5-50-040 CTC Control Operating Procedures

PURPOSE OF ORDER:

To establish the operating procedures and capabilities of CTC 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 CTC Control shall be responsible for operating and monitoring various low voltage systems throughout the CTC 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 CTC Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. CTC 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.

Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the CTC. CTC Control has the capability to view all of the cameras in the building. CTC 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. CTC Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All CTC cameras are recorded in Facility Control. Tapes shall be changed each day at 0005 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 Master Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting.

Routine Door Control Panels

CTC Control has two control panels to operate the sallyport doors, CTC Control entry door, and their corresponding intercoms that allow access to the security portion of the building.

Fire Alarm System

CTC Control is equipped with a Fire Annunciation Panel and Computer. When a smoke detector, heat detector or manual pull station is activated, CTC Control personnel shall receive remote detection on the fire alarm computer. The Fire Annunciation 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 personnel 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 CTC 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 CTC Control to visually monitor the situation.

As soon as CTC Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

Emergency Graphic Control Panels

CTC Control is equipped with emergency graphic control panels for each level of the building allowing remote operation of the building from a central location. These panels allow CTC 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 building allowing access into or out of the fire towers.

The graphic panels can be used to open all Deputy Station entry doors on all levels of the building and all doors in the visiting area. These panels will not open individual cell doors in the modules.

The facility 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

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

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. CTC Control has a master panel for this system that can be used to call one station or a combination of stations in the CTC, much like a conference call.