

CWJ - Roof Recreation Guard Station

5006.1 STAFFING/RESPONSIBILITIES

The Central Women's Jail (CWJ) will provide the opportunity for outdoor recreation for all inmates. The Roof Recreation Guard Station will coordinate movement of inmates to and from the roof recreation area. The Roof Recreation Guard Station is a fixed post when inmates are present and under no circumstances will the assigned Deputy leave without proper relief or at the direction of the Sergeant.

(a) Supervision

1. The Guard Station staff will receive direction and supervision from the Operations Sergeant.
2. The Guard Station staff will direct movement of inmates to and from the roof recreation areas, with coordination through the Second Floor Guard Station. The Deputies will oversee all inmate activity during roof recreation periods.
3. The Guard Station Deputy will keep the guard station supplied with materials, as required. Reports and other documents will be forwarded to the Operations Sergeant for approval.

(b) Security Equipment

1. The guard station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors around the roof recreation area. Deputies will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.

■ [REDACTED]

■ [REDACTED]

5. The Guard Station Deputy will utilize the public address system when necessary. The Deputies will utilize an intercom system to maintain contact with all guard stations as needed.
6. The Guard Station Deputy will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

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7. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Guard Station Deputy and be reported to the Operations Sergeant prior to the next roof recreation period.
- (c) Visual Supervision of Inmates
1. Visual supervision of inmates in the roof recreation area will be the responsibility of the Roof Recreation Guard Station Deputy.
 2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Guard Station staff to notify personnel to remedy the problem.
 3. Outdoor recreation activities will include basketball, volleyball and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.
 4. The Roof Recreation Guard Station staff will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
 - i. Boxing and martial arts (e.g., Karate, Judo, Tae Bo, etc.)
 - ii. Wrestling
 - iii. Climbing walls or doors
 - iv. Destroying equipment or structures
 - v. Converting jail property or supplies to weightlifting equipment
 - vi. Marking on jail walls, windows, floors, etc.
 - vii. Soiling the recreation area
 5. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Roof Recreation Guard Station Deputy will inform the Visiting Staff member of the inmate's recreation activity.
 6. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
 7. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
 8. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the CWJ roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities. Recreational equipment shall not be issued if its use is likely to cause possible injury.
 9. For additional procedures refer to CCOM Section 2006(a) - Outdoor Recreation.
- (d) Inmate Movement
1. Inmates will be called to the roof recreation area by the Roof Recreation Guard Station staff. This will be accomplished through contact with the Housing Guard

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Station where inmate movement will originate. The Deputy assigned to the Roof Recreation Guard Station will ensure all inmates have been searched prior to movement.

2. The Roof Recreation staff will relay the number of inmates that will be participating in outdoor recreation.
 3. A record of the time inmates enter and leave the roof will be logged through the Guardian RFID system. The Roof Recreation staff will ensure that the same number of inmates that entered the outdoor recreation area is the same number when dismissed.
 4. Staff will follow the schedule of inmates to attend roof recreation for each day. The Deputy will ensure that all inmates housed in the CWJ will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
 - i. Changes in the roof recreation schedule will be made by the Roof Recreation Guard Station staff and the Correctional Programs Technician as necessary.
 5. Staff assigned to the Roof Recreation Guard Station will ensure that those inmates with a specialty housing classification are also offered a minimum of three (3) hours of roof recreation time each week. Deputies will also ensure inmates with a specialty housing classification are handled according to their classification status.
- (e) For documentation procedures, refer to CCOM Section 2006.1(a) - Outdoor Recreation and CCOM Section 1708 – RFID System.