

DATE:	SEPTEMBER 14, 2018
NUMBER:	I.61
SUBJECT:	FACILITY SECURITY - CENTRAL CONTROL
RELATED SECTIONS:	I.1 , I.2 , I.19 , I.25 , I.31

PURPOSE

To establish guidelines and protocol for Central Control responsibilities, in order to maintain the safety and the security of the facility.

POLICY

Central Control deputy will be responsible for manning the Control Room at all times. Central Control will monitor facility access, key control, coordinate the facilities internal and perimeter security; monitor the operation of the various cameras, alarm and communications systems. Central Control will be the primary source for communicating and disseminating information during critical and emergency incidents, as well as disseminating pertinent information to and from the watch commander.

PROCEDURE

- I Control Room security will be maintained as follows:
 - A. Absent exigent circumstances or authorization from the watch commander, all sally port doors will be kept closed, and locked, at all times when not in use.
 - B. The doors to the Control Room will be kept closed and locked at all times.
 - C. Only trained specifically assigned employees are authorized to activate touchscreens and panels switches to doors and sally ports, and control room access doors.
 - D. Only specifically assigned employees are authorized access to the Control Room; all others may have limited access for specific purposes that cannot be accomplished elsewhere.
 - E. Inmate workers are only allowed into the Control Room under direct supervision-for the purpose of cleaning.
 - F. Prior to entering the facility, the identity of all persons will be verified.
- II. Key control will be handled according to procedures in Detentions Policy [I.25](#).
- III. Monitoring Systems: As directed in Detentions Policy I.1, I.2 and I.19, Central Control will monitor all systems for facility alarms, radio traffic, intercoms and camera systems. They will be primarily responsible for reporting any malfunctions or failures for repair. Central Control will utilize systems to determine locations in need of assistance or investigation and will direct staff to appropriate location.

A. Alarms

1. Fence/Zone
2. Deputy
3. Fire/Smoke

B. Communication

1. Facility radio frequencies/channels
2. Monitor 800mhz for transportation runs, emergency information
3. Facility intercoms
4. Make announcements utilizing the facility P.A., if available

C. Camera

1. Monitor facility entrances/exits
2. Monitor housing areas
3. Monitor areas, as alerted

D. Touch Screens and Control Panels

1. Assume control of areas in need of assistance
2. Ensure doors are secured
3. Ensure equipment is operable