

3-06-020 Module Security

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the security of all doors within the modules.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of module personnel to ensure all module doors are kept locked and secured at all times when not in use. At no time shall any doors in the module be left propped open or unsecured. Exceptions to this shall be the dorm yard doors during yard, the E-Row cell doors during showers, and the medical/dental offices when they are in use by medical personnel.

The main sally port doors inside of the module shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel. Sally port doors shall not be opened at the same time, only during exigent circumstances and only at the direction of a supervisor.

The module control officer (MCO) shall be responsible for ensuring that all doors within the module display a green secured light on the panel located within the module control office. If any doors show a red light indicating they are unsecured, the MCO shall dispatch a module ranger to respond to that location and investigate the reason the door is unsecured. The rangers shall be responsible for securing the door.

The dormitory control office (DCO) door shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel.

The module's storage room shall remain locked and secured at all times. These storage rooms shall only be opened under the direct supervision of facility personnel. Module inmate workers shall never be unsupervised within the storage rooms.

In the event of a malfunctioning door, module personnel shall immediately complete a maintenance request and notify a supervisor. Maintenance requests shall continue to be submitted on each shift until the repair is completed. After business hours and on weekends, emergency repairs shall be requested from desk personnel at Twin Towers Correctional Facility. All emergency repairs shall be reported immediately to a supervisor and logged in the e-UDAL and facility Daily Activity Log.