

5-08-141 Morse Watchman Data Recorders

PURPOSE OF ORDER:

This order shall establish policy and procedures for the use of Morse Watchman Data Recorders for safety checks in mental observation housing areas.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Morse Watchman Data Recorders

Modules T142, T151, T152, T161, T162, T171, T172, and all CTC floors shall have their safety checks logged by use of the Morse Watchman Series 2000 Data Recorders. The data recorders will document the time each check was started, along with the time each "station" or tab was recorded. There are stations or tabs in each pod or floor. All tabs must be read to complete a "tour sequence" or safety check. If checks have been missed due to disturbance or any other emergency, the reason and time period missed shall be logged in the Uniform Daily Activity Log (UDAL) by the floor bonus line deputy.

At the beginning of EM shift each day, the floor sergeant shall ensure the data recorders are down-loaded. It shall be the responsibility of the floor supervisor, to ensure the safety checks are conducted according to established policy. Once per shift, each assigned floor supervisor shall audit the previous day's report for their respective shift, to ensure compliance. This shall be logged in the UDAL with the date, time and signature of the supervisor. Refer to TTCF Unit Order 4-08-350, Uniform Daily Activity Log.

The Morse Watchman System Administrator shall ensure the reports are automatically stored on the Sheriff's Data Network when downloaded from each module. The reports shall be kept in the computer for a minimum of two (2) years.

Whenever a Morse Watchman Data Recorder becomes inoperable, module personnel shall take the recorder to the Morse Watchman System Administrator as soon as possible for replacement.

For additional information regarding usage of the Morse Watchman Data Recorder refer to the attached addendum located at the end of Chapter 5, Unit Order folder titled, "Morse Watchman Tower Control Booth Instructions" and/or "Morse Watchman Module Instructions."
