

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.28	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-3A-01	
CHAPTER: 8 Administration	SUBJECT: FACILITY SECURITY	
APPROVED BY THE COMMISSIONER:  9/3/14		
EFFECTIVE DATE:		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C. §6502, §6504, §6517, §6556, 29 Del. C. §8903

II. PURPOSE: To establish a combination of supervision, inspection, and accountability that promotes safe and orderly operations.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department; all offenders under supervision of the Department.

IV. DEFINITIONS: None

V. POLICY: It is the policy of the Department of Correction to establish and maintain the highest level of security appropriate for each facility to prevent escapes and maintain order.

A. Correctional Officer/Staff Assignments

1. Staff will be deployed in accordance with facility and unit staffing plans.
2. Staffing plans will be in accordance with all applicable collective bargaining agreements, merit rules, policies and procedures.

B. Control Center Operations

1. Space will be designated at each facility for a 24-hour continuously staffed secure control room for monitoring and coordinating the facilities security, life, safety, and communications systems.

C. Count Procedures

1. Each facility shall establish policies and procedures identifying specific times for conducting formal headcounts.

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- a) A minimum of three times per shift for Level 5 facilities.
- b) A minimum of three times per day for Level 4 facilities.
- 2. Staff members are required to count the living, breathing flesh of each offender they are counting.
- 3. Informal counts shall be conducted at irregular times and documented.

D. Patrol and Inspection

- 1. Each facility shall establish procedures for conducting periodic inspections of all security devices encompassing the facility perimeter; i.e., fences, gates, gatehouse, towers, and parking lots.
- 2. Each facility shall establish procedures for conducting inspections of all areas within the secure confines of the facility to include, but not limited to, windows, bars, walls, fences and all locking devices.

E. Security Equipment

- 1. Appropriate security equipment will be identified by each Bureau and approved for use by the Office of the Commissioner.
- 2. All staff will be trained in accordance with established policy and procedure in the use of approved security equipment.

F. Permanent Log/ Records Maintenance

- 1. Each Bureau shall establish policies and procedures for the maintenance of permanent logs and records that accurately reflect important operational features, events and incidents.