.1 BWC equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be reported as soon as possible.

- 7.2 Placing the BWC in a position to ensure video recordings capture the event in the best manner possible.
- 7.3 Daily inspections (of the designated work shift) of the issued BWC is required to identify the following;
 - 7.3.1 Ensuring the battery on the unit is appropriately charged for daily use and operation (for both audio and video).
 - 7.3.2 Immediately reporting unresolved equipment malfunctions and/or problems with the device to a supervisor.
 - 7.3.3 Monitoring the system effectiveness and make recommendations for operational improvements and policy revisions.
 - 7.3.4 Accurately categorizing recordings during downloading and when appropriate, ensure that requests for recorded copies be locked down to preserve and store.
 - 7.3.5 Document the use of BWC recording on all official Sheriff's Office or Detention Facility reports completed for the event as appropriate.

8. Supervisor Responsibilities

- 8.1 Ensure that officers equipped with BWC devices are utilizing the devices according to the policies and procedures.
- 8.2 Conduct monthly inspections of the devices to ensure and verify the operational functionality.
- 8.3 Will verify the notification of the Training Division of any BWC equipment that is out of service and follow-up with the replacement of devices as soon as practical.
- 8.4 Should identify and make recommendations for areas of additional training or guidance may be required.

9. Agency Review

- 9.1 Digital recording shall not be randomly reviewed to monitor officer performance.

- 9.2 Officers will have access to their recordings when preparing written reports or statements of events to assist in the accuracy and consistency of the event's documentation.
- 9.3 Only authorized equipment may be used to view the original recordings, in order to reduce the possibility of damaging the recorded data.
- 9.4 All recorded images and audio are the property of the Buncombe County Sheriff's Office and are part of an official investigative or administrative investigation. Any dissemination of any such file data or piece of files or data is prohibited without the express consent of the Sheriff.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject S.T.O.R.M. Team	Policy # 1100-01	Number of Pages: 4
Initial Effective Date January 1, 2011	Revision Date June 1, 2015	Approved by: Jack V. Duncan, Sheriff	

Policy

The Detention Facility will maintain a specialized tactical team trained to handle disturbance situations in the facility and that can support the Sheriff's Special Response Team with tactical situations in the community.

Information

The team will be identified as S.T.O.R.M. (Sheriff's Tactical Order Restoration Management) Team. All policies in use, adopted and or modified by the Buncombe County Sheriff's Office and Detention Facility will be enforced.

Procedure

1. The STORM Team will consist of an Administrative Liaison (Facility Director), a Team Commander, an Assistant Team Commander, 2 support and logistics advisors and sixteen (16) operators. The operators will be dispersed among the 4 shifts as deemed necessary by the command.
2. Command Structure
 - A. Commander- reports to the Facility Director, will coordinate training and be the on-scene commander for all events of the team.
 - B. Assistant Commander- reports to the Facility Director, has equal authority on scene.

C. Team Leader-

1. Reports to the Team Commander,
2. Will document all training and provide copies to commander
3. Will oversee and ensure the upkeep of all equipment
4. May be the officer in charge in the absence of the commander.
5. May be assigned other responsibilities as deemed appropriate by the commander.
6. Will perform routine inspections of equipment, maintain an accurate inventory and provide documentation to the team commander

D. Operator- shall report to the designated team leader

E. Logistic and support- will report directly to the commander and may be assigned duties by the commander:

3. Training

A. The designated training days for the full team and or the separate teams will be determined by the commanders.

B. The training objectives will be planned in advance and shall be discussed with the Facility Director.

C. The team may also train for situations/disturbances outside of the facility so as to be prepared to support the SRT.

D. Each team member may be responsible for a portion of a training activity as assigned by the commander.

E. A team member that does not attend 80% of yearly training will be dismissed from the team.

F. Failure of a team member to attain the training provided may result in dismissal from the team.

4. Physical Standards

- A. The standard POPAT course will be used to assess and evaluate the physical condition of the team.
- B. Failure to show improvement in some area of physical condition will result in suspension for 60 days from the team, after the 60 days failure to show improvement will result in dismissal from the team.
- C. A physical assessment will be conducted twice per year to determine the abilities of each team member.

