	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 1 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

I. GENERAL INSTRUCTIONS:

1. These Post Orders cite specific and general instructions for the operation of this post assignment. However, every incident or eventuality 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 Shift Commander 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:

The Sally Port Officer Post is staffed 7 days a week, 24 hours a day. **Gate 2 shall be closed due to a shortage of staff (when ALL other Areas of the Institution have recorded a Muster Roster of minimum Staff coverage) after 1700 hours during weekdays, weekends and holidays.** You shall report for duty on time and proceed directly to your post. Upon arrival you shall:


1. Inventory and inspect all equipment and indicate on appropriate Checklist, thereby assuming responsibility of said equipment.
2. Inspect the entire sally port area for maintenance and sanitation.
3. After a three (3) minute transition period, the Sally Port Officer shall notify Central Control they have taken control of the post by establishing radio/ telephone contact.

III. AREA OF RESPONSIBILITY:

The Sally Port Officer shall be responsible for the security of the sally port and all areas of the entry road within his/her field of visibility. The officer shall utilize the unit register to keep a daily log of activities during his/her shift.

IV. CONTROL OF ENTRANCE AND EXIT POINTS:


1. The Sally Port Officer shall closely monitor all incoming and outgoing traffic.
2. Inspect all vehicles entering or exiting including hoods and trunks, for inmates or contraband.
3. The Sally Port Officer shall log all visitors entering the institution in on the Visitation Log to include name, time in and out, ID or driver license number and destination. The Sally Port Officer shall keep the Driver's License or ID of the visitor upon

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 2 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

4. entering the grounds and return it upon the visitor's departure.
4. All Vehicles entering shall be searched upon entering and all persons should be scanned with the electronic Wand.
5. The undercarriage of vehicles (buses, large vans, and trucks) capable of concealing escaping inmate(s) shall be inspected utilizing a vehicle undercarriage inspection mirror. The mirror shall also be used to perform random inspections of other vehicles for contraband.
6. The Sally Port Officer shall ensure that only authorized vehicles are allowed to enter the compound.
7. The Sally Port Officer shall request assistance from Search & Escort before requesting both gates be opened by Tower IX Officer, should the size of the entering or exiting vehicle require that both gates be opened.
8. The Sally Port Officer shall inquire of all visitors if they are in possession of any contraband such as guns, knives, cameras, tape recorders, drugs, or any other items considered as contraband.
9. All contraband found shall be immediately reported to the Shift Commander.
10. The Sally Port Officer shall never permit anyone onto the institutional grounds for the sole purpose of sightseeing or taking pictures unless authorized by the Shift Commander.
11. The Sally Port Officer shall allow pedestrian traffic to enter and exit the Sally Port through the walk-through gates.
12. The Sally Port Officer shall signal the Tower IX Officer to open the drive-through gate for vehicle traffic only.
13. Both sally port gates shall not be opened at the same time. Emergency vehicles may pass through both opened gates with approval by an appropriate supervisor.
14. Individuals leaving the facility with institutional property must present a valid trip ticket or an approved pass for the items.
15. The Sally Port Officer shall ensure that offenders do not have access to the Sally Port. 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, firearms, communication equipment, etc.

V. PROCEDURES GOVERNING MOVEMENT OF INMATES:

1. Inmates shall be allowed to pass through the sally port only after proper authorization and identification have been established.
2. The officer shall log each inmate's name, number and their destination along with the escorting officer.
3. Inmates returning to the compound from work details off facility grounds shall be subject to a frisk search.
4. Staff transporting offenders off institutional grounds must have a Transfer Form in their possession prior to departing the Sally Port. A copy of the Transfer Form must

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 3 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

be left with the Sally Port Officer for identification of the offender(s) being transported. Sally Port officers shall ask the offender being transported his/her name and MDOC number, verifying the information on the Transfer Form. Note: An inmate being transported for emergency medical reasons may be allowed out of the Sally Port without a transfer release.

VI. ALARM PROCEDURES:

In the event of an alarm, the Sally Port Officer shall attempt to control the situation until assistance arrives if the alarm occurs within your area of responsibility.


VII. KEY CONTROL:

The Sally Port Officer shall report to the area control center and sign for all keys. Key shall be turned over to relieving officer at the completion of shift.

1. You shall carry and use keys as inconspicuously as possible.
2. You shall carry keys in your hand, pants pocket, or secured to an approved key chain. Keys shall not be left unattended.
3. When exchanging keys from one employee to another, verify the actual key count.
4. Avoid references to key numbers or any identifying information in the presence of inmates.
5. Keys shall be exchanged hand to hand; **NEVER** toss or throw keys.
6. Do not use force to operate locks; if a lock does not function properly, report the malfunction to your supervisor.
7. **INMATES SHALL NOT BE PERMITTED ACCESS TO KEYS AT ANY TIME.**
8. Walk-through traffic going to the Central Warehouse, Canteen, Central Kitchen and/or Training Academy shall be required to leave personal keys on the keyboard inside the Sally Port gatehouse.

VIII. COMMUNICATION PROCEDURES:

1. The Sally Port Officer shall maintain frequent communication with area control center by use of a hand-held radio. The hand-held radio is your primary means of communication and shall be within reach at all times. It is essential that proper radio procedure be used when operating this equipment. You shall use the ten-dash codes and refrain from using plain language, sarcasm, derogatory remarks, profanity, or "CB" jargon. Sensitive and/or confidential information shall not be aired over the radio.
2. The installed telephone in the Sally Port is your secondary means of communication. This telephone is provided to aid you in the performance of your duties. The officer shall not use the telephone or other communications equipment for unauthorized

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 4 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

- purposes, nor shall he/she abuse this equipment.
3. The Sally-port Officer shall visually check and verbally ask all visitors if they are carrying any type of weapon.

IX. PROCEDURES FOR REPORTING DIFFICULTIES:

1. Any unusual circumstances occurring in or around your area of responsibility shall be immediately reported to the area control center or the Shift Commander. This would include suspicious vehicles in the area, unusual foot traffic, sightseers etc.
2. Emergency situations shall be immediately reported verbally to the Shift Commander or designee and a written Incident Report shall be submitted before the end of your tour of duty. An emergency is defined as a situation where there is a danger to life, property, or the Institution
3. Non-emergency situations shall be reported by means of a written Incident Report and verbal report. Written Incident Reports shall be submitted directly to the Shift Commander or designee.
4. Equipment malfunctions shall be immediately reported to the Shift Commander.

X. EMERGENCY PROCEDURES SPECIFIC TO POST:

All emergency information shall be transmitted by most expeditious means available.

1. FIRE (CODE RED)

- a. In the event of a fire, immediately notify the Central Control Center.
- b. Attempt to extinguish or control the fire until help arrives.
- c. Ensure all incoming emergency personnel are processed quickly and efficiently.


2. Discrepancies in Count (YELLOW ALERT)

Vehicles will not be allowed to exit through the Sally Port unless given permission by the Shift Commander.

3. ESCAPE (RED ALERT)

In the event of a **RED ALERT**, the Sally Port Officer shall be notified by Central Control. The Sally Port Officer shall stop all movement entering or exiting the institution. Only emergency vehicles approved by the Shift Commander may enter or exit the institution. An officer shall be dispatched to assist the Sally Port Officer.

4. TORNADO/HAZARDOUS WEATHER (CODE BLACK)

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 5 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

- a. In the event a tornado **WARNING** is issued or **SEVERE WEATHER** conditions occur, the entire facility shall go to a lockdown status. (Time Permitting)
- b. The Central Control Personnel shall immediately broadcast over the radio that a **CODE BLACK** is in effect. This warning shall also be broadcast over the intercom system. The radio and intercom alert shall be given three (3) times, pausing ten seconds between each alert.
- c. Upon notification from Central Control, each Area Control Center Officer shall notify employees in their respective units by telephone. Area Control Center Officers shall broadcast the warning over the intercom in their control centers loud and clear three (3) times.
- d. The Sally Port Officer shall remain alert and keep a close watch for existing tornadoes, paying particular attention to the south and southwest area of the horizon (tornadoes usually travel southwest to northeast). In the event that the Sally Port Officer actually sites a tornado, he/she shall immediately notify Central Control for further instructions.

5. HOSTAGE/RIOT SITUATION (**CODE BLUE**)


Upon notification of a hostage/riot situation, the Sally Port Officer shall:

- a. Secure the gates and under no circumstances allow anyone to enter or exit the facility without the direct order of the Shift Commander.
- b. No information shall be disseminated to the news media or general public. Request for information shall be cleared through the Public Information Office.

FIRE WATCH PLAN

In the event the Fire Detection Systems (alarms) become disabled due to power outage or an interior alarm electrical malfunction the following procedures must be implemented to insure that the affected areas are being monitored for possible fire hazards.


1. Housing Unit Tower Officer will contact Area Control and inform them of the malfunction
2. Area Control will contact
 - a. Central Control

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 6 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

- b. The Shift Commander on duty
 - c. Fire and Safety Inspector/Fire Chief (who will deploy Inmate Firemen if warranted)
3. Maintenance will attempt to diagnose the problem with electrical and resume normal operations. In the event normal power operations cannot be achieved all CMCF Standard Operating procedures for Power Outages will be implemented.

The Fire and Safety Inspector/Fire Chief upon notification will evaluate the situation and with the consultation of the Warden or designee will implement the necessary actions to detect possible fire hazards during the power outage or alarm malfunction period by implementing an **HOURLY FIRE WATCH PLAN**

1. When implementing the **Hourly Fire Watch Plan** the Officer on duty will be responsible for:
 - a. Physically inspecting each and every room of the building(s) where the fire alarm is disabled for signs of fire hazards. The inspections will consist of:
 - **Looking** for signs of discoloration of materials, peeling paint, smoke emissions for cracks, cracked plaster, rippled wall paper or burnt areas.
 - Actually **feeling** walls and floors for heat with the back of the hand where a fire condition is suspected but cannot be seen.
 - **Listening** for popping, crackling or hissing of steam sounds that would indicate the start of a possible fire.
 - Paying particular attention to **smells** (orders) of burnings or smoke emissions.
 - b. If a problem is detected the actions required in paragraphs 1-3 will be implemented to include:
 - Evacuating the building to the appropriate staging area
 - Notifying the Fire and Safety Inspector/Fire Chief and dispatching the CMCF Inmate Firemen
 - c. All inspections will be documented on the Unit Register to include:
 - Time of inspection

	POST ORDER 01.03.26	CENTRAL MISSISSIPPI CORRECTIONAL FACILITY	PAGE 7 OF 7
			POST TITLE: SALLYPORT OFFICER
			SITE LOCATION: INSTITUTIONAL
EFFECTIVE DATE: 08-15-2002 REVISION DATE: 09-22-2014 REVIEW DATE: 06-30-2017		RELATED SOPs: 03.01.01; 03.28.01; Chapter 16—Security and Control Chapter 17—Safety and Emergency Procedures	

- Location inspected
- Results of inspection
- Name of the Officer conducting the inspection

XI. TEMPORARY ABSENCES:

Temporary absences from this post shall only be authorized with proper approval from the Shift Commander, who shall provide relief as required.

XII. OTHER PROCEDURES SPECIFIC TO POST:

1. The Sally Port Officer shall log in/out senior staff and the time of their arrival or departure.
2. The Sally Port Officer shall be courteous and conduct him/herself in a professional manner.
3. The Sally Port Officer shall be required to notify their immediate supervisor of missing Post Orders and any changes necessary to be in compliance with institutional procedures. Post Orders shall not be added to or deleted from. All changes in post orders shall require the signature of the Superintendent or designee.
4. staff assigned to this post shall be required to read their Post Orders twice monthly and acknowledge this by signing the current month's Sign-off Sheet.
5. The Sally Port Officer shall be required to be familiar with institutional and MDOC policies pertinent to their zone of control.
6. Ensure that the sally port is maintained in a clean and sanitary condition during your tour of duty. Bag and dispose of all trash in the proper receptacles.
7. Clean windows and dust counter tops. Keep the post-free of coffee cups, soda cans etc. at all times. Sweep and mop floors daily.

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

REVIEWED & ISSUANCE APPROVED	NAME	
	TITLE	Superintendent
	DATE	6/30/2017