

JAMF - Second Floor Housing Guard Station

6004.1 STAFFING

The Second Floor Housing Guard Station Member will be responsible for the functions of the second-floor module doors, elevator sliders, escalators and any second-floor inmate movement outside of the modules.

- (a) The guard station is a fixed position, and the assigned member may only leave their post when properly relieved.
- (b) The assigned member will not leave the guard station to attend to emergencies unless directed to do so by the Sergeant or above.
- (c) The guard station member will receive direction and supervision from the Second Floor Module/Housing Sergeant.
- (d) The Second Floor Housing Guard Station is restricted to authorized personnel only.
 - 1. Inmate access is prohibited.
- (e) The Second Floor Housing Guard Station Member will coordinate all movement through the second-floor housing corridor and will coordinate with Main Control for all movement between floors.

6004.2 SECURITY ELECTRONICS CONTROL PANELS

For information on control panels, refer to CCOM Section 6002.3 – Security Electronics Control Panels.

- (a) A guard station log entry shall be made for any malfunctioning alarm identified, including specific issues and actions taken. A Sergeant and Main Control will be notified.
 - 1. Any resolution or change of status will be communicated to the Sergeant and Main Control. An additional log entry will be made with any updates in status.

6004.3 SECURITY ALARM RESPONSE PROCEDURES

For information on response procedures, refer to CCOM Section 1701.11 – Security Alarm Response Procedures.

6004.4 SUPERVISION OF INMATES

- (a) Visual supervision of all movement in the second-floor corridor will be the responsibility of the Second Floor Housing Guard Station Member.
 - 1. Supervision will be by direct line of sight and/or by the use of REDACTED cameras.
 - 2. Escort Deputies will coordinate to perform the escort with the Second Floor Housing Guard and/or Main Control Station Member.

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6004.5 ESCALATOR/ELEVATOR OPERATIONS

- (a) The Second Floor Housing Guard Station Member, along with Main Control Members, will monitor inmate movement in the main corridors, including escalator corridors and elevator vestibules. For more information, refer to CCOM 6002.12 – Escalator/Elevator Operations and CCOM Section 1800.1 – Security Restraints.