



RESOLUTION NUMBER: 2024-41

Revising the Roosevelt County Detention Center Policies and Procedures Manual

WHEREAS, Roosevelt County operates and maintains an Adult Detention Center;

AND WHEREAS, the mission of the Roosevelt County Detention Center is to insure the safety of the public by providing a safe, secure and humane environment for all inmates lawfully placed in the custody of Roosevelt County by the Courts and to provide excellent customer service to the public and all participating agencies;

AND WHEREAS, Roosevelt County has implemented Detention Center Policies and Procedures which are current and reflect contemporary standards adopted by the American Correctional Association Standards for Adult Local Detention Facilities (4th Edition), the New Mexico Local Government Accreditation Program and the Adult Detention Professional Standards, (1st Edition), and the New Mexico Association of Counties Detention Accreditation Program;

AND WHEREAS the Adult County Detention Center Policy and Procedures Manual has implemented policies and procedures relating to administration, personnel, and staff development, security and control, safety and sanitation, inmate programs, which contains post-orders, as well as building schedules and operational schedules, inmate handbook;

AND WHEREAS, all portions of the policy, as originally adopted shall remain unchanged;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ROOSEVELT COUNTY, NEW MEXICO that the Roosevelt County Detentions Center Policy is hereby approved based upon the annual review and with no substantial changes from the prior adoption.

PASSED, APPROVED, and ADOPTED on this 3rd day of December, 2024 by the Board of Roosevelt County Commissioners in an open meeting in Portales, New Mexico.

BODY OF COUNTY COMMISSIONERS ROOSEVELT COUNTY, NEW MEXICO

ATTEST:

Mandi M. Park, County Clerk

Signatures and votes of Tina Dixon, Roy Lee Criswell, Dennis Lopez, Rodney Savage, and Paul Grider.



ROOSEVELT COUNTY DETENTION CENTER POLICY AND PROCEDURE

CHAPTER D: SECURITY AND CONTROL

SECTION 1: Response to Resistance and Aggression

Adopted July 2015

Revised Feb 2023

1. REFERENCES:

American Correctional Association Standards for Adult Local Detention Facilities. Fourth Edition. Standard: 4-ALDF-2B-01. New Mexico Local Government Accreditation Program, Adult Detention Professional Standards, Third Edition: SC-11, SC-14, SC-19.

2. POLICY:

The level of response to resistance and aggression to be used shall not be more than is reasonably necessary under the circumstances. The use of physical response shall be executed only when it is necessary to maintain or restore order and discipline for security on the premises of the Detention Center, including, but not limited to, instances of self-defense, defense of others, protection of security of the Detention Center and the prevention of escape.

A written report shall be prepared following each use of physical force and/or restraint and will be submitted through the chain of command to the Captain of the affected area.

All Detention Staff are required to receive annual training regarding use of force and restraints.

3. DEFINITIONS:

Response to Resistance and Aggression- amount of effort required by officers to compel compliance by an unwilling detainee.

4. PROCEDURE: A. SECURITY AND CONTROL

- A. Detention officers shall use force only when necessary and fully justified by the circumstances. Officers are not to be restricted in the lawful discharge of their duties and they have a duty to use reasonable force when the necessity exists. However, detention officers shall refrain from using unnecessary force in the performance of their duty, and must not strike, shove, or push a detainee or any other person except when necessary in self-defense, the defense of others, to prevent damage to the facility, or to prevent a detainee from injuring his or herself.
- B. An officer must be firm in exercising the means to properly perform his/her duty, and shall employ defensive and control techniques. Officers are required to make every effort to lawfully perform their duties when resistance is encountered.
- C. No weapons of any kind will be carried inside the detention center unless authorized by the Detention Administrator for special circumstances.
- D. Frequently, detention officers encounter situations involving physical resistance by a detainee or are targets of physical attack while conducting their duties. These situations normally can be handled with



verbal communication, physical handling, or come along holds. Physical response may only be used to subdue or restrain a combative detainee, and then just enough of a response to restrain the detainee.

- 1). Detention officers shall never use a choke hold on a detainee unless they believe their life is in jeopardy.
 - 2). Detention officers shall not deliberately push, shove, bite, trip or otherwise cause a detainee to fall on the floors, walls or any object which could cause injury except where any officer or person is attacked and such action would be necessary to protect themselves or a third party from injury.
- E. All detention officers using physical response and the detainee(s) against whom response was used will receive medical attention immediately. If a detainee is still agitated and medical staff is unable to perform a complete and thorough exam, medical staff will do a visual assessment and a report will be submitted to the shift supervisor.
- F. The escalation of response stops once compliance starts.
- G. **"Hogtying" is strictly prohibited.**

5. PROCEDURE: B. EXCESSIVE OR UNJUSTIFIABLE RESPONSE TO RESISTANCE AND AGGRESSION

- A. If there is a question as to the justification for a response to resistance and aggression, the Detention Administrator will conduct an internal investigation
- B. If the internal investigation reveals Policy was not followed or an excessive response is suspected, the Detention Administrator will request outside law enforcement to investigate.
- C. If the investigation determines that the response to resistance and aggression was not justifiable, the Detention Administrator will take disciplinary action.

6. PROCEDURE: C. LEVELS OF RESPONSE

- A. Continuum of Response is a matrix of the response to resistance and aggression practiced by the Detention Center:

Continuum of Response				
Levels of Response		Method of Response	Level of Resistance	Threat
I	Presence Verbal Communication	Display of Force, Body Language/Demeanor, Identification of Authority Direct Order, Questions, Persuasion	None	Complying
II	Physical Handling	Escort Position, Directional Contact	Verbal	Undecided
III	Physical Control	Taser CEW, pin shield, MK4, MK 21, MK 46, Mechanical Restraints, Controlled Force, Pepper Ball, Therapeutic Chair	Static Active Ominous	RESISTIVE
IV	Deadly	Any force readily capable of causing death or serious physical injury	Lethal	

B. Levels of Response:

20242734 12/03/2024 12:38:35 PM
 Page: 3 of 7 Fee: 0 RES
 Mandi M. Park, Roosevelt Co., Clk., Roosevelt, NM

- a. Presence Verbal Communication is the first level of response.
 - i. This is the officer's physical presence on the scene and the issuance of a lawful order.
- b. Physical Handling is the second level of force.
 - i. All employees will refrain from one-on-one confrontations with detainees that may result in physical confrontation (whenever possible).
 - ii. A call for "back-up" may be all that is necessary to manage an unruly detainee. The following levels of force are authorized under the described circumstances:
 - iii. When physical force and handling of detainees is necessary, officers will use only the minimal force necessary to obtain compliance and to maintain discipline or restore order.
 - iv. Whenever possible the Detention Center will practice a minimum 2:1 ratio when engaging one detainee, 3:2 ratios when engaging two detainees.
 - v. The second level of response may be an assisted escort or directional contact.
- c. Physical control is the third level of response.
 - i. This may be introduced as one or a combination of the following options. Use of Taser CEW (Conducted Electrical Weapons) as Policy and training allows. Use of the pin shield as Policy and training allows. Use of OC gas as Policy and training allows. Mechanical restraints as Policy and training allows, Controlled Force system as Policy and training allows.
- d. Deadly Force is the fourth level of response.
 - i. Deadly response shall only be used in situations where it is necessary for the protection of life, either that of the officer or another.
 - ii. The officer needs to have a reasonable belief there is an imminent danger of death or great bodily harm before deploying deadly response.
- e. Deadly Response is defined as any response that is likely to cause death or serious bodily harm.
 - i. In the event where the response to resistance and aggression includes the use of a firearm, the Officer will immediately notify Master Control.
 1. Master Control will advise the Shift Lieutenant who, in return, will notify the Detention Administrator.
 2. The Detention Administrator will inform the County Manager and appropriate law enforcement agency.
 - ii. Officers are authorized to use deadly response only when necessary to protect the Officer or others from what is reasonably believed to be an immediate threat of death or great bodily harm.
 - iii. Deadly response is to be used when all other means have been exhausted and only as a last resort. Whenever possible the Detention Administrator shall be notified before deadly response is exercised.
 - iv. Whenever possible and if it doesn't endanger the life or safety of others, a verbal warning will be given prior to engaging in the use of deadly response.
 - v. All officers involved in a deadly response incident may be placed on Administrative Leave pending investigation by the facility and other law enforcement agencies.
 - vi. When deadly response is used, when order has been restored and is being maintained, each Officer involved will immediately turn over their weapon to one of the following:
 1. Shift Lieutenant or Detention Administrator.
 2. Law Enforcement Agency with jurisdiction over the area in which the response was exercised
- f. Physical handling without response to resistance and aggression, for purposes of this Policy is defined as the need to place hands on a detainee to escort, move, or passively subdue a detainee for continuous safety. This is considered a Level 2 response to resistance and aggression and a report for Use of Response to Resistance and Aggression is not required.
- g. Anytime that Response to resistance and aggression of any type is necessary against detainees, medical staff will evaluate the detainee to clear the detainee of medical issues or to assess if additional medical care is needed. Additional medical care shall be addressed according to



medical care Policy.

- i. Physical handling may be the end result from response to resistance and aggression.
- ii. Physical handling will require a report and will be logged into the response to resistance and aggression tab, but distinguished as "physical handling" for safety.
- iii. When physical handling is the end result of response to resistance and aggression, the initial use of force report shall complete the supervisor's obligation for documentation

7. PROCEDURE: D. NOTIFICATION AND REPORT ON THE RESPONSE TO RESISTANCE AND AGGRESSION

- A. Anytime detention officers use a physical response, they will submit a written incident report to the shift sergeant on duty before going off duty. This report will include:
 - a. A detailed description of the incident.
 - b. Justification for the response to resistance and aggression.
 - c. Any impairment or injury caused by the use of a physical response.
 - d. Any other immediate action taken by the staff member using a physical response (such as medical attention, etc.).
 - e. Names of other staff members who participated in the response to resistance and aggression.
 - f. Names of witnesses to the incident, including other detainees.
- B. The supervisor will review all reports submitted for accuracy, and will then record a response to resistance and aggression report. The report shall include:
 - a. Name of detainee(s) and ID #'s
 - b. Date and time the response was used.
 - c. Specific location.
 - d. Medical report on detainees and staff.
 - e. Use of restraints or chemical agents.
 - f. Officer's reports and medical reports will be stapled to the supervisory summary and be submitted to the Administrator before going off duty.
 - g. There may be special circumstances under which reports cannot be submitted before the end of the shift. The Lieutenant must approve submission of late reports.
- C. At the conclusion of a response to resistance and aggression incident, the supervisor in charge of the incident shall conduct a preliminary debriefing with staff involved. The debrief shall include;
 - a. Lessons learned.
 - b. Identifying any injuries to staff, contractors, volunteers, and detainees.
 - c. What the cause of the response to resistance and aggression?
 - d. What was done to restore/maintain order?
 - e. Could anything have been done differently or better to achieve a better outcome?
 - f. Whenever prudent, positive re-enforcements to staff involved.

8. PROCEDURE: E. VIDEO RECORDING OF PLANNED RESPONSE TO RESISTANCE AND AGGRESSION

Planned Responses to Resistance and Aggression - this occurs when there is no immediate danger of the detainee inflicting injury or harm on themselves or others, and when the staff has time to plan a response to the situation.

GENERAL GUIDELINES:

- A. Anytime there is a planned response to resistance and aggression, the entire process must be videotaped; including the introduction of all participants and anyone participating in the confrontational avoidance process.



- B. An appropriate number of staff will be available at all times during an emergency situation. At a minimum, all supervisors will be trained on the use of a video camera and the video documentation process.
- C. Officers will be wearing PPE, extraction gear.

VIDEO DOCUMENTATION:

- A. All efforts at confrontational avoidance should be exhausted before any planned use of force. All efforts at confrontational avoidance will be videotaped.
- B. The video recording will begin with an introduction by the use of force team leader. The introduction will include:
 - a. Information about the facility
 - b. Time
 - c. Date
 - d. Location
 - e. An explanation of the detainee's actions which caused staff to consider a planned use of force response.
 - f. The use of force team leader will introduce the video camera operator and all team members and any other staff present at the time.
- B. The team leader will explain to the detainee that failure to comply immediately will result in the use of force procedures being carried out.
- C. Once the order for the use of force is given, the video recording shall run continually until the use of force is concluded.
 - a. The continuous filming will include the detainee being placed in restraints.
 - b. Medical staff performing the medical examination of the detainee including an oral description of any injuries.
 - c. Close up shots of the detainee's body will be made to record the presence or absence of injuries.
- D. All aspects of the response to resistance and aggression situation shall be discussed during the debriefing. All video recordings will be properly cataloged and preserved for at least three years.
- E. In the event of litigation, the videotape shall be retained while the matter is pending and retained for six months after any decision or final action.
- F. Media used to record the response to resistance and aggression will be labeled with the date, time, name(s) of detainee(s) involved (if room is available on the media), location, and name of the video camera operator.
- G. Video recordings will be turned into the Lieutenant, or designee, as part of the supervisor's response to resistance and aggression summary.
- H. The next working day, the Administrator and appropriate supervisors will meet for a review of the incident and to assess the reasonableness of the actions taken.
- I. Video recordings will also be utilized as a tool for training officers on proper procedures and tactics.

9. PROCEDURE: F. RESPONSE TO RESISTANCE AND AGGRESSION REVIEW COMMITTEE:

- A. A review of Response to Resistance and Aggression committee will convene in the following circumstances:
 - a. Injury to a detainee,
 - b. Injury to an officer,
 - c. Property damage,
 - d. Multiple detainee involvement or,
 - e. Anything else the unit manager may deem to be out of the ordinary or that may need further review.
 - f. The committee will review Policy compliance, and critique the incident to help guide future incidents.



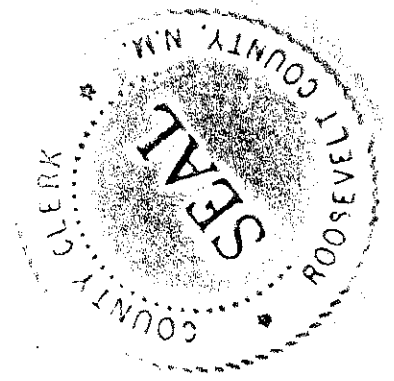
- g. The committee will consist of the Detention Administrator, Shift Lieutenant, Shift Sergeant, and Compliance Auditor.

10. PROCEDURE: G. TRAINING ON THE RESPONSE TO RESISTANCE AND AGGRESSION

- A. The facility requires that detention personnel are trained approved methods of applying physical responses to control detainees when necessary. The Administrator will make sure that every officer is trained in self-defense and the policy and procedures on the response to resistance and aggression.
- h. All personnel authorized to use chemical agents receive annual training in their use and in the treatment of individuals exposed to a chemical agent.
 - i. All personnel authorized to use Taser CEW receive annual training in their use and in the treatment of individuals exposed to a Taser CEW.
 - j. All personnel authorized to use the therapeutic chair receive annual training in their use and in the treatment of individuals exposed to a therapeutic chair.
 - k. All personnel authorized to use pepperball launchers receive annual training in their use and in the treatment of individuals exposed to a pepperball launcher.
 - l. All personnel authorized to use mechanical restraints receive annual training in their use and in the treatment of individuals exposed to a mechanical restraint.
- B. Supervisors are expected to make decisions based on their training, experience, Policy, and needs of the developing circumstances.
- C. Supervisors not comfortable with the training they have received are to request additional training as soon as possible.

SK

20242734 12/03/2024 12:38:35 PM
Page: 7 of 7 Fee: 0 RES
Mandi M. Park, Roosevelt Co. Clk., Roosevelt, NM



Detention Administrator

Shayla Ramsey

Date