

Main Control Guard Station

1703.1 MAIN CONTROL ACCESS

Main Control will coordinate, integrate and monitor all external and internal security, communications and safety systems in the facility in order to ensure order, security and safety for staff, visitors and inmates.

- (a) Access to the Main Control Guard Station will be strictly controlled by Main Control staff members.
 - 1. The Guard Station door will remain closed and locked except when being used to enter or exit.
- (b) When approved personnel or visitors request to enter Main Control, the assigned staff members will open the door from inside.
- (c) Only the assigned staff members on duty, or designated others, will be permitted in the Guard Station, including the following:
 - 1. The Operations Sergeant, Watch Commander or Division Commander.
 - 2. Relief Deputies/SSOs/CSAs.
 - 3. Staff assigned by the Operations Sergeant or Watch Commander to assist Main Control staff members.
 - i. A CSA and an inmate worker may be in the Guard Station only long enough to perform clean-up work.
 - 4. Maintenance/repair personnel may be in the Guard Station while performing work.
 - 5. Visitors approved by the Division Commander, Watch Commander or a Sergeant may be in the station while being escorted by other staff.
 - i. Visitors may not operate any controls or instruments while in the Guard Station.
 - ii. Visitors will be kept under constant observation by the escort staff while in the Guard Station.
 - 6. Throughout the shift, the Operations Sergeant will verify the status of assigned staff in Main Control.

1703.2 24-HOUR JAIL OPERATIONS LOG

- (a) The Main Control staff member will be responsible for maintaining the facility's 24-Hour Jail Operations Log. This log will briefly note in chronological order all of the day's noteworthy events, referencing report numbers, staff and inmates involved, and time/location of occurrence.
- (b) This log will include an entry that lists each shift's Watch Commander, Sergeants, and Main Control Staff.

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- (c) [REDACTED]
- (d) Contents of the log will be consistent among jail facilities.
 - 1. [REDACTED]
 - 2. Crime report case numbers (DR Number) will be included with the Jail Incident Number.
 - 3. Involved staff and inmate names with booking numbers will be included. A brief synopsis of the incident will also be included in the "Narrative" column of the log.
 - 4. An entry will be made on the log to document the beginning of each shift.
- (e) The Watch Commander will review the log prior to the end of their shift and at the end of the day. The Watch Commander will document their review in the 24-Hour Jail Operations Log. This will indicate knowledge and approval of the log's contents prior to the review.