



SECURITY CHECKS AND ROUNDS

(Critical Policy)

POLICY.

Sworn corrections deputies will conduct security checks in and around inmate-occupied areas and welfare checks on all inmates. *This is a critical policy because security checks and rounds that are properly done prevent escapes, harm to people and property, and reduce exposure to liability.*

PURPOSE.

To provide staff with guidelines for conducting checks and rounds based on inmate needs and the area occupied by inmates. These guidelines support safety and security needs of inmates, the staff, and the public.

OREGON JAIL STANDARDS:

- A-102 Sheriff's Jail Inspections
- E-101 Perimeter Security
- E-202 Inmate Monitoring
- E-203 Cross-Gender Surveillance and Supervision
- E-204 Female Inmates
- E-205 Use of Cameras
- E-206 Frequency of Counts
- E-207 Reconciling Counts

REFERENCES:

- ORS 169.076, Standards for local correctional facilities

DEFINITIONS.

Cease Movement. A jail-wide order to stop all internal movement immediately. Self-escorting inmates continue to their destination. No one, including staff, may enter or leave the secure perimeter of the jail without a shift supervisor's approval.

Emergency Count. An official, jail-wide count conducted after an unforeseen event occurs, such as a disturbance, escape or power outage. Staff conducts this count in the same way as a formal count.

Supersedes: July 13, 2015

Review Date: December 2019

Total Pages: 8

Formal Headcounts. An official, jail-wide count conducted at specific times. Counts conducted at shift changes and at cell-in each night. These counts are conducted to ensure that all inmates in legal custody are present. The formal counts will be logged in the Jail Management System (JMS).

Informal Counts. An unofficial count of inmates made while inmates are working, engaged in daily living activities, recreational activities, or at mealtimes. These checks are made at a minimum on an hourly basis to ensure the welfare of the inmates and safety and security of the AJ, in accordance with *ORS 169.076*.

Rounds and Checks. A proactive patrol of all areas occupied by inmates to look at their behavior, check on their well being, and to identify any maintenance, safety and security issues. These visual checks will be conducted on a random and continual basis to verify the safety and security of each and every inmate in the facility. Unless there is an operational emergency, checks will not exceed the mandatory minimum frequency of once each hour as set by Oregon Revised Statutes and Oregon Jail Standards. Exceptions will be approved and documented by a shift supervisor.

Security Check. The inspection of an area inside the jail, work center, or courthouse that an inmate has access to. The inspection of an area outside the security perimeter of the jail that an accomplice of an inmate may use to aid escape, contraband passing, or other illegal activity.

Segregation. An inmate in administrative, medical, or disciplinary segregation. It excludes inmates in general population housing while in lockdown because of supervisory needs or inmates who are serving a cell-restriction sanction.

Special Watch. A form of supervision used to observe inmates with a special need or risk. Examples of needs or risks are a chance for self-harm (intentional or not), being in restraints, a questionable mental or medical state, or staff belief that an inmate is concealing contraband or evidence on or in their bodies.

Suicide Watch. A form of supervision used to observe inmates that staff has identified as being a suicide risk.

PROCEDURES.

These procedures augment those found in policy [CD-8-1, *Perimeter Security*](#), in helping to keep the jail and work center safe and secure environments. They do not confer any right or interest beyond what the law requires.

SECTION A: SECURITY CHECKS

A-1. Security Check Plan. Deputies will conduct periodic security checks of the inner and outer jail, Work Center and court areas. Deputies will follow the security check plan in the table below to determine who does the check, when, and how to properly document the check after completion. A shift supervisor may change the frequency for short, temporary periods of not more than three days.

