

# Master Control Center

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.0857**

**Effective Date: March 1, 2011**

**Version: 1**

The Master Control Center in the Youth Development Center monitors and coordinates internal and external security, safety and communications systems at the R I Training School 24 hours a day.

## Related Procedure

[Master Control Center](#)

## Related Policy

[Post Assignments](#)

[Safety and Emergency Procedures at the RI Training School](#)

[Clinical Services at the RI Training School](#)

[Escape](#)

## Master Control Center

### Procedure from Policy 1200.0857: Master Control Center

- A. The Master Control Center (MCC) is staffed by qualified staff trained in security procedures that have a thorough knowledge of RI Training School (RITS) operations.
1. Staff ensure that only authorized personnel enter the MCC.
  2. Staff maintain ongoing surveillance of the Programmable Logic Controller (PLC), the HVAC system and Closed Circuit Television. Staff report issues that need attention to the appropriate supervisory staff.
  3. Staff coordinate communications within the RITS and between the RITS and the community. Staff:
    - a. Monitor and coordinate communication systems, including but not limited to portable radios, intercoms and telephones.
    - b. Check communication systems at the beginning of each shift.
    - c. Maintain two way communications with staff on grounds.
    - d. Maintain communications as necessary in urgent, special or unusual incidents or emergencies in conformance with [DCYF Policy 1200.0714, Safety and Emergency Procedures at the RI Training School](#); [DCYF Policy 1200.1100, Clinical Services at the RI Training School](#) and [DCYF Policy 1200.1608, Escape](#).
    - e. Operate the telephone equipment during evening and weekend hours and maintain an updated listing of telephone numbers necessary for efficient operation of the facility, including:
      - i. Staff telephone numbers, which are released only to employees of the Department;
      - ii. Telephone numbers for contacting judges (these telephone numbers are not released to staff or vendors);
      - iii. Emergency telephone numbers for law enforcement and medical services; and
      - iv. Telephone numbers for vendors.
    - f. Contacts the Superintendent, Administrator-on-Call and supervisory staff as necessary. If the Administrator on Call does not respond to a telephone call within ten (10) minutes, another administrator is contacted.
  4. Staff complete reports and logs as required, including but not limited to the MCC Daily Unit Log Book and the Shift Coordinators Daily Log Book which accounts for resident movement in and out of the RITS.
  5. Staff maintain, issue and count communications and security equipment. Security protocols are established by the Superintendent or designee, maintained in the MCC, reviewed annually and revised as necessary.
  6. Staff ensure that the electronically and manually operated gates are open only when authorized individuals are passing through and that persons and vehicles enter and leave only at designated points in the perimeter.
  7. Staff effectuates a prompt release of residents if required in an emergency.
  8. Staff maintains surveillance of the perimeter.
  9. Staff assumes control of the Youth Assessment Center Control Center as directed by the Superintendent or designee.
- B. The Control Center at the Youth Assessment Center (YAC) is staffed as necessary to support RITS operations. Staff of the YAC Control Center function in conformance with [DCYF Policy 1200.0847, Post Assignments](#).
- C. Paragraphs A and B are consistent with American Correctional Association Standards 3-JDF-2G-01; 3-JTS-2G-01;3-JDF-2G-02; 3-JTS-2G-02; 3-JDF-3A-01; 3-JTS-3A-01; 3-JDF-3A-02; 3-JTS-3A-02; 3-JDF-3A-03; 3-JTS-3A-03; 3-JDF-3B-07; 3-JTS-3B-07; 3-JDF-3B-12 and 3-JTS-3B-13.