

## **Section 5: Security**

### **Subject: Controlled Movement**

**Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)**

**Revised: 9/2015, 05/2019**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

## **POLICY**

Passage through the security perimeter shall be strictly controlled and monitored. Any public access to the security perimeter will be controlled and monitored. Inmate movement from one area to another is controlled by staff.

## **PROCEDURE**

### **A. Vehicle Gate**

1. It shall be the responsibility of the officer assigned to the Main Control Board Operator to keep the vehicle gate closed when not in use.
2. Admittance will not be granted if the board operator is uncertain of the identity of the person requesting entrance.
  - a. In the event their identity is in question, the person at the gate should be directed to the 401 lobby door for identification.
3. After being allowed through the gate the officer will be directed to the Sally Port Garage.
  - a. Only under emergency circumstances should more than one vehicle be allowed in the sally port garage

### **B. Entry/Exit from Security Perimeter**

1. It shall be the responsibility of the officer operating the Main Control Board to identify those wishing to enter or exit the security perimeter.
  - a. When the Female Control Board Operator is assisting the Main Control Board Operator with entrance/exit of the security perimeter through the 403 Sally Port Door it shall be the responsibility of that officer to identifying those who wish to enter and exit through that door.
2. Only authorized personnel shall be granted entrance or exit from the security perimeter.
  - a. If the identify of any person(s) wishing to enter or leave the security perimeter is in question, the board operator will not allow entrance or exit to the jail perimeter. A corrections officer will be notified and personally confirm the identity of the person(s) in question.

### **Inmates**

- a. Inmates brought into the Erie County Jail should be in restraints prior to being allowed access into the security perimeter. In the event there are circumstances that the inmate cannot be restrained due to a physical condition, the shift supervisor should be advised prior to the inmate and law enforcement escort being allowed into the security perimeter.

## **Section 5: Security**

### **Subject: Controlled Movement (Continued)**

**Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)**

**Revised: 9/2015. 05/2019**

#### **Professional Visitors**

- a. Professional visitors are defined as any person(s) acting in an official capacity wishing to gain access into the security perimeter to have direct contact with an inmate. This can include but not be limited to:
  - a. Attorneys
  - b. Officials from other law enforcement agencies
  - c. Medical Personnel
  - d. Counselors of the same sex, except for mental health counselor(s) assigned to jail duties.
  - e. Tutors
- b. Upon request and prior to being allowed entrance into the security perimeter, the professional visitor must present credentials that identify them in their official capacity.
  - a. The shift supervisor may refuse any professional visitor if the visit/visitor appears suspicious in nature.
- c. If allowed access into the security perimeter, the officer allowing the access will log such in the Jail Management System Jail Log
  - a. Using the PROV Code in the Jail Log the officer will list the date, time, location, reason, and name of visitor(s) and inmate(s) involved.
- d. Unless unusual circumstances exist, professional visits should be conducted between the hours of 0800 through 1900. With the exception of bonding agents, the shift supervisor must approve professional visits during general population lock down hours.

#### **C. Movement inside the Jail**

1. Inmate and staff identities are verified prior to opening doors.
  - a. It shall be the responsibility of the officer operating the Control Board controlling the door to be opened to identify those wishing to enter or exit through that door.
2. Corrections Officers will escort inmates for safety and security when necessary.
3. Movement in and out of the housing unit is to be logged.