

SECURITY

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| AUTHORITY: | Administrative Directive California Code of Regulations, Title 15, Section 1321, 1324, 1328 and 1360 |
| RESCINDS: | Procedure Manual Item 3-2-020, dated 12/11/20 |
| FORMS: | None |
| PURPOSE: | To establish staff security responsibilities at Juvenile Hall |

I. GENERAL SECURITY

- A. **There must be at least one staff member present on each living unit whenever there are youth in the living unit.** Staff are accountable for the number of youth in their unit. Verify the population frequently, by performing population counts, Roster Room checks, etc. Staff will maintain **direct** visual contact with the youth at all times, with the exception of when youth are in their rooms, at that time staff will conduct safety checks at **random and varied** intervals not to exceed 15 minutes, to verify the safe care and concern of the youth. Remember, no area within the Juvenile Hall complex is completely secure. Be friendly and relaxed but always alert.
- B. All staff must make a security and population check when coming on duty.
1. At the beginning and end of each shift, staff will physically account for each youth in the unit. This will be accomplished by a room-to-room check and identification verification with the unit roster.
 2. Check all outside doors to make certain they are locked.
 3. Discuss any unusual security problems (i.e. silverware, tools, equipment, missing or broken windows, etc.) with staff being relieved.
 4. Be able to identify youth designated with a special status, such as High Risk youth PMI 3-2-037). Know them by sight and know which rooms they are assigned. Read folder entries for further explanation.
 5. To aid in verification of unit population, the unit school roster will be utilized. The roster alphabetically lists each youth's name that is enrolled in school. Following the name is a schedule of classes. The areas entitled, "break", "lunch", and "out" may be used to indicate which youth are in school by use of a diagonal line. When the youth returns to the unit, another diagonal line is marked, making an "X", which indicates the youth is no longer in school. The unit school roster should be used as a population check throughout the day and when relief staff come on duty.
- C. Staff should be alert for any **unsupervised** youth. Take immediate steps to determine **the actions and location of youth in your immediate area.**

- D. Upon entry, return from temporary release, after visiting, field trips and from a medical transportation run, **a pat down search shall be conducted. If contraband is located, or there is reasonable suspicion a youth has contraband, an unclothed body search can be conducted with prior written authorization by a supervisor.**
- E. Staff should be alert for unauthorized material or possible weapons (contraband) within the building or on the grounds. It is possible for unauthorized persons to gain access to grounds and building.

II. INTERNAL SECURITY

- A. Security inside Juvenile Hall requires staff **always** remain aware and alert to potential security problems. Remaining alert and aware is the best tool Juvenile Hall staff have to **proactively address** problems with security. In this regard, staff should always **be aware of the actions and location of youth in their care**. Any unusual behavior or increase in tension among the youth, secretive groupings, or unaccountable changes in the youths' behavior should be viewed as a possible security problem. **Active supervision by staff remains the most effective means to ensure effective safety and security.**
- B. **For staff to provide effective internal building security, they shall:**
 - 1. **Sign in and check the area for potential security concerns, such as all interior and exterior doors and locks to ensure they remain secure.**
 - 2. **Except for the doors to adjoining units, all interior doors should be closed and locked when not in use.**
 - 3. When making safety checks:
 - a. Pull on all doors to make sure they are **secure and** locked.
 - b. Visually check the locks for **any** tampering, jamming of the lock mechanism, etc.
 - c. Check the psych screen to make sure it has not been obscured in any way. If the room occupant(s) have put something on or over the screen, the screen should be checked for signs of tampering. Before entering the room to check the screen, ensure the lock has been "keyed back", and you have notified your coworker. Do not enter a room occupied by a youth unless another staff member is standing by.
 - d. Make sure you see the occupant of the room (see skin).
 - e. Visually check the area you can see for signs of damage, which might indicate a security problem.
 - f. **Room checks must be at random and varied intervals not to exceed 15 minutes.**

████████████████████ Staff shall complete a room check and enter the activity in the ICMS logbook. Do not acknowledge the pop-up reminder without completing a room check.

- g. ██████████ when making room checks if possible, (i.e., which room you start with).
 - h. **Use caution when** entering or exiting a unit through an exterior door. Visually check the area around the door to make sure there are no youth close enough to the door to **attempt** an escape. **Always** pull on the door to ensure it is closed and locked.
4. Ensure daily room damage checks are **completed** as directed.
 5. **Review and comply with PMI 3-1-019** Be familiar with and follow the procedures contained in the manual directive concerning "Unauthorized Persons on Juvenile Hall Grounds."
 6. **Periodically**, throughout the shift; check your area for anything that might compromise security (items left out which could be used as a weapon.)
 7. **If you suspect a security issue or** ██████████ in your area, at the direction of a Duty Officer or supervisor **and consistent with PMI 3-1-054.**
 8. Do not enter a room occupied by a youth without first **notifying a co-worker or supervisor to stand by.**
 9. Above all, remain alert, aware, and **focused on** internal security. Locked doors do not **guarantee** security.

