

## SECURITY AT THE YOUTH LEADERSHIP ACADEMY

<b>AUTHORITY:</b>	Administrative Directive California Code of Regulations, Title 15, Section 1324
<b>RESCINDS:</b>	Procedural Manual Item 3-8-020, dated 01/04/18
<b>FORMS:</b>	None
<b>PURPOSE:</b>	To establish staff security responsibilities at the Youth Leadership Academy

### I. GENERAL INFORMATION

- A. Staff are accountable for the number of youths in their unit and verifying the population frequently. Staff will maintain visual contact with youth at all times, with the exception of when youth are in their rooms; at that time staff will conduct staggered safety checks at a maximum of ■ minute intervals, to verify the safe care and **custody** of the youth. Remember, no area within the Youth Leadership Academy (YLA) complex is completely secure. **All living units must have at least one officer present in the unit when youth are present.**
- B. All staff must make a security and **safety** check when coming on duty. This should be accomplished before the staff being relieved signs out.
  1. Oncoming staff and staff being relieved, together, will physically account for each youth in the unit, identifying each new youth to staff coming on shift. This will be accomplished by a room-to-room check and identification verification with the unit roster or by affirming the population count will be made by oncoming and off-going shift staff. **A log entry affirming the population count must be made by oncoming and outgoing shift staff.**
  2. Check all outside doors to make certain they are locked.
  3. Discuss any unusual security problems (e.g., **missing or damaged items or equipment, special statuses, behavior problems, investigations,** etc.).
  4. To aid in verification of the unit population, the unit room roster will be utilized. The unit room roster and/or school roster should be used as a population check throughout the day and when relief staff comes on duty. Roster **safety** checks shall be conducted at least three times a day at each shift change.
- C. Staff should be alert for any youth who do not appear to be supervised. Take immediate steps to determine what they are doing and where they are supposed to be.

- D. **When youth return to the facility following a temporary release, furlough, field trip, medical transportation run, or any outing where the youth has been beyond direct supervision or transfer between facilities, a screening device search, cursory search and pat down search can all be completed without further justification. Unclothed body searches, visual body cavity searches and physical body cavity searches still require justification as outlined in PMI 3-1-054. Staff will contact a supervisor, Duty Officer or administrator who may grant telephonic authorization for a more intrusive search.**
- E. Staff should be alert for contraband, or unauthorized materials or potential weapons, within the building or on grounds. It is possible for unauthorized persons to gain access to the grounds and building. Due to our proximity to the street, stay alert to items that may have been thrown over the fence onto the grounds of YLA.

## II. INTERNAL SECURITY

- A. Security inside the Youth Leadership Academy (YLA) requires that staff remain aware and alert to potential security problems at all times. These guidelines are in place when either on the grounds of YLA or on the grounds of Juvenile Hall. Remaining alert and aware is undoubtedly the best tool that staff have to **prevent** security **issues**, and one for which there is no substitute. In this regard, staff should always know where the youth assigned to their area are and what they are doing. Any unusual behavior, increase in tension among the youth, secretive groupings, or unaccountable changes in the youths' behavior should be viewed, in addition to other factions, from the standpoint of a possible security problem. Staff are the best possible tool to ensure effective security.
- B. The following are specific items to which all staff should adhere in order to provide effective security inside the building:
  - 1. When signing in, check your area to make sure it is secure. This means checking all interior, as well as exterior locked areas, to ensure they are secure.
  - 2. When conducting **safety** checks:
    - a. Pull on all doors to make sure they are locked.
    - b. Visually check the locks for signs of tampering, jamming of the lock mechanism, etc.
    - c. Make sure you see the occupant of the room (see their skin).
    - d. Visually check the area for signs of damage which might indicate a security problem.
    - e. Vary the times that you make **safety** checks within the required minimum times, to avoid being predictable.
    - f. Vary the direction you take when making **safety** checks if possible, (i.e., the room you start with).
    - g. When entering or exiting a unit through an exterior door, caution

must be exercised. Visually check the area around the door to make sure there are no youth close enough to the door to escape. Also, pull on the door to ensure that it is closed and locked.

3. When assigning youth to individual rooms:
  - a. Do not put two youth who are known gang rivals in the same room. If it is unknown, then have the two youth meet each other and make a commitment that they are not rivals and that there will be no problems. If a youth advises staff that they do not wish to have a roommate for any reason, the youth's request is to be accommodated and documented in ICMS and the youth's file so that **he is not assigned** a roommate.
  - b. Youth on "NR" status should not be given a roommate under any circumstances.
4. Vary and stagger your routine in terms of security checks throughout the unit so that **it** remains unpredictable.
5. Ensure that daily room damage checks are made as directed.
6. Be familiar with and follow the procedures contained in the manual directive concerning "Unauthorized Persons on Juvenile Hall Grounds."
7. When coming on or off duty, and periodically throughout the shift, check your area for anything that might compromise security (e.g., items left out that could be used as a weapon). Move extra chairs and stools away from the control desk area when not in use. There are to be no chairs in the area between the control desk and the door that leads to Juvenile Hall for safety and security reasons. Backpacks, purses, bags and other items are not to be left at the staff desk area and must be moved to the staff break room/lockers after shift change. Items may be placed on the hooks in the stairwell, but no other items may be placed in that area. Food and drink at the desk area are permissible as long as it does not jeopardize safety and security.
8. Whenever you suspect that there may be a problem with security (e.g., an escape plot, etc.), it is a good idea to **implement** random searches, including unclothed body searches, in your area at the direction of the Duty Officer or supervisor.
9. Do not enter a room occupied by a youth without first summoning another staff member to stand by.
10. It is important to note that all youth detained at the Youth Leadership Academy present a potential for escape. Staff should be aware of this at all times and take precautions to minimize this risk by providing effective supervision at all times.
11. **Above all, remain constantly vigilant and conscientious of internal security, as** locked doors do not necessarily ensure adequate security.

### III. NIGHTTIME SECURITY

- A. Certain precaution must be taken after dark to ensure effective security and safety of the youth and staff.
1. Check nightlights that are out to ensure that they have not been covered.
  2. Submit maintenance requests for burned out lights and any other security-related equipment.
  3. In every feasible instance, suicide risk youth are not to be allowed in rooms with inoperative nightlights.
  4. Be alert to any unusual noises and sounds; they may indicate a security problem. Don't engage in any activity during the youths' sleeping hours that compromises this awareness.
  5. Always notify the adjoining YLA unit and Control whenever you suspect a problem, before **investigating it**.
  6. Be alert to the possibility of intruders on the grounds who might attempt to **facilitate an escape**. If you suspect an intruder on the grounds:
    - a. [REDACTED]
    - b. Immediately notify the Duty Officer and Control of the situation.
    - c. It is recommended that you [REDACTED]  
[REDACTED] This should not be done if the youth are out of their rooms.
  7. Learn the areas in the unit that can enhance or detract from security awareness.
  8. When a unit is at [REDACTED] staff and a youth must come out of their room:
    - a. Turn on the hallway lights to ensure adequate visual supervision.
    - b. Always notify the adjoining YLA unit and Control to ensure monitoring backup.
    - c. The youth should be wearing [REDACTED] clothing to minimize their ability to conceal a possible weapon [REDACTED]
    - d. Watch the youth continuously while he is out of the room and when he goes back into the room. The youth must close the door when he initially comes out of his room. After he enters the room and closes the door, ensure that he has not tampered with the door. Pull on the door to ensure it is locked.
    - e. Never allow more than one youth out at one time.

#### IV. OUTSIDE SECURITY

- A. The Institutional Security Unit (ISU) will conduct perimeter checks of all gates and fences between YLA and JH several times a day to ensure that the perimeter fence has not been tampered with, and they will notify Control that the perimeter is secure prior to any unit using the field for activities. The perimeter fences between YLA and public areas will be checked twice a day on the AM shift and PM shift. Once checks are complete, they will be logged into ICMS. The entrance gate to the YLA administration office will remain locked after hours and/or when there are no staff present in the administration building.
- B. Whenever all unit staff are taking all of the youth outside, the unit must be completely secured. All doors must physically be tested, and all items important to the operation of the unit must be secured, such as logbook, medical treatment sheets, youths' folders and the unit roster. The adjoining YLA unit, Control and the YLA administration building will be notified. Youth who cannot attend activities must be lodged into the other YLA unit.
- C. Log all outside movements, indicating which staff are supervising the movement, how many youth are involved, and what activity area is involved.
- D. While outdoors, the group must be under direct visual supervision at all times. When using the SRA, conduct a search of the area prior to use to ensure no contraband has been thrown over the fence and to ensure the gate to the SRA is locked and secured. Do not allow youth to wander from the group or to mix with other youth from Juvenile Hall when on grounds at Juvenile Hall. Youth not participating in the activity must be directed to remain in a specific, immediate and secure area. Structure youth to remain within set supervision limits.
- E. Do not send a youth anywhere that removes him from your immediate visual supervision. If a youth is sent back to the unit for any reason, YLA staff and/or ISU staff will escort the youth back to the unit. No youth is to be returned to or sent out to an outside activity unless he is escorted by a YLA and/or ISU staff. The escorting YLA and/or ISU staff will notify the staff member supervising the activity of the youth's addition to the group.
- F. Any group of youth being taken outside must be carefully screened by the staff who will supervise the group. [REDACTED] youth or less may be taken outside by [REDACTED] staff member.
- G. Staff members are to supervise and direct the group's activities. If security or control deteriorates (e.g., a fight, escape, injury to staff or youth, group tone changes, etc.), take the group back inside.
- H. To facilitate control while moving groups from one area to another, the youths must be lined up, structured, and moved in an orderly fashion. While on the grounds of Juvenile Hall, YLA youth must walk with their hands behind their backs.
  - 1. The group should be told where it is going, where to walk and stop, and what behavior will be acceptable.
  - 2. The staff member will position himself/herself where they can best

supervise all the youths for whom they are responsible. Usually this would be [REDACTED] and to [REDACTED] of the group, [REDACTED] the youth [REDACTED] when necessary. Keep the group in visual contact at all times and be alert for unusual movement or behavior.

3. Staff supervising movement from one place to another are to position themselves [REDACTED] of the group in such a way to ensure that all youth move in an orderly, organized manner. They should move deliberately, continually keeping a mental count of the group.

I. No group is to engage in an outside activity beyond sunset. When moving groups outside after dusk there must be at least two staff members supervising.

**REFERENCES:**

Procedures:	1-4-205	Building Safety
	3-1-002	Control of Weapons, Ammunition, Explosives in Facilities
	3-1-004	Disposition of Contraband
	3-1-013	Facility Searches
	3-1-016	Area/Room Inspection–Damage Control
	3-1-019	Unauthorized Persons on Grounds
	3-1-023	Rules of Conduct
	3-1-024	Youth's Mail
	3-1-029	Transfer of Youth Between Open Institutions
	3-1-036	Youths' Use of Telephones–Collect-Only Telephone Calls
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-054	Personal Searches and Control of Contraband
	3-1-102	Reporting Juvenile Facility Escapes
	3-2-020	Security
	3-8-104	Nightly Security Check Youth Leadership Academy
	3-8-105	Perimeter and Gate Security Youth Leadership Academy
Policies:	A-1	Policy, Procedure and the Law
	D-1	Threats, Harm, Danger to Employees and Others
	D-7	Search and Seizure
	G-3	Building Security and Safety

C. Lopez

**APPROVED BY:**