5. Discipline

- A. Any team member that receives a written reprimand from a supervisor as a result of poor work performance will be suspended from the team until a review may be conducted to determine continued suspension or dismissal from the team. The findings of the review will be final.
- B. The review will be conducted by the commander and the Facility Director.
- C. Any team member may bring a concern of another team member's actions, attitude or discipline to the attention of the commander. The commander may initiate a review as necessary.
- D. The determination made by the Team Commander is final.
- E. The guiding principles of the Buncombe County Sheriff's Office shall be adhered to.

6. Equipment

- A. Each member will properly maintain the equipment issued.
- B. If issued equipment is damaged as a result of neglect the member will replace the equipment or repair it prior to returning it.
- C. Team members are only authorized to wear or use equipment either provided by the facility or approved by the facility.

7. Team Vacancies

- A. In the event there is an operator position available an organized try-out will be conducted.
- B. Qualifications for the applicants will be determined by the Facility Director and the Team Commander.
- C. Vacancies will be filled by a determination made by the existing team members. Each team member will evaluate the readiness and potential of each applicant.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject S.T.O.R.M. Team Training	Policy # 1100-02	Number of Pages: 2
Initial Effective Date January 1, 2011	Revision Date June 1, 2015	Approved by: Jack V. Duncan, Sheriff	

Policy

The STORM Team will produce a schedule each December for the following year's projected training agenda.

Information

The STORM training agenda will be approved by the Facility Director of the Detention Facility.

Procedure

1. Scheduling
 - A. The team commander will produce a schedule each December for the planned training events for the team.
 - B. The team will be scheduled a minimum of 8 hours per month for training.
 - C. The third week of each month will typically be designated for training, as scheduling allows.
 - D. Upon approval of the schedule a copy will be provided for each shift lieutenant to allow him/her to schedule staffing in advance to training days.

2. Training Objectives

- A. The team will maintain proficiency in skills of cell extractions, both single occupancy and multiple occupancy cells.
- B. The team will maintain a high skill level in civil disturbance control, including but not limited to riot shield, riot baton, chemical munitions and other less lethal weapons.
- C. The team will train in areas of physical control of persons to be used in a variety of situations in the Detention Facility and in support operations in the public.
- D. The team will train in the safe deployment of less lethal munitions including chemical munitions to control situations of unrest either in the detention facility or public.
- E. The team will train in escort techniques for designated persons deemed appropriate for elevated protection.
 - 1. Inmate Team
 - 2. Court Room Team
 - 3. Transportation Team
 - 4. Surveillance Team
- F. The team will remain proactive and as new challenges arise will develop and train on critical areas as needed and dictated by the Facility Director.

3. Attendance

- A. Each team member is required to perform 80 hours of team training per year.
- B. Each team member will attend at least one additional training class per year. The topic must be approved by the team commander.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject Cell Extractions	Policy # 1100-03	Number of Pages: 5
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Policy

The STORM Team will conduct all cell extractions based on a threat assessment conducted on-site by a team member.

Information

The shift leader may request the activation of the STORM Team by following the activation procedure.

Procedure

1. Requests
 - A. All requests for activation will be performed in accordance with policy.
 - B. A detailed email/report from the requesting supervisor is required.
 1. Demographic information about the inmate.
 2. Original justification for a move.
 3. Justification of Team request.

4. Destination and subsequent length of lock back time or other loss of privileges.
2. Threat Assessment
 - A. All threat assessments will be conducted by a STORM Team member.
 1. Safety of the inmate/urgency of the move
 2. Behavior of the inmate
 3. Weapons
 4. Probable elements needed
 - B. Consultation with team commander
 - C. Determinations relayed to shift leader
3. Team will arrive and dress in the gear package as determined by the team commander.
4. Planning
 - A. The team will develop an extraction plan based on the information gathered.
 1. 3 Man entry
 - a. no shield
 - b. shield
 - c. taser with #3
 2. 4 Man entry
 - a. no shield
 - b. shield
 - c. taser
 - d. chemical munitions
 - e. FN 303
 - f. Pepper ball
 3. Ask, Order, Advise officer

4. Videographer
 5. Method of transport-with options
 6. Insertion Location
 7. Medical attention as needed
 8. Debrief
- B. A complete comprehensive plan will be documented by the commander or ranking team leader.
 - C. The commander and or team leader will notify the shift leader upon completion of the planning.
5. Negotiations
- A. The team commander or team leader will lead the team to the location.
 - B. The commander or team leader will ask the inmate to comply, if he/she fails- proceed
 - C. The commander or team leader will order the inmate to comply, if he/she fails- proceed
 - D. The commander or team leader will advise the inmate; failure to adhere to these final instructions force will be used against him/her to gain compliance. If he/she fails proceed
6. Extraction
- A. The team will enter the cell and gain compliance of the inmate by using only the amount of force necessary to gain compliance
 - B. After the inmate is restrained he/she will be given instructions to walk from the cell, if at some point the inmate becomes uncooperative the Team will carry the inmate using as many safety precautions as necessary to protect the inmate.

- C. Clear, loud and repetitive commands should be given to the inmate upon the entry of the team by the commander or team leader.
- D. The team commander or team leader will control the door and serve as a back-up officer for the extraction team

7. Movement

- A. The extraction team will escort the inmate to the nearest elevator if required to affect the move.
 - 1. Inmate will face the rear of the elevator with two (2) Team members maintaining physical control of the inmate.
 - 2. The only communication in the elevator shall be made by the team commander or team leader.
 - 3. Radio communication for door access will be made by the team commander or team leader
- B. The team commander or team leader will lead the escort team to the new cell location and control the door

8. Insertion

- A. The team will place the inmate either on his knees or in a prone position to remove the restraints.
- B. The restraints will be removed and the team will safely exit the cell.
- C. Instructions will be given to the inmate by the team commander or team leader prior to control of the inmate being relinquished.

9. Exit

- A. The team will reform and proceed from the unit with the team commander or team leader being the last to exit.

- B. The team will meet at the briefing location for debrief and assignments

10. Documentation

A. Video

1. A video will be made and retained for all cell extractions as part of the mission file.
2. The video will begin with the photo of each team member to be involved in the extraction and shall not be stopped until the exit phase is completed.
3. The video operator will not be a part of the extraction team.

B. Reports

1. The team commander or team leader will complete an after action report for team activations.
2. All team members are required to provide an incident report for the mission file.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject Activation Policy	Policy # 1100-04	Number of Pages: 4
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Policy

The STORM Team (ST) will perform the functions requested by the operational supervisor.

Information

A squad lieutenant (or sergeant if the lieutenant is not in service) or higher ranking officer may request activation of the STORM Team.

Procedure

1. Recognition of Situations
 - A. Shift leader will make a determination if the ST should be requested.
 - B. The shift leader will send one of the ST members to the scene for a threat assessment provided the scene is safe.
 1. The shift leader will send a request, via email to the ST Commander. In the event that email is not available phone notification is acceptable. Same will include name, current location, reason for request, location to be relocated and the name of the ST member sent to scene.

2. ST Commander will make contact with the shift leader and will discuss the situation and will speak to the ST member that conducted the threat assessment.
3. Notifications
 - A. The shift leader is responsible for making any other appropriate notifications as dictated by operational policies.
 - B. The ST Commander will make any notifications for additional support elements for completion of the mission.
 - C. The shift leader will make available ALL the ST members assigned to the shift for completion of the mission.
4. Discretion
 - A. Every attempt should be made to keep information of the pending arrival of the ST from reaching the inmate.
 - B. All routine operations will continue unless determined by higher authority that the security of the facility may be compromised.
 - C. The shift leader will ensure that all unauthorized staff will be removed from the scene and will ensure that until the mission is completed additional staff will not be on scene unless requested by the ST.
5. Planning by the ST
 - A. The ST will prepare the action plan based on the information gathered.
 - B. When the team begins the planning, the shift leader may make one final attempt to gain compliance from the involved inmate(s).
6. Command and Control

- A. The shift leader will notify master control to provide access to all doors and elevators to the ST when requested without delay.
- B. The ST will notify the shift leader before the mission begins.
- C. When the mission begins the ST Leader will be in command of the scene and may relocate appropriate staff to meet the needs of the plan.

7. Completion

- A. Upon the completion of the mission and the debriefing by the ST, the ST Leader will notify the shift leader of the completed mission.
- B. The shift leader will assume command and control of the facility and may return to normal operations.

8. Documentation

- A. The ST will document the mission as dictated by policy.
 - 1. Operation order for ST files.
 - 2. Use of Force as needed.
 - 3. Incident reports as required.
 - 4. Video recordings
 - 5. Witness statements
- B. The shift leader will ensure that appropriate reports will be made by the officers involved up to the point of the ST arrival.
 - 1. Incident reports from the involved staff detailing the behavior of the inmate(s) that precluded the activation of the ST.

2. Statement of the shift leader attached to the report that the activation was requested.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject STORM Housing Unit Disturbance	Policy # 1100-05	Number of Pages: 2
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Policy

The Detention Facility will maintain a specialized tactical team trained to handle disturbance situations in the facility and that can support the Sheriff's Special Response Team with tactical situations in the community.

Information

Lethal weapons inside the secured facility shall only be authorized by the Sheriff.

Procedure

1. The team will be activated according to established policy or directly by the Sheriff.
2. The commander(s) will consult with the shift supervisor and Facility Director.
3. The commander(s) will assume all operational control of the facility areas affected by the disturbance.
4. The commander(s) will ensure that appropriate elements are notified for support to successfully complete order restoration.
5. The team will plan and execute the mission.

6. Upon restoration of order operational control of the facility will be returned to the shift supervisor as directed by the Facility Director.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject Discipline	Policy # 1100-06	Number of Pages: 4
Initial Effective Date January 1, 2011	Revision Date June 1, 2015	Approved by: Jack V. Duncan, Sheriff	

Policy

The STORM Team will hold each of the Team members to a higher standard of performance and conduct.

Information

All Buncombe County Sheriff's Office Policies, Buncombe County Detention Facility Policies, Buncombe County Sheriff's Office Rules of Conduct and the policies established for the team will be enforced. The disciplinary action contained in this policy may not be progressive. The level of discipline will be proportionate to the violation.

Procedure

1. Laws
 - A. Any sustained violation of federal laws, the member may be removed.
 - B. Any sustained violation of state laws, the member may be removed.
2. Policies
 - A. Violations of Sheriff's Office Policies may result in disciplinary action up to and including removal from the team.

- B. Violations of the Detention Facility policies may result in disciplinary action up to and including removal from the team.
 - C. Violations of the Sheriff's Office Rules of Conduct may result in disciplinary action up to and including removal from the team.
 - D. Violations of the policies established for the operation of the STORM Team may result in disciplinary action up to and including removal from the team.
3. Types of discipline RELATED to violations of laws, policies or rules of conduct- the level of discipline will be determined by the team commander(s) and the Facility Director. These will be in addition to any other Sheriff's Office or Detention Facility disciplinary action.
- A. Restriction
 - 1. Member will not participate in missions
 - 2. Training attendance continues
 - 3. Some training objective given at the discretion of the team commander(s)
 - 4. Date ranges for this level may be 60-120 days, as determined by commander(s)
 - B. Suspension
 - 1. Member will not participate in missions
 - 2. Member will not participate in training
 - 3. Successful completion of required training or classes or any other stipulation placed on the member by the documented disciplinary action.

4. Date ranges for this level may be 120-180 days, as determined by the commander(s)
- C. Removal
 1. Member will immediately surrender all issued gear to the commander(s)
 2. Officer is not eligible to rejoin the team
4. Types of discipline RELATED to inadequacies of training objectives or condition requirements.
 - A. Repetition of the deficient area or task- routinely given during a training day
 - B. Physical motivation- routinely given during a training day or to be completed by a specified training day
 - C. Restriction- routinely given after multiple training deficiencies
 1. Member may be restricted from particular points of a mission
 2. Member may be assigned specific training assignments at the discretion of the commander(s)
 3. Date ranges may be from 30-180 days
 - D. Suspension- routinely given after repetitive deficiencies and attempted corrective action. May be given immediately for a critical safety issue or command insubordination.
 1. Member will not participate in missions
 2. Member will not participate in training
 3. Date ranges may be 30-180 days, at the direction of the commander(s)

E. Removal

1. Member will immediately surrender all issued gear to the commander(s)
2. Officer is not eligible to rejoin the team

4. Appeal

A. Member may appeal any discipline imposed

1. Appeal will be in writing to the Facility Director
2. Appeal should be completed within 3 business days of the effected discipline

B. The determination made by the Facility Director is FINAL.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject Equipment	Policy # 1100-07	Number of Pages: 3
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Policy

Each STORM Team member will be issued gear to for the safe performance of the job. The care, maintenance and upkeep of the issued gear is the responsibility of each member.

Information

All gear will be returned upon your removal from the team. Any gear damaged by any means other than routine use may be the responsibility of that person to provide the facility a replacement.

Procedure

1. Gear and equipment provided
 - A. The Sheriff's Office or the Detention Facility will provide all gear and equipment needed to perform the expected functions.
 - B. Only authorized gear and equipment will be used by team members for the expected functions
2. Care and Maintenance
 - A. It is the responsibility of each team member to clean and care for the issued equipment

- B. Member will report defective equipment to the appropriate team leader immediately
 - C. Member is not responsible for damage incurred by normal use
 - D. Member may be financially responsible for replacement of gear or equipment if misused or damaged intentionally
3. Replacement
- A. The commander(s) shall attempt to replace damaged gear or equipment
 - B. Members are responsible for notifying the appropriate team leader of potentially damaged gear or equipment
4. Accountability
- A. The issued gear and equipment will be signed for by the member
 - B. The complete document for issued gear will be maintained by the commander(s)
 - C. Upon removal from the team, the member will return all gear according to the document
 - D. Member may be financially responsible for gear or equipment not returned
5. Supplies
- A. The commander(s) will be responsible for acquiring the necessary supplies for the team
 - B. Supplies are property of the Sheriff's Office and should not be taken for personal use and returned in a timely manner if not used

6. Storage

- A. Operator's gear and equipment shall be stored in the provided storage/equipment rooms except when taken for cleaning or in use
- B. Each operator will be issued a key to the equipment rooms
- C. Munitions and weapons will be stored in the provided equipment room. Commander(s), team leaders and Facility Director will have access to that room.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject Dress Code	Policy # 1100-08	Number of Pages: 2
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Policy

The STORM Team will dress in the designated tactical uniform for all call outs/missions and daily operational assignments.

Information

The uniform will be black pants and top, BDU type. Unless specifically designated and approved by the commander(s), a black t-shirt will be worn.

Procedure

1. Standard Duty
 - A. Black BDU type pants
 1. Clean, neat, wrinkle free.
 2. No Blousing of pants.
 - B. Black BDU type top
 1. Clean, neat, wrinkle free.
 2. Sheriff's shoulder patches displayed.
 3. Badge displayed as determined by Facility Director.

C. Boots

1. Clean, neat, polished as appropriate.
2. Black boots with black socks.

D. Duty belt

1. Will be worn for standard duty unless authorized by the Facility Director.
2. Wear only gear allowed by the facility for standard duty.
 - a. Cuff case
 - b. OC case
 - c. Key ring
 - d. Holster (if sworn)
 - e. Magazine pouch (if sworn)
 - f. Taser (as assigned)
 - g. BWC (as assigned)

2. Activations

A. Standard tactical uniform as stated

1. Black BDU pants and top.
2. No duty belt unless specified in the gear package assigned by commander for a particular mission.

B. Gear package will be determined during the planning phase.

C. Operators; be sure you relinquish keys or other items to a shift officer before you gather for planning phase.

D. Upon completion of mission; all gear will be stored in the dress out rooms, at no time should your gear be brought to your work assignment post.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject STORM Team Searches	Policy # 1100-09	Number of Pages: 3
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Policy

The Buncombe County Detention Facility will use the Detention Facility tactical team (S.T.O.R.M.) for random searches of inmates, cells, common areas and assigned work areas, and will also upon a valid concern of a supervisor conduct specific searches as directed through appropriate authority in accordance with policy/procedures. In an attempt to limit/deter the contraband in cells, in common/work areas, on persons, and the concealment of weapons which are typically fashioned by persons incarcerated random searches of these persons and areas are required and will be conducted for safety, security and the detection of contraband.

References

BCDF Policy 400-05

Information

Cells are defined as the location of a bed/bunk or mattress that an inmate is assigned for sleeping purposes.

Contraband is defined as any item not authorized by the Facility or any item that has been manipulated or altered to serve a purpose other than its' original intended purpose.

Random cell search is defined as a cell search without any knowledge of the occupant or purposefully targeting a specific inmate or cell.

Common areas are general areas of the housing unit which inmates have access and the opportunity to hide contraband. (Example: recreation area, dayroom, showers, etc.)

Work areas are areas in which inmates are assigned for work details such the Kitchen, Laundry, Booking, Court Holding, etc.

Procedure

1. Random cell searches-General population

1.1 STORM Operators will perform random cell searches during each shift.

1.2 The cells will be chosen at random by the supervisor on the team.

1.3 Two STORM Operators will search a designated cell.

1.3.1 One operator will conduct a pat down search of the inmate assigned to the cell while the second Operator maintains the security and support position.

1.3.2 The inmate will be instructed to sit at the nearest table in the day room during the search.

1.3.3 The search Operator will take an observation position between the inmate and the second Operator (being able to see both the inmate and the second Operator).

1.3.4 The second Operator will conduct a thorough search of the cell and its contents. (The searching Operator will follow the standards and any laws regarding privacy or protected information during the search)

1.3.5 Documentation of the cell searches may be completed in the Inmate Log section of the inmate's electronic file. If a serious violation (weapon or drugs) are discovered during the cell search a Facility Incident Report must be completed prior to the end of shift and the evidence secured for prosecution if appropriate.

2. Cell searches - Segregation Housing Units

2.1 Two STORM Operators will search a designated cell.

- 2.1.1 One operator will conduct a pat down search of the inmate assigned to the cell while the second Operator maintains the security and support position.
- 2.1.2 Handcuffs will be applied to the inmate after the pat down search.
- 2.1.3 The inmate will be instructed to sit at the nearest table in the day room during the search.
- 2.1.4 The search Operator will take an observation position between the inmate and the second Operator (being able to see both the inmate and the second Operator).
- 2.1.5 The second Operator will conduct a thorough search of the cell and its contents. (The searching Operator will follow the standards and any laws regarding privacy or protected information during the search)
- 2.1.6 Documentation of the cell searches may be completed in the Inmate Log section of the inmate's electronic file. If a serious violation (weapon or drugs) are discovered during the cell search a Facility Incident Report must be completed prior to the end of shift and the evidence secured for prosecution if appropriate.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject STORM Team Movement	Policy # 1100-10	Number of Pages: 4
Initial Effective Date June 1, 2015	Revision Date May 1, 2015	Approved by: Jack V. Duncan, Sheriff	

Policy

The Buncombe County Detention Facility will authorize and facilitate inmate movement within the Facility and to the Courthouse using the Detention Facility tactical team (S.T.O.R.M.) or a supervisor.

