

CWJ - Main Control Guard Station

5002.1 STAFFING/RESPONSIBILITIES

- (a) Main Control Guard Station will be staffed with [REDACTED] [REDACTED] The guard station will be staffed 24 hours a day, 7 days a week. The Main Control Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
1. A Module Deputy or Prowler will attend to activity around the outside of the guard station.
 2. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
- (b) During shift change, the off-going staff member will remain in the guard station until:
1. All Main Control logs are complete and updated.
 2. The condition of all security equipment is verified.
 3. On-coming shift is fully briefed.
- (c) Main Control, Module P, visiting and a medical area are located on the First Floor of the CWJ. Duties in the First Floor Medical Area and Module P will be the responsibility of Module and Medical Prowlers assigned to the First Floor, with the assistance of other prowlers as needed.
- (d) Main Control will direct, coordinate and monitor all First Floor operations and movement.
- (e) Main Control is responsible for issuing, maintaining and accounting for CWJ keys, radios, less lethal devices, visitor passes and identification, facility inmate televisions, facility 24-Hour Log, medical coordination, and facility emergency procedures.
1. All radios, keys and less lethal devices shall be accounted for at the beginning and end of each shift and will be documented in the 24-Hour Log and on the Radio/Key Inventory Log.
 2. Refer to CCOM Section 1704 – Key Control and CCOM Section 1706 – 800MHz Radios.
- (f) Main Control will assist in coordinating inmate transportation to the hospital via ambulance or paramedic. Refer to CCOM Section 2200.3 - Transportation.
- (g) Main Control will maintain the hospital briefcases utilized by staff for hospital escorts. Refer to CCOM Section 2200.1 - Required Equipment.

5002.2 CONTROL PANEL OPERATIONS

Custody and Court Procedures Manual

1	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
2	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
3	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
4	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
5	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
6	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
7	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
8	[REDACTED]	
	[REDACTED]	
9	[REDACTED]	
	[REDACTED]	
	[REDACTED]	

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- [illegible]

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[illegible]

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5002.3 FIRST FLOOR DETENTION BENCH

For information on detention bench procedures, refer to CCOM Section 1800.5 – Detention Bench.

5002.4 CONTROL PANEL MALFUNCTION



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