6-13/070.00 Security Inspection

To ensure the long-term operation and continued security of station jails, each unit commander or their designated jail manager shall review, evaluate, and make a record of security measures using a unit developed checklist on at least an annual basis. The review and evaluation shall include internal and external security measures of their station jail, including security measures specific to the prevention of sexual abuse and sexual harassment.

The station jail inspection checklist(s) shall include (but is not limited to) the following areas:

- Ensuring the function and structural integrity of all gates/bus bays allowing access into and out of a facility are operational and secure
- Ensuring integrity of exterior security walls, fences, lighting, and surveillance systems
- Verifying functionality of interior and exterior recreation
- Interior security staffing, lighting, gates, doors, appearance, and maintenance
- Ensuring functionality and availability of emergency response equipment, weapons, supplies, food, and water
- Checking the maintenance of exterior fencing/walls/perimeter lighting and surveillance systems
- Ensuring the functionality of facility fixed camera systems
- Verifying functionality of Title 15 inmate safety check scanners and associated equipment
- Ensuring that the proper Prison Rape Elimination Act (PREA) signage is posted in both public and non-public areas
- Reviewing video surveillance systems and ensuring their compliance with PREA

Identified hazards shall be reviewed and potential ways to mitigate the hazard shall be considered. If there is a maintenance concern, Facility Services Bureau shall be contacted, and the work-order reference number shall be notated with an e-UDAL entry. If there is a Title 15 scanner concern, Correctional Innovation Technology Unit (CITU) shall be contacted and documented in the e-UDAL.

The completed checklists, including findings and/or remedial action taken or recommended, shall be retained according to CDM section 4-13/000.00, “Retention of Records.” The unit commander shall review and note on the report any further remedial action that may be warranted.