

<b>DATE:</b>	MAY 9, 2022
<b>NUMBER:</b>	I.63
<b>SUBJECT:</b>	FACILITY SECURITY - HOUSING UNITS
<b>RELATED SECTIONS:</b>	<a href="#">I.21</a> , <a href="#">I.64</a> , <a href="#">J.8</a>

**PURPOSE**

To establish procedures to manage the general security of all housing units.

**POLICY**

A safe atmosphere for incarcerated persons, as well as staff, will be maintained. Deputies will monitor the physical security of the unit. Deputies will also be cognizant of an incarcerated person's activity and address contraband within the housing units during their regular duties.

**PROCEDURE**

**I. HOUSING UNIT**

- A. The security of the housing unit will be continually monitored. Deputies shall ensure:
  - 1. All sallyports, main housing doors/gates will be secured at all times except when in use.
  - 2. In housing areas with multiple module doors, only one will be opened at a time. All incarcerated persons will be supervised in any area within the unit in which an incarcerated person is not secured.
  - 3. The housing area will not be left unsupervised without the approval of the watch commander, except when responding to an emergency. All doors/gates will be secured prior to leaving the area.
  
- B. Any area in need of emergency assistance will immediately notify Central Control. In the event a housing area's security is compromised, Central Control will make notifications and **Safety/Security Interests - 7922.000**  
**██████████** At times it may be necessary to deviate from normal operations in a housing unit due to an increase in violence or tension among incarcerated persons. The circumstances surrounding the activities within the module will be documented in an incident report with all incarcerated persons linked. The watch commander can utilize security lockdown for up to 72 hours to manage the activities in the module. With approval of the facility commander, the security lockdown may be extended.

Security lockdown is a management prerogative to lock down a unit when conditions are such that the safety of incarcerated persons and/or staff is at risk. The objective is to restore the safety of the incarcerated persons and staff. It does not in itself involve any other deprivation of privileges.

- C. As an alternative to placing an entire unit into security lockdown, reduced numbers of incarcerated persons may be granted dayroom access on a rotating basis. A schedule should be created to provide equal dayroom time and allow reasonable access to privileges outside of the incarcerated person's assigned cell.

## II. INCARCERATED PERSONS

- A. No deputy will engage in any transaction with an incarcerated person involving money or property, other than official jail business. No deputy will make any deal or promise for information, of any type, with any incarcerated person. This does not preclude deputies from acting on volunteered information, in order to recover drugs, weapons or other contraband to maintain facility security.

The Detentions Investigation Unit (DIU) shall be contacted when an incarcerated person states they are or would like to provide sensitive information. Additionally, DIU shall be called to assist with unusual incidents, suspected drug smuggling or any activity where you believe criminal activity is taking place and need additional guidance.

- B. Except for facilities whose elevators and elevator lobbies are equipped with closed circuit television cameras and designated personnel assigned to monitor them, no incarcerated individuals will be left unattended in the elevators, or elevator lobby. Holding cells, classrooms or offices where incarcerated individuals may be present shall be monitored. Each facility will develop green sheets to address specific areas where safety checks must be completed.
- C. No incarcerated person will visit any other incarcerated person in another housing unit, nor will any notes or property be exchanged without the approval of the housing deputy.
- D. Under normal circumstances, no incarcerated person will be allowed in the deputy station. If approved by the facility commander, incarcerated workers shall be permitted to enter the deputy station for cleaning purposes.

## III. CONTRABAND

- A. Definition: Any item not used for its intended purpose or any item not issued by commissary or facility personnel.
- B. Possession: Any item found in an incarcerated person's property or possession, which is contraband, is subject to seizure. The possessor is subject to disciplinary action and or criminal charges.
- C. Illegal Narcotics and Drugs: All illegal narcotics and drugs will be handled and disposed of according to law. Discretion in this area is strictly limited. The following instructions outline the procedure to be followed when illegal narcotics or drugs are discovered on an incarcerated person or in the housing area.

- 1. When not in the possession of an incarcerated person (found narcotics):
  - a. Secure the evidence. Properly mark and package the contraband.

- b. Write a NetRMS Crime Report indicating the crime as “found narcotics.” A case number will be obtained.
  - c. Deposit the contraband in the evidence locker after proper recording.
2. When in the possession of an incarcerated person:
- a. Secure the evidence. Properly mark and package the evidence.
  - b. If there is probable cause to arrest an incarcerated person for a particular violation, the deputy will complete a Booking Intake/Personal Property Inventory Form (J-15). The incarcerated person will be booked on the additional charge (if applicable, the incarcerated person may be cited.)If an arrest is made, contact DIU.
  - c. Write a NetRMS Crime Report and Arrest Report (if applicable). A case number will be obtained.
  - d. Narcotics evidence will be deposited in the narcotics evidence receptacle.
  - e. Incarcerated persons suspected to have contraband will be handled according to Detentions policy J.8.