References

BCDF Policy 500-07 Movement

Information

To reduce the probability of assaults, escapes or unauthorized access the team will provide for the internal movement and escorts of inmates Monday through Friday (except for holidays). The weekend movements or escorts are significantly less and can still be provided by the team or a team member and a supervisor.

Escort position is at the back of the line. Officers should never turn their backs to the inmates.

Position in the elevators- inmates will face the rear of the elevator car and no talking will be permitted.

Procedure

1. Court

- 1.1 Taking inmates for scheduled or called for court appearances.
 - 1.1.1 Inmates will be delivered to the court holding area and control given to the assigned officers in court holding.
 - 1.1.2 Inmates will be moved/escorted in groups of 8 or less per STORM Operator.
 - 1.1.3 It is preferred that female inmates be moved separate from male inmates. If necessary they should be at the back of the line. Total number of inmates will not exceed 8 per STORM Operator.
- 1.2 Inmates will be picked up from control of the court holding officers and returned to the assigned housing units.
 - 1.2.1 All inmates returning to a housing unit will remain in constant visual contact of the movement officer into the main sally port and the main slider is secured.
 - 1.2.2 Radio confirmation from the receiving housing unit officer prior to leaving the floor.
 - 1.2.3 Inmates will be moved/escorted in groups of 8 or less per STORM Operator.
 - 1.2.4 It is preferred that female inmates be moved separate from male inmates. If necessary they should be at the back of the line. Total number of inmates will not exceed 8 per STORM Operator.

2. Video arrangement

- 2.1 Inmates will be moved from the assigned housing units to the control of the central booking officer.
 - 2.1.1 Control and supervision of the inmate will be the responsibility of the booking officers until the inmate is retrieved by the STORM Operator.
 - 2.1.2 It is preferred that female inmates be moved separate from male inmates. If necessary they should be at the back of the line. Total number of inmates will not exceed 8 per STORM Operator.

3. Medical

- 3.1 Inmates will be moved from the assigned housing units to the control of the medical liaison officer on the third floor of the North Tower.

- 3.2 The control and supervision of the inmate will be the responsibility of the medical liaison officer until the inmate is retrieved by the STORM Operator for return to the assigned housing unit.
- 3.3 All inmates returning to a housing unit will remain in constant visual contact of the movement officer into the main sally port and the main slider is secured.
- 3.4 It is preferred that female inmates be moved separate from male inmates. If necessary they should be at the back of the line. Total number of inmates will not exceed 8 per STORM Operator.

4. Classification movement

- 4.1 The daily classification movement list will be provided to the STORM Operators assigned to movement.
- 4.2 The movement/escort of the designated inmates will be completed by the STORM Operators in groups of 8 or less per STORM Operator.
- 4.3 All inmates being moved/escorted to a housing unit will remain in constant visual contact of the movement officer into the main sally port and the main slider is secured.
- 4.4 Radio confirmation from the receiving housing unit officer prior to leaving the floor

5. Booking/warrant service or other location

- 5.1 The housing unit will notify the STORM Operator assigned to movement of the inmate awaiting escort to the booking area or other location indicated.
- 5.2 The movement officer will retrieve the inmate from the main sally port and escort the inmate to the designated location.
- 5.3 The control and responsibility for the inmate will be with the booking officer or the officer at the location until the inmate is retrieved by the movement officer for return to assigned housing.

5.4 All inmates being moved/escorted to a housing unit will remain in constant visual contact of the movement officer into the main sally port and the main slider is secured.

5.5 Radio confirmation from the receiving housing unit officer prior to leaving the floor.

6. Segregation inmate movement/escorts

6.1 All inmates moved or escorted from a segregation housing unit will be handcuffed and shackled.

6.2 All inmates from a segregation housing unit will be moved or escorted alone (no other inmates in the elevator).

7. New arrests from court

7.1 The STORM Operator will retrieve the “new” inmate from court holding.

7.2 The “new” inmate will be moved/escorted alone (no other inmates in the elevator).

7.3 The “new” inmate will be moved/escorted to the appropriate booking area in handcuffs.

7.4 The control and responsibility for the inmate is transferred to the booking officer once the cuffs are removed by the STORM Operator.

