

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 197.025 ACA 2-CO-3A-01	9.15 * Subject	2 April 28, 2014 <b>Control Center Operations</b>

## I. DEFINITIONS

“Control Center” means a secured location designed to operate secure doors and gates; to serve as a communications center, equipment distribution center and where security cameras, radios, and movement are monitored by a staff member 24 hours per day.

## II. POLICY and PROCEDURE

Institutions with a continuously staffed control center shall develop and maintain control center operations guidelines to ensure safety and security of the general public, staff, and inmates and to prevent property damage or manipulation.

### A. Control Center Staffing

1. Medium Security and above institutions shall staff the control center at all times.
2. Staff breaks shall be utilized to ensure mental and physical alertness.

### B. Control Center Entry

1. Entry into the control center shall only be conducted after the area has been cleared and verified that no inmates are present in the immediate area.
2. The institution shall maintain a list of employees or authorized visitors allowed in the control center.
3. As a general guideline, there shall not be two doors or gates in the same area opened simultaneously except in an emergency situation that is determined by the Incident Commander.

C. Equipment

1. All security equipment maintained in the control center shall be inventoried and logged at the beginning and end of the shift.
2. Security equipment in the control center shall only be distributed to authorized staff members. Any request to deviate from this policy shall immediately be reported to the Shift Supervisor. All equipment distributed shall be logged out at the time of distribution.

D. Observation and Alarm Equipment

1. The control center Officer shall remain alert and vigilant at all times.
2. The control center Officer shall have the capability to review camera monitors, monitor all fence alarms, duress alarms (where applicable) and fire alarms (where applicable), to ensure staff and inmate safety and report any unusual occurrences to the Shift Supervisor immediately. A follow-up to any alarms shall be conducted to ensure effective response and recovery.