SECURITY CHECK PLAN				
Area	Check done by:	Frequency	Log in:	Comments
Housing Units Jail / Work Center	Floor deputies	██████████	Daily Log /Security JMS	
Jail Control	Control staff	██████████	Daily Log/Security JMS	Keys, Defensive Tools and Equipment
Intake-Release Jail/Work Center	Booking deputies	██████████	Daily Log/Security JMS	
Court Holding	Court security deputies	██████████ ██	Daily Log/Court JMS	
Courtrooms	Court security deputies	██████████	Daily Log/Security JMS	
Inmate Services Jail/Work Center	Floor deputies	██████████	Daily Log/ Security JMS	Kitchen, Kitchen loading area, Laundry, Inmate Services area
Programs Jail/Work Center	Program deputies/ Floor deputies	██████████	Daily Log/Security JMS	Programs Room, Video Rooms, Law Library,Rec Yards
Hallways Jail/Work Center	Floor deputies	██████████	Daily Log /Security JMS	Corridors, and vestibules
Roof	Floor deputies	██████████	Daily Log/Security JMS	Do only in daylight hours and weather permitting
Outdoor Perimeter Jail/Work Center	Floor deputies	██████████	Daily Log/ Security JMS	
Sallyport	Booking deputies	██████████	Daily Log/Security JMS	
Public visiting; Attorney visiting Jail/Work Center	Floor deputies	██████████	Daily Log/Security JMS	Public side/inmate side

Table 1. Security Check Plan

A-2. Conducting a Security Check. When conducting a check, deputies will physically look at and in, probe, tap, touch, and do functional tests on the items in an area. They must do at least a visual check of an area to comply with the security check plan. Whenever possible, they will do the checks when people are not present. Civilian system maintenance technicians may help do a check. Deputies will assign any civilian involved in a check specific tasks and check methods. Supervisors will set up separate schedules for doing complex or time-consuming checks.

a. The items to examine on a security check should include:

1) Structural items, such as:

- a. Locks and keys
- b. Fasteners and hardware, such as screws, bolts, and hinges
- c. Screens, grills, braces, and brackets
- d. Doors, windows, windowpanes, frames, and bars
- e. Walls, outside walls, mortar joints, ceilings, and floors

2) Utility systems, such as:

- a. Drains, utility access doors and panels, and floor and pavement covers

- b. Air vents and ducts
 - c. Lighting, light fixtures, and electrical outlets and cords
 - d. Utility service equipment, valves, lines, and conduits
- 2) Perimeter security checks shall include a visual inspection of the security perimeter on a routine and random basis (no less than once per day). Perimeter security checks should include (but are not limited to):
- a. Inspecting outside walls, windows, doors and other areas for damage, tampering or other indications of attempts to breach security.
 - b. Look for persons loitering in adjacent parking areas or otherwise acting in a suspicious manner.
 - c. Potential security problems related to design, construction or maintenance.
 - d. Access areas and systems, including:
 - i. Gates, vestibules, and other access cutoff points
 - ii. Perimeter lighting, detection and surveillance systems
 - iii. Roofing, skylights, ladders, roof access doors, and equipment on roof
 - iv. Fencing, barriers, parking zones, landscaping, and other structures.
- b. Things to check for include:
- 1) Proper operation
 - 2) Missing, altered, or damaged parts
 - 3) Wear and tear
 - 4) Corrosion
 - 5) Contraband
 - 6) Fire and safety hazards
 - 7) Design, construction, or maintenance problems
 - 8) Unsecured supplies, tools, and equipment
 - 9) Tampering or damage
 - 10) Suspicious people, activity, or items
 - 11) Sanitation problems

A-3. Interval of Security Checks. Deputies will vary the time they conduct checks to avoid predictability. Deputies may also do extra full or partial checks at random to add to unpredictability. Deputies may combine a security check and round on the same patrol of an area.

SECTION B: ROUNDS

B-1. Conducting a Round or Check. Rounds will be random and continual. Deputies will vary their starting point for rounds. While on a round, deputies must visually confirm the presence of every inmate. (Deputies shall not use closed-circuit television to conduct a round.) Deputies will look and listen for the following while doing a round:

- a. Signs of health problems or injuries

- b. Unusual behavior
- c. Signs of misconduct
- d. Tampering or damage to the facility or property
- e. Contraband
- f. Security problems
- g. Fire and safety hazards
- h. Maintenance problems
- i. Sanitation problems

- B-2. Interval of Rounds.** Deputies will vary the timing of rounds so they do not come at predictable times to inmates. Deputies should conduct extra rounds at random to add to unpredictability. Once complete, each round will be logged in the JMS.
- B-3. Rounds.** Corrections deputies must do an individual check of each inmate in living and holding areas of the jail and Work Center at least once each hour. (The interval between rounds may not exceed 60 minutes.) Floor deputies will conduct rounds on a random and continual basis in all living areas and other areas that have inmates present without staff supervision, such as the laundry. Booking deputies will conduct rounds in the intake and release areas.
- B-4. Segregation Rounds.** Normally, a deputy will view each inmate in a segregation living area every half hour. A deputy may deviate from this interval for a reasonable amount of time to allow for other operational needs that are out of the deputy's control. These needs include meal service, shift change, or staff availability. A supervisor may order a jail-wide, housing section or individual inmate change to the half hour interval at any time. A deputy must do at least an hourly round on an inmate in segregation. Before doing a round in segregation housing, deputies will secure all inmates in their cells.
- B-5. Special Watch Rounds.** Normally, a deputy will check an inmate on special watch at least every 15 minutes. A shift supervisor or medical staff will set the interval; it may be more frequent, but seldom longer, than 15 minutes. (An inmate in restraints must have at least a 15-minute round interval.) The deputy filling out the *Inmate Round Record Form 402* must note the set interval on the form if different from the 15-minute checks. A deputy may deviate from the set interval by no more than five minutes to allow for exigent operational needs that are out of the deputy's control.
- B-6. Suicide Watch Rounds.** A deputy must conduct a check of any inmate(s) on suicide watch at least every 15 minutes. A shift supervisor or medical staff member may direct a more frequent interval.
- B-7. Medical and Behavioral Health Unit Rounds.** The Medical and Behavioral Health unit consists of six individual cells and a deputy work station adjacent to the jail medical office. When one or more cells are occupied, a deputy will be assigned to the medical work station. This assignment allows staff to more closely monitor inmates who require additional medical care or mental health observation. In this unit, rounds will be conducted at least every 30 minutes and may be more frequent as determined by a nurse, doctor, behavioral health specialist or supervisor.

- B-8. Recording Rounds.** How and where deputies record a round will vary depending on round location and type.
- a. Deputies must record all rounds in the daily log in the Jail Management System (round, check or interval round), noting area, and the start time and at the end of each round.
 - b. For inmates on special or suicide watch, deputies will record the round on the *Inmate Record Form 402*, for each inmate. The completed form will be placed in the inmate's medical file.
 - c. Deputies must note anything unusual and immediately report it to a shift supervisor and/or if necessary medical staff.
 - d. Rounds will be logged on the *Inmate Populations Count Record Form No. 401* in the event of a computer failure. When the computers become operational again, the logs will be updated in the Jail Management System.
- B-9.** Except in an emergency situation, when a deputy enters a housing area occupied by inmates of the opposite sex, the deputy will announce his presence upon entry into the housing unit to protect the privacy of the inmates in the unit.
- B-10.** Surveillance of inmates by corrections staff of the opposite sex is permitted by law. However, reasonable accommodations will be made by the AJ to reduce the scope of intrusion when possible.

