

DATE:	JANUARY 7, 2015
NUMBER:	I.66
SUBJECT:	FACILITY SECURITY/ PHYSICAL SECURITY INSPECTION
RELATED SECTIONS:	Title 15, Section 1029

PURPOSE

To establish procedures for performing the annual physical security inspection and for the retention of the inspection documents.

POLICY

Facility commanders or their designee shall, at least annually (August 31), review, identify and evaluate facility security needs. A written record of security measures, including actions taken to improve facility security, shall also be documented.

PROCEDURE

- I. Security reviews are the evaluation of internal and external security measures of the facility to ensure the safety of staff, inmates, and the community by preventing escapes and other incidents. The facility commander or designee shall ensure a comprehensive and thorough physical facility security review is conducted at least annually, as required by Title 15, Section 1029. If the annual review is conducted by a designee, it will be reviewed and signed by the facility commander.

Items included in the security review shall be specific and unique to the facility operation, and shall include, but not be limited to:

- General Exterior
- Landscaping and Grounds
- Exterior Doors
- Utility Control Points
- Other Openings
- Exterior Lighting
- Public Access Areas
- Key and Lock Procedures
- Inmate Holding/Living Areas
- Facility Medical Areas
- Facility Kitchen
- Office Security
- Facility Armory and Weapons
- Alarms
- Facility Access Control
- Facility Worker Areas

- II. Each facility will establish a procedure for the handling of security issues. This procedure will contain, but is not limited to the following:
 - A. Documenting security deficiencies/concerns
 - B. Documenting needed modifications/repairs
 - C. Notification of personnel to assess deficiencies/concerns (i.e. maintenance, Security Technician, etc.)
 - D. Follow-up of requested modifications/repairs
- III. The Physical Security Inspection Checklist form J-175 will be used to document the annual inspection.
- IV. The completed J-175 will be archived at each facility for a period of two (2) years, as required by Title 15, Section 1029.