2-01/010.20 - Personnel Responsibilities

Supervisors will be responsible for the development, training and implementation of all Branch specific procedures relating to the safety, movement and security of all persons held in custody. This plan will include, but not be limited to, the receiving of inmates from Court Services Transportation Bureau (CST) and other agencies, the movement of inmates, special precautions for the handling of high profile inmates and the physical security of the facility detention areas.

All lockup and Court Services personnel shall be responsible for carrying out the security plan and abiding by its provisions, except in cases of an emergency. No deviation from the security plan shall be permitted without approval from a supervisor.

Division and Bureau management personnel will conduct unannounced security inspections to ensure that the Branch Security Plans are being followed. These security inspections will be documented and filed at the Bureau level. Any noted deficiencies shall be corrected when possible.