

DOOR VIOLATIONS

STANDARD NO(S):

NYSSA #

DATE:

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REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To establish guidelines for door violations.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure a high level of security on all interior and exterior doors.

III. DETAILS:

- A.** An audible alarm will sound in Central Control if any door is left open past the preprogrammed amount of time or if a door is opened by key instead of by electronic means.
- B.** In the event a door violation alarm is activated and there has been no notification made to indicate the door is being accessed under proper authority, Central Control will notify an Escort Officer to respond to the affected area and advise the Shift Supervisor.
- C.** When finished with duties in the area, they must notify Central Control that they are finished and verify that the door has been secured.
- D.** In the event a violation alarm is activated, a shift log entry under "Door Violations" will be made and include the following information:
 - 1.** The date and time of the violation
 - 2.** The name(s) of the officer(s) responding to the violation
 - 3.** The result of the response