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<b>Inspection of Security Devices</b>	<b>ACA Standards: 2-CO-3A-01, 4-4186, 4-4217, 4-4219</b>		
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## Inspection of Security Devices and Equipment

To ensure the mission of the Oklahoma Department of Corrections (ODOC) is met, security devices and equipment will be inspected and properly maintained as outlined in this procedure. (2-CO-3A-01)

The term facility will apply to institutions and community corrections centers.

### I. Daily Electronic Fencing Systems and Lighting (4-4219)

#### A. Perimeter Fence

##### 1. Perimeter Fence Alarm/Security Check

Checks of the electronic fence and perimeter fence systems will be conducted daily on each shift.

- a. The perimeter fence check will include; sally ports, perimeter lighting and testing the electronic fence system.
- b. These checks will be documented by utilizing the “Perimeter Fence Alarm/Security Check” form ([Attachment A](#), attached) and forwarded to the chief of security daily.
- c. Testing of the fence alarm will be done in accordance with the testing procedures outlined on [Attachment A](#).

The shift supervisor will ensure staff responsible for conducting the fence checks have the training and skills necessary to perform the

required checks.

## 2. Perimeter Fence Inspections

The shift supervisor will ensure staff have the training necessary to inspect the fence fabric daily for breaks, damage, etc., as recommended by the manufacturer. The perimeter fence and surrounding area will also be inspected for weed/debris control. These inspections will be noted on [Attachment A](#) and will include the exact location of any issues noted.

- a. Serious breaks or damage will be reported immediately to the shift supervisor on an incident report. The shift supervisor will immediately notify the chief of security, who will immediately notify the deputy warden or facility head. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken.
- b. Maintenance will be responsible for updating the facility head on the status of repairs through the point of completion.
- c. The shift supervisor will ensure a stationary perimeter is assigned until repairs are made.

## B. Lighting Inspections

To ensure all lighting is functional, perimeter lighting will be observed daily during the shifts/times when lights would normally be in operation. The results of this inspection will be documented on the "Daily Perimeter Fence Alarm/Security Check" [Attachment A](#) for any non-functioning lights.

1. The shift supervisor will immediately notify the chief of security who will immediately notify the deputy warden or facility head.
2. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken once notified.

## II. Security Inspections

- A. Weekly security inspections will be conducted at each facility to ensure that security devices and equipment are operational. Local procedures will detail the procedures specific to each facility.
  1. Each facility will designate staff to conduct weekly security inspections. Those designated will be trained and skilled to conduct these inspections, to include manufacturer's recommendations when applicable.
  2. Electronic and mechanical security devices will be serviced and tested

by qualified personnel who are trained and have the skill level in accordance with the manufacturers' recommendations.

**B. Inspection Requirements – Institutions (4-4186)**

The areas to be inspected include: internal, external, occupied and unoccupied areas, to include, but not limited to the following, as applicable to each facility:

1. Windows, bars and screens;
2. Doors, locks, hinges, windows and handles are in good repair;
3. Security screening; (e.g., vehicles, key and tool storage areas, sharps, etc.);
4. Fence and razor wire, braces, brackets and ties;
5. Tunnels; to ensure areas are secured and security devices/equipment are operational;
6. Electronic surveillance equipment is operational, clean and secure;
7. Communication devices (radios, walkie-talkies, cell call buttons, etc.) (4-4217);
8. Lighting;
9. Electronic security systems (Microwave, etc.);
10. Fence perimeter security equipment (Microwave, DelNorte, MicroNet, etc.); this includes security equipment used to monitor roof tops, sally ports, blind spots, etc.;
11. Gates;
12. Control panels;
13. Computers (security related);
14. Roof exits/escapes;
15. Metal detectors; handheld, walk through, BOSS, etc.;
16. Visual observation of vents/duct work;
17. Visual observation of drains/manholes;
18. Electronic key cabinets;

19. Fire panels and alarms (4-4219);
20. Operational and equipment check of perimeter vehicles;
21. Tower and perimeter weapons/equipment; Avion Heartbeat Detector; Sirens/alarms;
22. Electronic Fence System Testing; The perimeter fence inspection will include simulating a sawing motion in the lower sections of the fence, inspection of all anchors/ties that secure the system, connections and all other fencing hardware; and
23. Any other security devices unique to the facility.

C. Community Correction Centers/Work Centers

The areas to be inspected will include those identified in Section II. item A. of this procedure, as applicable.

D. Security Inspection Reports

Designated staff will record the inspections utilizing [Attachment B](#) entitled "Weekly Security Inspection." Community corrections centers may revise or develop inspection forms to meet the needs of their respective physical plants.

1. The shift supervisor or higher authority will review and submit the corrective actions taken, while ensuring security measures are maintained, and a maintenance work order is promptly submitted to correct any documented deficiency.
2. Upon completion of the review, the "Weekly Security Inspection" reports will be submitted to the chief of security for review.
3. Following the review of the "Weekly Security Inspection" report and any required corrective action follow-up by the chief of security, the reports will be submitted to the facility head.
4. The facility head will review and report any inoperable security devices to the appropriate regional director utilizing [Attachment C](#) entitled "Weekly Inoperable Security Equipment Report" (attached).

E. Maintenance

Inoperable security devices must be reported immediately and appropriate action taken by qualified/skilled personnel based on the criticality of the failure. Deficiencies will be immediately reported to the facility head through

the chain of command with an incident report submitted to document the deficiency and the notification.

### III. Security Device Inspections

#### A. Monthly Security Device Inspections

1. The chief of security or shift supervisor (no designee) will conduct monthly security device inspections.

a. The inspections will be documented using the “Monthly Security Device and Fence Inspection” form ([Attachment D](#)) and submitted to the facility head to ensure the fence is in good repair.

#### 2. Perimeter Lighting

To ensure all lighting is functional, perimeter lighting will be observed on a daily basis during the shifts/times when lights would normally be in operation. The results of this inspection will be documented for any non-functioning lights.

a. The chief of security will immediately notify the deputy warden or facility head.

b. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken once notified.

#### B. Maintenance

The facility maintenance department will perform required maintenance of the electronic fence system, fence panels, and perimeter lighting and will be responsible for updating the facility head on the status of repairs through the point of completion.

### IV. Responding to Fence Alarms

Perimeter zone alarms will be responded to immediately, utilizing the following guidelines.

1. When the electronic fence goes into alarm, the perimeter officer will respond immediately and visually check the affected zone. Facilities with towers will have the tower officer continually monitor the location with binoculars until the zone is cleared.

a. For all electronic fence alarms, the time, date, and sections of the fence/zone checked will be logged.

- b. The zone alarm will not be reset until it has been physically cleared.
- c. The perimeter officer will again be dispatched to a zone alarm should a second alarm within 15 minutes of the first alarm be indicated. Facilities with towers will have the tower officer maintain constant visual surveillance of the zone until the zone is checked and cleared by the perimeter officer. Once cleared, the perimeter officer will notify central control and have the zone reset.
- d. During inclement weather (e.g., fog, storms, high winds, etc.) if a second zone alarm occurs, the shift supervisor will dispatch a second officer to inspect the area.
- e. All inmate movement will cease and a special count will be conducted, with inmates counted in their current location.
- f. If there are three consecutive alarms within 30 minutes, the shift supervisor will dispatch the yard/compound officer and perimeter officer, or other designated staff, to the location who will both physically inspect the interior fence and surrounding areas.
- g. For facilities that have towers, the tower officer, perimeter officer and responding officer will be directed to maintain constant visual observation on zones with malfunctions until such time the alarm is cleared and/or the zone is functioning.
- h. The shift supervisor will lock down the yard and conduct a special count as a result of any subsequent alarms and will notify the chief of security or, if after hours, the duty officer.

B. Reporting System Malfunctions

- 1. In the event of a system malfunction or a failure of the electronic fence, the shift supervisor will dispatch a second officer to secure the area until it is operational again.
- 2. In the event of multiple zone alarms, the shift supervisor will lock down the yard and conduct a special count.
  - a. The shift supervisor will notify the chief of security, duty officer, and maintenance administrator or maintenance staff on call.
  - b. Upon approval by the facility head, the yard will remain locked down until all alarms are cleared.

V. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

VI. Action

The facility head is responsible for compliance with this procedure and developing local procedures.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040104 entitled "Inspection of Security Devices" dated April 28, 2014

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Daily Perimeter Fence Alarm/Security Check”	Attached
<a href="#">Attachment B</a>	“Weekly Security Inspection”	Attached
<a href="#">Attachment C</a>	“Weekly Inoperable Security Equipment Report”	Attached
<a href="#">Attachment D</a>	“Monthly Security Device and Fence Inspection”	Attached