

**CHAPTER: 700**

**Operational Security**

**DEPARTMENT ORDER:**

**703 – Security/Facility Inspections**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**OPS**

# Arizona Department of Corrections

## Department Order Manual

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**ACCESS**

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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order ensures that security responsibilities at Department institutions and private prisons include regular inspection of security devices to ensure that they remain in good working condition and that supervisory and other management personnel conduct regular inspections and tours.

## **PROCEDURES**

### **1.0 SECURITY DEVICE INSPECTION**

- 1.1 Wardens and Deputy Wardens shall ensure:
  - 1.1.1 Any staff member noting a deficiency in a security device immediately reports that deficiency to a member of the security staff. Security staff shall note whether the deficiency has been reported to the Chief of Security. If the deficiency has not been reported they shall report it. The Chief of Security shall ensure repairs are made in a timely manner.
  - 1.1.2 Staff members inspect all security devices in their areas of responsibility during their shift. Perimeters shall be inspected a minimum of twice per shift and the results noted in permanent logs and journals, including any deficiencies, and the action taken to resolve them. Any deficiencies of a serious nature shall be reported to the shift supervisor immediately.
  - 1.1.3 The Chief of Security or designee conducts a comprehensive weekly review of security devices and submits a monthly report of any deficiencies and action taken to his/her supervisor or their designee.
- 1.2 Institutions/units shall maintain a current file of documentation relating to inspections, maintenance requests, follow-up action, and preventive maintenance programs at each institution or unit.
- 1.3 Staff assigned to areas in which security devices are utilized shall conduct a thorough inspection of each security device during their shift and enter "SECURITY DEVICE INSPECTION" in the Correctional Service Log, Form 105-6.
  - 1.3.1 Deficiencies needing immediate attention shall be immediately reported to the Shift Commander. All deficiencies and the action taken to resolve them shall be documented in the Correctional Service Log and cross-referenced with an Information Report, Form 105-2, and Maintenance/Service Work Order Request, Form 403-2, if applicable.
    - 1.3.1.1 Maintenance/Service Work Order Request forms shall be completed and forwarded to Physical Plant personnel in accordance with Department Order #403, Maintenance.
    - 1.3.1.2 Physical Plant personnel shall be contacted to effect immediate repairs if needed.
    - 1.3.1.3 Information Report numbers shall be written in the Correctional Service Log and on the corresponding Maintenance/Service Work Order Request form.

- 1.4 The unit Chief of Security/designee shall ensure:
- 1.4.1 Staff assigned to areas using security devices conduct and document inspections of each device during each shift.
  - 1.4.2 A comprehensive weekly review of security devices is conducted, to include areas of egress/ingress to unit structure and perimeter areas and submit a monthly report to the Warden or Deputy Warden of any deficiencies and action taken.
  - 1.4.3 Monthly inspections/inventories of emergency key sets and locking devices are conducted and documented in accordance with Department Order #702, Key Control.
  - 1.4.4 A current file of documentation relating to inspections, maintenance requests, follow-up actions, and preventive maintenance programs within the institution/unit is maintained.

**2.0 INSPECTIONS AND TOURS OF INSTITUTIONS, UNITS AND PRIVATE PRISONS** - Wardens, Deputy Wardens, Associate Deputy Wardens, and supervisory staff shall conduct inspections of their areas of responsibility.

2.1 Formal Inspections - Wardens, Deputy Wardens, and Associate Deputy Wardens shall conduct frequent formal inspections of the institution/unit.

2.1.1 Inspections shall not be restricted to certain hours or routines; they shall be unscheduled and unannounced. Staff members are prohibited from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

2.1.2 The inspector shall conduct casual, unstructured interviews of staff and inmates.

2.1.3 Wardens, Deputy Wardens, Associate Deputy Wardens, and supervisory staff shall submit a memorandum to the Warden or Regional Operations Director on a monthly basis. Regional Operations Directors shall be informed of any discrepancies in the appropriate monthly report.

2.1.3.1 Monthly memorandums shall reflect the author's observations during tours conducted for the month being reported.

2.1.3.2 Additional documents may be required at the Warden's discretion.

2.2 Required Institution Tours - In addition to formal inspections, Deputy Wardens, Associate Deputy Wardens, Correctional Officer IVs and Chiefs of Security shall spend a minimum of ten hours per week to equal an average of two hours per day touring their unit. Institution Tours shall be conducted at varying hours of the day and night and shall not be restricted to certain hours or routines.

2.2.1 Tours shall include the following locations:

2.2.1.1 Housing units

2.2.1.2 Health units on site; and hospital(s) wherein the respective Complex may have inmates located

- 2.2.1.3 Kitchens and dining rooms
- 2.2.1.4 Inmate work areas and classrooms
- 2.2.1.5 Warehouses and storage areas
- 2.2.1.6 Visiting areas and rooms
- 2.2.1.7 Maintenance areas
- 2.2.1.8 Perimeters
- 2.2.1.9 Attending shift meetings
- 2.2.2 Time during the tour shall be devoted to speaking with staff at their posts and inmates on an informal basis.
- 2.2.3 At a minimum, tours shall be conducted on the day, swing and graveyard shifts, twice each month. These tours shall be documented utilizing the Green, Amber, Red (GAR) Tour reporting protocol.
- 2.2.4 Attention shall be given to visitation issues, including but not limited to, staff demeanor and the consistent enforcement of visitation rules.
- 2.2.5 Attention shall be given to environmental issues such as security, safety, staff and inmate policy compliance, general cleanliness and hygiene of work and living areas, and the overall attitude of staff and inmates.
- 2.2.6 A report shall be submitted to the Warden that addresses the following areas:
  - 2.2.6.1 Security operations
  - 2.2.6.2 Security device inspections and/or practices
  - 2.2.6.3 Compliance of Department Code of Conduct
  - 2.2.6.4 Staff/inmate relations
  - 2.2.6.5 Supervisor/subordinate staff communications
  - 2.2.6.6 Supervisor/subordinate professional relationships
  - 2.2.6.7 Other areas as needed
- 2.3 Warden Tours - Wardens shall tour each shift at least once per month and document these tours utilizing the GAR Tour reporting protocol. Wardens shall also provide a monthly memorandum to the appropriate Regional Operations Director with an assessment regarding the following:
  - 2.3.1 Security operations, security device inspections and/or practices
  - 2.3.2 Professional conduct of staff (sexual harassment, hazing, discrimination and/or favoritism, etc.)
  - 2.3.3 Supervisor/subordinate relationships

