

8-16/000.00 - Facility Security and Inspection Plan

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the security and inspections of all doors, locks, windows, and alarms at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

IRC personnel shall adhere to the procedures established in this facility security plan.

Exterior Doors and Gates:

Exterior facility security for IRC shall ultimately be the responsibility of the on duty watch commander. However, all personnel must be observant of incidents which could compromise security and immediately report any incident to the first floor main control booth and the watch commander.

Holding Cell Doors:

All holding cells occupied by inmates are to remain closed and locked at all times unless directly supervised by custody personnel. Unoccupied holding cells are to remain closed and locked at all times.

Security Sliders:

Except during normal operations, security sliders shall be secured in the closed position and only opened when access to an area is required by authorized uniformed personnel, authorized non-uniformed personnel displaying an appropriate security pass, or during inmate movement.

These sliders include, but not limited to the following areas:

- Inmate Entry/Receiving
- Booking Front Uncuff Cells
- Booking Front to Class Rear
- Shower A and B
- Shower Area to Clinic
- Release Staging area
- Release Lobby
- Tower I Sallyport
- Tower II Sallyport

Fire Escapes and Emergency Corridors:

Fire escapes and emergency corridors shall be secured at all times absent emergent circumstances. These exits are alarmed and monitored at both first floor main control and the Twin Towers Correctional Facility (TTCF) main control. Employees are prohibited from using these exits absent emergent circumstances or prior approval from the on duty watch commander.

Closed Circuit Television Cameras (CCTV) and Alarms:

CCTV security cameras are mounted throughout the facility to monitor inmate's activity and movement. The watch commander and deputy personnel assigned to the first floor main control booth and other control booths throughout the facility shall monitor these cameras by using the FLIR software program.

Alarms:

Three types of security alarms exist throughout the facility:

- Emergency intercom alarms
- Perimeter door alarms
- Fire sprinkler alarms

Emergency intercom alarms are located in or near holding cells and sliders throughout IRC. Additionally, there are also emergency alarms located in module 231. Alarms sound when the intercom button is pressed. These alarms notify deputy personnel of emergent situations and summon help from first floor main control, second floor main control, and security booths.

Perimeter door alarms sound when a slider or door has been opened or compromised. First floor main control has a full access panel of the entire facility which sounds an alarm whenever a door is opened. Every security booth throughout IRC has a panel

that will sound an alarm when a nearby door is opened.

Whenever alarms are activated, the first floor main control deputy shall dispatch personnel to investigate the alarm activation. Additionally, an attempt to make the voice contact with personnel in the affected area of the nearest adjacent area shall be made to assist in determining the reason for the alarm.

Fire sprinkler alarms are small circular alarms located in the ceiling of most rooms in IRC and will sound an alarm when the battery is low or needs replacing. Personnel inspecting the fire sprinkler alarms during the lock inspection shall look for the green light indicator to ensure they are working.

Any security issues shall be noted, reported to the watch commander, and logged in the watch commander's facility log.

Any request for repair of a lock or alarm shall be submitted immediately to the IRC logistics office and entered

into the Maximo maintenance request system via the electronic Uniform Daily Activity Log (e-UDAL).

Keys

Second floor main control personnel shall ensure the inspection, issuance, collection, and tracking of facility keys occur daily and on every shift.

Prior to going off duty, or when leaving the facility, all personnel who have issued keys, shall return them to second floor main control.

Once per shift, personnel assigned to the second floor main control booth shall conduct an inspection of all the key blocks and rings to ensure they have not been tampered with and are soldered closed.

If damage is evident, second floor main control personnel shall notify the watch sergeant and watch commander. Following notification, second floor main control personnel shall contact the IRC logistics office to repair or replace the keys. The IRC logistics office shall be responsible for key maintenance and documenting key logs.

For additional information on key security and maintenance, please refer to IRC Unit Order (UO) Section 5-19/002.00, *"Key and Radio Control."*

Civilian Entry Control:

Civilian entry control doors shall be secured at all times. All non-uniformed personnel shall provide identification and obtain either an "escort" or "non-escort" security pass. All non-uniformed personnel and visitors shall display their security pass on their person

while in IRC.

Inmate Entry Control:

The inmate entry control doors, inmate entry control sliders, sliders to the receiving lobby, slider to booking front, and the slider to court line shall be secured at all times. All non-uniformed personnel shall be required to obtain a security pass to utilize those doors and sliders.

Receiving Lobby:

The security of inmates brought into the receiving lobby area will be provided by officers of the arresting agency. Admittance from the receiving lobby into the civilian processing area shall be limited to authorized personnel. Persons seeking entry must be in law enforcement uniform and wearing their identification card or the appropriate security pass from entry control.

Lobby Area:

Security is provided by armed sworn personnel. In case of an emergency or disturbance (e.g., fight), the lobby deputy shall contact the first floor main control deputy. The first floor main control deputy will assess the situation and deploy personnel as required. The first floor main control deputy shall notify the watch commander of the situation and the action taken.

Lobby Access Doors:

There are two access points from the interior of IRC into the public lobby from the security area. These doors include the lobby door from the inmate property station and the lobby door from the release area.

Personnel shall not use the lobby door from the inmate property station as a routine passageway. This lobby door shall only be used to transfer inmate property or to respond to an emergency in the lobby.

Authorized personnel using the lobby door to the release area shall enter the secured area of IRC to take an

individual into custody or conduct official business. Official business includes, but is not limited to the following:

- Responding to an emergency in the lobby
- Taking “stays” or work release inmates into custody
- Escorting authorized inmate releases into the lobby area
- Rehab releases
- Conducting “one-on-one” contact with a member of the general public
- Emergency evacuation

Cashier's Office:

The door leading into the cashier's office (R271) shall remain locked at all times. Only authorized personnel shall enter the cashier's office. Authorized personnel include the unit commander, watch commander, watch sergeant, inmate trust operations manager, and on duty cashiering personnel. Due to the lack of cashiering staff available in the receiving lobby on the weekends (Saturdays and Sundays), authorized personnel such as peace officers, parole officers, etc., shall enter the cashier's office to conduct business.

The safe room (R278) in the cashier's office (R279) shall remain locked, unless personnel are actively involved in conducting business in the area. Entry into the safe room is strictly limited to the cashiers and personnel under the direct observation of the inmate trust operations manager, cashier supervisor, or watch commander.

Facility Security Inspections:

IRC logistics personnel shall be responsible for conducting a monthly inspection of all facility doors, gates, sliders, windows, locks, keys, and alarms. This inspection shall include both the interior and exterior of the facility.

Note: During each monthly inspection, logistics personnel shall document the inspection in the inventory log. The inventory log shall include an *item-specific checklist*.

The facility security inspection shall include, but not be limited to the following:

- Locks on all doors, gates, and sliders to ensure they are operational and have not been tampered with
- Keys and their corresponding door locks to ensure they are not damaged
- Windows to ensure the glass is not shattered
- Overhead access panels (pipe chases, ceiling panels, lighting fixtures)
- Ceiling areas and air vents, to ensure no penetration or tampering has occurred
- Fire sprinklers, to ensure they are operational and working
- A complete check of the facility to locate and remove all items of contraband, including items that could be used as or made into weapons

The inspection shall include all occupied and unoccupied cells to ensure they are being maintained in a locked and operational condition. This shall help focus on identifying contraband and security breaches.

Note: Following the inspection, IRC logistics personnel shall submit the completed checklist to the watch commander for review. The watch commander shall document inspection checklist in the watch commander's facility log.

IRC logistics personnel shall maintain a lock inventory and placeman diagram indicating the location of all locks installed throughout IRC. A copy of the placeman diagram shall be made available for reference in the first floor main control booth.
