DEPARTMENT OF CORRECTIONS

Policy Number:	**301.055**
Title:	**Security Rounds**
Effective Date:	**6/2/20**

PURPOSE: To provide for frequent, unscheduled security rounds and well-being checks on all shifts of offender/resident occupied and unoccupied areas to detect and address issues that may affect the security and control of a facility or the safety of staff and offenders/residents, and to ensure public safety.

APPLICABILITY: All facilities

DEFINITIONS:

Closed units –designated restrictive housing units, segregation units, and special housing units that secure offenders or residents in their cells or rooms for a majority of the time.

Open units – designated units for housing general population offenders or residents.

Opposite gender staff tone – a tone signifying an individual of the opposite gender is entering a living unit. This tone is the same throughout all DOC facilities.

Supervisory round – a walk-through of occupied and unoccupied areas of a facility for the purposes of assessing operations, cleanliness, safety of staff and offenders (including the identification and deterrence of sexual abuse and harassment), overall security, and control of a facility, and to communicate with staff and offenders/residents.

Security round – a complete and comprehensive check of occupied and unoccupied areas of a correctional facility that may include interaction with staff and offenders/residents.

Security round review – a review of the security video recording system to verify the accuracy of rounds.

PROCEDURES:

A. Intermediate-level or higher-level supervisors must conduct and document unannounced supervisory rounds.
   1. Such practice must be implemented for all shifts.
   2. Staff are prohibited from alerting other staff members that supervisory rounds are occurring, unless such announcement is related to the legitimate operation of the facility.
   3. Supervisors must document rounds and may write incident reports as necessary.

B. Well-being checks and security rounds
   1. Adult facility security staff must conduct well-being checks and security rounds of offender-occupied areas a minimum of every:
      a) 30 minutes in closed units; and
      b) 60 minutes in open units.

2. Juvenile facility security staff must conduct well-being checks and security rounds of resident-occupied areas a minimum of every:
   a) 15 minutes in closed units; and
   b) 30 minutes in open units.

3. Staff conducting well-being checks and security rounds must:
   a) Include inspections for maintenance, repair and safety concerns;
   b) Conduct a documented well-being check and security round of each offender/resident within the minimum directive times;
   c) For offenders/residents who are violent, mentally unstable, or demonstrating unusual or bizarre behavior, refer to Policy 500.306, "Suicide and Self-Injury Prevention" and Policy 500.300, "Mental Health Observation;"
   d) Record the actual times of well-being checks and security rounds on the living unit watch report with staff initials to confirm the welfare of the offender/resident was visually verified;
   e) Interact with and/or observe offenders/residents and engage them in therapeutic activities whenever possible, excluding sleeping hours or when it would disrupt scheduled programming;
   f) Conduct rounds in a professional and respectful manner to minimize disruption of offender/resident programming;
   g) Look for any unusual or suspicious movement, ensure breathing, and see skin to:
      (1) Ensure a live offender/resident is present; and
      (2) Identify offenders/residents who may be experiencing difficulties; and
   h) Immediately report any deficiencies to the officer in charge (OIC) or the watch commander, or activate the incident command system; and submit a detailed incident report before the end of their assigned shift.

4. Unit logs and incident reports must be retained at the facility for seven years according to agency retention schedules.

C. Opposite gender rounds
1. Staff/non-staff of the opposite gender must announce their presence when entering an offender/resident housing unit by using the opposite gender staff tone.
   a) If a staff person of the opposite gender is assigned on post for the day, the staff person must announce at the beginning of the shift and when returning to the unit regardless of time away.
   b) An exception is when security staff are returning from conducting an external security round or supervising movement of the unit as an extension of the living unit duties.

2. First watch may suspend the use of the staff tone based on facility discretion. A staff person of the opposite gender must still verbally announce the staff member's presence.

3. Offenders/residents must be allowed to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing an offender's/resident's breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks.

D. The unit lieutenant or supervisor must conduct a daily round, including holidays and weekends, of all offender/resident living areas under the unit lieutenant's supervision and make appropriate

notations in the area log book. Supervisors must conduct a weekly round of all other areas of the facility under their supervision. Unit lieutenants, supervisors, and other staff must write incident reports as necessary. Watch commanders must document their rounds in their daily logs.

E. The area security supervisor must conduct monthly security round reviews on each watch in all areas that require documented security rounds. They must use both the security video recording system and unit logs to verify the accuracy of the rounds, and write incident reports as necessary.

F. The warden/designee(s) or designated department heads must visit the facility living and activity areas at least weekly to promote informal contact with staff and offenders/residents and to observe living and working conditions.

INTERNAL CONTROLS:

A. Unit logs, incident reports, and security round review forms are retained at the facility according to the retention schedule.

ACA STANDARDS: 2-CO-3A-01, 4-4184, 4-4185, 4-4257, 1-ABC-3A-10, 1-ABC-3A-11, 1-ABC-3A-12, and 4-JCF-3C-03

REFERENCES: Prison Rape Elimination Act (PREA), 28 C.F.R. § 115 (2012)
Policy 301.050, "Security Systems Inspections (SSI)"
Policy 301.147, "Security Video Recording System/Photographic Images"
Policy 500.306, "Suicide and Self-Injury Prevention"
Policy 500.300, "Mental Health Observation"
Policy 301.083, "Restrictive Housing Management"

REPLACES: Policy 301.055, "Security Rounds," 4/16/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Monthly Lieutenant Security Round Review Report [Sample] (301.055A)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance