

Inspection of Security Devices and Equipment.....	1
I. Security Inspections.....	1
A. Security Inspections for Institutions (4-4186)	1
B. Security Inspections (community correction centers)	3
C. Security Inspection Reports	3
II. Maintenance	3
III. Electronic Fencing Systems and Lighting (4-4219)	3
A. Daily Testing and Procedures	3
B. Alarm or Unusual Sighting.....	5
C. Reporting System Malfunctions.....	6
D. Maintenance.....	7
IV. References	7
V. Action.....	7

Section-04 Security	OP-040104	Page: 1	Effective Date: 04/28/2014
Inspection of Security Devices	ACA Standards: 2-CO-3A-01, 4-4186, 4-4217, 4-4219		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Inspection of Security Devices and Equipment

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

I. Security Inspections

A. Security Inspections for Institutions (4-4186)

Weekly inspections will be conducted at each institution to ensure that all security devices and equipment are operational. Local procedures will detail the procedures specific to each facility. Designated staff, who are responsible for conducting weekly inspections, will be trained and skilled to conduct these inspections, to include manufacturer's recommendations when applicable. 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. 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.

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;

Section-04 Security	OP-040104	Page: 2	Effective Date: 04/28/2014
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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, to include perimeter lighting, which must be checked at night with the time of the inspection indicated on [Attachment A](#) entitled "Weekly Security Inspection" (attached) as outlined in this procedure;
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;
22. Avion Heartbeat Detector;
23. Sirens/alarms; and

24. Any other security devices unique to the facility.

B. Security Inspections (community correction centers)

Weekly inspections will be conducted at each community corrections center by the designated staff to ensure that all security devices and equipment are operational. Electronic and mechanical security devices will be serviced and tested by qualified personnel who are trained or have the skill level in accordance with the manufacturers' recommendations. The areas to be inspected will include those identified in Section I. item A. of this procedure, as applicable.

C. Security Inspection Reports

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

1. The "Weekly Security Inspection" reports will be submitted to the chief of security for review.
2. Following the weekly review and any required corrective action follow-up by the chief of security, the reports will be submitted to the facility head.
3. The facility head will report inoperable security devices to the appropriate division manager utilizing [Attachment B](#) entitled "Weekly Inoperable Security Equipment Report" (attached). In the event of a serious incident investigation involving a security device/equipment as outlined in this procedure, a copy of the "Weekly Security Inspection" reports will be forwarded to the appropriate division manager.

II. Maintenance

Inoperable security devices must be reported immediately and appropriate action taken based on the criticality of the failure by qualified/skilled personnel. 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. Electronic Fencing Systems and Lighting (4-4219)

A. Daily Testing and Procedures

Perimeter fence checks of the electronic fence and perimeter fence systems will

be conducted daily on each shift. During these checks, sally ports and perimeter lighting will also be checked. The shift supervisor will ensure appropriate staff have the training and skills necessary to perform the required checks. These checks will be documented by each shift utilizing "Perimeter Fence Alarm/Security Check" form ([Attachment C](#), attached) and the report will be forwarded to the chief of security each day.

1. Testing

When conducting the fence check and electronic fence system test, the following steps will be followed in the order listed below.

- a. To perform the test, the shift supervisor or designee will strike the fence with an 18' metallic bar or similar object and move down the line, striking the fence a second time approximately 10 feet from the first strike, completing the two strikes within 15 seconds. Striking the cable/wiring should be avoided as it may cause damage to the sensor wire.
- b. After the second strike, the shift supervisor or designee will wait for the alarm and reset before proceeding.
- c. If the fence does not alarm, the test will be repeated. If after the second test the fence still does not alarm, an alarm failure will be reported immediately by the shift supervisor to the chief of security and documented on an incident report.
 - (1) The chief of security will immediately notify the deputy warden or warden. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken once notified.
 - (2) Maintenance will be responsible for updating the warden daily on the status of repairs through the point of completion.
 - (3) The shift supervisor shall ensure a stationary perimeter is assigned until repairs are made.

2. Perimeter Fence Inspections

- a. The shift supervisor will ensure appropriate staff have the training and skills 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/trash control. These inspections will be noted on [Attachment C](#) and will include the exact location of any issues noted.

- (1) 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 warden. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken.
 - (2) Maintenance will be responsible for updating the warden on the status of repairs through the point of completion.
 - (3) The shift supervisor shall ensure a stationary perimeter is assigned until repairs are made.
- b. The chief of security or shift supervisor (no designee) will conduct weekly security device inspections which will include testing of the electronic fence system and fence inspection.
 - c. The maintenance supervisor will inspect the perimeter fence at least monthly and submit a written report to the warden to ensure the fence is in good repair. The maintenance 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.

3. Perimeter Lighting

Perimeter lighting will be observed on a daily basis on the evening and midnight shifts to ensure all lighting is functional. The results of this inspection will be documented on [Attachment C](#) for any non-functioning lights.

- (1) The shift supervisor will immediately notify the chief of security who will immediately notify the deputy warden or warden. The chief of security will ensure a maintenance work order is completed and proper security remedies are taken once notified.
- (2) Maintenance will be responsible for updating the warden on the status of repairs through the point of completion.

B. Alarm or Unusual Sighting

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 offender movement will cease and a special count will be conducted, with offenders 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.

C. 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.

D. Maintenance

The maintenance administrator or designee will perform required maintenance of the electronic fence system, fence panels, and perimeter lighting.

IV. References

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

V. Action

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

The associate director of Field Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040104 entitled "Inspection of Security Devices" dated May 31, 2012

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Weekly Security Inspection”	Attached
Attachment B	“Weekly Inoperable Security Equipment Report”	Attached
Attachment C	“Perimeter Fence Alarm/Security Check”	Attached