

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	April 15, 2022
NUMBER:	I.61.C.2
SUBJECT:	FACILITY SECURITY - CONTROL TOUCH SCREEN OPERATION

PROCEDURE

The following procedures will apply to Intake Control, CCC, PSU and all housing floor control touch screens.

TOUCH SCREEN MONITOR CONTROLS

At the start of each shift, or any time you relieve operations on a control touch screen, you must log off the previous user and log in using your own credentials. Once logged into the control touch screen each operator shall check the volume controls on the touch screen monitor and ensure the volume is at a reasonable level where any audible alarms can be heard from your work location. Deputies will not unplug or disable speakers connected to the touchscreen system. Control deputies will create a "10-8 Briefed" log entry. The deputy will note in the description field a volume check and intercom check conducted. If any issues are found, they will note the nature of the issue and what sergeant was notified.

Sergeants assigned to the movement or security position will visually inspect each touchscreen once per shift to insure proper function. This will be documented in the notes section of the JIMS Supervisor Log Review entry. Maintenance and SDCJ administrative notification will be required for any intercom found not in working order. If an intercom is found not to be operable, the cell will be placed out of service until the intercom is fixed. 30-minute safety checks will be required if any incarcerated person is placed in a cell with an identified inoperable intercom and the watch commander will be immediately notified.

DEPUTIES **SHALL NOT** MUTE THE TOUCH SCREEN VOLUME AT ANY TIME.

TOUCH SCREEN LINKED INTERCOM

Deputies operating a control touch screen should ensure their intercom system is operational and they are able to both communicate and receive communications on their intercom box. Any intercom issues or malfunctions should be relayed to the operations deputy as soon as practical.

USE OF "DISABLE CALL IN" FEATURE:

The "DISABLE CALL IN" feature temporarily blocks a selected cell from giving an audible alarm to the control position for a period of fifteen (15) minutes.

The "DISABLE CALL IN" feature should be used sparingly and only in those cases where you have confirmed with the floor deputies that there is no emergency and the repeated intercom events coming from a cell impede safe and effective control position operations. (Refer to DSB P&P Section I.2).