

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Door Security		CHAPTER/SECTION NO.: 48.9	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 72.4.4			

48.9 Policy

- 48.9.1 The holding facilities in the District Court, Juvenile Court and Sheriff's Office Patrol and Detective offices are secure areas.
- A. The doors to the holding areas are to be locked and secure at all times, except when the area is unsecured for cleaning and maintenance and no inmates are present.
 - B. Each holding area is unique and will be secured according to the facility design and holding room function.
- 48.9.2 Bailiff's and/or deputies will be trained regarding the procedure and circumstances governing the locking and unlocking of doors in court and Sheriff's Office holding facilities.
- 48.9.3 District Court Holding Area/Cells:
- A. Consists of a main holding area located in the basement of the district court and holding cells on the three floors of the court building.
 - B. Main holding area:
 - 1. The main holding area is a totally secure area. It consists of a inmate receiving bay, sally ports, seven holding cells, control room, interview room, and squad room.
 - 2. Every door in the holding area is controlled by a key lock.
 - 3. The doors to the receiving bay, sally ports, holding cells, interview room, and exit doors are controlled by both key and electric locks.

4. The electric locks are controlled from the control room.
5. The receiving bay doors, sally ports doors, holding cell door, interview room door and exit doors are to be closed and locked at all times.
6. All doors will be tested to ensure the cell is secure after closing the cell door.
7. The doors to the holding area can be unlocked when the area is unsecured for cleaning and maintenance and no inmates are present.

C. Court Room Holding Cells:

1. There are ten holding cells that serve the court rooms in the district court building. The cells adjoin the court rooms.
2. The doors to the cells are key controlled and will be kept locked at all times except when unlocked for cleaning and maintenance and no inmates are in the holding area.

48.9.4 Juvenile Court Holding Cells:

- A. Consists of four holding cells located in the Bailiff/Deputy office on the main floor of the juvenile court.
- B. The door locks to the cells are key controlled.
 1. Each Deputy has control of a key to the holding cells.
 2. The cells will be locked at all times except when the area is unsecured for cleaning and maintenance and no inmates are present.
 3. All doors will be tested to ensure the cell is secure after closing the cell door.

48.9.5 Sheriff's Office Patrol/Investigations Holding Cells:

- A. There are two holding cells in the Patrol Bureau office area and two holding cells in the Detective Section office area.

- B. The door locks to the cells are key controlled.
1. The doors to the holding cells will be locked and secured at all times except when unlocked and unsecured for cleaning and maintenance.
 2. After placing a person in the cell, the door will be tested to ensure it is locked and secure.