

CMJ - Main Control Guard Station

4004.1 MAIN CONTROL STAFFING

- [REDACTED]
- (b) Each staff member must be relieved by another staff member before leaving the guard station.
- (c) The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Operations Sergeant or Shift Commander.
 - 1. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
- (d) During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
- (e) During shift change, each off-going staff member will remain in the guard station until:
 - 1. All Main Control logs are complete and updated.
 - 2. All keys and radios are accounted for.
 - 3. The condition of all security equipment is verified.
 - 4. Oncoming shift staff member is fully briefed.
 - 5. Notify the Sergeant of any discrepancies in key or radio log

4004.2 EQUIPMENT AND CONTROLS FUNCTIONS

- (a) Main Control Sally Port and Security Door Operations. The Main Control console provides monitoring and control for the Main Control Sally Port and other security doors throughout the facility.
 - 1. When a person requests passage through a security door, they push a button on the wall speaker at their location.
 - [REDACTED]
 - 3. The Main Control staff member will determine the person's authority to enter by depressing the illuminated indicator button and talk switch on the Main Control panel and inquiring the identity via the panel microphone.
 - [REDACTED]
 - 5. When the door is closed, the light will turn green and the Main Control personnel will listen for a verbal "CLEAR" from the person passing through the door before closing it.
 - 6. All electronic gates will be closed immediately after an authorized access.

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7. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
8. Access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by Deputies at the Main Control Guard Station.

(b) Escalator Operations



(c) Intercom Area Selector Buttons

1. Pump room
2. Basement stairway 1
3. Basement stairway 2
4. Main sally-port
5. Basement elevator 3
6. Warehouse
7. Third Floor Mezzanine Elevator 2
8. Third Floor Mezzanine Elevator 1
9. Third Floor Mezzanine
10. Basement Elevator 1
11. Basement Elevator 2
12. Basement Stairway 3
13. Commissary
14. Basement Stairway 4
15. First Floor Elevator 2
16. First Floor Elevator 1
17. Service Tunnel
18. Basement Equipment Room

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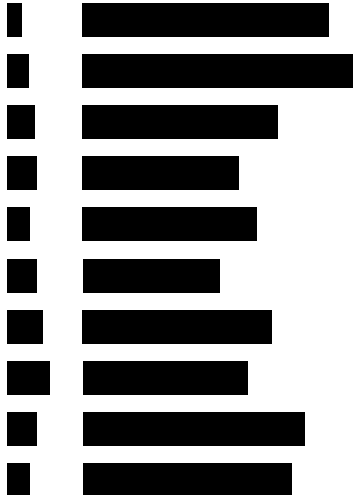
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(d) Closed Circuit Television Monitors



(e) Public Address System

1. The Main Control console contains a public address system for one way verbal communications to the following areas:



(f) Intercom Communications

1. The intercom unit on the Main Control panel is for voice communications to and from all Guard Stations, Module Offices, and any other location equipped with an intercom.

(g) Audio / Video Security Gate Monitoring Systems

1. The intercom on the Main Control panel is for voice communications to and from the vehicle and pedestrian entrance gates. Visual control is via the CCTV monitors located on the Console.

(h) Prowler Phone Communications

1. Two-way communications to specific areas of the jail are available through prowler phones. These wall mount phones allow communication with Main Control. The Deputy contacting Main Control will depress the button and wait. The Main Control staff member will receive an audio (ringing) signal and depress the applicable button for voice communications.

4004.3 SECURITY ALARM RESPONSE PROCEDURES

- (a) When the Main Control personnel sees or hears a security door alarm, a prowler Deputy will be dispatched to the area to determine the problem. The personnel will also contact the Operations Sergeant or a Housing Sergeant and advise them.

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4004.4 PARAMEDIC/AMBULANCE NOTIFICATION

- (a) Main Control personnel will contact the Operations Sergeant via radio transmission after completing the initial telephone call requesting paramedics.
 - 1. The radio transmission shall include; paramedics en route and location of the medical emergency.
 - 2. If the Main Control staff member does not receive acknowledgement of the radio transmission from the Operations Sergeant, the Housing Sergeant shall be contacted and acknowledge the transmission.
 - 3. The Main Control staff member will notify the Receiving Guard Station as well as send the transportation voucher.