



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 12
§1512**

Topic Central Control

Policy It is the policy of this facility to maintain a control center, designed as Central Control, that shall be secure and staffed 24 hours a day to monitor and coordinate security, safety, and communications.

COMMUNICATIONS AND MONITORING CAPABILITIES

The Central Control shall have multiple means of direct communication capabilities with all staff control stations in youth housing areas, including telephone, intercom, and radio (15 CCR 1321). Their oversight is maintained by the use of CCTV.

The Central Control staff shall be responsible for monitoring fire, smoke, duress, and life-safety alarms and should have the means to summon assistance if an emergency occurs.

The Control Staff is responsible for authorizing, controlling, and monitoring all movements within the facility. They have several additional responsibilities, all of which are performed with the care necessary to ensure the facility remains safe and secure. Much of their control is dependent upon the use of the Control Monitor, which provides a thorough and complete overview of the entire facility. By using the Control Monitor they are able to open and close all doors, acknowledge all duress alarms, as well as monitor all movements in and out of the individual units, and secure perimeter.

SECURITY

Access into the Central Control should be through a sallyport entrance controlled by the staff inside the Central Control.

Youth should never be allowed to enter the Central Control or any other secure communications room where access doors are controlled.

See the Procedures Manual on Central Control for additional guidance.