

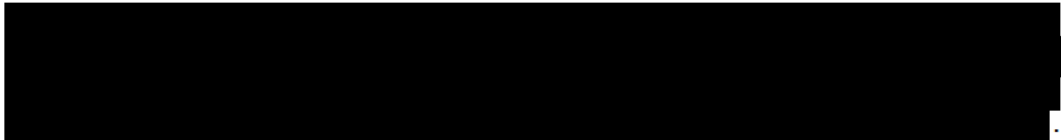


**NIGHT SECURITY CHECK/PERIMETER AND FRONT GATE SECURITY
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-105, dated 12/13/17
Procedure Manual Item 3-8-104, dated 01/04/18
(RENUMBERED)
- FORMS:** None
- PURPOSE:** To describe a standardized procedure for monitoring the perimeter and gates surrounding the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. 
- B. 
- C. 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).
- D. Problems with the **intercom** 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).
- E. 

II. PROCEDURE

- A. To answer the gate as an incoming call:

1. **Press the answer button on the receiver located on the personnel desk in the Administration Building.**
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 then automatically 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. 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.

C. Deputy Juvenile Correctional Officers (Days/Nights) or designated staff will secure the facility in the following order:

1. [REDACTED]
2. [REDACTED]).
3. [REDACTED]
4. [REDACTED]
5. [REDACTED].
6. [REDACTED]
7. [REDACTED].
8. Parking lot swing arm gate.
9. All gates surrounding the facility.

10. All gates leading to Juvenile Hall.
11. Ensure no visitor vehicles remain in the visitor parking lot after 9:00 pm.
12. Report any suspicious vehicles or activity to the Duty Officer.
13. 

REFERENCES:

Procedures: 3-2-001 Facility Security

S. Rivera

APPROVED BY: