



County Technical Assistance Service
INSTITUTE for PUBLIC SERVICE

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Jail Security Operations

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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Jail Security Operations

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Facilities shall maintain a written policy and procedure for key control, including the inventory and use of keys, and the operator of the control center shall have knowledge of who has the keys in use and the location of duplicate keys. All day-to-day operations shall be centralized and controlled through the control center. There shall be one full set of well-identified keys, other than those in use, secured in a place accessible only to facility personnel for use in the event of an emergency. These keys shall be easily identifiable by sight and touch under adverse conditions. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(7) and (8).

Written policy and procedures shall govern the availability, control, inventory, storage, and use of firearms, less-lethal weapons, and related security devices, and specify the level of authority required for their access and use. Chemical agents and electrical disablers shall be used only with the authorization of the facility administrator or designee. Access to storage areas shall be restricted to authorized facility employees and the storage space shall be located in an area separate from and apart from inmate housing or activity areas. A written report shall be submitted to the facility administrator when such weapons are used. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(9).

Facilities shall develop a written policy and procedure to require that firearms, chemical agents, and related security and emergency equipment are inventoried and tested at least quarterly to determine the condition and expiration dates. This written policy and procedure shall provide for regular inspection of ABC type fire extinguishers, smoke detectors, and other detection and suppression systems. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(10).

All tools, toxic corrosive and flammable substances and other potentially dangerous supplies and equipment shall be stored in a locked area which is secure and located outside the security perimeter of the confinement area. Tools, supplies and equipment which are particularly hazardous shall be used by inmates only under direct supervision. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(11).

Facilities shall develop a written policy and procedure to provide for continuous inspection, inventory, and maintenance of all locks, tools, kitchen utensils, toxic, corrosive, and flammable substances and other potentially dangerous supplies and equipment. There shall also be a written policy and procedure to require at least weekly inspection of all security facilities and documentation of the dates of inspections. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(12) and (13).

Facilities shall develop a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of the plan shall be available to all supervisory personnel who are required to familiarize themselves with it. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(14).

Detention officer posts shall be located in close proximity to inmate living areas to permit officers to see or hear and respond promptly to emergency situations. There shall be written orders for every detention officer duty and post. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(15).

The facility perimeter shall ensure that inmates are secured and that access by the general public is denied without proper authorization. All inmate movement from one area to another shall be controlled by facility employees. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(17) and (18).

Facility employees shall maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(19).

Restraint devices shall never be applied as punishment. Facilities shall define circumstances under which supervisory approval is needed prior to application. Rules of the Tennessee Corrections Institute, Rule 1400-1-.07(21). Four/five point restraints shall be used only in extreme instances and only when other types of restraints have proven ineffective. Advance approval shall be secured from the facility administrator/designee before an inmate is placed in a four/five point restraint. Subsequently, the health authority or designee shall be notified to assess the inmate's medical and mental health condition, and to advise whether, on the basis of serious danger to self or others, the inmate should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical management, as appropriate. If the inmate is not transferred to a medical/mental health unit and is restrained in a four/five-point restraint. The following minimum procedures shall be followed:

- (a) Continuous direct visual observation by facility employees prior to an assessment by the health authority or designee;

- (b) Subsequent visual observation is made at least every fifteen minutes;
- (c) Restraint procedures are in accordance with guidelines approved by the designated health authority; and,
- (d) Documentation of all decisions and actions. Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(22).

The Rules of the Tennessee Corrections Institute, Rules 1400-1-.07(23) require that the use of firearms shall comply with the following requirements:

- (a) A written policy and procedure that governs the availability, control, and use of chemical agents and firearms;
- (b) Firearms, chemical agents, and related security and emergency equipment are inventoried and tested at least quarterly;
- (c) Weapons are subjected to stringent safety regulations and inspections;
- (d) A secure weapons locker is located outside the secure perimeter of the facility;
- (e) Except in emergency situations, firearms and authorized weapons are permitted only in designated areas to which inmates have no access;
- (f) Facility employees supervising inmates outside the facility perimeter follow procedures for the security of weapons;
- (g) Facility employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened;
- (h) Facility employees on duty use only firearms or other security equipment that has been approved by the facility administrator;
- (i) Appropriate equipment is provided to facilitate safe unloading and loading of firearms; and,
- (j) A written report shall be submitted to the facility administrator when such weapons are used.

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