

## 5-50-010 Facility Control Operating Procedures

### PURPOSE OF ORDER:

To define the electronic capabilities of the low voltage systems in Facility control.

### SCOPE OF ORDER:

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

### ORDER:

Personnel assigned to Facility Control shall be responsible for operating and monitoring various low voltage systems throughout Tower II concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

#### Radio System

This is a multi-channel radio system with a base station in each Tower Control Booth. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Facility Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county-wide SRC access channel.

#### Radio Paging System (Belt Pagers)

Facility Control has a master radio paging panel. This panel allows Facility Control personnel to activate any belt pager assigned to the facility. This panel also allows Facility Control personnel to page groups of people for ERT or other emergency responses.

#### Master Antenna Television (MATV) System

Facility Control Personnel, through the use of the MATV system, have the ability to determine the television programming (cable, broadcast, or video tape transmission), shown on the inmate television system.

### Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Facility Control has the capability to view all of the cameras in the entire facility. Facility Control is equipped with a keyboard which allows personnel to call up any camera for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Facility Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All taping is to be done in the twenty-four hour mode.

Tapes shall be changed each day at 0800 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

### Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting if the need arises.

### Routine Door Control Panels

Facility Control has a control panel to operate sallyport doors, Facility Control entry door, and their corresponding intercoms.

### Fire Alarm System

Facility Control has fire alarm annunciator panels and a fire alarm computer equipped with a touch screen. When a smoke detector, heat detector or manual pull station is activated, Facility Control personnel will acknowledge the alarm on the touch screen. This action will activate a pre-programmed set of instructions which will appear on the screen and be printed on the fire alarm system printer.

The facility air handling panel monitors the operation of the air handling system and provides Manual override of the system should the need arise. To evacuate smoke in the event of fire.

The fire annunciator panels monitor the site water mains and the fire sprinkler to ensure there are no abnormalities in water pressure in these systems.

### Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Facility Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout the facility. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Facility Control to

visually monitor an area. As soon as Facility Control personnel acknowledge the alarm, two-way voice communication is established allowing Facility Control personnel to communicate with the personnel involved.

#### Emergency Graphic Control Panels

Facility Control is equipped with emergency graphic control panels for each tower, the CTC and IRC allowing remote operation of the facility from a central location. These panels allow Facility Control personnel to operate critical doors and gates in the facility to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the tower allowing access into or out of the fire towers.

The graphic panels can be used to open all module Deputy Station entry doors, outdoor recreation area connect doors and outer visiting area connect doors on all levels of the facility. These panels will not open individual cell doors in the modules.

Certain electrical rooms, janitor rooms and security doors are equipped with door alarms. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

#### Elevator Control Panel

Facility Control is equipped with an elevator control panel which allows remote operation of the Tower 1 elevators. This panel shall be used in the event of emergencies or under emergency power situations. Facility Control also has an elevator status panel which shows the location and operating status of each elevator in the facility at any given time.

#### Clinic Duress Alarm Panel

The clinic duress alarm system works exactly like the Emergency Intercom system. This system is located in the clinic area and is for use by Medical Services staff in the event of an emergency. Facility Control has a main monitoring panel for this system. Once an alarm has been acknowledged, two-way voice communication is established with the remote station allowing Facility Control personnel to monitor the situation and take appropriate action.

#### Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility. This system can be used as a speaker-phone or conventional hand held telephone. It can be used in the event that the regular telephone system becomes inoperative. The master panel for this system is located in Facility Control and can be used to call one station or a combination of stations much like a conference call.

#### Emergency Generator Status Panel

An emergency Generator Status Panel is located in Facility Control. This panel contains audio and visual alarms to identify emergency operating conditions affecting the generator system.

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