

## CIVIL DISTURBANCE PLANNING

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-4-008, dated 03/06/14
- FORMS:** None
- PURPOSE:** To provide staff with information which summarizes the process that will be utilized in the event of a major civil disturbance.

### I. GENERAL INFORMATION

In the event of a large-scale civil disturbance, it is imperative that the Probation Department maintain a timely and efficient communication network to enhance the safety of staff and those in our custody or under our supervision.

### II. PROCEDURE

#### A. Administrative Leadership

1. The Chief Probation Officer or designated Chief Deputy Probation Officer (CDPO) will maintain contact with the presiding judges, Chairman of the Board, CEO, and administrators of all major affected criminal justice agencies for the purposes of activity coordination and information sharing.
2. The Department's Emergency Operations Center (EOC) will be located in the [REDACTED] the SBC line will also serve as a hot line for department personnel. If the County's OCTNET telephones are not operational, contact will be available through the Emergency Recovery Telephone Network (ERT-NET) - [REDACTED] (The Red Phone)

#### B. Information Bulletins

The CDPO of the Field Operations Bureau will be responsible for coordination of the following activities:

1. Implement an in-house hot line to provide staff with daily informational bulletins regarding critical issues. The use of a voice message system with updated recorded information will be utilized to most effectively and efficiently make current data available to staff.
2. Distribution of written bulletins will be made to each Probation work location for posting and circulation to staff. The announcements will be numbered and date-stamped to designate the current status and will have a date when the bulletin is to be removed from the posted location.

C. Coordination with Collateral Agencies

1. Direct information coordination will be established with the Sheriff's Department and other pertinent law enforcement agencies, as indicated by the instant situation.
2. If the need arises, the request can be made to activate the Operational Area Mutual Aid Plan. This request will be made to the Geographical Coordinating Area Agency. Orange County Probation falls under Area B and the coordinating agency for Area B is Santa Ana Police Department (SAPD). The mutual aid contacts at SAPD are Commander K. Gominsky and Sgt. K. Blake. Their contact number is (714) 245-8040 and the SAPD Watch Commander phone number is (714) 245-8700.
3. Collateral agency contact will also be established with the District Attorney, Department of Juvenile Justice (DJJ), California Department of Corrections and Rehabilitation (CDCR), and other probation departments as deemed appropriate.
4. Ongoing communication also will be centrally maintained by the Administrative & Fiscal Division and the Professional Standards Division with the County Emergency Operation Center to remain abreast of the situation's status and any new developments related to that office's operations.

D. Additional Available Measures/Actions to be Taken

1. Field Services:

Primary attention must be given to the safety of staff and the security of each office. Common sense, professional judgment and existing safety and security measures utilized by staff in routine operational activities will continue to be key factors in operations during any civil disturbance. Additionally, custody vehicles should continue to be housed at secure locations during hours when offices are closed. Standard office alarm systems are to remain activated during nonworking hours, as is currently the practice, and case files are to remain secured in locked file cabinets. Supervisory staff are to ensure case files of officers on vacation also are removed from the office setting during nonworking hours throughout the civil disturbance alert. The Director and supervisory staff of each Field Operations work location will advise the respective law enforcement agency of the area of the need for additional patrol activities and/or the potential for expedited response to that location should assistance be required. Small equipment should be put inside desk drawers or cabinets; large equipment (copiers, computers, printers, fax machines, etc.) covered with plastic and disks put in drawers and cabinets.

2. **Facilities:**

Internal and external security may be added to strengthen safety and security measures at each facility, as determined by the CDPO of the **Juvenile Facilities Bureau**. A plan will be established to deploy personnel from throughout the Department to provide staff backup as needed.

Consideration will be given to relocate **youths** to state or other County facilities if necessary and possibly to provide bed space for an increased volume of referrals.

3. Staff Services:

Personnel from the Operations Support Bureau may be deployed throughout the Department to provide staff support. Administrative & Fiscal Division, Research Division, and Information Technology Division staff will also perform work to record crisis-related costs for submission for federal reimbursement.

**REFERENCES:**

Civil Disturbance Plan  
Disaster Plan/Emergency Staff Procedure  
Emergency Evacuation Procedures  
Emergency Procedures Manual - Site Specific on ProbNet

M. Redwood

**APPROVED BY:**