

YOUTH GUIDANCE CENTER NIGHTLY SECURITY CHECK

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-3-025, dated 08/28/17 (Recertified)

FORMS: None

PURPOSE: To standardize the procedure for nighttime security of the Youth Guidance Center (YGC).

I. GENERAL INFORMATION

The P.M. Center 1 or Duty Officer will ensure that all exterior doors and windows of ground floor buildings are secured during the hours of [REDACTED]. This includes the [REDACTED]

II. PROCEDURE

- [REDACTED]
- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]
- I. [REDACTED]
- J. [REDACTED]
- K. [REDACTED] lights
- L. [REDACTED]

- M. [REDACTED]
- N. [REDACTED]
- O. [REDACTED]
- P. [REDACTED]
- Q. [REDACTED]
- R. [REDACTED]

REFERENCES:

Procedures:	3-3-020	Security at Youth Guidance Center
	3-3-205	Duty Officer at Youth Guidance Center

J. Hernandez

APPROVED BY: