

MCSO JAIL DIVISION POLICIES AND PROCEDURES

POLICY #JP2-23

EFFECTIVE: October 30, 2017

SUPERCEDES: February 11, 2016

CHAPTER: Security

SUBJECT: Clock Rounds

Page 1 of 4

POLICY: It is the policy of the Marion County Sheriff's Office, Jail Division, to implement and maintain a system of clock rounds for safety concerns, to include the health and security of all staff and inmates, as well as the security of the building.

PROCEDURE: Security staff shall conduct cell checks/clock rounds in all housing and holding units in order to conduct visual contact and physical interaction with each inmate /detainee. Staff shall be alert to inmate/detainee behavior and other signs of unusual activities. OMS entries shall be made for all clock rounds at Jail, Intake, and Eskenazi.

I. Clock Rounds for General Population

Security staff shall conduct a cell/unit physical clock round, as to each general population unit, designated as low or minimum-security risks, at least every sixty (60) minutes. Every clock round shall entail visual observation of the inmate/detainee by the deputies. If the inmate's wellbeing is questionable to the deputy conducting the clock round, there shall be personal interaction with the inmate/detainee. Deputies shall also ensure the inmate's head is visible to the deputy doing the clock round. (4-ALDF-2A-05). Clockrounds at the jail are conducted by custody staff will be documented in OMS. OMS entries shall be made at Intake, and Eskenazi.

At Intake/Central Receiving, 30-minute clock rounds shall be conducted on all Lock-Down areas, as well as General Population areas.

II. Clock Rounds for Restrictive Housing Units

Restrictive Housing units shall consist of administrative segregation, protective custody, disciplinary segregation and maximum-security custody levels in the jail.

Clock rounds in Restrictive Housing units shall be conducted twice per hour with no more than 40 minutes apart on an irregular schedule. These irregular physical checks shall be conducted and logged into OMS. OMS entries shall be made at Intake, and Eskenazi.

Inmates/Detainees housed in a padded unit shall be on 15 minute clockrounds.

III. Clock Rounds for Suicide Monitoring Units.

POLICY #JP2-23

EFFECTIVE: October 30, 2017

SUPERCEDES: February 11, 2016

SUBJECT: **Clock Rounds**

Page 2 of 4

- A. Suicide monitoring units shall be on irregular 15-minute physical, and visual, clock rounds performed by deputies. (4-ALDF-4C-32). Such clock rounds shall be documented in OMS. Use of the hard copy suicide monitoring document to log the 15-minute clock rounds, shall include occasions when the inmate is outside the housing unit being taken to court, an attorney visit, or other professional visit. 15-minute clock rounds shall be recorded using the hard copy monitoring document, as well as inmates at Intake and Eskenazi who are placed under suicide monitoring. Inmates/detainees housed in suicide monitoring units shall be under continuous observation by security staff. Closed circuit television (CCT) monitoring screens are utilized 24 hours per day for oversight of these units.

IV. Direct supervision of Youthful Offender Housing

Direct supervision units are units which house youthful offenders (4-ALDF-2A-39). Youthful offenders are inmates under the age of eighteen (18) who are charged in adult courts (4-ALDF-2A-37). Direct supervision entails continuous direct contact with inmates by the posting of security staff continuously inside the housing unit. Such posting shall provide the necessary personal interaction of staff with inmates. Clock rounds with be done by the assigned deputy inside the unit, every 30 minutes, by tier.

Clock rounds as to the various types of housing units shall be a 24/7 occurrence. Should exigent circumstances arise that might prevent a deputy from accomplishing a required clock round, the deputy shall immediately notify the direct supervisor. It shall be the supervisor's responsibility to ensure that the clock round occurs and is properly documented.

Deputies shall be aware of inmate/detainee activity, in any cell and/or unit, when performing a clock round. Security concerns, to include, but not limited to, covered windows and lights, shall be noted during clock rounds.

Wellness checks as to each inmate/detainee shall be done during each headcount and each feeding in a 24-hour period. The inmate/detainee must be awake during a wellness check.

V. Outside perimeter clockrounds.

Outer perimeter clock rounds shall be performed every three hours by deputies and monitored by 1 East.

If deputies are not available to perform a scheduled outer perimeter clock round, the direct supervisor shall be notified. The supervisor shall conduct the clock round.

Outer perimeter clock rounds shall be documented in OMS. Exterior fencing, locks, doors, suspicious activities, as well as the exterior integrity of the building and windows, shall be

POLICY #JP2-23

EFFECTIVE: October 30, 2017

SUPERCEDES: February 11, 2016

SUBJECT: **Clock Rounds**

Page 3 of 4

noted in OMS as to concerns. Deputies and supervisors shall visually scan all exterior floors of the jail during outer perimeter clock rounds.

MCSO K-9 deputies shall perform at least 2 outer perimeter clock rounds during their shift and document in OMS. K-9 deputies shall also conduct at least twice weekly, outer perimeter clock rounds at CCA. These clock rounds shall be documented in OMS.

VI. Supervisors

Supervisory clock rounds shall be conducted by entering every cell and housing unit for an overall physical inspection of security and inmate welfare, as well as a complete inspection of the dayrooms, showers, phones, TV, and electrical outlets. This shall occur at least once during a supervisor's shift and shall be done on each unit at the Jail, and Intake. Supervisors shall ensure eyes are put on each inmate. The Supervisor shall have the discretion to take a deputy, or deputies along to accompany the supervisor.

VII. Applicability

This policy shall apply to all Deputies and civilian employees working for the Marion County Sheriff's Office and its facilities.

VIII. Appendices

None

IX. Attachments

None

X. References

A. Jail Policy

1. JP2-37 Youthful Offenders
2. JP2-43 Special Management Units

POLICY #JP2-23

EFFECTIVE: October 30, 2017

SUPERCEDES: February 11, 2016

SUBJECT: **Clock Rounds**

Page 4 of 4

AUTHORITY:

Date: 10-30-17



Sheriff Kerry J. Forestal

REVISED:

Date: 02-11-16



Sheriff Kerry J. Forestal
