

3-07-010 Module Doors and Sliders

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for all module doors and sliders located within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the TTCF.

ORDER:

Module personnel are responsible for the following:

- Module personnel shall ensure that all module doors and sliders are closed and locked when not in use;
- Module personnel shall only open doors and sliders when facility personnel are present;
- Booth officers shall electronically open doors and/or sliders for inmates **only when** custody personnel are present and maintaining physical control of the doors;
- Module personnel shall maintain physical control of doors when opening dayroom, recreational areas, and staging area doors in all modules, and cell doors in High Observation Housing (HOH) modules;
- Module personnel shall close all door trayslots when not in use;
- Module personnel shall ensure that at no time are doors or sliders propped open using other objects, (e.g., towels, chairs, books, etc);
- Module personnel shall ensure the locking mechanisms on all doors and sliders are in proper working order and unobstructed by foreign objects, (e.g., tape, vending cards, paper, etc);
- Module personnel shall submit a service request for any inoperable locks, doors, or sliders via the e-UDAL;
- Module personnel shall note in the e-UDAL any doors or sliders that are pending repairs, and notify the floor sergeant;
- Module personnel shall conduct a thorough check of all doors, secured stairwells, sliders, indoor recreation doors, clinic doors, etc., at the beginning of each shift and log it in the e-UDAL.