BUNCOMBE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Chapter 1100	Subject STORM Team Response as Movement	Policy # 1100-11	Number of Pages: 4
Initial Effective Date June 1, 2015	Revision Date May 1, 2015	Approved by: Jack V. Duncan, Sheriff	

Policy

The Buncombe County Detention Facility will respond for radio calls for assistance or directives for critical and potentially violent situations with the Detention Facility tactical team (S.T.O.R.M.) with the shift supervisor assigned to the area.

References

Information

To provide for immediate response for calls for assistance the team members not actively escorting inmates or working the segregation housing units will respond and restore order in the situation and will await instructions from the shift supervisor on any action required, once the order has been restored.

Master Control will secure the radio frequency for the emergency traffic and determine a visual observation of the housing unit officer and relay the information to the responding officers.

This policy does not eliminate or replace any emergency policy it is intended to supplement.

Procedure

1. Inmate refusing to return to cell

- 1.1 Any STORM Operator not assigned to a segregation housing unit or in immediate control of an inmate or inmates in movement or escort will respond for a call from a housing unit officer.
- 1.2 Upon arrival in the housing unit the STORM Operator will escort the inmate designated by the housing unit officer back to the assigned cell and remain at the open cell door, maintaining visual control of the inmate. The housing unit officer remains responsible for all other inmates returning to assigned cells.
- 1.3 The STORM Operator will follow the order of the responding supervisor for the appropriate action. (Example: secure the door; escort the inmate from the housing unit, etc.)
- 1.4 The STORM Operator will complete a Response Notification Form and submit to the appropriate chain of command. This does not take the place of a Facility Incident Report or a Use of Force Report, if necessary.

2. Fight (Inmate involved)

- 2.1 Any STORM Operator not assigned to a segregation housing unit or in immediate control of an inmate or inmates in movement or escort will respond for a call from a housing unit officer.
- 2.2 The responding STORM Operator will give verbal commands to the engaged inmates but will not physically engage an inmate until a cover officer is present unless lethal force is being inflicted by one of the inmates. The housing unit officer remains responsible for the returning of all other inmates to assigned cells.
- 2.3 Upon the arrival of a cover officer, physical control of the inmate will be achieved. Appropriate restraints will be applied.

- 2.4 The STORM Operator will follow the order of the responding supervisor for the appropriate action. (Example: Secure the door; escort the inmate from the housing unit, etc.)
 - 2.5 The STORM Operator will complete a Response Notification Form and submit to the appropriate chain of command. This does not take the place of a Facility Incident Report or a Use of Force Report, if necessary.
3. Immediate assistance (officer involved physical altercation)
 - 3.1 All available officers, STORM Operators, supervisors, officer not in immediate control of inmates will respond to the location.
 - 3.2 Responding officers will locate and secure the housing unit officer. Return all other inmates to assigned cells.
 - 3.3 The shift supervisor will determine what appropriate action will be necessary for the involved inmates or any other action appropriate.
 - 3.4 STORM Operators responding are responsible for the notification email. This does not replace the critical event/unusual occurrence email required by the shift supervisor or any Facility Incident Report or Use of Force Report as necessary.
 - 3.5 The shift supervisor is responsible for the return to normal operations when appropriate.
 4. Officer request for removal of inmate
 - 4.1 A housing unit officer may request an inmate be removed from a housing unit through the shift supervisor.
 - 4.2 The shift supervisor will notify the STORM Operators (minimum of 2) of the action required.
 - 4.3 The STORM Operators will assess the inmate and make the determination if the relocation can be completed without additional operators or the necessity for equipment.

- 4.3.1 No additional support needed, the relocation can take place as directed by the shift supervisor.
- 4.3.2 If assessment indicates additional support or staff is needed the STORM Operator will notify the STORM Team Commander and begin the Operations Order for STORM.