

Unit Order 49 - Trusty Dorm Checks

PURPOSE:

The purpose of this Station Order is to establish procedures governing the proper guidelines to be utilized in order to comply with TITLE 15, hourly trusty dorm checks.

SCOPE:

This Station Order is directed to the individual Watch Commander, Watch Sergeant, and Station Jailer of each shift.

ORDER:

Per TITLE 15, all jail facilities are required to do an hourly dorm check of the trusty's quarters. The purpose is to ensure there is no illegal activity or safety concerns in their quarters.

There is a clipboard at the Station Jailers desk. The document on the clipboard consists of a one week schedule, covering a twenty-four-hour daily time period. It will be the Station Jailer's responsibility to ensure the dorm is being checked, however, any sworn or custodial personnel can make dorm checks. The check will consist of a walk-through of the living and sleeping quarters. A trusty count is not necessary. The person making the check shall write their initials and write the time of the check in the appropriate box. The trusty dorm check shall be included in the Watch Commander's and Watch Sergeant's mandatory shift jail checks.

The Saturday B-shift jailer will be responsible for starting a new check-off sheet each week. The completed sheets will be stored and maintained in the jailer's work station file for a period of one year.
