

## JAMF - Main Control Guard Station

### 6002.1 LOCATION

The Main Control Guard Station will coordinate the security functions of facility operations, housing modules, vehicle traffic, and inmate movement.

Main Control is located between interior security and the staff area. It serves as the primary route for staff and visitors to enter and exit security.

### 6002.2 STAFFING

- (a) Main Control Guard Station is staffed 24 hours a day, 7 days a week. The guard station is a fixed position, and the assigned members may only leave their post when properly relieved.
- (b) Staffing for Main Control will consist of at least [REDACTED]
- (c) The Main Control Guard Station is restricted to authorized personnel only.
  - 1. Inmate access is prohibited.
- (d) The Main Control Member(s) will be responsible for maintaining the facility's 24-Hour Jail Operations Log. For further information on the 24-Hour Jail Operations Log, refer to CCOM Section 1703.2 – 24-Hour Jail Operations Log.
- (e) Assigned members will not leave the guard station to attend to emergencies unless directed to do so by a Sergeant or above.
  - 1. NOTE: During a complete facility evacuation, the Main Control Members will be last to leave unless the guard station becomes uninhabitable.
- (f) A Deputy, not assigned to Main Control, will be assigned to direct activity outside of the guard station.
- (g) During shift change, the off-going staff members will remain in the guard station until:
  - 1. All Main Control logs are complete and updated.
  - 2. All keys are accounted for.
  - 3. All security equipment is accounted for.
  - 4. Oncoming Main Control shift members are fully briefed.

### 6002.3 SECURITY ELECTRONICS CONTROL PANELS

- (a) Security electronics control panels are located inside each guard station.
- (b) Members are responsible for familiarizing themselves with the operations and functions of the control panels.
  - 1. Members will refer to the system user guide for specific operations or system functionality.

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- i. Members should direct further inquiries to their immediate supervisor or on-duty Communications personnel.
- (c) Guard station members will monitor and control the security electronics, CCTV and equipment in their respective areas of assignment to ensure the safety and security of staff, visitors, inmates, and the facility.
  - 1. Security electronics control will include:
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
- (d) Members will monitor alarms on the panel. If the status of an alarm and the adjacent area cannot be verified by line of sight or CCTV, a Deputy must physically ensure the area is safe and secure.
  - 1. Security doors will remain closed and secured except to allow authorized movement.
- (e) Members will monitor intercom alerts and respond appropriately to call-ins.
- (f) Panic alarms will be answered immediately.
  - 1. Deputies will immediately respond to verified calls for help.
  - 2. If Main Control Members cannot contact the area of the duress and verify the condition, a Deputy (or Deputies) will respond to the area without delay.
    - i. The alarm will not be reset until the area is secure.
    - ii. A supervisor will be notified in every instance a panic alarm has been activated for an emergency.
- (g) Malfunctioning alarms will be addressed immediately.
  - 1. Any risk to safety or security will be addressed immediately.
  - 2. Staff will attempt to identify the source of the malfunction.
  - 3. Staff will notify the Sergeant.
  - 4. A Sergeant will determine whether to resume operation, transfer control, or disable/shut down the affected control panel.
  - 5. A log entry will be made to identify the issue and the action taken.
    - i. Any resolution or change of status will be communicated to the Sergeant and updated with an additional log entry.

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- (h) Unresolved breaches, alarms, or malfunctions will be briefed to the oncoming shift.
- (i) Transfer of Control
  - 1. Transferring control of a control panel from one guard station to another will only be done in an emergency or under the direction of a Sergeant or above.
  - 2. Refer to the on-screen user manual for information reference transfer of control.
- (j) Panel testing
  - 1. Refer to the on-screen user manual for information reference panel testing.

#### **6002.4 SECURITY ALARM RESPONSE PROCEDURES**

For information on response procedures, refer to CCOM Section 7018.3 - Security Alarm Response Procedures.

#### **6002.5 MAIN CONTROL SALLYPORT**

Unless otherwise deemed necessary, all pedestrian access into and out of the James A. Musick Facility will be through the Main Control Sallyport and monitored by members assigned to the Main Control Guard Station.

- (a) The Main Control Member(s) will determine who the person is wanting to enter the facility, if they are cleared and if the person is carrying any weapons or unauthorized items.
  - 1. If the person is armed, or is in possession of any unauthorized items, the Main Control Member(s) will direct that person to secure all unauthorized items prior to entering security.
- (b) When a question arises, a Deputy, and if necessary, the Operations Sergeant and Watch Commander will be contacted for assistance before opening the door(s).
- (c) Any Sheriff's Department or County employee, not in uniform, must display their Sheriff's/County identification card, in plain view, at all times.
- (d) Any non-county employee (contractor, volunteer, etc.) is required to complete the security clearance application process and follow all of the Sheriff's Department protocols and procedures, prior to entering security. Refer to CCOM Section 1712.2(a) - Security Clearance.
- (e) For more information on facility security, protocols and procedures, refer to CCOM Section 1701 – Facility Responsibility and Mandatory Checks, CCOM Section 1702 – Security Identification, CCOM Section 1703 – Main Control Guard Station and CCOM Section 1712 – Maintenance and Tool Control.

#### **6002.6 VEHICLE/PEDESTRIAN SALLYPORTS**

All access into and out of the secure areas of the facility will be through sally ports and will be strictly controlled and monitored by members of the Main Control Guard Station. For details on sallyport security refer to CCOM Section 1701.8 – Sallyport Integrity and CCOM Section 1701.9 – Security Doors.

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(a) Receiving Vehicle Sally Port

1. This sally port is the primary vehicle entrance to the facility for vehicles transporting inmates and is restricted to authorized vehicles and personnel only.
2. Sheriff's Transportation will use the Security Intake lot to deliver and pick up inmates.
  - i. [REDACTED]
  - ii. Transportation Deputies will maintain control of inmates until transfer of custody to facility sworn staff.
  - iii. For more information on the transportation of inmates, refer to CCOM Section 9000.2 – Transportation of Inmates.

(b) Delivery Sally Port

1. The Delivery Sally Port is located at the rear of the facility and controls access to the Facility Central Plant and Kitchen loading dock.
2. A Main Control Guard Station Member will log all delivery and service vehicles in the [REDACTED]
  - i. All deliveries will be coordinated with the Kitchen Prowler. Refer to CCOM Section 6008 – Kitchen Prowler.

(c) Pedestrian Sally Port

1. The Pedestrian Sally Port is considered an access point for authorized personnel only.

### 6002.7 KEY CONTROL

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 6002.8 HANDHELD RADIOS

- (a) Main Control is responsible for issuing, maintaining and accounting for all Musick handheld radios, complete with an attached microphone, except for those handheld radios assigned and designated to specific personnel or locations.
1. All handheld radios MUST be accounted for at the beginning of each shift.

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2. Radio status will be noted on the [REDACTED]
3. Broken radios, microphones, and batteries in need of repair will be reported to the Administration Deputy.
4. Notify the Operations Sergeant or Watch Commander if there are any discrepancies.
5. For more information on handheld radios, refer to CCOM Section 1706 – 800MHz Radios.

#### **6002.9 FIRE/PARAMEDIC/AMBULANCE NOTIFICATION**

Refer to CCOM Section 3004.7 - Paramedic/Ambulance Response.

#### **6002.10 DISTRIBUTION OF FACILITY PAPERWORK**

- (a) Official paperwork will be processed and/or distributed in a timely manner.
- (b) Guard station members will coordinate and direct any necessary distribution to the intended facility areas.

#### **6002.11 SUPERVISION OF INMATES**

- (a) Visual supervision of inmates in the first-floor corridors will be the responsibility of the Main Control Guard Station Members and escort Deputies.
- (b) Supervision will be by direct line of sight and/or by [REDACTED] cameras, as necessary.
- (c) The Main Control Guard Station Members will coordinate directly with appropriate guard stations to facilitate inmate movement.
- (d) The Main Control Guard Station Members will coordinate with Deputies to ensure inmates are escorted through the corridors.

#### **6002.12 ESCALATOR/ELEVATOR OPERATIONS**

- (a) The Main Control Guard Station Members will monitor inmate movement in the main corridors, including escalator corridors and elevator vestibules.
- (b) In the event of an emergency, the [REDACTED] will start and stop the elevator using the security electronics control panels.
- (c) In the event of an emergency, any staff member available may start or stop the escalator manually using [REDACTED]
  1. For safety reasons, the escalator will not be started or stopped while anyone is on the steps, unless in the event of an emergency.
- (d) Malfunctions of the escalator or elevator will be reported to the Operations Sergeant immediately.
- (e) For more information about escalator/elevator inmate movement, refer to CCOM Section 1800.1 – Security Restraints.

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## **6002.13 OFFICIAL FACILITY VISITOR CONTROL**

For details on official facility visitors, refer to CCOM Section 1902 – Visiting.