



## **CONTROL CENTER**

### **POLICY.**

It is the policy of the Deschutes County Sheriff's Office - Adult Jail (AJ) to maintain a secure control center that serves as a 24-hour communications, safety, security monitoring, and coordination hub for the entire AJ and a backup communications system for the Work Center (WC).

### **PURPOSE.**

The purpose of this policy is to provide guidelines for maintaining the integrity of the jail security perimeter, while managing internal movement to restrict and control access to the facility and allow only authorized personnel into the secured areas of the AJ and WC.

### **OREGON JAIL STANDARDS:**

- E-104 Facility Access
- E-105 Security Doors
- E-205 Use of CCTV

### **REFERENCES:**

- ORS 169.076, Standards for local correctional facilities

### **DEFINITIONS.**

**Closed-Circuit Television (CCTV).** An effective tool to monitor movement through the jail, verifying the identity and purpose of persons attempting ingress or egress to the jail or security zones within the jail, while monitoring limited-access areas. CCTV supplements rather than replaces personal surveillance of inmates.

**DCAJ Support Staff.** Personnel including office assistants, medical personnel, classifications specialists, contract food service providers (corrections cooks), facility maintenance personnel, and behavioral health staff.

**Double-door Security.** Having only one door, of a two-door security vestibule, open at a time to control who enters and leaves the security perimeter.

**Emergency Exits.** For the purpose of this policy, security doors leading to the outside security gated perimeter of the jail and used for emergency purposes only. [REDACTED]  
[REDACTED]

**Main Housing.** The area of the facility containing the housing units 100 through 1100, the recreation yards, law library/interview room, control center, programs office and hallways to these areas.

**Non-public/Restricted Areas:** For the purpose of this policy, all jail areas including administration and security perimeter. Visiting and attorney rooms are considered non-public. When authorized to enter non-public areas of the facility, the public may use these areas.

**Sally Port.** A vehicle security vestibule, with an entrance and exit, opening one door at a time to allow a security enclosure.

**Secured Areas.** For the purpose of this policy, secured areas are defined as the inner security of the facility beyond the double-locked and sliding-security doors.

**Secured Housing Unit:** All inmate housing units within the jail, including units 100 through 1600.

**Security Doors.** Security doors are located throughout the facility to maintain the integrity of jail security. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Security Perimeter.** The outer areas of the jail that are surrounded by a security fence and gates. [REDACTED]  
[REDACTED]

## PROCEDURES.

### *SECTION A: GENERAL GUIDELINES*

**A-1.** The main responsibility of the control center is the security of the facility, inmates and staff members by preventing unauthorized persons from entering into the secure areas of the AJ and WC. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**A-2.** [REDACTED]

- A-3. Access to the control center will be strictly limited [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- A-4. The control center staff will document, maintain and update records needed for the proper functioning of the jail. The documentation and records include, but are not limited to, recording of information in the daily log manually or using the Jail Management System (JMS).

### ***SECTION B: FACILITY SECURITY ACCESS***

- B-1. Access to the secure areas of the facility is restricted. The security gates and doors are controlled [REDACTED]
- B-2. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- B-3. Unauthorized persons will not be allowed in the non-public/restricted areas of the jail and will be instructed to leave the facility and/or grounds immediately.

### ***SECTION C: SECURITY AND EMERGENCY EXIT DOORS***

- C-1. Control center staff will monitor all security and emergency exit doors [REDACTED]  
[REDACTED] Security and emergency exit door control is imperative to the security of the jail for the following reasons:
- a. [REDACTED]  
[REDACTED]
  - b. [REDACTED]  
[REDACTED]
  - c. To control movement and traffic through the facility.
  - d. To control and compartmentalize an area for fire safety.
- C-2. The security and emergency exit doors [REDACTED]  
[REDACTED]  
[REDACTED]
- C-3. Employees are responsible to verify that security doors are closed and locked [REDACTED]  
[REDACTED]

- [REDACTED]  
[REDACTED]
- C-4.** Opening of the control center door will not occur when an inmate is in the hallway in the main housing area of the jail.
- C-5.** Security doors to all housing units in the main jail facility will not be opened [REDACTED]  
[REDACTED]
- C-6.** [REDACTED]
- C-7.** The control center door will remain locked when not in use. [REDACTED]  
[REDACTED]  
[REDACTED]
- C-8.** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- C-9.** Employees will only use security or emergency exit doors as intended. No employee will modify, re-program, misuse or intentionally damage any security door, system or device. Discovery of any violation of this section may result in disciplinary action and/or criminal prosecution.

#### ***SECTION D: OPERATIONAL USE OF THE CONTROL PANEL***

- D-1.** Control panel operators will log-in for each session [REDACTED]  
[REDACTED] Upon leaving their post, they will log-out. [REDACTED]  
[REDACTED]
- D-2.** [REDACTED]  
[REDACTED]
- D-3.** [REDACTED]

#### ***SECTION E: COMMUNICATIONS AND MONITORING***

- E-1.** The control center functions as the base station of all communications and monitoring within the facility.
- E-2.** The control center operates a two-way intercom system employed throughout the facility. Instant communications can be obtained with all inmate housing units and corridors. The intercom system is monitored constantly for signs of trouble.

- E-3.** When initiating communication via the AIRHONE system, control center staff will provide an audible tone when calling another party. This alerts the receiver that someone has paged-in and may be listening. The audible tone is accomplished by simultaneously pushing and holding the Privacy and Talk buttons. Once the tone is accomplished; simply hold the Talk Button to speak.
- E-4.** Closed circuit monitors are stationed throughout the facility. [REDACTED]  
[REDACTED]  
[REDACTED]  
These monitors supplement personal surveillance of inmates, but do not replace personal supervision of inmates.
- E-5.** Staff members carry two-way radios [REDACTED]  
These radios provide a quick way of communicating instructions and information to corrections staff performing normal job duties. Proper radio procedures will be observed at all times while using these radios.
- E-6.** In the event of any UPS Alarm (Uninterruptable Power Supply), control center staff will immediately notify a shift supervisor. [REDACTED]  
[REDACTED] For complete power loss, contact AJ maintenance immediately.
- E-7.** In the event of a system malfunction(s), note the date/time and nature of the observed malfunction. Provide as much detail and specific information as possible. Turn in noted problems to the shift supervisor without delay for communication to the appropriate personnel.

#### ***SECTION F. MAIN HOUSING SECURITY***

- F-1.** All traffic into and out of the secure areas of the jail will be controlled and regulated by the control center. Corrections staff will use proper security measures for movement into and out of any secure perimeter.
- F-2.** Double door security will be used when allowing inmates in or out of their housing unit.  
[REDACTED]  
[REDACTED]  
[REDACTED]
- F-3.** At the direction of control center staff, inmates in classification levels I, II, III, IV, V, and VI may be allowed access in the hallways of the main housing unescorted, when moving from one location to another. While performing a service, such as serving meals, inmate workers will be escorted. Inmates with a classification level of Maximum Security 8 will be escorted by deputies, and extra security measures taken when removed from their cell.

- F-4.** Inmates lodged in housing units 1200 through 2000 will be escorted when taken to medical, intake/release, recreations yards, attorney visits, public visiting, court video proceeding and programs.
- F-5.** Control center staff must make sure persons entering the secured areas of the jail are either [REDACTED]  
[REDACTED]  
[REDACTED] A corrections deputy must escort a visitor at all times while they are in the secured area of the jail unless a corrections supervisor authorizes unescorted entry.
- F-6.** On-duty corrections deputies are authorized to access the main housing area of the jail.  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- F-7.** Control center staff must identify persons requesting entrance into the control center before allowing access. The shift supervisor must approve anyone that is not an authorized person.

#### ***SECTION G. SALLY PORT OPERATIONS***

- G-1.** Control center staff will operate vehicular sally port doors. Control center staff will open the vehicular sally port doors only when each of the following conditions are met:
- The arresting/transporting LEO's identity is verified.
  - A prisoner is in the vehicle.
  - No emergency exists in the facility.

**G-2.** [REDACTED]  
[REDACTED]

**G-3.** [REDACTED]

#### ***SECTION H: EMERGENCIES and EMERGENCY EXIT DOORS***

- H-1.** Emergency exit doors will only be opened during emergency situations and at the direction of a shift supervisor.
- H-2.** Control staff will log a shift supervisor's authorization for opening an emergency exit door in JMS.

- H-3.** During an emergency, control center staff will gather and relay information to the appropriate person(s) or agencies as it becomes available.
- H-4.** Emergency plans will be maintained [REDACTED]  
[REDACTED]
- H-5.** The alarm panel for the smoke detectors and fire sensors throughout the facility is located in the control center. Emergency areas can be identified and quickly checked through the use of this system.
- H-6.** During an emergency evacuation, promptness, safety and security are major considerations.
- H-7.** [REDACTED]  
[REDACTED]
- H-8.** Control center staff will do periodic checks on systems and equipment. Corrections supervisors will determine the frequency of the checks and ensure the checks are completed. Systems and equipment to check are:
- a. Closed-circuit surveillance cameras
  - b. Communications
  - c. Alarms
  - d. Electronic gate security
  - e. Emergency alarm and generator
  - f. Fire alarms
  - g. Intercoms
  - h. Radios
  - i. Telephones
- H-9.** Corrections supervisors will ensure accurate and up-to-date emergency contact lists are maintained [REDACTED] These lists are confidential. [REDACTED]  
[REDACTED]  
[REDACTED] The lists will include the following:
- a. Courts
  - b. Dispatch
  - c. Fire departments
  - d. Jails in the tri-county area (Crook, Jefferson and Klamath)
  - e. Prisons (state and federal as appropriate)
  - f. Judges
  - g. Maintenance
  - h. Corrections medical staff
  - i. Police departments
  - j. Probation and parole officers
  - k. Sheriff's Office staff

**H-10.** All keys maintained in the control center will be [REDACTED]

[REDACTED]  
[REDACTED]

**H-11.** In the event of an emergency [REDACTED]

[REDACTED]  
[REDACTED]

**FORMS USED: None**