	<b>POST ORDER 01.03.23</b>	<b>CENTRAL MISSISSIPPI CORRECTIONAL FACILITY</b>	<b>PAGE 1 OF 6</b>
			<b>POST TITLE: PERIMETER TOWER OFFICER (I &amp; IX)</b>
			<b>SITE LOCATION: INSTITUTIONAL</b>
<b>EFFECTIVE DATE: 10-21-2003 REVISION DATE: 07-30-2015 REVIEW DATE: 06-30-2017</b>		<b>RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures</b>	

**I. GENERAL INSTRUCTIONS:**

1. These Post Orders cite specific and general instructions for the operation of this post assignment. However, every incident or event can not be covered. You shall be expected to use good judgement, tact and pay careful attention to details in discharging your duties, whether referenced in the Post Order or not. All personnel shall become familiar with all Post Orders associated with the posts they are assigned to. The immediate supervisor shall be responsible for any problems or questions that may arise while performing the duties assigned to this post.
2. Correctional Staff assigned to this post shall comply with Mississippi Department of Corrections (MDOC) Policies relating to Dress and Grooming Standards and General Standards of Professional Conduct.

**II. POST ASSUMPTION AND LOGGING PROCEDURES:**


Perimeter Towers are staffed seven (7) days a week, Twenty-four (24) hours a day. You shall report to muster on time and receive your assignment from your immediate supervisor. Upon completion of muster, you shall report directly to your post and:

1. Receive a briefing from the on-duty officer concerning existing conditions and any other special instructions.
2. Review and initial the Post Pass on Log.
3. Sign and initial the Unit Register for your shift.
4. Initial log entries recording such items as the following:
  - a. Inventory and inspect all assigned equipment.
  - b. Routine security checks and times thereof.
  - c. Testing of security equipment and times.
  - d. Unusual incidents or situations
  - e. Routine duties of the post.
  - f. Date and time of relief.

**III. AREA OF RESPONSIBILITY:**

Responsibilities for the Perimeter Tower shall be outlined below:

1. At no time shall the perimeter tower officer have, while on duty, in their possession cellular devices, reading material, radios or tape players, electronic devices or any item that may distract them from their primary responsibility of perimeter security.
2. Flash the Correctional Commander or S&E Officer (who may conduct perimeter security checks during the night shift) by turning your lights on and off at least three times and documenting it in your unit register.

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3. Tower Officers shall check in with area control centers at least every hour from 0700 until 2200 and every thirty minutes from 2200 until 0700. Failure to report in shall be reported to the Correctional Commander.
4. Operate the gates insuring that only one gate at a time is opened.
5. Monitor all movement of inmates ensuring no inmate is unescorted.
6. Absolutely no inmates shall be allowed on the tower unsupervised and without the authorization of the Warden or designee.
7. Other than the relieving officer only the officer's supervisor or others approved by the Correctional Commander shall be permitted access to the tower.
8. Perimeter Tower Officers shall require positive identification of any person requesting admission to the tower before admitting that person to the tower.
9. The Perimeter Tower Officer shall ensure the area around the tower is clear of inmates before allowing any person to leave.
10. Tower Nine (9) Officer will contact the Sallyport Officer to verify if the vehicle has been cleared to exit.
11. Tower Nine (9) Officer is to call the rover to search all vehicles entering/exiting from Gate Two (2) when Gate (2) post is vacant.
12. If visibility is limited, (i.e. severe fog, rain, power failure) the officer shall notify the appropriate supervisor and remain alert.
13. Assigned tower officer is responsible for maintaining cleanliness and ensuring the tower is cleaned for the oncoming watch.

**IV. INMATE MOVEMENT:**

1. The Perimeter Tower Officer shall maintain control of inmate movement by not allowing unescorted inmates through the gate.
2. The Perimeter Tower Officer shall exit out on to and remain out on the catwalk to monitor all Close Custody offenders on work detail unless directed otherwise.

**V. KEY CONTROL AND EQUIPMENT ACCOUNTABILITY:**

1. Key Control
  - a. The Perimeter Tower Officer shall inventory and sign for all keys.
  - b. Maintain accountability of the keys during your shift.
  - c. Keys to your post shall not be issued under any circumstance unless you have positive identification of the person requesting the key. You shall also be certain the person is not acting under coercion or duress brought on by outside factors attempting to seize control of your post.
  - d. **INMATES SHALL NOT BE ALLOWED ACCESS TO KEYS AT ANY TIME.**
  - e. You shall carry and use keys as inconspicuously as possible.

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- f. You shall carry keys in your hand, pants pocket, or secured to an approved key chain. Keys shall not be left unattended.
- g. When exchanging keys from one employee to another, verify the actual key count.
- h. Avoid references to key numbers or any identifying information in the presence of inmates.
- i. Keys shall be exchanged hand to hand; **NEVER** toss or throw keys.
- j. Do not use force to operate locks; if a lock does not function properly, report the malfunction to your supervisor.

## 2. Control of Equipment


- a. Inmates shall never have access to a perimeter tower unless permission has been granted by the Warden or the Area Shift Commander in the absence of the Warden and Deputy Warden.
- b. Inmates will only be allowed to enter the perimeter tower to perform maintenance services under the direct supervision of a maintenance supervisor and only after permission has been granted by the Warden or the Area Shift Commander in the absence of the Warden and Deputy Warden.
- c. In all cases where inmates are authorized to enter the perimeter tower, the Area Shift Commander shall be immediately contacted.
- d. Upon completion of the maintenance service all security and safety equipment (i.e. fire extinguisher, telephone and etc.) shall be inspected for maintenance and safety. Deficiencies shall be reported to the appropriate supervisor and logged in the Unit Register.

## VI. COMMUNICATION PROCEDURES:

The Perimeter Tower shall be equipped with a telephone that shall be your primary means of communication. It is provided to aid in the performance of your duties and shall be restricted to facility business only.

## VII. CONTROL OF ENTRANCE AND EXIT POINTS.

1. The Perimeter Tower Officer shall be responsible for the operation of the gates.
2. The Perimeter Tower Officer shall ensure that the entrance and exit point is closed and locked at all times.
3. The Perimeter Tower Officer shall ensure that offenders do not have access to the Perimeter Tower. If repair work must be performed by offenders, the Warden or Deputy Warden must approve and take measures to ensure that offenders do not have access to security equipment, communication equipment and etc.

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VIII. REPORTING DIFFICULTIES:


1. Any unusual circumstances occurring in or around your area of responsibilities shall be immediately reported to the Correctional Commander. The Tower Officer shall give a concise description of the inmate(s) involved (i.e. clothing, race, location, physical description and etc.)
2. Equipment malfunctions shall be immediately reported to the Correctional Commander.

IX. EMERGENCY PROCEDURES SPECIFIC TO POST:

1. **HOSTAGE/RIOT SITUATION (CODE BLUE)**
  - a. In the event of a hostage situation, it is of utmost importance to remain calm. **DO NOT PANIC.**
  - b. Hostage takers shall not be granted freedom.
  - c. Hostage takers shall not be provided with weapons.
  - d. No hostage shall be added.
  - e. All hostages lose their authority while being held hostage.
  - f. Hostage takers shall not be given drugs or alcohol.
  - g. Hostage takers shall not be granted immunity in the court of law.

Should there be a hostage taken or a disturbance in your area of responsibility, the following procedures shall be followed:

- a. Secure all gates
  - b. Call Control Center and advised them of how many inmates and staff are involved and location of disturbance.
  - c. Advised control of any weapon involved.
  - d. Notify the Correctional Commander.
  - e. Log the time of the incident and significant events pertinent to the situation.
  - f. Gates should only be open by the authorization of the Correctional Commander or higher authority.
  - g. Closely monitor the yard and keep constant contact with EOC (Emergency Operation Center).
  - h. Maintain continuous sight and sound observation.
  - i. **Be alert for any attempts to breach the wall. The hostage taking maybe a ploy to effect an escape by other inmates.**
2. **FIRE (CODE RED):**

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- a. First attempt to extinguish or control the fire to the area it is in until help arrives.
- b. Ensure that all incoming emergency personnel are processed quickly and efficiently through your area if necessary.
- c. Maintain constant observation on your control area due to possible evacuation plans.
- d. If the tower has to be evacuated take the unit register and all keys.
- e. Make sure all gates are opened if perimeter tower is evacuated.
- f. Make sure Central Control Center is notified.


**3. TORNADO/HAZARDOUS WEATHER (CODE BLACK):**

- a. Upon notification from Central Control of existing tornado warning, the Perimeter Tower Officer shall remain and keep a close watch for existing tornadoes, paying particular attention to the south and the southwest area of the horizon (tornadoes usually travel southwest to northeast). In the event that the Perimeter Tower Officer actually sites a tornado, he/she shall immediately contact Central Control.
- b. The Officer shall move to the lower level of the tower taking necessary emergency equipment (i.e. keys, flashlight, etc.) and notifying Central Control of his/her whereabouts.
- c. When weather conditions become favorable, the Officer shall re-enter the upper level and assess the damage and notify Central Control.

**4. ESCAPE (RED ALERT)**

- a. The Central Control shall inform all towers when a Yellow Alert (possible escape) has been issued.
- b. Stop all movement through the sally port immediately.
- c. No one shall be allowed to enter or exit the facility unless approved by the Correctional Commander or above.
- d. Only emergency or support vehicles that are essential to the running of the Facility (i.e. fire truck, ambulance, food truck, medical etc.) shall be allowed to enter or exit the sally port area unless instructed otherwise by the Correctional Commander.
- e. If the tower officer witnesses an escape attempt the tower officer shall do the following:
  1. Issue a verbal command to stop or halt.
  2. If the inmate fails to halt and there is still time, announce over radio that an inmate(s) has escaped or attempting to escape.



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3. Keep inmate(s) in sight as long as possible.
4. Provide detail description of inmate(s) (i.e. clothing, race, location, physical description and etc.)
5. Complete a detailed incident report.

**X. HOUSEKEEPING/SANITATION PROCEDURES:**

1. Ensure that the Perimeter Tower is maintained in a clean, sanitary condition during your tour of duty.
2. Sweep and wet mop floors during your shift.
3. Bag and dispose of all trash in the proper receptacles.
4. Clean window area twice each week or as needed.
5. Keep all areas of the post free of dust and debris at all times.

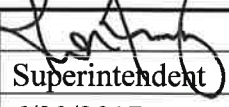
**XI. TEMPORARY ABSENCES:**

There shall be no absences from this post unless authorized by the Correctional Commander.

**XII. OTHER DUTIES SPECIFIC TO POST:**

1. All necessary documentation shall be completed prior to the end of your work period and forwarded to your immediate supervisor.
2. You shall be required to notify your immediate supervisor of missing Post Orders and any changes necessary to be in compliance with the facility procedures. Post Orders shall not to be added to or deleted from. All changes in Post Orders shall require the signature of the Superintendent or designee.
3. All staff assigned to this post shall be required to read their regular and special orders twice monthly and acknowledge this reading by signing the current month's Sign-off Sheet. The Officer assigned to this post on the last day of each month shall forward the current monthly Sign-off Sheet to their immediate supervisor.

**THIS POST ORDER SHALL BE REVIEWED ANNUALLY AND REVISED AS NECESSARY.**

<b>REVIEWED &amp; ISSUANCE APPROVED</b>	<b>NAME</b>	
	<b>TITLE</b>	Superintendent
	<b>DATE</b>	6/30/2017