

5-50-030 Tower II Control Operating Procedures

PURPOSE OF ORDER:

To establish the operating procedures and capabilities of Tower II Control.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

Personnel assigned to Tower II 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 Tower II Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Tower II 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)

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

Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Tower II Control has the capability to view all of the cameras in Tower II. Tower II Control is equipped with a keyboard which allows personnel to call up any camera in the tower for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Tower II Control personnel can monitor the location of the Emergency

Twin Towers Correctional Facility Unit Orders : 5-50-030 Tower II Control Operating Procedures

Intercom activation before returning the CCTV system to its normal sequencing mode.

All Tower II cameras are recorded in Facility Control. 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

This system will broadcast to any single zone, combination of zones, or the entire tower from the Tower II Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting in Tower II, if the need arises.

Routine Door Control Panels

Tower II Control has two routine control panels that operate the sallyport doors, Tower II Control entry door, and their corresponding intercoms.

Fire Alarm System

Tower II Control is equipped with a fire annunciation panel and computer. When a smoke detector, heat detector or manual pull station is activated, Tower II Control personnel will receive remote detection on the fire alarm computer.

The fire annunciator panel will provide a printed readout of the exact location and type of device that alarmed and must be reset at Facility Control to put the system back into normal operating mode. Facility Control shall be notified to reset the alarm once the situation is rectified.

Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Tower II Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout Tower II. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Tower II Control to visually monitor the situation. As soon as Tower II Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

Emergency Graphic Control Panels

Tower II Control is equipped with emergency graphic control panels for each level of the tower allowing remote operation of the tower from a central location. These panels allow Tower II Control personnel to operate critical doors and gates in the tower 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

Twin Towers Correctional Facility Unit Orders : 5-50-030 Tower II Control Operating Procedures

connect doors and visiting area connect doors on all levels of the tower. These panels will not open individual cell doors in the modules.

Tower II is equipped with door alarms on certain electrical rooms, janitor rooms and security doors. 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

Tower II Control is equipped with a panel which allows remote operation of the elevators in Tower II. This panel shall be used in the event of emergencies or under emergency power situations.

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. Tower II 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 Tower II 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, but operates as a stand alone system and can be used in the event that the regular telephone system becomes inoperative. Tower II Control has a master panel for this system that can be used to call one station or a combination of stations in Tower II, much like a conference call.
