Chapter 16 - Closing the Court Lockups

In order to prevent the unsupervised retention of inmates in facility holding cells after the Courts have gone dark and all bailiffs and lockup personnel have secured for the day, each Branch Supervisor shall devise a plan to ensure that all cells are physically checked and secured, so that no one is accidentally locked in a cell or holding area.

• 2-16/010.00 Facility Closing Security Checks

See CSDM, 1-02/030.00 Facility Closing Security Checks.

• 2-16/015.00 Security Keys / Equipment

When the CST crew has departed the facility with the last group of inmates being transported and all those being released at court are gone, lockup personnel shall inventory all keys, radios, chains, and equipment in the lockup, note any discrepancies, and secure the control area. All interior cell doors shall be left unlocked. Exterior doors shall be locked. The Master Keys for the lockup shall be secured in the Branch Office, in a location designated by the Branch Supervisor.