



SCDC POLICY

NUMBER: OP-22.48

TITLE: INSTITUTIONAL WEEKLY ROUNDS

ISSUE DATE: April 8, 2019

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: SCDC POLICY OP-22.48 (July 13, 2018)

RELEVANT SCDC FORMS/SUPPLIES: 10-5, 19-7A, 19-11, 19-29, 19-164, 19-164a, 19-173, 21-2, M-137

ACA/CAC STANDARDS: 4-4016, 4-4180, 4-4484, 4-4185

STATE/FEDERAL STATUTES: PREA Standard 115.13 (d) Supervision and Monitoring

PURPOSE: To establish uniform guidelines to ensure that institution executive staff, supervisors, and department heads conduct weekly rounds of inmate housing and activity areas to encourage informal contact with staff and inmates and to informally observe living and working conditions.

POLICY STATEMENT: To require the executive and senior staff members to make unannounced visits to the institution's housing and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe housing and working conditions. In addition, each institution shall maintain a system of two-way communication between all levels of staff and inmates.

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1. GENERAL: The Warden shall assign department heads, supervisors, and executive staff to specific inmate housing and activity areas ensuring that all areas are visited on a weekly basis. The Warden shall determine the rotation of areas in writing. Assigned staff shall visit housing and activity areas weekly and cannot delegate this duty. The Warden, Associate Wardens, and Duty Wardens shall visit all housing and activity areas at least weekly unless policy dictates more frequent visits. Specific expectations are as follow:

1.1 Wardens:

- **Housing Units:** Each housing unit shall be visited weekly by the Warden. Delegation of weekly housing unit visits shall only be assigned to the staff person acting in the Warden's official capacity during their absence.

- **Restrictive Housing Unit:** The Restrictive Housing Unit shall be visited weekly by the Warden. Delegation of weekly RHU visits by the Warden is only authorized during their *his/her* absence and only to the staff person acting in their *his/her* official capacity.
- **Activity Areas:** Each activity area shall be visited by the Warden *two (2) times per month*. Delegation of *visits to* activity areas shall only be assigned to the staff person acting in the Warden's official capacity during their *his/her* absence.
- The Warden shall make quarterly visits to vehicle gates, control centers, and perimeter posts. This requirement shall not be delegated.
- The Warden shall observe one roll count per quarter.
- *The Warden shall conduct night time and weekend visits as needed but no less than once per month.*

1.2 Associate Warden:

- *Housing Units: Each Associate Warden shall visit each housing unit weekly. Delegation of weekly housing unit visits shall only be assigned to the staff person acting in the Associate Warden's official capacity during his/her absence.*
- *Restrictive Housing Unit: The Restrictive Housing Unit shall be visited weekly by each Associate Warden. Delegation of weekly RHU visits by the Associate Wardens is only authorized during his/her absence and only to the staff person acting in his/her official capacity.*
- The Associate Warden for Operations shall make monthly *visits to all security posts*. This requirement shall not be delegated.
- The Associate Warden of Programs shall visit Medical at least once each week. This requirement shall not be delegated.
- The Associate Warden of Programs shall ensure *department heads* visit their areas of responsibility a minimum of once per week in addition to weekly rounds assigned by the Warden.
- Associate Wardens shall observe one roll count per quarter.
- *Associate Wardens shall conduct night time and weekend visits as needed but no less than once per month.*

1.3 Majors (Level 2/3) and Captains (Level 1):

- Majors at Level II/III institutions and Captains at Level I institutions shall make weekly rounds *to all security posts to include RHU two (2) times per week*. This requirement shall not be delegated unless their absence from the institution is more than three (3) days in a week.
- Major/Captains *will perform these inspections noted above on each shift including nights at least once per quarter.*
- *The Major/Captains shall conduct night time and weekend visits as needed but no less than once per month.*
- Major/Captain shall observe one roll count per quarter.

1.4 Shift Supervisors:

- Shift Supervisors shall conduct unannounced rounds in each inmate occupied area at least once per shift.
- Shift Supervisors shall visit every post manned on the duty roster at least once per shift.
- At the beginning of each meal, the Shift Supervisor shall evaluate the dining facility for appearance and basic sanitation.

2. DUTY WARDEN:

2.1 The Warden shall ensure the institution provides additional rounds and opportunities for both staff and inmate communication by establishing a Duty Warden program. The Duty Warden shall serve as the Warden's designee for additional weekly rounds and inspections throughout the institution during the assigned week. Duty Warden's shall complete a checklist (SCDC Form 19-173) and submit to the Warden no later than Monday following the assigned duty week. *The Warden shall ensure the checklist is placed in the appropriate folder on the Shared Drive. This checklist replaces the requirement to submit the weekend CRT report.* The following shall be completed weekly as indicated on the checklist:

- Tower Check (if applicable)
- Staff Training Area Visit
- Emergency Key Ring Check - *Conduct a spot check of emergency keys*
- Back Gate Check *(if applicable)*
- RHU *Weekend Visit*
- Weapons/Ammo Check - *Conduct a spot check of weapons/ammo on all armed posts*
- Sample *one (1)* Meal per day from the Cafeteria
- Observe Meals *in the Cafeteria* (minimum 3 - one breakfast, one lunch, one dinner)
- Job Site Visits (Level I)
- *The Duty Warden shall conduct night time and weekend visits as needed but no less than once per month.*
- Attend Shift Briefings - (D1, D2, E1, E2) - *Shift Captains serving as Duty Wardens are exempt from this requirement*
- Observe Roll Call Count in one unit
- Monitor Visitation
- Document # Visitors for each visitation day
- Note - Significant Events (Lockdowns, Assaults, etc.).

3. QUALITY ROUNDS:

3.1 Rounds shall be conducted with the purpose of assessing the functioning of a specific area within the facility including any maintenance issue affecting the area/location. Rounds shall also serve as an effective mechanism for gauging the climate of the institution for both staff and inmates and for identification and deterrence of sexual abuse and sexual harassment. In doing so, staff conducting rounds shall talk with the

staff assigned to the respective area and inquire about issues/concerns they may have; talk with some inmates (or make oneself available to have dialogue); look at sanitation issues; and examine operational issues (specific to the area).

3.2 Rounds in living areas shall include all the above, but shall also include visual inspection of cells/dorms, property levels and their relative degree of organization (i.e., clutter or the absence thereof), the availability of Request to Staff Member Form (SCDC Form 19-11), Inmate Grievance Form (SCDC Form 10-5), and Sick Call/Dental Sign-up Roster (SCDC Supply M-137). RHU rounds shall include all of the above, but also include policy compliance and documentation on SCDC Form 19-7A, "Cell Check Log." RHU rounds shall include a visual inspection of every inmate in every cell. The same standard shall apply when making rounds in Behavioral Management Units (HLBMU/LLBMU).

3.3 Assigned staff shall observe and speak to staff and inmates in the designated areas and follow up on any concerns that have been raised by directing their inquiry to the appropriate department or individual.

3.4 Staff shall not alert other employees that supervisory rounds are occurring unless such announcement is related to the legitimate operational function of the facility.

3.5 Sally Port, Control Center, and Perimeter Post Specific Guidelines. When visiting these areas, the following systems/processes shall be reviewed:

- **Observe a shift change while making a round in the control center looking at the key issuance process, picture ID verification, and perimeter zone checks.**
- **Examine equipment assigned to each area to ensure good working order.**
- **Review surveillance cameras located in each area.**
- **Review perimeter alarm documents for frequencies of zone activations and appropriate acknowledgement of staff assigned to the control center and perimeter post.**
- **Discuss post specific information with assigned staff to ensure their working knowledge of the post.**
- **Observe vehicle and/or pedestrian traffic being processed in and out of the sally port.**
- **Observe a shift change with the perimeter post ensuring continuity of security while the change is taking place.**
- **Review the post activity logbook covering the two (2) weeks prior to the inspection, and document this review in the log.**

3.6 An Incident Report (SCDC Form 19-29) shall be written, when warranted, if there are any irregularities, sanitation deficiencies, or violations of departmental or institutional policies and procedures. Additionally, any noted issues with surveillance cameras or other technology shall be documented for follow up and repair by filling out a Work Order Request (SCDC Form 21-2).

4. DOCUMENTATION OF ROUNDS:

4.1 Assigned staff shall sign in/sign out of RHU Visitation Log (SCDC Form 19-164) or GP Visitation Log (SCDC Form 19-164a) when entering/exiting RHU or housing units. Red ink shall be used when signing.

4.2 All intermediate or higher level supervisors, to include Warden, Associate Wardens, Duty Wardens, Majors, and Shift Supervisors, who conduct unannounced rounds shall document "Unannounced Round" or "UAR" in the Reason for Visit column of the RHU Visitation Log (SCDC Form 19-164) or GP Visitation Log (SCDC Form 19-164a) in each area visited.

5. DEFINITIONS: None

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.