



**San Diego County**

**SHERIFF**

Kelly A. Martinez  
Sheriff

Detention Services Bureau, Detention In-Service Training Unit

GC 7922.000 - Work Phone

## LINE-UP TRAINING

### Facility-Perimeter Security

### Topic # 81

*After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.*

*By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.*

#### I. PURPOSE

The purpose of this training is to familiarize staff with procedures related to facility-perimeter security.

#### II. POLICY

This training is conducted in adherence to Detention P&P Sections [I.1 Emergency Alarms](#), [I.19 – Security Video Systems](#), [I.25 - Key Control](#), [I.37 - Facility Tool Control](#), [I.61 - Facility Security - Central Control](#), [I.63 - Facility Security - Housing Units](#), and [I.71 - Persons Authorized to Enter Sheriff's Detention Facilities](#).

#### III. DISCUSSION

A. Each facility equipped with closed circuit television cameras and monitors will ensure proper placement of these systems for viewing purposes. This equipment will be used for surveillance only. Staff shall review and discuss the following topics and procedures as described in [DSB P&P Section I.19 - Security Video Systems](#) and related facility specific green sheets and perimeter post orders.

1. Facility staff and supervisors will inspect security video equipment each shift
2. Placement of video cameras, monitors, and /or recording devices (specific to the facility)
3. Personnel authorized to view video monitors
  - a. Restrictions to personnel viewing of areas where incarcerated persons may be observed un-clothed
4. Processing, distribution, and archiving of video footage (specific to facility)



- B. Staff shall review and discuss the following topics and procedures as described in DSB P&P Section [I.25 - Key Control](#) and related facility specific green sheets.
1. Daily key control
    - a. Distribution and collection of keys
    - b. Control deputy responsibilities for key control/management/tracking
    - c. Reporting missing keys and proper notifications
- C. Staff shall review and discuss the following topics and procedures as described in DSB P&P Section [I.37 - Facility Tool Control](#) and related facility specific green sheets.
1. Facility specific secure locations for tools/equipment
  2. Secure areas of the facility (weapons restricted)
  3. Facility specific locations of gun/weapon lockers
- D. Staff shall review and discuss the following topics and procedures as described in DSB P&P Section [I.61 - Facility Security - Central Control](#), [I.1 Emergency Alarms](#), and related facility specific green sheets.
1. Control room/area security
    - a. Doors/sallyports to be kept locked and closed at all times
    - b. Authorized personnel to enter control areas
    - c. Authorized personnel to activate/utilize touchscreens
  2. Use of facility specific monitoring systems
    - a. Fire/smoke alarms
    - b. Zone/fence alarms
    - c. Staff alarms
    - d. CCTV/camera systems
    - e. Staff intercom systems
    - f. Incarcerated Person intercom systems
    - g. Facility radio
    - h. 800Mhz radio
    - i. Touchscreen/door control systems
- E. Staff shall review and discuss the following topics and procedures as described in DSB P&P Section [I.63 - Facility Security - Housing Units](#) and related facility specific green sheets.
1. Housing unit security
    - a. Doors/sallyport main entrance security
    - b. Housing unit supervision (minimum staff present at any time)
    - c. Emergency assistance and Central Control touchscreen controls
    - d. "Security lockdown" parameters and approval



2. Perimeter security
  - a. Perimeter vehicle inspection and equipment check
  - b. Perimeter deputy duties and responsibilities will be dictated by facility layouts. Facilities that have a parking lot and a roadway surrounding the facility need to have these areas monitored. While monitoring the parking lot or surrounding areas of the facility, deputies should be attentive to suspicious activity, i.e.:

F. Staff shall review and discuss the following topics and procedures as described in DSB P&P Section [1.71 - Persons Authorized to Enter Sheriff's Detention Facilities](#) and related facility specific green sheets.

1. Criteria for entering a detention facility
2. Security clearances
  - a. Ongoing/continued clearances vs. temporary/one-time clearances
  - b. Visitor clearance request form ([J-23](#))