

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 1. 27
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	27	Cell Extractions	
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_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.27 dated 4/21/11 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to maintain a policy that describes the circumstances and conditions under which cell extraction of inmates will be performed at the **City Justice Center (CJC)** and the **Medium Security Institution (MSI)**.

II. RESPONSIBILITIES

All custody staff assigned to the **City Justice Center** and the **Medium Security Institution** are responsible for adhering to the following procedures.

III. DEFINITIONS

Active Resistance: Any overt act that resists the order or directive of staff, e.g., combative stance, refusal to surrender objects that could be used as weapons, attempting to strike or struggle with officers, fighting with other inmates.

Calculated Use of Force: This type of force occurs if the inmate is (1) in an area that can be isolated (recreation area, locked cell, etc.) and (2) there is no immediate, direct threat to the inmate or others. Correctional Staff Members determine if the situation can be resolved without force and consults the appropriate staff for assistance (Floor Supervisor, Mental Health, Medical personnel, etc.).

CERT: Correctional Emergency Response Team.

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Cell Extraction: An authorized use of force to safely remove combative inmate(s) from a cell to a designated area.

Facility Administrator: For the purpose of this policy, the term “facility administrator” refers to the Commissioner of Corrections or designee.

Incapacitating Injury: Injury that is so severe that immediate medical attention is required and staff is taken by ambulance to the hospital and hospitalized overnight as a result of the injury.

Show of Force: The presence of more than one officer during a disturbance, for the purpose of suppressing the situation without a physical confrontation.

Use of Force: Physical force used in instances of justifiable defense, protection of others, protection of property, or prevention of escapes. Physical force is used only as a last resort and in accordance with appropriate statutory authority.

IV. PROCEDURES

A. General Information

1. Inmate cell extraction is considered a use of force and will be so observed.
2. The Commissioner, the Detention Center Superintendent, Chief of Security, Officer of the Day, and the Shift Supervisor/Area Supervisor are the only staff members authorized to order a cell extraction.
3. The use of pepper spray (chemical agent), firearms, the restraint chair, and self-defense tactics when applied on an inmate are all considered to be uses of force.
4. Except where authorized, custody staff may not use any form of force or restraint for which they have not received training when supervising or controlling inmates.
5. Pepper Spray may be used only by trained, certified staff to control inmates and only when all other less lethal options and procedures such as “show of force” have been exhausted. Inmate’s medical condition must be taken into account prior to using chemical agent in all calculated use of force situations.
6. The Shift Supervisor/Area Supervisor is authorized to order the use of security or riot equipment except that they must obtain special authorization from the Detention Center Superintendent/designee or Officer of the Day in order to use Baton. (See policy #3.1.21: Use of Force).

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7. Force, instruments of restraint and riot equipment is only used as a control measure. Staff is to use the least amount of force necessary to overcome resistance and regain control.
8. In any use of force situation, Correctional Staff Members are prohibited from using force, instruments of restraint, and riot equipment once they have regained control of the situation.
9. In situations involving the use of force, the inmate must show active resistance above and beyond mere non-compliance with a verbal command. The supervisor must justify in writing:
 - a. The physical or the degree of act initiated by the inmate.
 - b. The need to use force and a detailed description of the degree of force used.
 - c. The circumstances involved.
 - d. The staff members involved.
 - e. All persons and witnesses to the use of force situation.
10. All Correctional Staff Members involved in a cell extraction must submit a written report to the Shift Supervisor/Chief of Security.
11. Correctional Staff Members are prohibited from striking an inmate with any object, including such objects as, but not limited to, housing unit furnishings, handcuffs, water bottles, workstation items, keys, handcuffs, etc., in an attempt to gain control of inmates. Only the Shift Supervisor/Area Supervisor has the authority to issue an order for the use of batons, and only to stop incidents involving multiple inmates.
12. Correctional Staff Members are prohibited from threaten an inmate with whom force is to be used, or use threatening, profane, taunting, or abusive language towards the inmate. The Correctional Staff Member will not crowd the inmate (e.g. backing into a corner, statements such as “you have no where to go” must be avoided, etc.) These gestures and statements may provoke the inmate to use aggressive behavior or physical violence.
13. During a forced move of an inmate, Correctional Staff Members will not lift, drag or carry the inmate by the instruments of restraint that was applied to restrain the inmate.

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14. Restraint equipment and tactics used during a cell extraction may not be used in the following manners:
 - a. As a method of punishment,
 - b. Around the inmate's face or neck,
 - c. In any way that restricts the blood circulation or obstructs the inmate's airways,
 - d. In any way that causes unnecessary or extreme physical pain,
 - e. To secure the inmate to a fixed object (does not apply to cuff bars made for such restraint), such as a cell door, chair, etc., (See policy #4.2.27 Use of Therapeutic Restraint); and
 - f. Medication may not be used as a restraint solely for the purpose of security. (See policy # 4.2.28: Involuntary Administration of Medication).
15. During the forced movement of an inmate, one cell extraction team will be used per inmate being moved.
16. Each person involved in a cell extraction will be attentive to, and conscious of, changes in inmate behavior or demeanor that might indicate physical distress or any other physical side effect related to the use of force.
17. The Shift Supervisor/Area Supervisor will limit the number of those staff involved in the cell extraction to the amount necessary to control and contain the incident.
18. The Supervisor of the Cell Extraction Team should not become directly involved in physically restraining the inmate. The Supervisor is to observe and direct to ensure task is accomplished in the most efficient and safe manner and per policy. Any involvement by the Supervisor to personally restrain the inmate must be limited and must be justified in writing as part of an Incident Report.
19. The support staff needed for any cell extraction is the following:
 - a. The Supervisor in Charge,
 - b. The cell extraction team,
 - c. A Video Camera Operator, and

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- d. The presence of a medical staff member to tend to inmate/staff injuries.
- 20. Whenever a use of force occurs in which firearm or other weapon is discharged, or there is the use of less lethal weapon to control inmate, or a physical force is used to control inmate; and if an inmate(s) remain in restraint at the end of the shift, staff are required to submit an Incident Report in this circumstance no later than the end of tour of duty and prior to exiting the facility.
- 21. Employees are prohibited from subjecting inmates to personal abuse, corporal punishment, and intentional infliction of injury and/or impose any other action that purport to harass inmate or damage inmate's property.
- 22. All security personnel are required to receive training in self defense and the Use of force to control inmates. Custody staff that has not undergone proper training may not be used for cell extractions.

B. Extraction Procedures

- 1. Prior to ordering the CERT members to extract an inmate from the cell, the Area Supervisor/Shift Supervisor will:
 - a. Assess the situation and determine that the extraction is absolutely necessary,
 - b. Verify the medical and mental health conditions of the inmate by consulting with the medical staff,
 - c. Review the inmate's Inmate File for Incident Reports reflective of the inmate's past behavior,
 - d. Designate an Officer to video-tape the entire event,
 - e. Invite a medical staff to be present during the extraction process,
 - f. Give verbal command to the inmate to comply with the lawful order given which may include the following:
 - (i) A verbal command to exit the cell cooperatively, or
 - (ii) A direct order to cease and desist from any disruptive behavior, or
 - (iii) An order to surrender any weapon or harmful object, to the Officer, etc.

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2. If the inmate complies, the Supervisor calls off the cell extraction scheme. The inmate is safely removed and Incident Report is prepared per policy.
3. If the inmate does not comply the inmate will be extracted with force in compliance with the provisions of this policy and policy #3.1.21: Use of Force, and #3.2.15: Use of Chemical Agent. The Supervisor in Charge will brief the CERT members as follows:
 - a. Is it a one or two inmate extraction?
 - c. What is the final destination of the inmate that will be extracted?
 - a. what is the immediate danger pose by the inmate and the precaution to be taken?
 - b. Are there any potential for injury to staff and/or inmate?
 - c. What is to happen to an uninvolved inmate in the same cell?
4. The Supervisor will direct the camera operator to continuously videotape the team briefing and actions, including the names and ranks of Correctional Officers involved in the cell extraction.
5. The Supervisor in charge, the medical staff, and the CERT members will proceed to the inmate's location. The Team members will line up in front of the cell in the pre-planned configuration. by number according to the following scheme:
 - a. CERT Member #1: Shield officer
 - b. CERT Member #2: Left side, Upper Quadrant Officer
 - c. CERT Member #3: Right side, Upper Quadrant Officer
 - d. CERT Member #4: Left Side, Lower Quadrant Officer
 - e. CERT Member #5: Right side, Lower Quadrant Officer
 - f. CERT Member #6: Video Camera Operator
6. Prior to authorizing CERT members to enter the cell, the Supervisor will give the inmate one last opportunity to comply with the directive/order. If the inmate does not comply, the Supervisor has two options:

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- a. If medical staff verifies that inmate has no medical condition that might be provoked by use of pepper spray, the supervisor will spray enough dose of the chemical agent on inmate and/or inside the cell and allow at least 2 minutes observing inmate reaction. Staff must guard against becoming affected by the pepper spray:
 - i) If the inmate gave-up at this time, inmate will be ordered to place their hands behind the back to be handcuffed. Once hand cuffed, inmate is safely extracted without further use of force.
 - ii) If the inmate absorbs the Pepper Spray and remains combative, the Supervisor will direct the Housing Unit Officer at the workstation control panel to electronically unlock the inmate's cell door and, the Supervisor will:
 - (a) Hold the door open for the CERT members to enter, and
 - (b) Direct the CERT members to go into the cell and extract the inmate.
 - b. If record shows that the inmate has some medical condition that could be aggravated by use of pepper spray, the Supervisor will not use the chemical agent on the inmate. The Supervisor will direct the CERT members to enter the cell and safely extract the inmate.
7. When the order is given to go into the cell, the shield officer (1) is the first through the door and the others follow in the order of their position i.e., 1, 2, 3, 4, 5. The #6, Video Camera Officer will position as close enough to the cell to capture everything that's going on including officers' action and inmate's reaction.
 8. The officers will push each other forward onto the shield officer so that the collective weight of the officers pushes the inmate back and pins the inmate with the shield.
 9. When the inmate is pinned the officers immediately break off to their respective quadrants as previously briefed.
 10. The two upper-body officers (2 & 3) will go for the hands and arms. The two lower-body officers (4& 5) will go for the inmate's legs and pull them out so the inmate can be placed in a prone position on the cell floor.
 11. The shield officer will continue to pin the inmate and follow the inmate to the floor, keeping the inmate confined under the shield.

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12. Once the inmate is restrained, the shield officer will pass the shield to the Supervisor outside the cell. The shield officer will then restrain the inmate's head.
13. The Quadrant Officers will apply restraints to the inmate's arms (handcuffs) and legs (leg irons) as necessary to restrict the inmate's movement.
14. The Team will remove the restrained inmate from the cell and allows Medical Staff to examine the inmate for any injuries sustained during the extraction.
15. The Team will steer the inmate to the location identified during the Team's briefing by grasping under the upper arm of the inmate and steer the inmate to the location.
16. If the inmate resists the Team by refusing to walk or become un-cooperative, the Team will carry the inmate in a face-down prone position by grasping under both upper arms and both thighs to the appropriate location and take the inmate to prior designated place.
17. Where two inmates are housed in one cell and if both inmates must be cell extracted, the Supervisor in charge of the extraction team will first spray enough dose of pepper spray on the inmates and/or inside the cell and allow at least 2 minutes or more time for the spray to take effect prior to directing the CERT members to enter the cell. Additional staff will be required if more than one inmate is to be extracted from the cell.

C. Video Recording

1. All cell extractions will be video recorded beginning from the briefing of CERT members to final execution, by a staff trained in video operation. The camera operator will utilize a hand-held Camcorder issued by the Division for the video taping. The Shift Supervisor/Area Supervisor will issue extra battery to the Camera Operator to ensure taping until all activity stops. The Camera Officer will focus the video on the inmate and the officers to ensure to capture every move to extract the inmate from the cell.
2. Where feasible, the Shift Supervisor/Area Supervisor will instruct the Master Control Officer at **MSI** or the control Center Officer at **CJC** to remote into the unit area of the inmate extraction and records the incident to back up the hand-held Video Camcorder recording.
3. The camera operator will identify itself in the camera and states date, time, and location of the recording.

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4. The Camera Operator will continuously operate and focus the camera on the central point of action avoiding any obstruction of view.
5. All breaks in recording of the incident will require reintroduction of the recorder, date, time, location, and reason for and duration of the break in recording.
6. All movement within the facility where the inmate is taken to, in conjunction with all actions directly related to the Cell extraction (use of force incident) will be recorded.
7. The video recording will be properly labeled to include the facility, the location, date, time, subject of the recording, and identity of the operator.
8. The original recording is considered physical evidence and will be treated accordingly.
9. The original tape will be forwarded to the Chief of Security by the Shift Supervisor/Area Supervisor and will be properly secured for a minimum of five years.
10. Any movement, relocation or disposal of the original recording will be authorized only by the Commissioner/designee.
11. The original recording will be numbered as #1 and copies will be sequentially numbered. The Chief of Security will account for all recordings.

D. Cell Extraction Follow-Up

1. A written incident report will be submitted by all participating employees no later than the end of the shift prior to exiting the facility unless an “incapacitating injury” prevented the submission of the report on the same day. The Area supervisor/Shift Supervisor will submit appropriate report. The staff that is incapacitated must submit Incident Report upon release from hospital.
2. All staff involved will complete a detailed Incident Report describing what happened and their participatory roll in the incident.
3. The supervisor not directly involved in supervising the incident will investigate the incident and obtain witness statements from all witnesses and participants.
4. The Supervisor directly in charge of the cell extraction team will submit Incident Report as a participant in the order to cell extract the inmate.

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5. The Shift Supervisor/Area Supervisor will conduct a debriefing with all staff involved in the cell extraction. This will include a viewing of the recording of the incident. The debriefing will take place once after appropriate reports have been submitted.
6. The Chief of Security will review the video recording and present all reports concerning the incident to the Detention Center Superintendent who reports to the Commissioner.
7. The Detention Center Superintendent will review the recorded video and may do so with the Chief of Security and/or the Investigators to make sure policy and procedures were followed.
8. The Commissioner/designee may order for independent investigation of any breach of policy and procedures that occurred during the cell extraction process.