Minnesota Department of Corrections

Policy Number:	**301.050**
Title:	**Security Systems Inspections (SSI)**
Effective Date:	**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 critical security systems (regarding safety, security and fire) are verified, 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 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. Qualified staff (inspectors) must conduct inspections of the facility designated security systems.

B. Inspectors must immediately report any security breaches, hazards, deficiencies, or descrpancies 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. Facilities may develop instructions in a checklist, operating procedure or post order for inspection of security systems that are unique to their facility.

D. Documentation of routine inspections is completed according to the checklist, operating procedure, or post order and retained at the facility.

INTERNAL CONTROLS:

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

ACA STANDARDS: 4-4171, 4-4172, 4-4184 and 4-4186

REFERENCES: None

REPLACES: Policy 301.050, "Security Systems Inspection (SSI)," 8/2/16.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support

Security Instructions (restricted access)
301.050-1LL, "Security Systems Inspection for Perimeter"