

**NIGHT SECURITY CHECK/PERIMETER AND GATE SECURITY –
YOUTH GUIDANCE CENTER**

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for
Juvenile Facilities, Section 1321, 1324, 1326, 1328 and 1360
- RESCINDS:** Procedure Manual Item 3-3-025, dated 11/27/19
- FORMS:** None
- PURPOSE:** To standardize the procedure for nighttime security and describe a
standardized procedure for monitoring the Front Gate and Visitor Entrance
Security of the Youth Guidance Center

I. GENERAL INFORMATION

Deputy Juvenile Correctional Officers (DJCOs) assigned to the Youth Guidance Center (YGC) will ensure that all [REDACTED]

A. NIGHT SECURITY CHECK

The P.M. Center 1 or Duty Officer (D.O.) will ensure that all exterior doors and windows of ground floor buildings are secured [REDACTED]

B. FRONT GATE SECURITY

1. [REDACTED]. Communication to the visitor at the gate is via telephone through the speaker box located at the gate. When the visitor presses the call button, the system [REDACTED]. The personnel in the front office answer the phone and speak to the visitor. They monitor the gate [REDACTED].

2. Problems with the gate are to be called in to Orange County Public Works Facilities Operations during their regular work hours from 7:30 a.m. to 4:30 p.m. Monday through Friday. They will contact the current contractor. [REDACTED]

II. NIGHT SECURITY CHECK PROCEDURE

D.O. or designated staff will secure facility in the following order:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]
- I. [REDACTED]
- J. [REDACTED]
- K. [REDACTED]
- L. [REDACTED]
- M. [REDACTED]
- N. [REDACTED]
- O. [REDACTED]
- P. [REDACTED]
- Q. Make note of perimeter lights not working and submit maintenance request form.
- R. While on perimeter check, make note of any graffiti along freeway underpass and surrounding walls.

REFERENCES:

Procedures:	3-1-004	Duty Officer – Youth Guidance Center
	3-2-001	Facility Security
	3-2-003	Night Security Check/Perimeter and Front Gate Security – Youth Leadership Academy
	3-3-020	Security at Youth Guidance Center

3-3-205 Duty Officer at Youth Guidance Center

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APPROVED BY: