

UNION COUNTY SHERIFF'S OFFICE STANDARD OPERATING PROCEDURES																	
VOLUME: VII	CHAPTER: 6	# OF PAGES: 4															
SUBJECT: DOC POST ORDER: IRC BUREAU SECURITY																	
EFFECTIVE DATE: December 1, 2022	REVISIONS <table border="1"> <thead> <tr> <th>DATE</th> <th>PAGE #</th> <th>SECTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			DATE	PAGE #	SECTION											
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BY THE ORDER OF: SHERIFF PETER CORVELLI																	

PURPOSE:

To inform Union County Sheriff's Office Division of Corrections (UCSO-DOC) personnel of the Specified Duties of the Intake, Release and Classification (IRC) Bureau Security post.

POLICY:

The following are post orders to be followed by Correctional Police Officers assigned to the IRC Security post. While these orders are as thorough as possible, they cannot cover every situation that may arise; therefore, common sense must be used at all times. It is every Officer's responsibility to request assistance from the area Supervisor if they are uncertain about any situation.

Post orders are **confidential** and should be kept in a secure area. Review post orders for changes, additions, deletions, or new orders. **Post orders are not to be read by inmates.**

PROCEDURE

I. General Orders of the IRC Security Post

- A.** IRC Security Officers are responsible to adhere to the General Post Orders at all times.
- B.** In the event that an officer is reassigned to cover a particular post, they will follow the Post Order for that particular area.

II. Specific Duties

The Correctional Police Officers assigned to the IRC Security post are responsible for the following duties:

- A.** Reporting to the immediate Supervisor at the beginning of their shift.
- B. BEFORE MAKING A RELIEF:**
 - 1. At the beginning of the shift, conduct an informal headcount of inmates in the Intake / Releasing area.
 - 2. Retrieve all information pertinent to the IRC Security post from the officer being relieved. Only then can a relief be made.
- C.** Operating all security doors in the IRC area to include; the sally-port overhead doors, sally-port slider/doors (pat search area) and the holding cell (bull pen) doors.
- D.** Updating the I/R Sally-Port Log when needed.
- E.** Ensuring the door connecting the sally-port area with booking area and the common booking area are secured at all times.
- F.** Immediately documenting and reporting any unusual activity, broken equipment, broken cells, etc. to your immediate Supervisor.
- G.** The IRC Security Officer will identify and advise all agencies of UCSO-DOC procedures when they are entering the Union County Jail.
 - 1. The IRC Security Officer will ensure that no weapons are brought into the secure perimeter of the institution by any transporting officer or agent. This includes, but is not limited to, ammunition magazines, chemical agents, and/or batons of any form.

2. Incoming agencies will be instructed to either secure their weapons in their vehicles or the designated lock boxes in the secure sally-port near the booking entrance.
- H.** Conducting a pat frisk, placement into the BOSS chair, Body Scanner, or strip search of all inmates entering the jail through the Intake area, (new commitments, court returns, hospital returns, work release etc.) according to gender (male officer to male inmate and female officer to female inmate).
- I.** Securing all inmates in the appropriate holding cells.
- J.** Ensuring there is absolutely **NO** physical contact between female and male inmates at any time.
- K.** Ensure all Protective Custody or “house alone” inmates have no physical contact with **ANY** other inmates.
- L.** Conducting a “Fast ID” of all inmates being committed to the facility and completing the IRC SBI Log.
1. A notification to the immediate Supervisor must be made if the “Fast ID” number does not match the inmate.
- M.** Properly completing all applicable paper work, to include but limited to:
1. Inmate property slip,
 2. strip search form,
 3. inmate information form,
 4. jail issued material/PREA etc.
- N.** Photographing inmates being committed to the facility and issuing a Union County Jail Inmate ID wristband if necessary.
- O.** Directing the inmates to the IRC Officer when called to inventory their personal property.
- P.** Providing security for the Medical Staff while they are in the booking area for inmate assessments or responding to emergencies, etc.
- Q.** Ensuring the common area and bullpens are kept clean and sanitary.
- R.** Ensuring that inmates never have access to the desk, or work areas, of officers.
- S.** Dispensing inmate hygiene products as needed (i.e.; toilet paper, female hygiene products).

- T.** Ordering bag lunches and ensuring that all inmates are afforded the opportunity to eat.
- U.** Ensure there are no obstructions to block the Officer's view of inmates while in the holding cells (i.e. clotheslines, sheets, towels).
- V.** Making reliefs for meals and breaks as designated by the immediate Supervisor.
- W.** Assisting Ground Floor Rover officers to ensure the orderly operation of the intake and release areas.
- X.** Securing all inmate property in the designated property box.
- Y.** Ensuring that the clothing room is clean and orderly.