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Control

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CONTROL

I. POLICY

- A. Control personnel will coordinate, integrate, and monitor all security, safety, and communications systems within the facility to ensure order, security, and safety for staff, visitors, and inmates.

II. GENERAL INFORMATION

A. Control

- 1. The Control Room of each facility will be staffed 24 hours a day by a Corrections Deputies.

B. Entry to Control will be via the Control Room door in the Central Corridor.

- 1. Unless an emergency exists, the side door to the Building One Control Room will not be used.
 - a. Control Room doors are to be secure when not in use.

C. Access will be limited to staff, and persons authorized by the Corrections Division Commander, Corrections Lieutenant or Facility Supervisor.

- 1. Tour groups will not enter Control without authorization as previously indicated.
- 2. Congregation/ Loitering of staff in Control Rooms is prohibited.

III. CONTROL DEPUTY RESPONSIBILITIES

A. The Control Deputy shall:

- 1. Coordinate and integrate security functions through the control of all electrical doors, sallyport, and the use of intercom and closed circuit television systems for perimeter and internal areas of the facility. Refer to Digital Video Recorder Policy 2002.00

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2. Coordinate and integrate communications through the use of intercom/radio systems and telephones and will serve as the facility communications center.
3. Monitor the fire and smoke detection system, emergency facility exits, and fire sprinklers.
4. Monitor the movement and safety of housing Deputies and other staff members
5. Assure only authorized persons are allowed access to and exit from the facility and secured areas.
6. All non- department official visitors shall be escorted by staff.
7. Assure facility doors remain secured when not in use.
8. Assure security doors in designated areas are open one at a time.
9. Assure inmate movement is controlled in a manner that maximizes safety and security for inmates, staff and visitors.
10. Maintain an up-to-date headcount board showing the location of all housed inmates and the headcount of each housing unit.
 - a. Names and counts shall be updated as each inmate is housed or released.
 - b. Headcount and housing locations shall be verified with the housing deputy and computer records at the beginning and end of each shift.
11. Maintain an up-to-date log of deputies on duty with their radio call numbers and assigned portable radio number.
12. Coordinate inmate/visitor movement in cooperation with housing, booking and transport deputies and other staff through direct observation and use of closed circuit television monitors.
13. Relay pertinent information between on duty staff and supervisor.

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14. Assure buildings are on and off lockdown status at scheduled times and at the direction of staff.
15. Assure intercom and telephone traffic is prioritized and directed to appropriate areas in a polite and professional manner.
16. Relay radio traffic as needed.
17. Assure control room weapons and emergency equipment is operational and readily accessible.
18. Assure all emergency, suspicious or unusual situations are reported to the on duty supervisor in a timely manner.

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