- 2.3.4 Staff rotation
- 2.3.5 Deputy Warden performance and communication
- 2.3.6 Employee Equal Opportunity (EEO) Liaison tour compliance
- 2.4 On-Site Duty Officer Tours - The On-Site Duty Officer shall:
  - 2.4.1 Have an assigned work schedule from 0800 - 1700 hours, which includes a one hour lunch break.
  - 2.4.2 Interview employees on post, as they tour all units as mandated.
  - 2.4.3 Complete and submit an on-site duty officer report by Monday at 0900 hours or the first workday after a holiday.
  - 2.4.4 Submit a written report, by exception, to the Warden if any of the following are observed during his/her tours:
    - 2.4.4.1 Sexual harassment
    - 2.4.4.2 Unprofessional conduct
    - 2.4.4.3 Over-familiarity by staff-to-staff and/or staff-to-inmates
- 2.5 EEO Liaison Tours/Shift Meeting Attendance – Each unit EEO Liaison shall:
  - 2.5.1 Attend each shift's meetings and conduct tours on all shifts on a monthly basis, to ascertain if any problems exist among employees, which have not been elevated to or addressed by management.
  - 2.5.2 Submit to the Warden a monthly report that summarizes the findings of the tours and meetings with employees. The report shall address observations and concerns about sexual harassment, unprofessional conduct of staff (to include hazing, discrimination and favoritism), staff/inmate relationships, and supervisor/subordinate officer communication and professional relationships. A copy of the report shall be forwarded to the Employee Relations Administrator.
- 2.6 Private Prison Inspections – Private prisons shall be inspected pursuant to Department Order #106, Contract Beds. Department monitors assigned to private prisons facilities are required to complete inspections in accordance with this Department Order.
  - 2.6.1 A representative of the Department may visit a contract facility or any inmate work site at any time to check on the inmates.
- 2.7 Daily Inspections - Line supervisory staff shall conduct daily inspections of their areas of responsibility in order to assess inmate morale and the quality of their care and supervision, and to provide them the opportunity for informal access to key staff.
  - 2.7.1 Inspections, including any deficiencies and the action taken, shall be entered on permanent logs and journals.

- 2.8 Green, Amber, Red (GAR) Inspections – Wardens and Contract Beds Monitors shall ensure each prison unit/entity under their scope of responsibility has a formal inspection conducted a minimum of once per month utilizing the GAR reporting protocol.
- 2.8.1 Deputy Wardens shall complete and submit a GAR Inspection Report each month for their respective areas of responsibility. GAR Inspection Reports shall be submitted to the Warden’s office no later than the close of business on the last day of each calendar month.
- 2.8.1.1 Each GAR Inspection Report shall reflect a minimum of one inspection during the reporting period for all applicable competencies, to include all active components of each competency.
- 2.8.1.2 Additional inspections may be conducted at any prison unit, at the discretion of either the Warden or Deputy Warden.
- 2.8.2 GAR inspections shall be recorded using the ADC 703 Monthly Inspection System, to include specific notations indicating one of three findings.
- 2.8.2.1 Green – In compliance, no issues noted
- 2.8.2.1.1 If any area on the GAR is not applicable to a particular unit, the staff member shall record a Green finding on the GAR Inspection Report (i.e., not all units have towers).
- 2.8.2.2 AMBER – Minor issues observed, corrective action is required
- 2.8.2.3 RED – Significant threat to life and safety exist, immediate corrective action is necessary
- 2.8.3 Unit Deputy Wardens shall be responsible for creating and completing all corrective action plans resulting from AMBER or RED inspection findings.
- 2.8.3.1 All RED findings and related corrective action plans shall be evaluated during the affected unit’s annual inspection to verify compliance.
- 2.8.4 During the course of GAR inspections, AMBER and RED findings shall result in executive staff notifications. Executive level notifications generated by GAR findings shall not be used as a substitute for a Significant Incident Report as defined in Department Order #105, Information Reporting.
- 2.8.4.1 AMBER – Warden and Unit Deputy Warden
- 2.8.4.2 RED Level 1 – Regional Operations Director, Warden and Unit Deputy Warden
- 2.8.4.3 RED Level 2 – Division Director and all level 1 members
- 2.8.4.4 RED Level 3 – Director and all level 2 members

- 2.8.5 Warden's shall review and approve all requests for the creation of user accounts in the GAR inspection program. The Executive Staff Assistant assigned to the Warden's office shall be responsible for the generation and maintenance of all user accounts at the respective complex.

## **IMPLEMENTATION**

The Division Director for Prison Operations shall ensure Warden's address the contents of this Department Order in authorized Post Orders, as appropriate.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms