

**PERIMETER AND GATE SECURITY
YOUTH LEADERSHIP ACADEMY**

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-8-105, dated 12/13/17

FORMS: None

PURPOSE: To describe a standardized procedure for monitoring the perimeter and gates surrounding the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. Several cameras monitor the [REDACTED]. There are [REDACTED] of monitors [REDACTED] set is located in [REDACTED] and the other is in [REDACTED]. Neither of these [REDACTED] and most [REDACTED] camera views. The majority of outdoor and indoor camera views at [REDACTED] and/or [REDACTED] Control.

Communication with visitors at the parking lot gate is via stenophone through the speaker box located at the gate. When the visitor presses the call button, the system calls the Administration Building. The personnel in the Administration Building answer the phone and speak to the visitor. They monitor the gate Monday through Friday 8 a.m. to 5 p.m. At 5 p.m. when the Administration Building personnel leave for the day, the speaker box automatically forwards to YLA 1 and then YLA 2. If unanswered, it eventually forwards to the Security Center at Juvenile Hall.

- B. Problems with the gate are to be reported to Orange County Public Works maintenance via a Request for Maintenance form. They will either repair the gate or send out a contractor. After-hours and weekends, malfunctions should be handled as emergency requests (called in).
- C. Problems with the stenophone system are to be reported to Orange County **Public Works** via a Request for Maintenance form. After-hours and weekends, malfunctions should be handled as emergency requests (called in).

II. PROCEDURE

- A. To answer the gate as an incoming call:
1. Pick up the stenophone receiver.
 2. You have approximately three rings to answer the caller before the system rolls over to YLA 1/2.

3. To open the [REDACTED]. It will [REDACTED] close after the visitor drives through the gate.

Note: If you hang up or the call rolls over during this operation, you will be disconnected from the visitor and will not be able to open the gate remotely. If you are disconnected, inform the visitor they must back up their vehicle and approach the gate a second time to reconnect by pressing the call button.

B. Remote Operation

The following procedure will be utilized if you are disconnected from the caller or if someone is walking past the front gate that you wish to communicate with:

[REDACTED] It will automatically connect to the parking gate call box. By [REDACTED] the switch on the hand set, you will be able to talk to the person at the call box. [REDACTED] the switch to listen.

C. After you receive all appropriate information regarding the nature of the visitor's business, you must do the following:

1. Contact the Administration Office, Duty Officer or appropriate unit for verification of the visitor and where to send the visitor.
2. After verification, inform the visitor where to park upon entry and how to enter the YLA facility.
3. If an auto enters through the gate without first being verified, immediately contact the Duty Officer or an Administrator.
4. If the parking lot gate or call box malfunctions, notify a supervisor or administrator immediately.

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APPROVED BY: