



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 502.2	
<b>Subject:</b> Adult Detention Center Operations	<b>Topic:</b> Door Control	
<b>Accreditation:</b> 6VAC15-40-840		
	<b>Revised:</b> 09/22/2016	<b>Reaffirmed:</b>
<b>Enacted:</b> 04/16/2008	<b>Last Review:</b>	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to provide directives to promote the safety and security of staff and inmates by controlling door access.

## II. POLICY

It shall be the policy of the Corrections Division that all doors shall be secured when not in use. It shall be the responsibility of all staff to remain alert to the security condition of not only the doors that they may be directly responsible for, but also any door that they encounter. Door control shall be accomplished by monitoring and utilizing all facets of the electronic security system and operational functions of doors to include: key usage, restrictive access, verification procedures, inspections, tests, interlock door groups, and sallyports. Control centers shall provide the platform in which all security doors are monitored and/or operated throughout the facility. Any deviation in normal door control operation procedures shall be approved by a supervisor and documented on the appropriate duty post activity log.

Inmates will only be permitted access through a security door when escorted by a deputy or authorized law enforcement official. Inmates are prohibited from entering ANY control center. All staff shall use extreme caution and remain security conscious while doors are in use and ensure that all doors remain secured when not in use, to prevent access by unauthorized persons or inmate escape.

## III. DEFINITIONS:

**Interlock Groups:** A group of assigned doors programmed to be interlocked that prohibit entering or exiting through a door while another door assigned to the interlocking group is unsecured.

**Sallyport:** A group of interlocked doors that control movement by only allowing one door at a time within that group of doors to be opened.

**Perimeter Security Door:** Any door which control access into or egress from the facility.

**Interior Security Door:** Any door which control movement and or access by inmates and unauthorized personnel to areas within the facility.

**Arm/Gates:** A device which controls vehicle access to the perimeter road.

Perimeter Gates: Any gate which controls movement or access located throughout the perimeter fencing.

IV. PROCEDURE:

A. Door Control and Arms/Gates

1. Perimeter and Interior Security Doors

- a. Prior to access being granted, visual verification will be made. If additional verification is needed, audio verification shall also be made.
- b. Once access has been accomplished, control center staff and the person gaining access must verify that the door is re-secured.
- c. Any time access through a perimeter security door is granted it will be recorded on the duty post activity log in Central Control.

2. Perimeter Gate Access

- a. An armed deputy will be dispatched to the gate for which access is requested.
- b. The deputy responding to the gate will verify the person(s) and the purpose for access, prior to the gate being unsecured.
- c. Central control staff will be notified of the name and purpose of any person(s) requesting access to a perimeter gate and record this information on the duty post activity log.
- d. The access gate will be secured behind the person(s) after admittance.
- e. Unless an emergency situation dictates, no door within the perimeter fence should be opened while an access gate is unsecured.
- f. Central control staff will be contacted when personnel wish to exit the area.
- g. An armed deputy will be dispatched to the access gate, if not already present, at which time they will notify central control staff who will record this information on the duty post activity log.

3. Access to Control Centers

- a. Access to control centers shall be limited to control center staff. Off-duty staff and those assigned to other posts are considered unauthorized

personnel and will not be allowed access to control centers unless conducting necessary business.

- b. Control center staff must verify the identity and purpose of persons requesting access to a control center prior to access being granted. Security Precautions should be taken never to allow access to inmates.
- c. Access to control centers by non-sworn personnel and visitors must be approved by the shift supervisor and require a deputy escort.
- d. Any time access to a control center is granted it will be recorded on the duty post activity log.

DOC STANDARD #

6VAC15-40-860: Security of Entrances and Doors

Written policy, procedure, and practice shall require that all security perimeter entrances, control center doors, cell block doors and all doors opening into a corridor are kept locked except when used for admission or exit of employees, inmates or visitors, or in emergencies.

Compliance Documentation:

- Review written policy and procedures
- Observation
- Interview staff

Careful monitoring of entrances and exits of all areas of the facility ensures both the safety of staff and inmates by reducing the introduction of contraband, controlling inmate movement and monitoring activities of individuals who enter the facility

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.