YTC Central Control

1316.1 PROCEDURE

1316.1.1 PILOT RESPONSIBILITIES
Pilot shall have the following duties:

(a)   Begin shift by calling all cottages to verify their count

(b)   Count the Face Sheets in the Central Control binders

(c)   Maintain a running count of the facility's youth, frequently calling each cottage to ascertain their count

(d)   Maintain communication with Booking staff regarding youth housing changes and the facility count

(e)   Respond to requests for opening doors to occupied cottages and all operational areas

(f)   Monitor all movement of youth and persons throughout the campus

(g)   Intercom should be used in a professional manner

(h)   Randomly and frequently tour the CCTV cameras in the following areas

     1.   Perimeter Wall, Vehicle Sallyports, Roof, and Parking Lots

     2.   All occupied cottages

     3.   All Operational areas (Intake, Visiting, Kitchen, Laundry, Release, Lobby, Schoolyard, etc.)

1316.1.2 OTHER RESPONSIBILITIES
The Central Control Shift Leader shall assist the two pilots when the volume of tasks inside Central Control increases to a point where it becomes challenging to efficiently manage. While the pilots will work together, there should always be one pilot available at all times.

During Emergency Incidents:

(a)   Handle all radio traffic and overhead announcements

(b)   Give priority to opening cottage doors for responding officers

1316.1.3 TOUCHSCREEN OPERATIONS
General Guidelines:

(a)   Prior to opening any facility doors, the pilots shall confirm the person's identity that is requesting access through the door. This shall be completed by reviewing the CCTV camera if available. If a CCTV is not available, the pilot should use the radio or facility intercom to confirm the identity

(b)   When pilots open a door or a gate with the touchscreen, they shall ensure it has been closed and secured after the person or vehicle has come through

1316.1.4   DOOR ALARMS

General Guidelines:

(a)   Before clearing door alarms, the Pilots shall ensure all is secured from where the alarm was received

(b)   The Pilots shall IMMEDIATELY respond to all panic alarms

(c)   The Pilots shall monitor and check the CCTV camera that covers the alarm area and confirm that there is an emergency situation and not an accidental activation

(d)   The Pilots shall announce the appropriate response code (Backup, O.C., Medical Emergency, Code 6 or Chief Counselor) over the facility radio and intercom