



OFFICE OF  
**INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

July 17, 2014

Memorandum

To: Doug Glenn  
Director of Office of Financial Management

Attention: Eric Eisenstein  
Division Chief, Internal Control and Audit Follow-up  
Office of Financial Management

From: Michael P. Colombo   
Western Regional Manager for Audits, Inspections, and Evaluations

Subject: Referral of Inspection Report, "National Park Service Lockup Facility  
Management"  
Report No. WR-IS-NPS-0001-2014  
May 2014

In accordance with the Departmental Manual (361 DM 1), we are referring the subject report Recommendations 6 and 7 to you for tracking of implementation. Based on the National Park Service's July 7, 2014 response (Attachment 1) to our final report (Attachment 2), we consider Recommendations 1-5 to be resolved and implemented and Recommendations 6 (Yosemite National Park) and 7 (Yosemite and Yellowstone National Parks) to be resolved but not yet implemented.

In their July 2014 response, Yosemite National Park and Yellowstone National Park concurred with our recommendations. The officials responsible for implementing the recommendations and the target implementation dates for each recommendation are as follows:

Yosemite National Park		
Recommendation	Responsible Official	Target Implementation Date
6	Michael Stansberry, Deputy Chief Ranger	October 1, 2014
7	NPS Washington Office – Law Enforcement Security and Emergency Services	Date needs to be provided

<b>Yellowstone National Park</b>		
<b>Recommendation</b>	<b>Responsible Official</b>	<b>Target Implementation Date</b>
7	NPS Washington Office – Law Enforcement Security and Emergency Services	Date needs to be provided

If you have any questions regarding this referral, please contact me at 916-978-5653.

Attachments (2)

cc: Nancy Thomas, Liaison Officer, Office of Financial Management  
 Sharon Blake, Liaison Officer, Office of Financial Management  
 Vera Washington, Liaison Officer, National Park Service



# United States Department of the Interior

## NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, D.C. 20240

Memorandum

JUL 7 2014

To: Assistant Inspector General for Audits, Inspection and Evaluations

From: Director *Anne S. Gerwin*

Subject: National Park Service Response to: Office of Inspector General Inspection Report entitled: National Park Service Lockup Facility Management Report (Report No. WR-IS-NPS-0001-2014)

The Office of Inspector General (OIG) inspected lockup facility operations at Yellowstone and Yosemite National Parks, November and December of 2013. As part of the inspection, OIG evaluated both parks' compliance with the Departmental Manual section titled "Operations of Detention Facilities," and the National Park Service (NPS) Law Enforcement Reference Manual 9 (Reference Manual) section on the use of closed-circuit television (CCTV) in lockup facilities.

Please review the actions the National Park Service will take or has taken to address the OIG's recommendations.

If you should have questions or need additional information, please contact Vera Washington, NPS Audit Liaison Officer, at (202) 354-1960, Dan Wenk, Superintendent Yellowstone National Park, at (307) 344-2002 or Michael Stansberry, Deputy Chief Ranger, Yosemite National Park, at (209) 372-0520.

### Attachments

1. Yellowstone National Park Jail Operating Procedures
2. Yosemite National Park Standard Operation Procedures

***Yosemite National Park has thoroughly reviewed the Office of Inspector General (OIG) Inspection Report entitled: "National Park Service Lockup Facility Management." The law enforcement staff of Yosemite National Park welcomes the findings of the OIG inspection as an opportunity to improve the operations of the park's holding facility.***

1. *Require the lockup facilities are staffed by on-site detention officers and that inmates are observed as often as is required by departmental policy.*

Yosemite National Park Holding Facility is staffed by commissioned personnel whenever anyone is in custody. Prisoners are monitored via closed-circuit television (CCTV) from the office which is attached to the Holding Facility. The two are in close enough proximity that activity occurring within the Holding Facility can be heard from the office and the CCTV, which is used as a secondary resource for monitoring. Staff members walk back into the holding facility on an irregular basis (every 15-30 minutes per departmental policy) to check on the status of individuals in custody.

Target date: immediately. Responsible Official: Deputy Chief Ranger, Michael Stansberry

2. *Require that both parks begin to annually inspect their lockup facility operations, program, equipment and facilities.*

Yosemite has drafted a policy that establishes the requirement for annual inspection of the Holding Facility, operations, program and equipment (attached).

Target date: immediately. Responsible Official: Deputy Chief Ranger, Michael Stansberry

3. *Require both parks develop emergency plans.*

Yosemite has created all recommended emergency plans (attached).

RM-9, Chapter 11 – Management of Use of Deadly Force Incident is the policy that addresses in-custody deaths.

Target Date: immediately. Responsible Official: Deputy Chief Ranger, Michael Stansberry

4. *Require that both parks develop and exercise evacuation plans.*

Yosemite has created an evacuation plan (attached) and will exercise them annually.

Target Date: immediately. Responsible Official: Deputy Chief Ranger, Michael Stansberry

5. *Require that detention officers responsible for the care of inmates monitor Closed-Circuit TV (CCTV) at Yellowstone.*

No action for Yosemite

6. *Increase Yosemite's CCTV video capability to six months.*

Yosemite has contacted the manufacture of the park's CCTV system. The current software is at its maximum recording capability. The company is unable to provide any additional hard drive to increase recording capability. Staff is researching a new system that will allow Yosemite to archive video for up to six months.

*Target date: October 1, 2014.* Responsible Official: Deputy Chief, Michael Stansberry

7. WASO-Law Enforcement Security and Emergency Services will provide policy updates to the field to include distribution of Departmental Manual and Reference Manual updates. The annual assurance statement will verify compliance with agency policy.

***The National Park Service is in receipt of OIG Inspection Report – National Park Service Lockup Facility Management Report No. WR-IS-NPS-0001-2014 dated May 8, 2014. Yellowstone National Park management staff has reviewed the recommendations contained in the report and submit the following responses:***

1. *Require the lockup facilities are staffed by on-site detention officers and that inmates are observed as often as is required by departmental policy.*

Yellowstone National Park addressed this recommendation upon receipt of the January 13, 2014 Management Advisory. Commissioned rangers monitor subjects via CCTV and conduct on-site checks on schedule that complies with Departmental policy. Additionally, the park public safety dispatchers also monitor subjects via CCTV from the park Communication Center.

Target date: completed (June 13, 2014). Responsible Official: Tim Reid, Chief Ranger

2. *Require that both parks begin to annually inspect their lockup facility operations, program, equipment and facilities.*

Yellowstone National Park will conduct annual third party inspections of the park lockup facility. Yellowstone has an established relationship with the United States Marshals Service (USMS) for the District of Wyoming and will utilize them for annual third party inspections of the lockup facility operation. On-site inspections for fire and safety have already been conducted by the Yellowstone Deputy Structural Fire Chief and Yellowstone Risk Manager and will continue on an annual cycle.

Target date: Next inspection by USMS is November 2014. Responsible Official: Jesse Pike, Acting Yellowstone Lockup Facility Supervisor

3. *Require both parks develop emergency plans.*

Yellowstone National Park is in the process of refining a full suite of emergency plans. A draft version of these emergency plans has been developed. Lockup facility staff are required to review, train and drill on the plans.

Target Date: Already implemented- plans are being reviewed and revised as needed.  
Responsible Official: Jesse Pike, Acting Yellowstone Lockup Facility Supervisor

4. *Require that both parks develop and exercise evacuation plans.*

Yellowstone National Park is in the process of finalizing evacuation plans and associated evacuation exercises and schedule. A draft emergency evacuation plan has been developed in conjunction with the Yellowstone National Park Structural Fire Department. Emergency evacuation drills will be conducted on a quarterly basis in conjunction with appropriate Yellowstone National Park Emergency Services personnel.

Target Date: Tentatively scheduled for June 2014. Responsible Official: Jesse Pike, Acting Yellowstone Lockup Facility Supervisor.

5. *Require that detention officers responsible for the care of inmates monitor Closed-Circuit TV (CCTV) at Yellowstone.*

Yellowstone National Park addressed this recommendation upon receipt of the January 13, 2014, Management Advisory. Currently the lockup facility is monitored via CCTV by dispatchers in the Yellowstone Communication Center with commissioned rangers physically located in a room immediately adjacent to the holding cells whenever a subject is in custody. As an interim step, until infrastructure improvements are completed, the door between the two rooms remains open so that rangers are able to easily hear and see activities occurring in the holding cell area. Commissioned rangers physically check on subjects at least every half hour. Infrastructure adaptations to the lockup facility supporting on-site CCTV monitoring by detention staff..

Target Date: completed (June 13, 2014) Responsible Official: Tim Reid, Chief Ranger

6. *Increase Yosemite's CCTV video archive capability to six months.*

Not Applicable to Yellowstone National Park.

7. *Take the necessary steps to comply with the revised Departmental Manual once it is finalized.*

WASO-Law Enforcement Security and Emergency Services will provide policy updates to the field to include distribution of Departmental Manual and Reference Manual updates. The annual assurance statement will verify compliance with agency policy.



**Yellowstone National  
Park**  
Division of Resource  
Management and Visitor  
Protection



TITLE/SUBJECT <b>Jail Operations</b>	ATTACHMENTS	<b>INDEX</b> <b>HRHF-4</b>
Approved  Chief Ranger,      Date	AMENDS: All previous  REVISION DATE:  May, 2014	<b>CROSS INDEX</b> All YELL ROPs, YELL Structural Fire SOPs YELL EMS Protocols

**Yellowstone National Park Jail Operating Procedures**

**I. Authority**

16 U.S.C. 1a-6 (General Authorities Act)  
RM-9  
DOI Departmental Manual Part 446 Chapter 6

**II. Objective Statement and Background:**

The purpose of this document is to establish standard procedures for booking, holding, managing, transporting and releasing prisoners held in the Yellowstone National Park Jail.

The Yellowstone National Park Jail has been in use since 1911 and serves as the primary holding facility for all individuals arrested in Yellowstone National Park. The Jail also houses individuals who have been remanded by the US Magistrate Court into the custody of the US Marshals Service. The facility may also be used for temporarily holding prisoners from other federal, state, county and local agencies. The facility has controlled access and can house a maximum of eight prisoners. There is separate cell designed to hold female inmates or juveniles away from sight of male prisoners.

When there is a prisoner in the facility the jail is monitored around the clock by onsite Law Enforcement Officers. The commissioned rangers monitor the entire jail facility via CCTV and conduct intrafacility visual inspections of the prisoners at regular intervals, not to exceed 30 minutes. The entire facility is also monitored via CCTV by dispatchers in the Yellowstone Communications Center.



### III. Operating Procedures

- I. **Persons Allowed in Booking Facility:** Only NPS law enforcement rangers and law enforcement officers from other agencies are allowed inside the Yellowstone National Park Jail booking room, cell block, or shower/toilet room when prisoners are present. Exceptions may be made on a case by case basis for maintenance or other administrative reasons. All non NPS Law Enforcement personnel must be accompanied by a commissioned NPS Law Enforcement Ranger or Special Agent.
- II. Prisoners are not allowed to have visitors. If a prisoner needs to meet with their attorney, arrangements may be made to transport the prisoner to the Yellowstone Justice Center where he/she can meet with their attorney in a secure environment.
- III. **Defensive Equipment**  
Firearms, edged weapons and impact weapons, are not permitted inside the jail when prisoners are present, and will be stored in the equipment lockers. Locker keys will be retained by the individual ranger.
- IV. **Movement and Transport of Prisoners**
  1. Whenever possible, two rangers will be present when moving prisoners around, into or out of the jail facility.
  2. Prisoners will be handcuffed while being moved around, into or out of the jail facility.
  3. Handcuffs and other restraints will be applied and/or removed while inside the jail facility.
  4. Prisoners should be moved into the booking facility one at a time. Each prisoner will be booked and locked in a cell before additional prisoners are brought inside. Additional prisoners will be kept secured and guarded in either a transport vehicle or the first room in the jail facility.
  5. Cells and transport vehicles will be searched for contraband, weapons and damage immediately before and after being occupied by prisoners.
  6. All prisoners will be handcuffed during transport. Prisoners being transported to the Yellowstone Justice Center or another facility will be prepared for transport by placing them in belly chain handcuffs and leg irons, with both double locked. Prisoners will be secured by seat-belt in the rear caged portion of a patrol vehicle.

7. Transport of prisoners to the Yellowstone Justice Center and other facilities shall be by the most direct route under existing conditions. Dispatch shall be informed of the odometer readings to the 1/10<sup>th</sup> mile and the ranger's location at the beginning and end of the transport.

## V. Searching of Prisoners

1. Each prisoner brought into the jail facility will be searched while still handcuffed, and all property will be removed from their person. The prisoner's clothing pockets will be left turned inside out, and all belts and jewelry will be removed and stored with the prisoner's property. The prisoner's shoes and socks will be removed for inspection.
2. Appropriate universal precautions against communicable diseases and body fluids will be used when searching prisoners.
3. When possible, prisoners will be searched by rangers of the same gender, but searching will not be delayed to accomplish this.
4. Per DOI Departmental Manual 446 Chapter 6: "Manual or instrumental inspection of an arrestee's body cavities will be conducted only by medical personnel when there is a reason to do so and the inspection is authorized by the appropriate authority. Visual inspections of an arrestee's body cavities will be conducted only when there is reasonable belief that the arrestee is carrying contraband or other prohibited material. Visual inspections shall be conducted in private by an officer of the same sex."
  - a. Manual inspections of an arrestee's body cavities will not be performed by Yellowstone National Park Law Enforcement or Emergency Medical staff. If reason exists for a manual/instrumental inspection of an arrestee's body cavity, that individual will be transported to an appropriate medical facility for the procedure.
  - b. Visual searches of an arrestee's body cavity must be approved in advance by the appropriate authority.
  - c. Only rangers of the same sex as the prisoner will conduct visual inspection of an arrestee's body cavities.
  - d. Rangers of the opposite sex may be present in the booking area as cover officers, but must be out of view of the prisoner being strip-searched.
  - e. No other prisoners shall be present in the cells or booking area where a strip search is being conducted.

## VI. Prisoner Security

1. With the exception of prisoners being fingerprinted, and escorted to or from the shower cage or cell, all prisoners that are not locked in cells will remain handcuffed or otherwise controlled at all times.
2. Prisoners inside cells will be handcuffed before a solo ranger enters, except when prevented by emergencies.
3. Prisoners will be handcuffed prior to being removed from the cell.
4. A minimum of two rangers will be present while prisoners are being booked into the Yellowstone National Park Jail. If an uncooperative prisoner cannot be safely booked when they arrive at the jail they will be placed in a cell and booked at a later time. Prior to being placed in the jail cell the prisoner will be thoroughly searched and required to remove all street clothes with the exception of their underwear. A jump suit and footwear will be provided to the prisoner. Prisoners will not be released from the facility or appear before the court until they have been properly booked.

#### **VII. Separation of Prisoners**

1. Juvenile prisoners will be kept in a separate cell from adult prisoners at all times. Juveniles will be separated by sight and sound from adult prisoners to the extent possible. When the separation afforded by the booking facility is believed to be inadequate, arrangements will be made with another facility to properly house the subject.
2. Female prisoners will be kept in a separate cell from male prisoners at all times. Female prisoners will be separated by sight and sound from male prisoners to the extent possible. When the separation afforded by the booking facility is believed to be inadequate, arrangements will be made with another facility to properly house the subject.
3. Felony prisoners and misdemeanor prisoners will be kept in separate cells to the extent possible.
4. Prisoners under the influence of drugs and/or alcohol will be kept in separate cells from non-intoxicated prisoners to the extent possible.

#### **VIII. Booking Procedures – Addend Step by Step Booking Procedure**

1. Only one prisoner at a time will occupy the booking room. Prisoners that are awaiting booking will remain secure in the back of the patrol vehicle in which they were transported. A minimum of one Law Enforcement Officer will remain with the subject at all times. Once a prisoner has been completely

book or otherwise properly secured in a cell the next arrestee may be brought into the facility for booking.

2. Officers from other agencies using the Booking Facility will be responsible for booking and holding their prisoners. NPS Rangers may assist other agencies as staffing allows.

#### **IX. Prisoner Clothing**

Prisoners will not be allowed to remain in their own clothing with the exception of their underwear. As stated above, all prisoners will be provided with approved jail clothing and footwear.

#### **X. Prisoner Property**

1. All prisoner property will be removed from the prisoner, inventoried, and secured. Prisoners may keep their underwear and socks after being searched.
2. Any prohibited weapons or contraband found in the prisoner's property will be treated as evidence, and handled following normal evidence procedures.
3. Prisoners release will have their property returned to them upon release. Released prisoners will sign for receipt of their property on the "Receipt for Property".
4. The property of prisoners transported to other facilities or released to another agency will be signed for by the prisoner or the receiving officer.
5. Property in excess of what will accepted by a receiving agency may be dealt with in one of the following ways:
  - a. Secured in the prisoner's locked vehicle at the scene or at impound.
  - b. Turned over to a third party at the request of the prisoner.
  - c. Returned to the owner, if he/she is back in the park.
  - d. Mailed to the prisoner or his/her designee.
  - e. Stored in long-term evidence storage if there are no alternative options.

#### **XI. Prisoner Telephone Calls**

1. Prisoner telephone calls will be allowed when the booking process has been completed. If the prisoner interferes with the booking process, no phone calls

will be allowed until the prisoner cooperates and the booking process has been completed.

2. Prisoner telephone calls will be allowed only for the following purposes:
  - A. To arrange for cash bail.
  - B. To contact an attorney if appropriate.
  - C. To arrange for transportation after release.
  - D. To inform employer, spouse, etc. of the arrest.
3. A reasonable number of prisoner calls will be allowed. Calls will be kept as brief as possible, and will not be allowed to interfere with the prisoner's booking and transport, or with ongoing investigations.
4. All prisoner telephone calls will be logged in the local jail file. The date, time, phone number called and person called will be recorded.
5. A ranger will dial all telephone calls and will remain in the room for the duration of the call.
6. For operational security reasons prisoners will not be permitted to make phone calls immediately before being transferred to court or another facility. Prisoner transport information should not be disclosed to the subject until immediately before or during transport.

## **XII. Holding of Prisoners**

1. Prisoners will be held only for the amount of time required by law.
2. At least one ranger will remain on duty at the jail facility whenever prisoners are being held there.
3. All prisoners will be monitored by an onsite commissioned law enforcement officer via CCTV and by dispatchers in the Yellowstone Communications Center.
4. The ranger on duty at the jail facility will conduct an intrafacility check on the status of prisoners every fifteen to thirty minutes, on an irregular schedule.
5. Prisoners arrested by officers of other agencies or being held by the US Marshals Service will be monitored by commissioned NPS staff.

6. Prisoners will be provided with drinking water and access to toilets, both of which are available in each of the cells.
7. Prisoners will be served three adequate, nutritious meals per day, two of which are hot meals. The meals should be served at regular mealtimes during each 24-hour period. There should be no more than 14-hours between the evening meal and breakfast. Prisoners who require special meals due to physical ailments will be accommodated to meet these requirements. EDR hours to get meals are 0600-0830, 1030-1300, and 1630-1830. Outside of these hours, it *may* be possible to get cold meals.
8. Prisoners who need to take prescription medications in their possession will be provided with their medications by the on-duty ranger according to the directions on the medication. All medications provided will be documented with the date, time, medication name, and dose and administering officer in the jail file.

#### **XIII. Prisoner Release - Addend Step by Step Release Procedure**

1. Release of prisoners on cash bond (surety) or their own recognizance (non-surety) will follow established procedures.
2. Two rangers will be present when releasing prisoners.
3. Released prisoners are responsible for their own transportation, but may be transported by patrol vehicle to a local destination identified by the prisoner at the discretion of the ranger. In these situations, it is at the discretion of the transporting ranger if prisoners will be handcuffed. All prisoners will be transported in the back of a caged vehicle while traveling to the destination.
4. Adult prisoners who are under the influence of alcohol and/or drugs will be held until they are no longer under the influence. In cases of extreme impairment, appropriate transport to a medical facility should be considered.
5. Juvenile prisoners will only be released to a parent or guardian, and thus are not eligible for release on their own recognizance. If a parent or guardian cannot be located, the juvenile may be released to an appropriate agency.

#### **XIV. Emergencies in the Jail Facility**

1. Injured or Ill Prisoners
  - A. If a prisoner indicates that they are injured or ill, or who claims a need for medical attention, the on duty ranger will request an EMS response via the Yellowstone Communications Center.

- B. The Communications Center will dispatch the appropriate level of EMS response to the jail facility.
- C. Established Yellowstone National Park EMS protocols and procedures will be followed in treating and transporting ill/injured prisoners. This includes the administration of basic meds, for example: ibuprofen, Tylenol. (See section XII, H.)
- D. Whenever possible, it is preferable to have non-jailer EMS providers assess the patient/prisoner and determine the appropriate course of action.
- E. When entering an occupied cell a minimum of two rangers will enter to secure and help facilitate the assessment of an ill or injured prisoner. When possible a third ranger should remain outside the cell to provide cover. Prisoners may be brought to the booking room for medical evaluation.
- F. Other prisoners occupying the same cell as the ill/injured prisoner will be handcuffed and secured in another cell or a patrol vehicle before treating the ill/injured prisoner.
- G. The ill/injured prisoner may be handcuffed before assessment and treatment unless doing so would significantly interfere with necessary medical care.

## 2. Transporting Injured or Ill Prisoners

- A. At least one ranger will accompany the handcuffed prisoner in the ambulance during transport. At least two rangers should be involved in the transport. The second ranger may follow the ambulance in a patrol vehicle that is equipped to transport prisoners.
- B. At least one law enforcement ranger will remain with the prisoner while at the medical facility at all times.
- C. All injuries and illnesses sustained by the prisoner, claims for medical attention, and any treatment received or refused, shall be documented, including a notation of any injury, cuts, or bruises that are evident. Established Yellowstone EMS documentation protocols will be followed if patient care is given. All injuries sustained by the prisoner should be documented.
- D. Injured or ill prisoners who are treated at a medical facility must receive a written medical clearance from the facility before release or transported to the Yellowstone National Park Jail or other jail facility.

**XV. Fire Alarms and other emergencies requiring jail evacuation**

1. The on-duty jail facility ranger will immediately notify the Yellowstone Communications Center.
2. The Yellowstone Fire Department will be paged and additional Law Enforcement will be dispatched to the jail to assist with evacuation of prisoners.
3. All prisoners should be either secured with hands cuffed behind their back or in front using a transport belt before being let out of their cell and escorted out of the facility. Restraints should be applied via the port in the cell door.
4. If required, a minimum of two rangers will enter an occupied cell to remove prisoners, with a third ranger remaining outside the cell to provide assistance as needed.
5. Prisoners will be secured in handcuffs and leg irons if time and nature of the emergency allows.
6. Prisoners will be escorted out of the building using the exit via the booking room as the primary means of egress. The exit through the shower room and Ranger/Jailer Office may be used as a secondary means of emergency egress.
7. Prisoners will be held in the rear of a caged patrol vehicle until the jail is safe to reoccupy. As with in the jail, females and juveniles will not be secured in the same space as adult male prisoners.
8. All prisoners will be immediately searched once they are back in the jail and before they are put into a cell with the wrist and leg restraints removed.
9. Established Yellowstone National Park fire and emergency operations procedures will be followed.
10. Emergency evacuation drills of the jail facility will be conducted at least every three months. These drills will be documented as a training report using established procedures.

Comment [TCR1]: Add that evacuation will not be delayed for an emergent life safety situation and that specific procedures will address alarm only v. open flame situations

**XVI. Fights/Assaults/Disturbances Inside Cells**

1. The safety of rangers will be the highest priority.



2. Fights, assaults, and disturbances inside cells will be treated as high-risk crimes in progress, and established law enforcement procedures will be followed.
3. The on-duty jail facility ranger will notify the Yellowstone Communications Center.
4. Every attempt possible will be made to end the disturbance and separate the prisoners in the involved cell before entering the cell.
5. A minimum of two rangers per prisoner should enter cells in response to disturbances. An additional ranger will remain outside the cell to provide assistance as needed.
6. Non-involved prisoners in the involved cell will be handcuffed and secured in another cell or a patrol vehicle before rangers enter the cell.

**XVII.** Assaults on rangers inside the facility

1. The safety of rangers will be the highest priority.
2. The on-duty ranger will immediately notify the Yellowstone Communications Center.
3. Assaults on rangers or other staff prisoners will be treated as high-risk crimes in progress, and established law enforcement emergency procedures will be followed.
4. A minimum of two rangers per prisoner should enter cells in response to disturbances. An additional ranger will remain outside the cell to provide assistance as needed.
5. Whenever possible, non-involved prisoners in the involved cell will be handcuffed and secured in another cell or a patrol vehicle before rangers enter the cell.

**XVIII.** Unruly and/or dangerous prisoners

1. A prisoner who becomes unruly or disruptive to the point that they interfere with the operation of the jail facility or creates a condition that poses a hazard to jail staff or other prisoners will be placed in the isolation cell.
2. If the isolation cell is not available or the prisoner is so disruptive that they cannot safely be housed in the Yellowstone Jail, arrangements may be made to have the prisoner transferred to another facility. In such a case the US Attorney's Office, Chief Rangers Office and Law Enforcement Support Office will be informed of the situation.
3. If a prisoners is believed to be a danger to themselves or others (striking their head against the wall or cell furniture, attempting to harm themselves with their clothes or linens, etc...) That prisoner will be secured to a backboard with handcuffs until they can either:
  - a. Be transferred to another facility that is capable of dealing with such a prisoner (Gallatin County or Big Horn County Jails) -Or....
  - b. ALS interventions may be utilized per protocol to medically sedate the prisoner in order to safely transport them to an area hospital for evaluation and treatment. A minimum of two officers should accompany such a prisoner during ambulance transport.

#### **XIX. Hunger Strikes**

1. Generally, prisoners do not spend more than 48 hours in the Yellowstone Jail and as such hunger strikes are not a common occurrence. On occasion prisoners may spend up to a week in the Yellowstone Jail
2. If a prisoners refuses to eat several days in a row the decision may be made in conjunction with the Chief Rangers Office as to whether the prisoners actions warrant them being transferred to another facility.
3. Medical control may be contacted for medical direction/advice.

#### **XX. Prisoner Escapes**

1. The on-duty ranger will immediately notify the Yellowstone Communications Center providing the name and description of the prisoner. A BOLO will be issued park wide and to surrounding law enforcement agencies.
2. The CCTV will be review to help determine the time and method of escape.
3. SRT will be called to respond to the area to assist with the search and to be on standby if the subject is found to have accessed a sensitive area (residence, public building, school, daycare facility, etc.)

4. If the escaped prisoner is not located within one hour they will be entered into NCIC and the US Marshalls Service and FBI will be notified of the escape.

**XXI. Barricaded subjects**

1. The on-duty ranger will immediately notify the Yellowstone Communications Center
2. Comm. Center will dispatch additional Law Enforcement to the jail to establish a perimeter and assist with securing other prisoners away from the barricaded subject.
3. Comm. Center will page out the Yellowstone/GRTE Special Response Team.
4. The Chief Rangers Office will be informed of the incident as soon as possible.
5. Extraction of barricaded prisoners from cells will be conducted by no fewer than four law enforcement officers and should follow established SRT protocols

**XXII. Hostage situations:**

1. The on duty ranger will immediately notify the Yellowstone Communications Center.
2. Comm. Center will dispatch additional Law Enforcement to the jail and notify the Chief Ranger or their designee.
3. Any person being held as a hostage shall not have command authority regardless of rank or position.
4. Comm. Center will call out the Yellowstone/GRTE Special Response Team.
5. Unless the situation can be safely and immediately resolved, the responding rangers will secure a perimeter around the jail and hold position until the arrival of SRT.
6. All non-involved prisoners should be secured using handcuff and leg irons and removed from the facility.
7. For short term incidents prisoners may be secured in the caged area of a patrol vehicle.
8. For longer duration incidents, arrangements can be made with off-site jail facilities to secure prisoners until the incident is resolved. This decision will

be made by the Jail Supervisor in conjunction with the Chief Ranger or their designee.

#### **XXIII. Jail Staff Training Requirements**

1. All rangers assigned to the Yellowstone Jail Operation will be commissioned in accordance with established agency criteria.
2. All rangers working in the jail facility will be familiar with current Yellowstone National Park Ranger Operating Procedures as well as NPS RM9.
3. Rangers assigned to the jail facility will participate in jail specific training as assigned by the jail operations supervisor.

#### **XXIV. Cleaning and Maintenance of Jail Facility**

1. It is the responsibility of the Yellowstone National Park Jail staff to clean the facility and restock any needed supplies and materials. NPS maintenance crews may assist with jail cleaning.
2. Daily inspections and cleaning of the jail facility will be conducted by jail staff. It is the responsibility of the Jail Supervisor to ensure that the maintenance and sanitation of the jail facility is addressed regularly.
3. Prisoner cells should be thoroughly cleaned after being vacated and before the next prisoner takes up residence. This includes spraying and wiping down all surfaces with disinfectant, mopping the floor, cleaning the sink and toilet area and restocking all prisoner toiletries (drinking cup, toothbrush, soap, toilet paper, etc....)
4. Prisoner jump suits and shoes will be laundered before being reissued.
5. The shower cage and toilet will be cleaned after each use. If multiple subjects are being booked into the facility at once the on shift ranger may wait to clean the area until after all prisoners are booked and secured in their cells.
6. The organization and cleanliness of the booking room and all other administrative areas should be address on an ongoing basis.
7. All surfaces in the jail facility should be cleaned with disinfectant on a regular basis. All floors shall be swept and mopped at least once per week.
8. All garbage cans should be emptied as needed.

9. Any infrastructure deficiencies that are identified should be brought to the attention of the jail supervisor. It is the supervisor's responsibility to ensure that the appropriate maintenance staff is notified as well as the Chief Rangers Office.
10. The Jail Supervisor will be notified of any maintenance or supply needs that cannot be immediately corrected.

DRAFT

<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Prisoner Escape		<b>SUB – ACTIVITY:</b>	
<b>Effective Date:</b> May, 2014	<b>Amends:</b> N/A	<b>Rescinds:</b> N/A	

**I. PURPOSE:**

The purpose of the Standard Operating Procedure (SOP) is to provide guidance and instruction in the event a prisoner at the Yosemite Holding Facility escapes the facility or is otherwise unaccounted for.

**II. SCOPE:**

This SOP applies to all commissioned employees working in or with the Yosemite Holding Facility (YHF).

**III. DEFINITIONS:**

**Escape** – a prisoner of the Yosemite Holding Facility that leaves the facility before the intended release through means of deception or physical force.

**Prisoner** - any individual in the custody of law enforcement that has been accepted and booked into the Yosemite Holding Facility.

**Unauthorized Absence** – a prisoner that is not located in the cell or room where he or she was last secured.

**IV. PROCEDURE:**

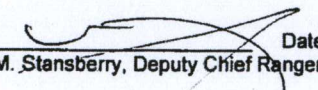
Prisoners will be monitored constantly by commissioned staff and Closed-Circuit Television (CCTV) while in the custody of YHF.

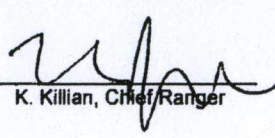
When a prisoner is discovered missing, the jail staff will:

- Immediately notify the Yosemite Communications Center with the prisoner's name and description for park-wide broadcast (to include concession dispatch and shuttle drivers).
- Contact the Investigative Services Branch for an immediate response to begin an investigation of either the escape or provide investigative support into the background of the escapee, and potential fugitive hunt
- Review the CCTV to determine how and when the prisoner escaped the facility.
- Request a Special Response Team (SRT) response to assist in a systematic search of the area.
- Consider a road closure to prevent the prisoner from leaving the Valley District in a vehicle.
- Notify Yosemite Communications Center to enter the individual in the National Crime Information Center (NCIC) as wanted.

If the prisoner is not located within one hour, the jail staff will notify the United States Marshal Service and the Federal Bureau of Investigation to request assistance.

All escapes or escape attempts will be documented in the Department of Interior's Incident Management

Reviewed by:  Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by:  Date: 5/16/14  
K. Killian, Chief Ranger

<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Inspections		<b>SUB - ACTIVITY:</b>	
<b>Effective Date:</b> May, 2014	<b>Amends:</b> N/A	<b>Rescinds:</b> N/A	

**I. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to provide direction for Holding Facility Staff to conduct an annual inspection of the Yosemite Holding Facility.

**II. SCOPE:**

This SOP applies to all commissioned employees working in or with the Yosemite Holding Facility (YHF).


**III. PROCEDURE:**


At least once per calendar year, the YHF will be inspected by a supervisory commissioned employee for the following:


- o Jail operations, including booking and prisoner movements
- o Equipment, including booking equipment, restraints, and prisoner equipment (jumpsuits, mattresses, etc.)
- o Facilities, including the sally port, cells, shower room, galley, and booking room.


The inspection will also assure the YHF is in policy compliance with DM-446 and RM-9 in all applicable areas.

All inspections will be documented in the Department of Interior's Incident Management, Analysis and Reporting System (IMARS).

Submitted by:  Date: 5/16/14  
B. Kupersmith, Supervisory Park Ranger

Reviewed by:  Date: 28 May 14  
J. Sullivan, Assistant Special Agent in Charge

Reviewed by:  Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by:  Date: 5/16/14  
K. Killian, Chief Ranger



<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Disturbances, Riots, and Hostage Situations		<b>SUB – ACTIVITY:</b>	
<b>Effective Date:</b> May, 2014	<b>Amends:</b> N/A	<b>Rescinds:</b> N/A	

**I. PURPOSE:**

To provide guidelines for commission rangers who work in or with the Yosemite Holding Facility (YHF) when managing prisoner riots, disturbances, or hostage situations.

**II. SCOPE:**

This directive applies to all commissioned employees working in or with the Yosemite Holding Facility.

**III. DEFINITIONS:**

**Disturbance** – any incident caused by a prisoner in the Yosemite Holding Facility that threatens the safety of staff or prisoners or disrupts the everyday operations of the facility.

**Hostage Situation** – an incident where a prisoner gains control of another prisoner, officer, or other person by force and uses that person to fulfill demands.

**Prisoner** – any individual in the custody of law enforcement that has been accepted and booked into the Yosemite Holding Facility.

**Riot** – a situation where a group of people (three or more) behave in an uncontrolled and violent way.

**IV. PROCEDURE:**

All disturbances, riots, and hostage situations will be reported immediately to the Jail Supervisor, Law Enforcement Specialist, and the Deputy Chief Ranger.

All disturbances, riots, and hostage situations will be documented in the Department of Interior's Incident Management, Analysis and Reporting System (IMARS).

**A. Disturbances**

Prisoners that become unruly, dangerous to themselves or others, or disrupt the daily operations of YHF will be placed in the isolation cell adjacent to the booking room.

Prisoners in the isolation cell that remain a danger to themselves (striking their head against the wall repeatedly, attempting to harm themselves with their clothes, etc.) may need to be transferred to the Fresno County Jail. If it is unsafe to transfer the agitated prisoner, sedatives may be administered by qualified Advanced Life Support personnel with approval from Medical Control. Sedated prisoners must

**B. Riots**

In the event of a riot in the YHF, jail staff will immediately contact the Yosemite Communications Center and request a Special Response Team (SRT) response to YHF.

Jail staff will not attempt to break up any fights or riots alone, nor will they open or enter any cells alone.

**C. Hostage Situations**

In the event of a hostage situation in the YHF, jail staff will immediately contact the Yosemite Communications Center and request a Special Response Team (SRT) response to YHF.

Submitted by: [Signature] Date: 5/16/14  
S. B. Kupersmith, Supervisory Park Ranger

Reviewed by: [Signature] Date: 20 May 14  
J. Sullivan, Assistant Special Agent in Charge

Reviewed by: [Signature] Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by: [Signature] Date: 5/16/14  
K. Killian, Chief Ranger

<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Suicide Attempts		<b>SUB – ACTIVITY:</b>	
<b>Effective Date: May, 2014</b>	<b>Amends: N/A</b>	<b>Rescinds: N/A</b>	

**I. PURPOSE:**

> The purpose of this Standard Operating Procedure (SOP) is to provide direction for commissioned employees when a prisoner attempts suicide in the Yosemite Holding Facility.

**II. SCOPE:**

This SOP applies to all commissioned employees working in or with the Yosemite Holding Facility (YHF).

**III. DEFINITIONS:**

**Prisoner** - any individual in the custody of law enforcement that has been accepted and booked into the Yosemite Holding Facility.

**Suicide Attempt** – any action a prisoner takes with the intention of ending his/her life.

**IV. PROCEDURE:**

Jail Staff will only open cells housing prisoners if there are two commissioned employees present. Officers have been injured responding to fictitious emergencies with prisoners.

All prisoners will be medically screened, including questions concerning previous or current thoughts of suicide, before admittance to the YHF. Suspects that admit to current suicidal thoughts will not be admitted into the YHF. Arresting officers will be required to have the suspect cleared by a medical professional before admittance to the YHF.

If a prisoner attempts suicide, Jail staff will:

- Immediately contact the Yosemite Communications Center and request an ambulance and backup officer.
- Provide medical care (once an additional commissioned employee is on scene) until the ambulance arrives.
- Contact the Jail Supervisor, Law Enforcement Specialist, and the Deputy Chief Ranger.
- Ensure a commissioned employee rides with the prisoner in the back of the ambulance with an additional commissioned employee following in a marked patrol vehicle.

The Jail Supervisor will contact the Investigative Services Branch (ISB) for an investigation. If ISB declines the investigation, the Jail Supervisor will appoint another commissioned supervisor in the agency to conduct the investigation.

Submitted by: [Signature] Date: 5/16/14  
S. B. Kupersmith, Supervisory Park Ranger

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
J. Sullivan, Assistant Special Agent in Charge

Reviewed by: [Signature] Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by: [Signature] Date: 5/16/14  
K. Killian, Chief Ranger

<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Hunger Strikes		<b>SUB – ACTIVITY:</b>	
<b>Effective Date:</b> May, 2014	<b>Amends:</b> N/A	<b>Rescinds:</b> N/A	

**I. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to provide direction for commissioned employees when a prisoner initiates a hunger strike.

**II. SCOPE:**

This SOP applies to all commissioned employees working in or with the YHF.

**III. DEFINITIONS:**

**Hunger strike** – a prisoner’s refusal to eat or drink enough to sustain life and is expected to be held longer than 24 hours at the YHF.

**Prisoner** - any individual in the custody of law enforcement that has been accepted and booked into the YHF.

**IV. PROCEDURE:**

Prisoners that engage in a hunger strike will be transferred to the Fresno County Jail.

Prisoners will be fed three times a day while in the YHF (at approximately 0800, 1200, and 1600).

Jail staff will document any refused meal or drink on the front cover of the arrest jacket. If a prisoner refuses three consecutive meals or drinks and is expected to be held longer than 24 hours, the prisoner will be transferred to Fresno County Jail. Jail staff will notify Fresno County Jail of the prisoner’s refusal to eat or drink in advance.

Prisoners that refuse to eat or drink but are eligible to be released on their own recognizance within 24 hours of being accepted into the YHF will be released at the first opportunity.

Submitted by: DB Date: 5/16/14  
S. B. Kupersmith, Supervisory Park Ranger

Reviewed by: [Signature] Date: 28 May 14  
J. Sullivan, Assistant Special Agent in Charge

Reviewed by: [Signature] Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by: [Signature] Date: 5/16/14  
K. Killian, Chief Ranger



Brazil, Bryan <bryan\_brazil@doioig.gov>

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## Re: NPS signed response: OIG report entitled: NPS Lockup Facility Management Report (Report No. WR-IS-NPS-0001-2014)

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**Stansberry, Michael** <michael\_stansberry@nps.gov>  
To: "Brazil, Bryan" <bryan\_brazil@doioig.gov>  
Cc: Vera Washington <vera\_washington@nps.gov>

Tue, Jul 8, 2014 at 9:12 PM

Mr Brazil,

Please see the attached signed evacuation plan. Please feel free to contact me if you need anything else.

Thank you.

[Quoted text hidden]

—

Michael Stansberry  
Deputy Chief Ranger  
Yosemite National Park  
PO Box 577  
Yosemite, CA 95389  
209-372-0520 (o)  
209-626-9478 (c)



**Evacuations SOP scan.pdf**

41K

<b>PROGRAM AREA:</b> Jail		<b>APPLICABILITY:</b> All Commissioned Personnel	
<b>TITLE SUBJECT:</b> Holding Facility Evacuations		<b>SUB – ACTIVITY:</b>	
<b>Effective Date: May, 2014</b>	<b>Amends: N/A</b>	<b>Rescinds: N/A</b>	

**I. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to provide direction for commissioned employees when the Yosemite Holding Facility (YHF) is evacuated.

**II. SCOPE:**

This SOP applies to all commissioned employees working in or with the YHF.

**III. DEFINITIONS:**

**Prisoner** - any individual in the custody of law enforcement that has been accepted and booked into the YHF.

**IV. PROCEDURE:**

The YHF will be evacuated for any of the following reasons:

- Fire
- Bomb threat
- Toxic chemicals or gas exposure
- Building instability
- Natural disasters that threaten the building (flood, rock fall, etc.)
- Any other threat that jeopardizes the safety of YHF staff or prisoners

In the event of an evacuation, all available on-duty commissioned employees in the Valley District will respond to the YHF to assist Jail staff. Jail staff will notify the Yosemite Communication Center that the YHF requires immediate evacuation.

Jail staff will not open any cells housing prisoners alone.

Prisoners will be handcuffed with their hands behind their back prior to evacuating the YHF. If a prisoner refuses to be handcuffed, an objectively reasonable level of force may be used to gain control in compliance with RM-9 Chapter 10 – Use of Force.

Secured prisoners will be escorted out of the YHF to a patrol vehicle with a prisoner security partition. Exiting through the sally port is preferred. However, if the sally port is not a safe egress, prisoners will be taken out an appropriate exit.

Prisoners may stay secured in the patrol vehicle for up to one hour. Juveniles, female, and male prisoners will be kept in separate vehicles.

Jail staff is not to retrieve any personal property from the YHF for prisoners prior to evacuating in order not to slow the safe evacuation of staff and prisoners.

Jail staff will conduct quarterly drills for YHF evacuations. The quarterly drills will be reviewed by the Law Enforcement Specialist or Deputy Chief.

Submitted by:  Date: 5/16/14  
S. B. Kupersmith, Supervisory Park Ranger

Reviewed by:  Date: 28 May 14  
J. Sullivan, Assistant Special Agent in Charge

Reviewed by:  Date: 5/16/14  
M. Stansberry, Deputy Chief Ranger

Approved by:  Date: 5/16/14  
K. Killian, Chief Ranger