

MONTHLY SECURITY DEVICE AND FENCE INSPECTION

PERIMETER

Fences:

- Is chain link buried in footing?
- Are all fence ties twisted steel?
- Are all bolts welded so they cannot be removed?
- How is vegetation controlled?

Razor Wire:

- Type of razor wire – tape or reinforced?
- What configuration is used?
- Describe the materials and method used to anchor the razor wire to the fence and the ground. How much space is between the ground anchors?
- How often is razor wire checked for loose anchor points?
- Is trash removed promptly from razor wire?

Sally Ports and Gates:

- Provide a written description that details what types of gates are used.
- Do gates close well?
- What keeps the gate from being manually opened?
- Type of operators that are used?
 - Do they have security covers?
 - Are they locked?
 - How often are the covers checked to ensure they are locked?

Towers:

- Are the tower officers qualified to use the tower weapons?
- Are the tower officers aware of the distance from the tower to all areas they might have to shoot?
- Are they trained to compensate for bullet drop at various distances?

Video Security:

- Who performs service on your security video?
- Provide a detailed list of CCTV cameras.
- Who monitors and controls the cameras?
- Provide a site map with the location of each camera.
- Where are “hot spots” where video coverage is needed but not provided? Which devices currently installed in your system do not work or work poorly?

Security Video Equipment Inventory:

- Type?
- Black and white or color?
- Manufacture and model number?
- Does camera use copper or fiber as a transmission medium?

- What types of fiber converters are used?
- Are any of your cameras programmed to react with an alarm on your perimeter security system?

Lighting:

- **Documented on page 4 of this attachment.**

MICRONET PERIMETER INTRUSION SYSTEM (Physical Condition of Hardware)

- What is the condition of the computer, display monitor, mouse, and keyboard?
- Are the cables and cords subject to abuse?
- Does the printer work? If not, when will it be repaired (date/PO)?
- Are the computer and display monitor plugged into an uninterruptible power supply? If so, how many watts is the UPS? How old is the UPS? If over three years old, have the batteries been replaced? Is the power supply for the PM's plugged into this UPS?
- Are the UPS and Micronet hardware plugged into an electrical circuit that is backed up by generator?
- Where are the display monitor and computer located?
- Are new operators given any kind of training or instruction in the operation of the Micronet?
- Are the alarm print outs reviewed by security staff for false alarms and trouble problems?

Testing the Micronet System:

- How often are fence checks conducted?
- Is more than one person testing the fence at one time?
- How is the staff that tests the fence trained?
- Are there written procedures on testing the fence?
- What tool do you use to test the fence?
- Please explain briefly how the fence is tested.
- When testing the fence, is each alarm called out and reset, or are several allowed to build up and the reset? If so how many?
- If you have trouble with an alarm going off, or other problems, how do you report it for repair and maintenance?

Maintenance and Repair of Micronet System:

- Who maintains and repairs your Micronet system?
- Does your facility have a laptop computer set up to troubleshoot the Micronet with cables and converters if needed?
- Is your Micronet computer equipped with an outside phone line and modem for diagnostics?
- How often is the fence cable inspected, and broken cable ties replaced?
- Is there a cable tie every three diamonds?
- How often are the cable terminations greased?
- If used, does your facility have a RM82 for testing and troubleshooting microwave links?
- Does the microwave link properly cover the gate or area that they protect?
- What spare parts are kept on hand for repair of the Micronet system?

RADIOS

- What brands of radios and portables does your facility use?
- How many of each as mentioned above is operable or inoperable?
- Are there enough portables to give to any and all staff that should have such radio communications at their workstation including correctional officers?
- What training are staff given either at new staff orientation or at classes to assure any/all staff that use a two way radios are trained in the proper use and operation of that particular radio?
- Are there any plans to purchase new and/or replacement radios in this next fiscal year?
- Present a copy of your radio communications policy.
- Indicate which work posts are permanently assigned a portable two-way radio?
- Have any portable radios been lost in the past two years? If so, what brand and frequency were the radios?
- Who is the facility radio communications officer responsible for inventory accountability and sending out units for repair?

LOCKS AND KEYS

- Identify personnel who are involved daily working with detention and commercial grade locks and keys. Explain their job duties and responsibilities in this area.
- If security staff works on locks and keys, how often is this position rotated? How long has the lock and key officer been in this position?
- Identify what "lock and key" training, if any, these staff have received: When, where, and type of training.
- Identify all of your brands and models of detention locks, include commercial locks that secure doors to offices, security areas, etc.
- Do you use any restricted keyways on your non-detention locks?
- List the brands of padlocks and keyways used around the facility. List areas that padlocks are typically used especially in security applications such as, but not limited to, gates, exterior gates, armory, sugar/yeast storage, etc.
- If you have any pneumatic locking systems, please explain and produce your maintenance procedures and preventable maintenance records.
- Have available for review your facility key and lock policy.
- Who has access to your lock and key office work location, pattern keys, key blanks, and key cutting equipment? Is it located outside the perimeter fence?
- As to daily issuance of keys, explain your storage and issuance system for staff to use at their work location other than keys handed from shift to shift such as a housing unit. Describe your issuance locations, method of issuance to include vehicle keys.
- Is there a work order system in place for staff to report lock and key problems?
- Is there a system in place for staff to conduct a regular lock security check in their work area? Is there a system in place to report their findings for corrective action to be conducted?
- How does the lock officer prioritize their work?
- Explain your method on replacing and/or re-keying locks with lost keys.
- Explain your method for accountability on destroying keys no longer needed whether broken or not.

Perimeter Fence Alarm/Lighting Check

Date: _____ Shift: _____

Zone Testing (All zones will be tested):

Test Results: S = Successful U = Unsuccessful

(The test will be entered as unsuccessful only after a second test fails to set off alarm.)

Zone #:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Results:																		
Zone #:	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Results:																		

Comments:

Perimeter Fence:

Fabric _____ Poles _____ Ties _____ Razor Wire _____

Comments:

Perimeter Lighting: (List location of any non-functional lighting):

Action Taken: (Include special counts conducted/when lockdown, submission of work orders, etc.):

Signature of Chief of Security/Date

Signature of Facility Head/Date