

IRC - Main Control Guard Station

3004.1 MAIN CONTROL STAFFING

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- (b) Each staff member must be relieved by another staff member before leaving the Guard Station.
- (c) Assigned staff members will not leave the Guard Station to attend to emergencies unless directed to do so by the Operations Sergeant or Watch Commander.
 - 1. A Prowler or other assigned Deputy will be directed to attend to activity around the outside of the Guard Station.
 - i. NOTE: During a complete facility evacuation, the Main Control personnel will be last to leave unless the Guard Station becomes uninhabitable.
- (d) 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. The condition of all security equipment is verified.
 - 3. On-coming shift personnel are fully briefed.

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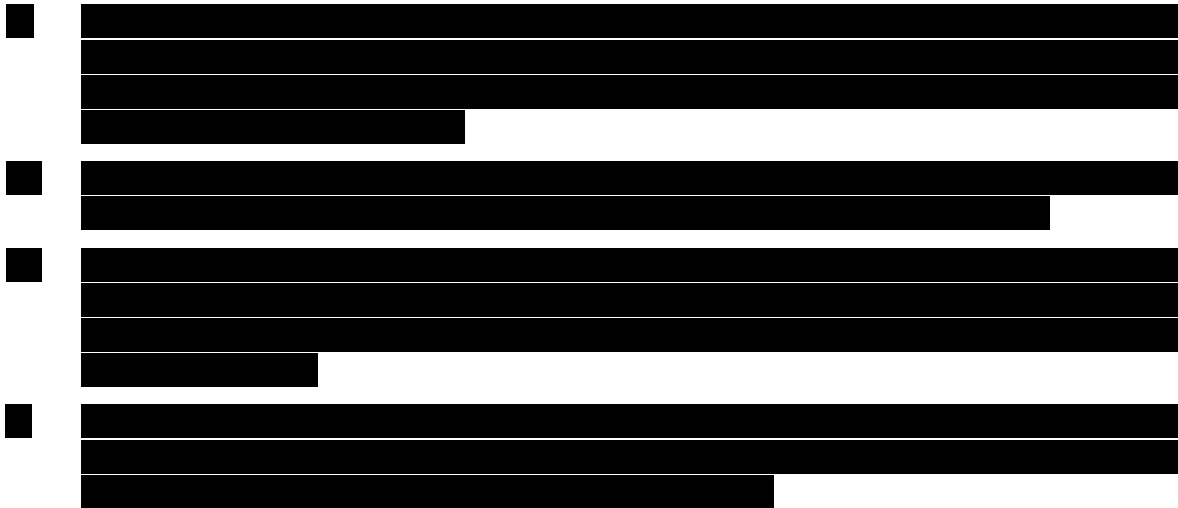
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3004.4 SECURITY ALARM RESPONSE PROCEDURE

- (a) Security Main Control personnel, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.
- (b) All alarms will be in the "normal" condition unless signaling or being tested.
- (c) Malfunctioning lights, horns or other enunciator must be repaired.
 - 1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Main Control personnel will arrange for the needed repairs.
 - 2. A memorandum identifying the problem will be written by the Main Control personnel discovering the malfunction.
 - 3. A copy of the memorandum will be retained in the Guard Station, near the broken device.
 - 4. When the device is repaired, the memorandum will be delivered to the Operations Sergeant with a notation by the Main Control personnel that the device has returned to service.
- (d) Testing the signals/enunciators will be done at least once each shift by the assigned personnel.
 - 1. On some panels, testing may be accomplished by depressing the "System Test" button. This should illuminate alarm lights and identify any burned out bulbs or malfunctioning signals.
 - 2. Tests that will affect the operation in other parts of the facility must first be coordinated through the area supervisor.
 - 3. Periodically during each shift, various Prowler Deputies will check certain security doors and systems. Main Control personnel will coordinate each check with the Prowlers before each check to prevent false alarms.

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- (e) Personal safety alarms will be tested prior to being issued at the beginning of the shift.
 - (f) Alarm signals, other than coordinated tests, will require urgent attention in every instance.
 - (g) Panic Alarms that signal on the panel will require a Main Control staff member to immediately attempt contact with the signaling Deputy.
 - 1. The second Main Control staff member will make immediate notification to the nearest Deputy and Guard Station where the alarm was activated.
 - 2. The activated alarm (and Deputy) will be located and the situation evaluated with the Main Control personnel in every instance.
 - 3. The alarm will only be cancelled or reset by the Main Control personnel when the situation is resolved.
 - 4. The Operations or Housing Sergeant will be notified in every instance where a personal alarm is activated.
 - (h) If possible, security door alarms may initially be checked by video and voice contact at the location of the alarms origin.
 - 1. Main Control personnel will view the person(s) and inquire of the person(s) on the intercom until satisfied of their correct identity. When the response is unsatisfactory the nearest Deputy will be directed to the location to verify the alarm.
 - 2. Perimeter door alarms will not be verified by the intercom. An immediate response by the nearest available Deputy will be directed by the Main Control personnel. Back up Deputies (armed) from Visiting and Transportation will also be dispatched to check the door from the exterior.
 - 3. The CCTV system will be used when possible, to assist with verifying door alarms. The Main Control personnel must be certain of the identity of every person at the point of alarm origin, or will send a Deputy to make an on-site investigation.
 - 4. Doors not monitored by video will necessitate that a Deputy be sent to verify the person's identity when the alarm is activated.

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