

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SECURITY AND CONTROL

Chapter

JF 01 - FACILITY SECURITY AND SURVEILLANCE

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JF 01/01.00 **GENERAL**

JF 01/01.01 **Purpose**

The purpose of this chapter is to provide policy and procedure regarding the function and responsibilities for providing security and surveillance of the WCCF and its perimeter and restricting access to the facility or any part of the facility.

JF 01/01.02 **Cross References**

JD06 - Inmate Disciplinary
JJ07 - Volunteer Services

UJS - Section K
UJS - Section F

JF 01/01.03 **Definitions**

CCTV	Closed-Circuit Television; security system for the monitoring of the WCCF Housing and perimeter
Duty Sergeant	Sergeant assigned to supervise the Housing and Control Room Staff
equipment	tools that are not easily moved or are permanently attached to a non-moveable object
exigence	a situation requiring immediate action or assistance, or resolution; something arising out of current events, pressure, need, or demand
housing unit	individual unit within a pod which contains inmate living areas, cells, showers, etc.
IWIB	Inmate Wrist Identification Band
lockdown	time when all inmates in housing areas shall go to their assigned bunks or cells and cell doors shall be locked
OPD	Ogden Police Department
OIC	Officer-in-Charge
podular design	a design in which cells, housing units, and day rooms are clustered around a central housing control station permitting an officer to observe all prisoners from a single location

pod unit	cluster of housing units surrounding a central control station
sally port	double door or double gate; controlled access point through the security barrier
secure perimeter	a physical barrier which forms a boundary which encloses the WCCF secure envelope
UJS	Utah Jail Standards
walkaway	any inmate who does not return from work release or outside work detail
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff's Office

JF 01/02.00 **PERIMETER CONTROL AND SECURITY**

JF 01/02.01 **Policy**

It is the policy of the WCCF that:

- A. security for the facility and its perimeter shall be the primary responsibility of WCCF staff to include:
 - 1. perimeter control and security inspections;
 - 2. documentation of security and procedures;
 - 3. head counts;
 - 4. key and tool control;
 - 5. searches and contraband control;
 - 6. use of force, weapons control; and
 - 7. initial phases of incident management and containment;
- B. the WCCF may request additional security assistance from allied law enforcement agencies; and
- C. areas immediately adjacent to the secure perimeter should be controlled to a distance sufficient to prevent unauthorized entry to the areas enclosed within the secure perimeter.

JF 01/02.02 **Rationale**

- A. The WCCF has primary responsibility for facility and perimeter security because WCSO officials have the authority and responsibility for management of the facility. This may require a team effort between WCSO and allied agencies to ensure security for the WCCF during exigent situations.
- B. Surveillance and control of the secure perimeter and areas immediately adjacent to the facility are needed to:
 - 1. control and interdict the introduction of contraband;
 - 2. prevent escape;
 - 3. prevent vandalism to the facility, utilities, and other support systems adjacent to the facility; and

4. prevent and/or control emergencies, disturbances, illegal or otherwise prohibited behavior, actions, and unauthorized public encroachment;
5. prevent communicating or attempting to engage in unauthorized communication; or
6. closely inspecting or testing facility security defenses.

JF 01/02.03 **Procedure: Staff Responsibility**

A. Central Control Room

Control of and security for the perimeter shall be provided by Central Control Room Staff through:

1. monitoring CCTV monitors;
2. testing security equipment/devices;
3. notifying and dispatching Officers to investigate all unusual circumstances;
4. documenting and implementing immediate repair of malfunctions or problems discovered within the perimeter security; and
5. challenging all persons requesting access to the secure facility

B. Lighting

The perimeter of the facility shall be equipped with a system to provide illumination for the CCTV system and staff members engaged in security checks of the perimeter.

C. CCTV

The WCCF is equipped with a closed circuit system to monitor the security of the perimeter. WCCF control room staff shall be responsible for monitoring this system. When control room staff observe any potential security breach they shall notify the Operations Sergeant and have perimeter security officers respond. Notification shall include:

1. location of the potential problem;
2. nature of the problem; and
3. description and number of persons involved, if any.

JF 01/02.04 **Procedure: Perimeter Security**

- A. Certified staff members shall be responsible for conducting perimeter security checks of the jail to supplement the CCTV system. These checks shall be conducted on a frequent but irregular basis. These perimeter checks shall include but are not limited to:
 - 1. inspecting outside walls, windows, doors, and other areas for damage, tampering, or other indications of attempts to breach security;
 - 2. looking for persons loitering or parking in close proximity to the jail or otherwise acting in a suspicious manner; or
 - 3. potential security problems related to design, construction, or maintenance.
- B. When security problems are discovered, staff shall notify the shift supervisor of the problem and submit a maintenance request for repair.
- C. Unauthorized persons discovered to be near the perimeter of the WCCF or who have caused suspicion shall be confronted immediately and an inquiry made as to the purpose and justification for their presence or actions.
 - 1. Support for such confrontation may be requested from the WCSO, OPD, or other available peace officers.
 - 2. Care should be taken to approach such persons in a professional manner, bearing in mind the proximity of the WCCF public access areas. Courtesy must be extended to those persons who may have only erred in their actions, but have no known or apparent ulterior motive.
- D. Staff shall ensure that security doors allowing access to the facility are secured.

JF 01/02.05 **Procedure: Access to the Facility**

Necessary controls, restrictions, and regulations implemented for the WCCF shall be strictly enforced by WCCF staff. General restrictions shall be applied based on the classification of the person seeking access.

- A. **Staff members** should have access to all areas of the facility necessary to complete their assigned duties.
- B. **Weber County Officials** and their agents shall have access consistent with their needs to complete official duties.
- C. **Peace Officers** and other members of allied agencies should have access to

interview rooms, admissions, visiting, administration, and those additional areas to which access should be provided as part of their official duties and functions.

- D. **Attorneys** should have access to attorney visiting, interview rooms, and video court room.
- E. **Visitors** should have access to the public visiting area and public lobby.
- F. **Inmates/Prisoners** shall be limited to their living area and those programs and service areas to which they are cleared and directed.
- G. Others should only have access to the degree authorized by the Jail Commander, OIC, or the Policy and Procedure Manual.

JF 01/03.00 **INTERIOR FACILITY SECURITY AND SURVEILLANCE**

JF 01/03.01 **Policy**

It is the policy of the WCCF that:

- A. Security for the facility and its perimeter shall be the primary responsibility of WCCF staff;
- B. the WCCF shall be staffed 24 hours per day;
- C. the WCCF staffing should include for each shift, both female and male officers whenever possible;
- D. the podular design housing ensures that during the time that inmates are permitted out of their cells and have access to common areas, they are virtually under constant surveillance by the Housing Unit Control Room staff;
- E. walking safety and security checks shall be performed by Housing Unit Floor Officers on a frequent but irregular basis;
- F. podular units shall require at least hourly walking surveillance of prisoners:
 - 1. in pod units during lock down periods;
 - 2. in pod units who are locked down during times other prisoners in the same housing unit have day room access; and
 - 3. in special management cells.

JF 01/03.02 **Rationale**

- A. Controls, restrictions, and regulations are implemented to ensure facility security.
- B. The WCCF must be staffed 24 hours a day to provide timely response to exigent and life-safety needs of inmates.
- C. Having male and female staff officers assigned to all shifts increases the flexibility of staff in supervision of inmates, responding to exigencies, and provides more thorough searches which can be conducted by an officer of the same gender as the prisoner. Having both male and female staff also limits the potential for staff members to be falsely accused of misconduct involving the sexual privacy of prisoners.

JF 01/03.03 **Procedure: General Security/Security Doors**

- A. Security doors shall remain closed and locked when not permitting the entrance or exit of staff, inmates, or visitors.
- B. Doors to empty cells, hallways, offices, or storage rooms shall remain closed and locked.
- C. Sallyports, which ensure that no two doors are open at the same time, shall not be intentionally overridden or defeated by staff except during emergencies or when authorized by competent authority.

JF 01/03.04 **Procedure: Central Control Room**

- A. The central control room is the command center of the facility and is responsible for maintaining the security of all outside access areas. The control room also operates facility doors which allow staff and inmates access through the facility.
- B. Control room staff shall:
 - 1. monitor all interior and exterior doors for security breaches and ensure that no unauthorized persons are allowed access to the facility;
 - 2. ensure that all officers have stored their weapons before entering the facility;
 - 3. ensure all prisoners are properly restrained before entering or leaving the facility;
 - 4. account for inmates leaving the facility for court, medical treatment/ appointments, furlough, or any other time an inmate leaves the facility with out being released from custody;
 - 5. sign in all inmates returning to the facility from activities as defined above;
 - 6. act as the facility “dispatch” center during emergent situations; and
 - 7. control and regulate the flow of staff and inmate traffic through out the facility in a manner which ensures officer safety and facility security.

JF 01/03.05 **Procedure: Housing Unit Control Room**

The Housing Unit Control Room Officer shall maintain the security of the pod units by:

- A. controlling access through the pod unit entry doors into and out of the housing units;
- B. insuring that only one door allowing access to an inmate housing section is open at any one time;
- C. tracking the movements of the floor officers during their walkthroughs;
- D. monitoring the movement and activities of inmates in their housing units;
- E. monitoring individual cells by activating the audio monitors in the housing units;
- F. keeping a list of inmates authorized to be away from the pod unit for any reason; and
- G. controlling the flow of officer and inmate traffic within the pod unit in a manner which promotes officer and unit security.

JF 01/03.06 **Procedure: Housing Unit Floor Officers**

- A. Housing Unit Floor Officers shall provide security to their assigned housing units by performing walking security checks throughout their shift. These checks shall include all areas of the housing unit within the perimeter of the pod unit. These checks shall include but are not limited to:
 - 1. verifying the apparent well being of prisoners;
 - 2. looking for evidence of misconduct (i.e. fighting, damage to cells, contraband); and
 - 3. other potential security problems related to inmate conduct or maintenance problems.
- B. During periods of lockdown, security inspections shall be conducted on an hourly basis. Housing unit floor officers shall ensure the apparent well being of prisoner by viewing the skin of each inmate.
- C. All inmates leaving the pod unit should be searched before allowing them through the pod unit entry doors.

JF 01/03.07 **Procedure: Corridor Officer**

- A. The Corridor Security Officer shall provide security to the general/common areas of the facility outside the pod units by:
 - 1. performing walking security checks of the common areas of the facility to ensure a safe flow of traffic outside the pod units;
 - 2. spot-checking inmates outside their pod units to ensure that all unescorted prisoners are in an authorized area;
 - 3. searching inmates randomly while walking through the hallways to ensure that no contraband is being transported;
 - 4. searching all inmates returning to their assigned pod units from programs, medical, visiting etc.
- B. The Corridor Security Officers should also assist when additional officers are needed to deal with exigent situations in the housing units.