

POLICY AND PROCEDURES

NUMBER: 810

SUBJECT: Security Inspections

ACA STANDARDS: 4-ALDF-2A-12

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/05, 5/06
4/11, 9/14



I. POLICY

The St. Louis County Department of Justice Services shall maintain a system of inspections of the physical plant and equipment in the facility to ensure that the inmates are housed in a safe and secure environment and offenders to not escape or otherwise compromise security. Security inspections will be conducted to ensure that all security devices are working properly and that the security elements of the jail are not breached, compromised or tampered with.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections staff are responsible for the following procedures.

III. DEFINITIONS

Security Equipment: Equipment used to maintain the facility security and confine and control detained individuals.

Watch Tour: A tour of a housing unit where the officer must visually check the cell area and the welfare of the inmates housed therein. Verification of the tours is made by activating the Watch Tour Stations located in the housing units

IV. PROCEDURES

A. General Information

1. All areas of the Justice Center including the outside perimeter shall be inspected on a scheduled basis. Depending on the level of security required for various areas and/or the level of inmate access to these areas, inspections shall be conducted daily, weekly, monthly or quarterly.
2. All Corrections staff shall be responsible for maintaining a constant vigilance in their assigned work areas while on duty.
3. At each shift change all personnel assigned a radio, personal duress alarm (pda), telephones and keys shall check to ensure all items are in proper working condition and are not damaged. Any missing or damaged items will be immediately reported to the Unit Supervisor, who will ensure reports are sent to the appropriate persons.
4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
5. When conducting facility/cell security inspections, staff should be alert for:
 - a. Cleanliness
 - b. Excessive property
 - c. Contraband
 - d. Safety violations.
6. All security breaches and/or discrepancies in security equipment shall be noted in the discovering officer's Post Daily Activity Log and reported immediately, verbally and by means of an Incident Report to the Security Manager or, in his/her absence, the Watch Commander, who will pass the information on to the Security Manager and the appropriate Unit Manager.

B. Housing Unit/Infirmary Officer Inspections (Indirect/Direct)-All Shifts

1. Upon assuming the post, radios, pda's control panels, telephones and keys shall be checked to ensure they are in proper working order or are not damaged.

2. During tours or inspections a general visual check of each cell and dayroom area shall be made in order to check for any breaches in security. All cell doors shall be checked for any breaches in security. (Empty cells will be kept locked)

3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

C. Unit Control Inspections (All Shifts)

1. Upon assuming the post, radios, pda's, panels, telephones and keys shall be checked to ensure they are in proper working order or are not damaged

2. At the beginning of each shift, an inventory of all security equipment, restraints, keys, etc., will be conducted. The exiting shift will not depart until the inventory has been completed and all equipment is accounted for.

3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

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5. Ensure all exit lights are illuminated.

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7. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

[D. Intake Officer Inspections]

1. Upon assuming the post, radios, pda's, control panels, telephones and keys shall be checked *by the fingerprint officer* to ensure they are in proper working order or are not damaged.]
2. The Intake Service Center (ISC) Security Officer will complete and document a tour of the assigned area at least every thirty (30) minutes. The tour will include the following areas:
 - a. Open seating
 - b. Inmate restrooms
 - c. Classification counter area
 - d. All secure holding cells
 - e. Nurses' station
 - f. Prisoner transfer cells.
3. Each thirty (30) minute tour will be *conducted utilizing the pipe system and will be* documented in the ISC Security Officer's post report.]

[**Note:** The *third shift* ISC Supervisor will *print and* review the *guard tour (pipe system) report for the previous day (all three shifts) at the end of third shift.* The ISC Shift Supervisor's review will be logged in the ISC Shift Supervisor's post report.]

4. When the ISC Security Officer is required to be away from the Security Officer's post or is on break, the officer will notify the ISC Shift Supervisor and log the reason or activity in the post report. The ISC Security Officer will conduct a tour prior to departing the ISC area and then again upon returning to the area if the thirty (30) minutes has transpired. The ISC Shift Supervisor

will always be cognizant of the ISC Security Officer's activity and assign another officer to complete a tour at least every thirty (30) minutes if the ISC Security Officer is unable to do so.

5. ISC secure holding cells and transfer cells will only be used when necessary and prisoner time in these areas will be kept to a minimum.
6. Prisoners who are considered "High Risk" for suicide will be observed at least every 15 minutes and be handled according to Policy 906.
- [7. All security equipment (PDA, radio, flashlight, restraints, keys, etc.) will be inventoried at the beginning of each shift *by the fingerprint officer* to ensure proper working order and accountability. The exiting shift will not depart until the inventory has been completed and all equipment is accounted for.]

[E. Master Control/Movement Officer Inspections]

- [1. *All shifts*, upon assuming the post, *will check* radios, keys, pda's, phones and control panels to ensure they are in working order. The exiting shift will not depart until the inventory has been completed and all equipment is accounted for.]
- [2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- [3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- [4. *Third shift staff will check* the laundry, warehouse, kitchen, waste management, clinic, program area (2nd floor) and vehicle sally port substation doors to ensure they are secure.]

- [5. Once during the *third* shift, the Movement Officer shall check Transportation Staging. The holding cells, stairwell, elevator and equipment room shall be checked for security breaches.]
- [6. The assigned *third shift* Movement Officer will inform the Watch Commander as to the conclusion of the tours and any discrepancies found during the tours. The Watch Commander will note the tours and any discrepancies in the Watch commander Report.]

F. Watch Commander Inspections

1. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
2. A tour of each housing unit floor, ISC, Laundry, Kitchen and Infirmary shall be made once a shift during which the working and/or living conditions of the facility will be observed. Any discrepancies will be reviewed with staff, as needed.
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
4. The Watch Commander or his/her designee shall check the restraint chair in the Infirmary after every use to ensure it is in proper working order and to ensure the straps and cuffs are returned to their ready position. Any problems will be reported to the Security Manager.

NOTE: Housing Unit Supervisors shall check the restraint chairs on their appropriate floors after each use. Any problems will be reported to the Watch Commander and the Security Manager.

G. Key and Lock/Restraint/PDA/Radios Inspections

1. A quarterly check of all emergency keys and locks shall be made by the Safety Officer to ensure that they are properly accounted for, secure and in good working order.

2. The designated Watch Commander shall ensure a monthly inventory and inspection of all restraints and radios to ensure that they are accounted for and in good working order.
3. All personal duress alarms shall be checked daily by security staff to ensure they are in proper working order. The designated Watch Commander shall ensure a monthly inventory is conducted. Unit Managers and Watch Commanders are responsible to ensure all security equipment is accounted for their respective units.

H. Laundry Officer Inspections

1. At the beginning of the shift the Laundry Officer shall check his/her radio, phone and pda to ensure it is in working order.
2. An inspection of all equipment shall be made before and after inmate work details.
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

I. Kitchen Inspections

1. At the beginning of the shift the Cooks will check their radios, phones and pda's to ensure they are in working order.
2. An inventory of all cutlery tools will be made by the Supervisor or his/her designee each shift and after each inmate work detail is completed.
3. Each Cook is responsible for maintaining a constant vigilance of the shadow box and all other equipment used throughout the shift.

J. Facility Administrator's Inspections (See Policy #146 Facility Administrator's Tour)

K. Tour Station Operation

1. Watch Tour Stations are located in all housing units excluding the Infirmary.
2. The Watch Tour Stations on the 8th floor are located in each pod within the housing unit (6 pods per housing unit).
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
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8. Each station has a Light Emitting Diode (LED). When the primary station is keyed and the secondary stations are depressed, the LED on each station will illuminate. Once all stations have been activated all station LED's will extinguish to signify the completion of the tour.

9. The computer station located in Master Control will keep track of each watch tour start time, each tour station depression time and the watch tour completion time.
10. The Unit Managers/designee are responsible for requesting a watch tour report at least once a month on a random basis to ensure staff are touring the housing unit accordingly. The Watch Commanders on each shift will check the pipe tours of the Suicide Prevention Officer the next working day to ensure staff are conducting the proper tours for the High and Medium risk inmates.
11. Officers assigned to a Direct Supervision housing unit during the day and evening shifts shall conduct watch tours at a minimum of one (1) each hour during the officers tour of duty.
12. Officers assigned to a Direct Supervision housing floor on the third shift shall conduct a watch tour every (40) minutes in each housing unit.
13. Officers assigned to the Indirect Housing Units make watch tours a minimum of every thirty (30) minutes during their tour of duty.
14. Watch tours must be conducted at irregular intervals so that a consistent tour pattern is not established by the officers.