

Personnel  
Facilities  
Perimeter - County Office Bldg.  
Entrance procedures  
Fire Arms & Amms.  
Key Control  
Control Room operation  
"A" block 3<sup>rd</sup> floor  
Closed Circuit T.V.  
Tool Control  
Riot Control  
Vault in Control Rm.  
Fire protection  
Gas equipment  
Elevator & stair well.  
Feeding - Food Containers  
Radio equipment  
Logg.  
Correspondance list & log  
Visiting list & log.  
Limiting personnel exposure  
Consider reading material & T.V.  
Screening 3<sup>rd</sup> floor Cases.  
Use of Trusties  
3<sup>rd</sup> floor trustee room  
3<sup>rd</sup> 4<sup>th</sup> & 5<sup>th</sup> floor gullies  
Security inspections  
Utilities Control  
Lighting on exercise range  
Mail Operations.

Screen

new locks

Food carts

Air Conditioner

Tel key system

Conversion of Court room

Plain clothes Officers

Door in stair wells

Court Room procedures.

Arm bands

Inmate file - Psy. Social history, etc.

Officer of the day.

(5) Log

(a) Visitor, date, time in & out - Purpose of visit, signature of visitor - Comments of officer - Doctors Visits Feeding - Complaints - mental attitudes

(6) Daily report to Sheriff

(a) Visitors, Prisoners attitudes, problems - of visitors, attorneys - client requests, Complaints, physical problems etc.

(7) Security Inspections

(a) Windows, Bars, Grilles, lights, utilities related grilles in N.W corner of alcove

(8) Remove trusty from 3<sup>rd</sup> floor rooms.

(a) never less than 2 officers - limit number in trap

(9) Have elevator operated by Officer (1<sup>st</sup> to 5<sup>th</sup> positions)

(10) Telephone & physical Checks.

(11) Laundry service -

(12) Key Control

(a) Key never to be kept on floor

(b) 3<sup>rd</sup> floor lobby to be cleared

(c) Consider rekeying 3<sup>rd</sup> floor stair well.

(12) Stair well & Tunnel

(a) Windows

(b) Maintenance

(c) floor on 2<sup>nd</sup> floor

(13) Entrance procedure

(a) Fire Arms.

(b) Arms Control

(13) Entrance procedure ✓

- (a) Fire Arms.
- (b) Amms Control
- (c) Locking devices & traps ✓
- (d) Use of trustees ✓
- (e) New Commitments passing Cage. ✓

(14) Fire protection

- (a) request study

(15) Court Room

- Per
- (a) One Officer to control entry
  - (b) Windows in Jury & witness rooms. ✓
  - (c) Conversion of Corridor on south side
  - (d) Press
  - (e) Toilet windows - no screens + Utility Room
  - (f) shake down
  - (g) Plain Clothes guards + Arms.
  - (h) Separate witness rooms.

(16) Press Room

- (a) Install phones - warning Room - Jury.

(17) Public Relations Office

(18)

## Role of selected Sgt or Lieutenant

### (1) Set up written procedure

- (a) Feeding.
- (b) Correspondance
- (c) Commissary
- (d) Security Inspections
- (e) Bathing.
- (f) Maintenance of Log
- (g) Procedure during entry & exit to unit
- (h) Daily report to Sheriff
- (i) List of Authorized personnel.
- (j) Conduct with Press.
- (k) Officer to be in this at all times.
- (l) Procedure for moving prisoner to Court room or interview room.
- (m) Visiting.
- (n) shake down
- (o) Sanitation
- (r) Officer's responsibility in regards to Visual Supervision & responsibility during visit of attorneys, Phys -

Consider Tours of jails

(1) "A" Block, 3<sup>rd</sup> floor - 5 3/5 positions

- a- Change security locks.
- b- Weld feeding ports
- c- Change locks on utility wells.
- d- Weld windows closed - screens
- e- Air Conditioner
- f- Range lighting.
- h- Black out cell Check windows
- k- Install one Check glass.
- j- Closed Circuit T.V.
- i- rotate cells.
- k- Make two gas masks available - fire extinguisher
- l- Install phone
- m- Avoid sewer gas.
- n- Sanitation
- o- Round the clock coverage
- p- exercise periods

(2) Medical on Arrival

(3) Feeding

- a. Food Container  
Personnel only. - (key)

(4) Have Attorney General or Assistant Approve

- (a) Attorney & attorney of record.
- (b) Visitors
- (c) Correspondence
- (d) Mail

Prisoners presence on attention to jail operations

- (1) Exit interview of inmates
- (2) Approach & bribes of staff.
- (3) Reporter presence on staff.
- (4) Sanitation
- (5) Feeding & Food Carts
- (6) screens
- (7) Prompt movement of disturbed inmates
- (8) Intake screening of 3<sup>rd</sup> floor inmates.