



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Perimeter Security	DOC Policy: 40.1.18
Effective:	11/1/16	Supersedes: 4/1/15
Applicability:	Institutions	
Directives Cross-Reference: None		
Attachments: None		

I. PURPOSE

The purpose of this policy is to establish guidelines for the security and control of institution perimeters for Department of Corrections facilities.

II. DEFINITIONS

A. Custody Classification Level: One of five levels of supervision assigned to an inmate through initial and classification review procedures.

1. Level 1: An inmate assigned at this custody classification level presents a minimal risk of escape, meets the criteria for Detainer-Not Applicable, has demonstrated behavior causing minimal management concern, and has time remaining of 48 months or less.
2. Level 2: An inmate assigned at this custody classification level presents a limited risk of escape, or has demonstrated behavior causing limited management concern, and has time remaining of 48 months or less.
3. Level 3: An inmate assigned at this custody classification level presents a moderate risk of escape, has a Level 3 detainer, has demonstrated behavior causing moderate management concern, or has time remaining of greater than 48 months up to 120 months.
4. Level 4: An inmate assigned at this custody classification level presents a serious risk of escape or institutional violence, or has time remaining of greater than 120 months to life, with or without parole.
5. Level 5: An inmate assigned at this custody classification level meets one of the following criteria:
 - a. Has demonstrated behaviors causing serious management concerns, or has demonstrated behaviors that, in the judgment of the department, present a threat sufficient to require special security housing on intensive management status.

- b. Has a sentence of death or is pending retrial in a case in which a sentence of death may be re-imposed.
 - c. Has a pending trial for a case in which a sentence of death may be imposed.
 - d. Is under investigation for, or has been charged with, the in-custody murder of another inmate or staff.

- B. Electronic Detection System: An electronic system designed to work in concert with perimeter posts to detect unauthorized entry or exit from the secure perimeter.

- C. Facility Access: The designated location in a facility which is the only authorized entrance (except as authorized by the functional unit manager or designee) and exit for persons desiring access into or out of the perimeter of the facility.

- D. Functional Unit: Any organizational component within the Department of Corrections responsible for the delivery of program services or coordination of program operations. In a correctional facility, the functional unit manager is the superintendent.

- E. Functional Unit Facility: A term used to declare any Department of Corrections facility in which a functional unit person performs his/her duties or services.

- F. Functional Unit Manager: Any person within the Department of Corrections who reports to the Director, an Assistant Director or an administrator and has responsibility for the delivery of program services or coordination of program operations.

- G. Heartbeat Monitor/Detector System: An electronic system that, when attached to a vehicle, senses the vibrations caused by an individual's heartbeat to detect human presence in the vehicle.

- H. Institution Classification Level: The security level designated for an institution based on the architecture of the perimeter and the custody level of inmates assigned. Inmates with a higher custody classification level may be housed at a lower level institution on a case-by-case basis, with approval from the Office of Population Management.
 - 1. Level 1: The institution has no perimeter fence. Only custody classification level 1 inmates with approval to be housed at an unfenced institution will be housed at these institutions.
 - 2. Level 2: The institution has a secure perimeter. Inmates up to and including custody classification level 2 will be housed at these institutions.
 - 3. Level 3: The institution has a secure perimeter and either an armed mobile patrol or armed towers with continuous surveillance of the perimeter. Inmates up to and including custody classification level 3 will be housed at these institutions.

4. Level 4: The institution has a secure perimeter and either an armed mobile patrol or armed towers with continuous surveillance of the perimeter. Inmates up to and including custody classification level 4 will be housed at these institutions.
 5. Level 5: The institution has a secure perimeter and either an armed mobile patrol or armed towers with continuous surveillance of the perimeter. Inmates up to and including classification level 4 may be housed in the general population at these institutions; and the institution must have at least one custody level 5 housing unit (IMU, BHU, or Death Row).
- I. Institution Perimeter: A boundary, determined by the functional unit manager, around the grounds and buildings of the institution inmates may not cross without prior approval from staff.
 - J. Mobile Patrol: An armed staff member whose primary responsibility is to maintain perimeter security.
 - K. Perimeter Post: Areas of the perimeter where staff members in the security series are assigned to maintain perimeter security (i.e., mobile patrol, towers).
 - L. Perimeter Security: Utilizing staff in perimeter posts to prevent escapes, detect fires, prevent the introduction of contraband, detect security hazards, deter trespassers, etc.
 - M. Reception Center/Receiving & Discharge (Inmate): The designated location in a facility which is designed for transport officials to deliver or pick up an inmate housed in a functional unit.
 - N. Reception Center (Public): The designated location in a facility designed to control access for persons to enter the general inmate population areas.
 - O. Secure Perimeter (Level 2): A manufactured or constructed structure (usually a single fence or a wall) that encloses a portion of the grounds and buildings, and is designed and constructed to control entry or exit of the enclosure. The assembly and maintenance of the structure will meet industry standards as set or determined by Assistant Director for Operations. The structure will be a minimum of 12 feet tall and will have a combination of barbed wire and obstacle wire (razor wire) that extends above the minimum height. The bottom of the structure will have at least a 12-inch wide buried concrete curbing that extends the entire length of the structure that secures the bottom of the fence system. Electronic detection system for intrusion of doors and/or gates for entry and exit may be used. There will be lighting for visibility that covers the entire perimeter. The perimeter lighting will provide at least 30 feet of low-light visibility. Other physical barriers such as razor ribbon, no climb fencing and barbed wire will be used as determined by industry standards or by the Assistant Director for Operations.
 - P. Secure Perimeter (Level 3, 4, and 5): A manufactured or constructed structure (usually a double fence or a wall) that encloses a portion of the grounds and buildings, and is designed and constructed to control entry or exit of the enclosure. The assembly and maintenance of the structure will meet industry standards as set or determined by Assistant Director for Operations. The structure will be a minimum of 12 feet tall and will have a combination of

barbed wire and obstacle wire (razor wire) that extends above the minimum height. The bottom of the structure will have at least a 12-inch wide buried concrete curbing that extends the entire length of the structure that secures the bottom of the fence system. Electronic detection system for intrusion of doors and/or gates for entry and exit will be used. There will be lighting for visibility that covers the entire perimeter. The perimeter lighting will provide at least 30 feet of low-light visibility. Other physical barriers such as razor ribbon, no climb fencing and barbed wire will be used as determined by industry standards or by the Assistant Director for Operations.

III. POLICY

- A. Each institution will have a designated institution classification level based on inmate custody level, architecture, and programming units, as defined in the definition section of this policy.
- B. The functional unit manager will designate responsibility of oversight for perimeter security to a manager and will specify, through written directive, what the duties and responsibilities are and how they will be carried out.
- C. **Perimeter Surveillance:**
 - 1. Institutions with an institution classification level of 3 or higher will have written processes in place to ensure continuous surveillance of the perimeter.
 - 2. Institutions with an institution classification level of 1 or 2 will have written processes in place to ensure adequate surveillance of the perimeter as deemed necessary by the functional unit manager or designee.
 - 3. Institutions with electronic detection systems will check each zone of the system for functionality, at least once a month (i.e., deliberately setting off the alarm in each zone to ensure proper function). This check is documented and forwarded to the functional unit manager or designee.
 - 4. Institutions with electronic detection systems will keep track of all zones triggered. A report/log will be created and forwarded to the person responsible for the upkeep of the electronic detection system, and a copy forwarded to the functional unit manager or designee.
 - 5. If the electronic detection system goes down, there is a written process in place to maintain surveillance (i.e. mobile patrol, mount towers, etc.).
 - 6. Institutions will perform a perimeter check at least once a day to check for any discrepancies. The check and any discrepancies will be documented (i.e., holes in the fence line, gaps under the fence line, contraband, etc.).

7. Perimeter lighting will provide at least 30 feet of low-light vision from buildings, fences and boundary lines.
 - a. Institutions with a single perimeter fence will have lighting that provides at least 30 feet of low-light vision from the fence to the inner compound area.
 - b. Institutions with a double fenced perimeter will have lighting that provides lighting between the two fences and 30 feet of low-light vision from the inner fence to the inner compound area.
8. Perimeter lighting will be connected to an emergency power supply which will be tested and documented at least monthly.
9. Institutions with perimeter patrol vehicles will keep them maintained in safe and fully operable condition.
10. Institutions with perimeter patrol vehicles and/or towers will equip them all with operable spotlights and communication equipment.
11. A security supervisor will visit each perimeter post at least once a month during the shift. All visits will be documented in writing.

D. Vehicles Entering and Exiting the Institution Perimeter:

1. All vehicles, trailers, carts, equipment, etc., are thoroughly inspected before being allowed to enter or exit the secure perimeter. Institutions without a secure perimeter (fence or wall) will have written directives from the functional unit manager explaining the institution's expectations and procedures.
2. Trucks or other commercial vehicles loaded or unloaded within the secure perimeter will be kept under the supervision of an employee at all times. Institutions without a secure perimeter (fence or wall) will have written directives from the functional unit manager explaining the institution's expectations and procedures.
3. Vehicles will not be allowed to enter or leave the secure perimeter during an institution count unless authorized by the functional unit manager or designee. Institutions without a secure perimeter (fence or wall) will have written directives from the functional unit manager explaining the institution's expectations and procedures.
4. Vehicles and equipment inside the secure perimeter left unattended will be secured in any of the following ways:
 - a. Steering wheel locks and locked in a secure area;
 - b. Steering wheel locks and under constant staff supervision;

- c. Removal of keys to a secure location and constant staff supervision;
 - d. Removal of an engine part necessary for operation to make it inoperable.
5. Institutions without a secure perimeter (perimeter fence or wall) will have written directives from the functional unit manager explaining the institution's expectations and procedures.
 6. Vehicles unable to be searched and/or have unsearchable loads will be secured and monitored for a specific period of time as designated by the functional unit manager or designee.

E. Staff, Contractors, Volunteers, and Visitors Entering the Institution:

1. Staff, contractors, volunteers and visitors entering into the institution will be processed through the Reception Center unless otherwise authorized by the functional unit manager or designee.
2. The identification of all persons entering and exiting the institution will be determined and verified by staff assigned to control access and egress.
3. Staff, contractors and volunteers may be asked to present their Department of Corrections identification card to control center staff to verify identity and authorization to enter the institution.

F. Inmates Entering and Exiting the Institution Perimeter:

1. All inmates entering or exiting the institution perimeter are searched and identified by photograph and verification of the inmate's state identification number. The inmate's absence and return are documented in writing.
2. Inmates will not be allowed to carry articles into or out of the institution except upon final release or as authorized by the functional unit manager or designee.

G. Physical Requirements:

1. Institutions with an institution classification level of 1 will identify the perimeter boundary with signs/markings as designated by the functional unit manager.
2. Institutions with perimeter or boundary fencing will ensure there are no rusted or broken areas on the fence or accompanying barrier wire (i.e. razor wire, no-climb, barbed, etc.) that would compromise the integrity of the secure perimeter.

3. Institutions with an institution classification level of 2 or higher will ensure all inner cross fencing that intersects with the perimeter fence incorporates razor wire on both sides along the top for at least a 10-foot span on the intersecting fence.
4. There will be no washed out areas or gaps greater than two inches at the bottom of the perimeter fence or under concrete pads.
5. All landscaping, trees, vegetation, or other obstructions that could provide cover, obstruct line of observation, or otherwise be used to facilitate escape, will be removed from within the institution perimeter.
6. Institutions that have an institution classification level of 3 or higher will have electronic detection systems able to function regardless of weather conditions, soil conditions, and/or landscape.
7. Institutions with an institution classification level of 3 or higher will have alarm zones for the perimeter electronic detections systems that are clearly marked on the outer fence and are visible from the road.
8. Institutions with an institution classification level of 3 or higher will ensure the perimeter electronic detection system ties into all inner compound cross fencing for the distance of at least one full fence span.
9. Institutions with an institution classification level of 3 or higher will have perimeter sally port gates operated as an interlocked system. Overrides to the interlocked system will be authorized by the Officer-In-Charge prior to both gates being opened.
10. All perimeter sally port gates will be operated from a secure location remote from inmate and vehicular traffic.
11. Institutions with an institution classification level of 3 or higher will have a crash barrier system installed at every breach in the perimeter fence created for the purpose of vehicular access to the institution.
12. Facilities equipped with a heartbeat monitor/detector system will conduct a daily systems check.

H. **Written Directives:** Each correctional facility shall create written directives to address the following:

1. Control of personally carried cases, containers, and articles;
2. Release and admission of inmates;

3. Facility access for visitors, volunteers, and agency partners;
4. Limited visibility and extreme weather conditions (fog, deep snow, extreme temperatures, etc.);
5. Mobile Patrol and other perimeter posts (as needed based on institution classification level);
6. Entrance and exit of vehicles through the institution perimeter and secure perimeter;
7. Requirements and procedures for surveillance of the institution perimeter based on institution classification level;
8. Inmate access to perimeter points of institution entrance and exit;
9. Response to suspicious persons or situations;
10. Response to aircraft intrusion; and
11. Weapon use.

I. **Policy Variance Exception:**

1. Request for exceptions to any specific part of this policy must be recommended in writing by the Eastside or Westside Institutions Administrator and Chief of Security on behalf of the specific facility's Functional Unit Manager utilizing the Variance Exception form (CD1737). The reason for the specific exception and the proposed process to be used by the facility must be approved in writing by the Assistant Director of Operations.
2. Upon receiving written authorization for the exception to any specific part of this policy, the facility will explain this exception and approval (including date of approval) within the facility's Perimeter Security procedure.

IV. IMPLEMENTATION

Each DOC facility shall develop written directives as required in Section H.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Brian Belleque, Deputy Director