

## 5-50-020 Facility Paging System

### PURPOSE OF ORDER:

To establish procedures for the use of the Twin Towers Correctional Facility paging system.

### SCOPE OF ORDER:

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

### ORDER:

#### Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. Since this panel has the capability to override any zone or combination of zones that are simultaneously broadcasting, an "ALL CALL" page which broadcasts into IRC should be avoided unless an "ALL CALL" is requested by IRC or an emergent situation exists requiring an "ALL CALL" page.

Tower I, Tower II, CTC, and IRC utilize their own paging system for routine paging.

Tower I Facility Control uses the Fire Alarm "ALL CALL" Paging System for emergency situations only. Paging on the 8th floor in non-emergent situations requires approval from the Watch Commander or personnel of higher rank.

Each module is equipped with a paging and intercom system which allows personnel to page into a cell, a day room, an indoor recreation area, an outdoor recreation area or throughout the entire module.

#### Use of Facility and Module Paging

Personnel utilizing either the TTCF paging system or the module paging system shall adhere to the following regulations:

Personnel shall ensure that all broadcasts over any paging system are professional in tone and content. Personnel shall use language that complies with Departmental, Divisional and TTCF policy regarding sexual harassment, racial discrimination and hazing. This precludes the use of slang, profanity and other inappropriate terms such as derogatory references to mentally ill, homosexual or other specific population of inmates.

The paging system shall not be utilized to harass or discipline an inmate or group of inmates.

The module paging system shall not be used after Wristband Count on EM shift. Module paging will resume at the start of Day shift.

The volume control shall not be adjusted to a tone higher than necessary for an appropriate level of conversation.

---