April 18, 2008

DEPARTMENT MEMORANDUM NO. 08-4

SUBJECT: Emergency Access to the Detention Unit

In the event Detention Unit personnel require emergency assistance to regain control of the unit, the following procedures have been developed to assist responding members in accomplishing that task.

A Detention Unit member will activate the alarm button located at the ledger officer's position when it appears that unit members are in danger of losing control of the Detention Unit to inmates. The alarm will be transmitted by telephone to the Communications Unit. The alarm, with advance notice to the Communications Unit, is tested on the first Sunday of each month. If there is an accidental activation, the Communications Unit supervisor will be contacted immediately.

In case of activation without prior notification of a test of follow-up cancellation of an accidental activation the Communications Unit supervisor will immediately attempt to contact the Detention Unit by telephone at one of the following numbers:

Detention Unit ledger officer-	234-5441
Detention Unit supervisor-	234*5189
Detention video officer-	234-5180
Detention Unit commander-	234-5183

If unable to make contact with Detention Unit personnel of if suspicious of the response of a contacted member, the Communications Unit supervisor should initiate an Assist-the-Officer call to the Detention Unit.

Responding units are advised that marked keys to the Detention Unit can be obtained from the Security Desk cubicle (234-5193) in the basement of headquarters. The keys are housed in a red box labeled TRT keys mounted of the south wall. A tool is attached to be utilized to break the window of the box to access the keys.

The following keys are stored in the box:

- Key to override the public elevator
- Key to south door on the eighth floor stairway landing which provides access to the roof and the false ceiling of the Detention Unit
- Key to the north door on the eighth floor stairway landing
- Keys to the two unit gates providing access to the Detention Unit proper

An electronic key card reader is also located on the south wall adjacent to the inner gate and bars.

These keys are available in the event that the jail elevator has been disabled. If this is the case, one of the public elevators will be taken to the seventh floor. The stairway will be utilized to climb to the eighth floor.

James D. Corwin
Chief of Police

DISTRIBUTION: All Department Members
All Department Elements
To be posted on all bulletin boards for two weeks