SECTION C: COUNTS

- C-1. Formal Counts.** Deputies will conduct a formal count at the beginning of each shift and at the nightly cell-in.
- a. A warning via the intercom system should be given to the inmates before the actual count is conducted.
 - b. The deputy performing the count in the jail or Work Center will review a current jail roster of each inmate in each housing area, including the booking room, to obtain up-to-date information regarding all inmate housing moves, admissions releases, or any other changes that could affect accountability. The deputy will then physically count the inmates in each housing area and reconcile the count to the list of inmates in the Jail Management System to ensure the correct count.
 - c. While conducting a formal count, the deputy must allow nothing short of an emergency to distract him. There will be no movement of inmates during formal counts.
- C-2. Informal Counts.** Deputies will conduct informal counts of inmates at meal service and during any interval rounds.
- C-3. Emergency Counts.** A shift supervisor will order an emergency count as part of emergency response actions. Deputies will perform this count the same way as a formal count. In the case of an evacuation, booking staff will run list of inmates, so a count can be taken after leaving the facility.
- C-4. Manual Counts.** Deputies will perform a manual count if the Jail Management System is down and a count is necessary. Staff will use the last available jail roster to

do the count and record the count on the *Inmate Population Count Board, Form No. 401*. Computer logs will be updated once the Jail Management System (JMS) is operational.

SECTION D: RECONCILING A DISCREPANCY

- D-1.** When a discrepancy exists in a count and/or any doubt arises to the correctness of the count, a recount or roll call will be made. If the discrepancy remains after the recount of inmates, the shift supervisor will order a cease movement and order a second recount of inmates. If the discrepancy still exists, the shift supervisor will:
- a. Run another inmate roster to see if there is an error. Check all bookings, releases, medical appointments, court appearances, transfers, other authorized locations, and lodgings since the last cleared count.
 - b. Deputies will physically recount each inmate using a new jail roster and other reports. They will also verify the location of inmates coded as being outside of the jail facility.
 - c. If the count is not cleared, the shift supervisor will follow procedures in policy [CD-13-6 Escapes](#).
- D-2.** If a cease movement continues for an extended period of time, the shift supervisor should direct staff to allow arresting and transport deputies to enter the intake area with their prisoners. A shift supervisor should also make the necessary allowances during a prolonged cease movement for a count to keep the inmate, booking, and release functions moving along smoothly.

SECTION E: MANAGEMENT INVOLVEMENT

- E-1. Supervisory Visits.** Corrections supervisors should visit the jail, Work Center and court security area at regular intervals; the visits should be unannounced. Visits are for informal contact with staff and inmates and for evaluation of security, living, and working conditions. Supervisors should vary the shifts and days they conduct visits. Supervisors should note the visits in the Jail Management System under Facility Inspection. The interval goals for visits are listed below:
- a. Shift sergeant: Once a day for inmate-occupied area; twice a week for other areas.
 - b. Corrections lieutenant or captain: Once a week for jail areas; once a month for court security.
 - c. Sheriff: Once a month for all areas. Note: the interval of visits by the Sheriff is subject to commitments outside his/her control.
- E-2. Controlling Inmate Access to an Area with Issues.** A deputy will not let an inmate into an area that has a safety, security, or sanitation issue until it is fixed or a corrections supervisor approves entry.
- E-3. Reporting Issues.** Deputies will report staff and inmate issues they identify on a round or check in writing to the appropriate staff for review and action. The written report usually will be in one or more of the following forms:
- a. Jail Incident Report, Jail Management System
 - b. Daily log, Jail Management System
 - c. Electronic mail
 - d. Emergency issues will be immediately reported to the on-duty supervisor.

E-4. Review of Daily Logs. The shift supervisor conducting a visit to an area will review the daily log in the Jail Management System for the shifts since the last visit. After the last shift of each month, supervisors will review and analyze the logs for their assigned shifts and send a summary with a copy of the logs to the jail lieutenants.

E-5. Staff Training and Instructions. The administrative lieutenant will make sure staff receive field and any needed in-service training on security checks and rounds. Shift supervisors will include any needed detailed instructions for doing checks and rounds in post orders.

FORMS USED:

- Inmate Population Count Board, Form No. 401
- Inmate Round Record, Form No. 402