5-50-110 Sally Port Gate and Control Booth Security

PURPOSE OF ORDER:

The following policy has been established to ensure the security of the facility is maintained through proper use of sallyport gates.

SCOPE OF ORDER:

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

ORDER:

There shall never be more than one sally port slider gate at a specific control center opened except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

All sally port gates shall always remain closed and secured unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

The manual override switches for the sally port gates at Facility Control and Tower II Control shall not be activated for any reason except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or
- With the expressed approval of the watch commander.

The Facility Control and Tower II Control booth doors shall remain closed and secured at all times unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

NOTE: The Tower II Control booth door shall not be opened unless all three slider gates to the sally port are closed, except for emergencies.

If employees fail to comply with the above security protocols for emergent reasons, they must be able to fully justify it to the watch commander.