
Policy Number: 301.050
Title: Security Systems Inspections (SSI)
Effective Date: ~~10xx/22xx/26xx~~6/5/18

PURPOSE: To outline general procedures for the proactive inspection of specified areas on a schedule determined by the facility warden/superintendent, or as required by law, regulation, or directive from an authorized regulatory agency, ~~that These~~ critical security systems (regarding safety, security, and fire) are verified ~~to be~~ functional and operational, and ~~that~~ any security breaches and hazards that could facilitate an escape or endanger human life are detected, and immediate corrective action is taken to remedy the concern.

APPLICABILITY: All facilities

DEFINITIONS:

Breach of security – violation of a ~~Minnesota Department of Corrections~~ department policy, operating procedures, or post orders, or any state or federal law (either inside the facility, while on facility grounds, or on delegation), which poses a threat to another person's safety or the security of the facility.

Inspection - an on-site examination to discern deficiencies conducted daily, weekly, monthly, or quarterly.

Inspector - an experienced employee who has been trained to examine specific areas/systems for deficiencies that may result in a security breach or system failure.

System - a group of interacting, interrelated, or interdependent elements that form a more complex whole.

PROCEDURES:

- A. ~~A. Qualified staff (inspectors)~~ must conduct inspections of the ~~facility~~ facility's designated security systems.
- B. ~~B. Inspectors~~ must immediately report any security breaches, hazards, deficiencies, or ~~discrepancies~~ discrepancies to the on-duty watch commander, and submit a detailed written incident report as soon as possible, but no later than the end of their shift.
- C. ~~C. Facilities~~ may develop instructions in a checklist, operating procedure, or post order for inspection of security systems that are unique to their facility.
- D. ~~D. Documentation~~ of routine inspections is completed according to the checklist, operating procedure, or post order and retained at the facility.

INTERNAL CONTROLS:

A. ~~A.~~ Documentation of the routine inspections are retained by the facility.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 4.01.21, 4.01.22, 5.08.02, and 5.08.03
~~ACA STANDARDS: 4 4171, 4 4172, 4 4184 and 4 4186~~

REFERENCES: None

REPLACES: Policy 301.050, "Security Systems Inspection (SSI)," ~~8/2/16~~ 8/2/16 ~~5/18~~ 5/18.
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

APPROVALS:

Commissioner of Corrections~~Deputy Commissioner, Community Services~~

~~Deputy Commissioner, Facility Services~~

~~Assistant Commissioner, Facility Services~~

~~Assistant Commissioner, Operations Support~~

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Security Instructions (restricted access)

301.050-1LL, "Security Systems Inspection for Perimeter"

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