III. NIGHTTIME SECURITY

- A. **Precautions** must be taken after dark to ensure effective security and safety for **youth and staff.**
 1. Check nightlights to ensure they have not been **broken or covered.**
 2. Submit maintenance requests for **broken or damaged** lights and any other security-related equipment.
 3. **Security** risk and suicide risk youth are not 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 which compromises **your** awareness.
 5. **Before investigating a problem or concern, always** notify the adjoining unit and Control.
 6. Be alert to the possibility of intruders on the grounds who might attempt to

assist youth in attempting escape. If you suspect an intruder on the grounds:

- a. **Under any circumstances, do not go outside to check for or confront the intruder.**
- b. **If you observe or become aware of an intruder on grounds, immediately notify the Duty Officer/Control.**
- c. **If you suspect or observe an intruder on grounds, direct youth to their rooms.**

7. **Be aware of potential blind spots in your work area which can detract from safety and security of youth and staff. Always position yourself to enhance observation of the youth and general area.** Also, keeping the quiet room and restroom

B. When staffing is at one, and youth must come out of their room at night:

1. Turn on the hallway lights to ensure adequate visual supervision.
2. Always notify the adjoining unit and Control to ensure visual or monitoring backup. If you receive a call from an adjoining unit, ensure that you visually aid staff while the youth is out in the unit.
3. The youth should be wearing pants/night clothing to minimize their ability to conceal a possible weapon. No shoes, socks only.
4. Watch the youth continuously while out of the room and while **they go** into the room. The youth must close the door when **they** initially come out of **their** room. After **the youth** enters the room and closes the door, ensure **they have** not tampered with the door. Pull on the door to ensure it is locked.
5. Never allow more than one youth out at a time.

IV. OUTSIDE SECURITY

- A. The Institutional Security Unit (ISU) will conduct perimeter checks to ensure the perimeter fence has not been tampered with, and will notify Control the perimeter is secure prior to any unit using the field for activities.
- B. When taking a group out of the units, a duplicate list of names will be made, one copy to go with the staff supervising the group, the other to remain in the unit.
- C. **When all youth and staff are out of the unit (i.e., Large Muscle Exercise) the unit must be completely secured.** All doors must **be** physically tested, and all items important to the operation of the unit must be secured, such as medical treatment sheets, youths' folders, and unit roster. The adjoining units and control will be notified. Youth who cannot attend activities must be lodged in another unit and

Control notified.

- D. Log all outside movements, indicating which staff are supervising the movement, how many youth are involved, and what activity area is involved.
- E. While outdoors, the group must **always** be under direct visual supervision. Do not allow youth to **stray** from the group or to mix with youth from other units, **unless it is a planned activity**. 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.
- F. Do not **allow** youth anywhere that removes him/her from your immediate visual supervision. No youth is to be returned to or sent out to an outside activity unless he/she is escorted by a staff member. The escorting staff member will notify the staff member supervising the activity of the youth's addition to the group.
- G. Any group of youth being taken outside must be carefully screened by the staff who will supervise the group. The following guidelines are to be adhered to when taking groups of youth outdoors and the **Secure Recreational Area (SRA)**. **Eight** youth or less may be taken outside by one staff member. **Five** to one ratio if youth are **high risk** and taken to the SRA.
- H. Staff members are to supervise and direct the group's activities. If security or control deteriorates (i.e., fight, escape, injury to staff or youth, group tone changes, etc.), **return the group to the unit in a safe and secure manner**.
- I. To facilitate control while moving groups from one area to another, the youth must be lined up, structured, and moved in an orderly fashion with their hands behind their backs.
 - 1. The group should be **given clear directions, including the location, route they are taking, and expectations regarding appropriate behavior(s)**.
 - 2. The staff member will position himself/herself where they can best supervise all the youth for whom they are responsible. **Always maintain direct visual contact and be alert for unusual movement or behavior**.
 - 3. Staff members supervising movement are to position themselves to the back of the group in such a way to ensure all youth move in an orderly, organized manner. Move deliberately, continually keeping a mental count of the group.
- J. No group is to engage in an activity outside beyond sunset **unless patios have sufficient lighting**. When moving groups outside after dusk, there must be at least two staff members supervising.

V. **High Risk Youth** (Refer to PMI 3-2-037)

Youth classified as **high risk** shall be handled with increased awareness and consideration regarding all aspects of safety and security.

REFERENCES:

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| Procedures: | 3-1-002 | Control of Weapons, Ammunition, Explosives in Facilities |
| | 3-1-004 | Disposition of Contraband |
| | 3-1-016 | Area/Room Inspection – Damage Control |
| | 3-1-019 | Unauthorized Persons on Grounds |
| | 3-1-027 | Room Confinement |
| | 3-1-102 | Reporting Juvenile Facility Escapes |
| | 3-2-003 | Care and Use of Keys (Juvenile Hall) |
| | 3-2-037 | Extreme Security Risk Criteria and Housing |
| 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 |

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APPROVED BY: