

FACILITY SECURITY

- AUTHORITY:** Administrative Directive California Code of Regulations, Title 15, Section 1321, 1326, 1328 and 1360
- RESCINDS:** Procedure Manual Item 3-2-020, dated 5/13/22
- FORMS:** None
- PURPOSE:** To establish staff security responsibilities at Juvenile Facilities.

I. GENERAL SECURITY

- A. Each facility administrator shall develop policies and procedures to annually review, evaluate, and document the security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.**
- B. There must be at least [REDACTED] present on each living unit whenever there are youth in the living unit. Staff are accountable for the number of youth in their unit and verifying the population frequently. Staff will maintain visual contact with the youth at all times, with the exception of when youth are in their rooms, at which time staff will conduct [REDACTED] safety checks at a maximum of [REDACTED] intervals, to verify the safe care and custody of the youth; Exceptions will be made if youth have special needs requiring intensified supervision. Remember, no area within the Juvenile Hall, Youth Leadership Academy or Youth Guidance Center is completely secure.**
- C. All staff must make a security and population check when coming on duty. Staff are not to leave their workstation until they have been properly relieved by a replacement staff or by the authorization from a Supervising Juvenile Correctional Officer.**
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. **missing or damaged** silverware, tools, equipment, windows, **special statuses, behavior problems, open investigations**, etc.) with staff being relieved, **and keep the Duty Officer informed.**
 4. Be able to identify youth designated with a special status, such as **High Risk Youth**. Know them by sight and know which rooms they are assigned. Read folder entries for further explanation.
 5. To aid in the verification of unit population, the unit school roster will be

utilized. The roster lists youth based on their name and room number, and it should be used to aid in population throughout the day and when relief staff come on duty.

- D. 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.
- E. **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 [REDACTED] further justification. If there is reasonable suspicion that a youth is in possession of contraband, staff will contact the Duty Officer, supervisor or administrator [REDACTED] as outlined in PMI 3-7-002.**
- F. Staff should be alert for **contraband**, or unauthorized materials or **potential weapons**, 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 **Facilities** requires that staff **always** remain aware and alert to potential security problems. 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. To again emphasize the point, you are the best possible tool to ensure effective security.
- B. The following are specific items to which all staff should adhere to in order to provide effective security inside the building.
 - 1. When you sign 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. **Except for** the doors to adjoining units, all interior doors should be closed and locked when not in use.
 - 3. When **conducting** safety checks:
 - a. Pull on all doors to make sure they are locked. **(exception; YGC)**
 - b. Visually check the locks for signs of tampering, jamming of the lock mechanism, etc.
 - c. **When applicable**, 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 [REDACTED] has been [REDACTED] 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 (i.e., a broken bed frame might indicate that the youth is planning an assault and/or escape).
 - f. Vary the times that you make safety checks within the required minimum times to avoid being predictable.
 - g. Vary the direction you take when making room checks if possible, (i.e., which room you start with).
 - h. 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 make an escape. Also, pull on the door to ensure that it is closed and locked.
4. Ensure that daily room damage checks are made as directed.
 5. When you come on duty, when you leave, and periodically throughout the shift; check your area for anything that might compromise security (items left out which could be used as a weapon.) Move extra chairs, stools away from the desk when you are at one staff.
 6. Whenever you suspect that there may be a problem with **security inform unit staff as well as the Duty Officer or Supervisor** (i.e., escape plot, etc.), it is a good idea to run unpredictable and random searches, including personal and facility searches, at the direction of a Duty Officer or supervisor.
 7. Do not enter a room occupied by a youth without first summoning another staff member to “stand by”.
 8. Above all, remain **constantly vigilant and conscientious of** internal security. 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 **including flashlights**.
 3. In every feasible instance, security risk and suicide risk youth are not to be

housed 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 this awareness.
5. Always notify the adjoining unit and Control whenever you suspect a problem, before **investigating** the problem.
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. **Under no circumstance are staff to go** [REDACTED].
 - b. Immediately notify the Duty Officer/Control of the situation. **The Duty Officer will call the Orange County Sheriff's Department to report the situation.**
 - c. It is recommended that you [REDACTED] if an intruder is suspected; this will [REDACTED] see [REDACTED]. This should not be done if the youth are out of their rooms.
7. Learn the areas in the unit you are working, which can enhance or detract from security awareness.
8. **When a unit is at one 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 unit and Control to ensure visual or monitoring backup. **(exception; YGC: to ensure visual supervision by one staff. Youth must come out one at a time.)** If you receive a call from an adjoining unit, ensure that you visually aid staff while the youth is out in the unit.
 - c. The youth should be wearing pants/night clothing to minimize their ability to conceal a possible weapon. (no shoes, socks only).
 - d. 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 comes out of **their** room. After **they** enter the room and close the door, ensure that **they have** not tampered with the door. Pull on the door to ensure it is locked.
 - e. Never allow more than one youth out at a time.

IV. OUTSIDE SECURITY

- A. The Institutional Security Unit (ISU) will conduct [REDACTED] times a day to ensure that the [REDACTED] has not been tampered with and will notify Control that [REDACTED] prior to any unit using the field for activities.

Once checks are complete, they will be logged into ICMS. The entrance to the administration offices 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 unit roster. The adjoining units and control will be notified. Youth who cannot attend activities must be lodged in another unit and Control notified.
- 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. Do not allow youth to wonder from the group or to mix with other youth from other units. 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. **When using an SRA, conduct a search of the area prior to use to ensure no contraband has been thrown over the fence and ensure the gate to the SRA is locked and secured.**
- E. Do not send a youth anywhere that removes **them** from your immediate visual supervision. If a youth is sent back to the unit for any reason, staff will escort the youth back to the unit. No youth is to be returned to or sent out to an outside activity unless **they are** 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.
- F. 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. [REDACTED] may be taken outside by [REDACTED] staff member. [REDACTED] ratio if youth are High Risk and taken to the SRA.
- G. 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.), take the group back inside.
- H. 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 told where it is going, where to walk, stop and what behavior will be acceptable.
 - 2. The staff member will position **themselves** where they can best supervise all the youth for whom they are responsible. Usually this would be in the rear and to one side of the group, between the youth and the fence when necessary. Keep the group in visual contact at all times and be alert for unusual movement or behavior.
 - 3. Staff members that are supervising movement are to position themselves to the back of the group in such a way to ensure that all youth move in an orderly, organized manner. Move deliberately, continually keeping a mental

count of the group.

- I. 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 3-5-004)**

High Risk youth represent the Department's most serious and potentially dangerous youth. A youth may be designated **High Risk** if they are proceeding through the Fitness Hearing process in Juvenile Court, have a case that has or will be filed directly in Adult Court, or are awaiting transportation to state institutions.

Youth who are classified as **High Risk** shall be handled with increased awareness and consideration regarding all aspects of safety and security.

REFERENCES:

Procedures:	3-1-017	Care and Use of County Owned Facilities, Keys and Equipment
	3-2-005	Control of Weapons, Ammunition, Explosives in Facilities
	3-3-001	Reporting Juvenile Facility Escapes
	3-3-006	Unauthorized Persons on Grounds
	3-7-001	Facility Searches/Area/Room Inspection: – Damage Control
	3-7-003	Disposition of Contraband
	3-5-014	Room Confinement
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: