
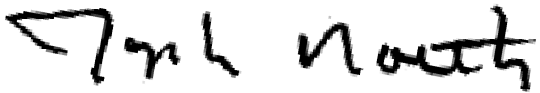


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|  <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p> | TITLE | | NO. 4905 |
| | Escape Pursuit | | DATE 01/19/2024 |
| SUPERSEDES DIR #4905 Dtd. 08/15/22 | DISTRIBUTION D | PAGES PAGE 1 OF 5 | DATE LAST REVISED |
| REFERENCES (Include but are not limited to): NYS Criminal Procedure Law, Section 380.50; ACA Expected Practices 5-ACI-3B-15, 5-ACI-6B-07, 2-CO-4G-02; Directives #4004, #4010, #4940; RED Book | APPROVING AUTHORITY  | | |

I. DESCRIPTION: This procedure is designed to provide guidelines for the pursuit of escapees.

Assessment of escapes indicates that they are frequently impulsive, unplanned, and involve only one or two incarcerated individuals.

Careful evaluation of experience in regard to the search for and apprehension of escapees, indicates that a small and specially trained group of security employees as an escape pursuit detail, under skilled direction, is more effective and less costly than general alarm procedures, which involve large numbers of personnel. The operation of a highly qualified pursuit detail offers better potential for apprehension of the escapee and protection of the public.

II. PROCEDURE

A. Person Qualified for Escape Pursuit Details

1. A roster of qualified personnel for escape pursuit details shall be maintained in a continuous state of readiness based on selection and training of qualified security personnel.
2. The detail shall be limited to the number of personnel required to operate in pairs for search of strategic areas, road checkpoints, alert of community residents, and liaison with local law enforcement.
3. A guideline for the number of personnel for the detail shall be no more than 20 employees for each eight-hour period. If the number of incarcerated individuals in escape status is large, adjustment of the number of employees constituting the escape pursuit detail may be appropriate. If the escapee is considered to be "high profile" or "notorious," a larger number of employees may be assigned to the detail. The decision to deploy a larger number is at the discretion of the Deputy Commissioner for Correctional Facilities.
4. Supervisory Officers shall be designated and trained in the direction of the escape pursuit detail, and for continuous assessment and modification of the search plan pursuant to the available information.

B. Notification of Escape

1. If escape is known or suspected, the employee discovering this shall notify the Officer in Charge immediately to enable implementation of Ready Emergency Data (RED) Book "Escape Pursuit Procedures," Section 12.

NOTE: If the escapee is from a minimum-security facility, the Deputy Commissioner for Correctional Facilities should be consulted prior to the implementation of roadblock procedures (i.e., the stopping and searching of vehicles, etc.).

This is in no way meant to affect those procedures which are normally implemented as a part of the escape pursuit plan (i.e., securing the facility and incarcerated individuals, counting, searching within the facility and areas on facility grounds, or the utilization of listening posts and roving patrols, etc.).

2. If the escapee is part of a work detail outside the facility perimeter, the employee in charge shall immediately assemble the incarcerated individuals in their charge for return to the facility, and immediately notify the facility of the escape via radio call or any reasonable means available.
3. The following "Notification Steps" are not necessarily performed sequentially. Some may be performed concurrently; others may not be performed at all. The decision will rest with the Superintendent or the Officer in Charge.
 - a. A distinctive but other than general alarm signal may be used to alert all concerned that escape pursuit procedures apply.
 - b. If signaled by alarm or contacted by telephone, off-duty employees assigned to pursuit details shall report to the Officer in Charge and remain until properly relieved.
 - c. The alerting of local residents via telephone, radio, television, personal contact, or as otherwise appropriate shall be prompt to protect lives and aid in the apprehension.

The Superintendent shall ensure a list of telephone numbers for radio, television stations, and newspapers covering the immediate area is maintained in the RED Book. The Superintendent shall provide each with the following information on the escapee(s):

- (1) Name
 - (2) Commitment offense(s)
 - (3) County of commitment
 - (4) Minimum and maximum sentence
 - (5) Parole eligibility and maximum expiration of sentence dates
 - (6) Date of birth
 - (7) Height, weight, hair and eye color
 - (8) Distinguishing body marks/tattoos
 - (9) Where and what time the incarcerated individual was last seen
 - (10) A description of the clothing the incarcerated individual was wearing
(Photographs, color if available, of the escapee are to be made available within a reasonable time period for pickup at the facility by television and print reporters displaying proper credentials.)
- d. Local law enforcement agencies shall be alerted immediately and requested to issue all points bulletins.

- e. Notification to the Communications Control Center shall be made immediately by the Superintendent, facility Officer of the Day, or Officer in Charge in accord with the provisions of Directive #4004, "Unusual Incident Report."
 - f. The Office of Special Investigations shall be notified by the Communications Control Center and assistance requested, to enable surveillance to be initiated in the area of known friends and relatives, in the chance that the escapee has penetrated the perimeter. The facility shall make no attempt to contact known friends or relatives of the suspected escapee unless specifically instructed to do so by the Department's Office of Special Investigations.
 - g. The Communications Control Center shall notify the Office of Victim Assistance, per established procedures, in the event a victim notification is required pursuant to Criminal Procedure Law (CPL) § 380.50.
 - h. The Superintendent or designee shall ensure that a warrant of arrest is issued pursuant to Directive #4940, "Executing Detainers for Escapees and Absconders."
 - i. Facility health care staff will be notified, to enable medical personnel to prepare for the possible treatment and/or response and treatment of staff and/or incarcerated individual(s).
- C. Assembling Search Team, Data, and Equipment
1. The steps in this Section normally are initiated at the same time notification is taking place.
 2. Immediate analysis of case file information of the escapee shall be made to determine precautions to take in search, leads regarding which direction the escapee may take, and possible contacts in the community. This should include:
 - a. Current photo and full description of subject, including profile from contacts with Housing Officer, Offender Rehabilitation Coordinator, work location supervisor, and Chaplain.
 - b. Names of family and friends and their addresses from the approved visitor's passes/visiting list from both Guidance and computerized (KVPR) records.
 - c. Names of all persons and addresses to which the escapee(s) may have telephoned from the facility using the KPHM system or messaged through J-Pay.
 - d. Names of facility associates.
 - e. Probation report information.
 - f. Health condition of the escapee.
 3. The housing location should be secured to prevent the destruction or contamination of possible evidence.
 4. Staff assigned to conduct a housing location search shall wear latex/rubber gloves to look for any plans, maps, or correspondence that may provide information related to the escapee's plans or destination. Items removed shall be placed in new paper bags, inclusive of any recently worn clothing and bedding, which should be removed prior to the search, as these articles will be provided to K-9 Units as fresh scent material.

5. Escape pursuit detail personnel shall assemble in the designated area for briefing and assignment.
 6. Members of the escape pursuit detail shall be suitably equipped with transportation, firearms, restraint equipment, first aid gear, radio equipment as appropriate, and foul weather gear as required.
 7. If privately owned vehicles are used, a complete description of the vehicle, its license plate, and area of responsibility should be furnished to all other agencies cooperating in the search, and broadcast on the radio system to field units of other agencies. (This is necessary only when Department personnel are operating alone, without the presence of a uniformed representative of another agency.)
 8. The decision regarding issuing of foul weather gear shall be the responsibility of the Superintendent and should reflect the climate and terrain of the facility perimeter.
 9. Continuous liaison with local law enforcement agencies shall be maintained as appropriate.
 10. Initiating and conducting the escape pursuit shall be as outlined in the facility RED Book, "Escape Pursuit Procedures," Section 12. The quick check sheets from this section must be utilized as a guide in the event of an escape.
- D. Written and Supplemental Reports: The reports described below shall be submitted in accordance with the provisions of Directive #4004.
1. As soon as practical, a written report shall be made to the Commissioner.
 2. Supplemental reports shall be made as appropriate.
 3. Essential components of reporting include the name, Department Identification Number (DIN), sequence data, program assignment of the escapee, approximate escape time, criminal acts incidental to the escape, and summary of action taken pursuant to the escape containing essential elements.
 4. After the escapee is captured, the supplemental report shall include who captured, where and how, causal factors, trial and court findings, measures taken to prevent future escapes under similar circumstances, and administrative action taken as a result of the escape incident.
- E. Escape Pursuit Drills: Escape Pursuit drills shall be conducted at least once annually on all major shifts (i.e., I, II, & III). These drills provide an excellent means of increasing security and improving the operation of staff as a team in the event of an escape incident.
1. Obtain prior approval to conduct a drill from the Deputy Commissioner for Correctional Facilities.
 2. Notify the Communications Control Center at the beginning of the drill and upon its completion.
 3. Prior to an Escape Pursuit exercise, a request for participation should be sent to local law enforcement as well as New York State Police.
 4. DO NOT deploy weapons and/or ammunition.
 5. DO NOT use actual incarcerated individuals in any capacity for the drill.

6. Have staff report to their designated posts as directed by their supervisors. DO NOT establish roadblocks. DO NOT stop or search any vehicles.
 7. Have civilian staff report to a centralized area to conduct an accountability check. Escape Pursuit Training may be provided to those staff who are not participating in the drill.
 8. Apply all appropriate sections of the RED Book as related to the drill, while exercising basic National Incident Management System (NIMS)/Incident Command System (ICS) protocols.
 9. A debriefing after the drill by the facilities involved is necessary to assess strengths and weaknesses of the drill. This debriefing should include staff from all participating facilities, if conducted jointly, as well as medical personnel and be part of the final written report.
 10. Assign an experienced staff person to monitor the entire exercise and to provide a written report on the effectiveness of the drill. The Superintendent shall review the report and send it along with their own comments to the Deputy Commissioner for Correctional Facilities.
- F. Elevated Threat Level Drills: Elevated Threat Level Phase I & II drills shall be conducted at least annually in conjunction with the Tour II Escape Pursuit drill.