

## Control Center

### 1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a 24-hour secure control center for monitoring and coordinating the facility's security, life safety and communications systems, including aspects of staffing, training and communications and monitoring capabilities.

### 1101.2 POLICY

It is the policy of this office to provide sufficient space for a 24-hour secure control center, which shall be staffed continuously for the purpose of monitoring and coordinating the facility's security, life safety and communications systems. It is the responsibility of the Captain to ensure that current written orders for every Central Control post are available and that a process is in place to verify that correctional deputies assigned to those posts acknowledge in writing by signature and date that they have read and understand the orders. The Captain or the authorized designee shall review post orders annually and update them as needed.

### 1101.3 COMMUNICATIONS AND MONITORING CAPABILITIES

Central Control shall have multiple means of direct communication capabilities with all staff control stations in inmate housing areas, including telephone, intercom and radio.

The Central Control staff shall be responsible for monitoring fire, smoke and life safety alarms and shall have the means to summon assistance in the event of an emergency.

Central Control shall be located in close proximity to the inmate living areas to enable staff to monitor and respond quickly to an emergency.

### 1101.4 TRAINING

The Training Sergeant shall ensure that all staff members assigned to posts are properly trained to perform all duties and responsibilities described in the post orders. This is particularly true in fire, life safety and the emergency response procedures that have been implemented by the Captain. This may include the use of self-contained breathing apparatus (SCBA) if such equipment is available and/or required by the local fire authority. All training should be documented in each employee's training file and retained in accordance with established records retention schedules.

### 1101.5 SECURITY

Access into the Central Control should be through a sallyport entrance controlled by the staff inside the Central Control.

At no time should inmates be allowed to enter the Central Control.