

CONTROL OF WEAPONS, AMMUNITION, AND EXPLOSIVES IN FACILITIES

- AUTHORITY:** Section 871.5 Welfare and Institutions Code
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-002, dated 10/29/15
- FORMS:** Special Incident Report
- PURPOSE:** To establish a procedure for safely securing weapons, ammunition and explosives on the premises of juvenile facilities.

I. GENERAL INFORMATION

- A. Weapons, ammunition or explosives are not to be brought onto the premises of any facility by staff, youth, parents, other visitors or peace officers. To do so is a violation of Section 871.5 of the Welfare and Institutions Code.
- B. The only exceptions must be authorized by facility administration, or would involve a peace officer who has been called to the facility, with the authorization of facility administration or designee, to investigate a serious disturbance, a break-in, a prowler or other emergency, at which time **they** may carry **their** weapon in the performance of their duty.
- C. A formal notice will be posted at each facility entrance and other vantage points to notify those who enter of the prohibition.

II. PROCEDURE

- A. Weapons
 - 1. Instruct peace officers or others who may be expected to carry a handgun in the execution of their duties to leave all weapons in a locked compartment of their patrol car or in a locked secure area at the facility. (Gun lockers are available at each facility.)
 - 2. In the event parents or other visitors who are in possession of a weapon attempt to enter the premises:
 - a. To the extent practicable, do not allow the visitor to enter the premises. Contact the Orange County Sheriff's Department (OCSD) if needed immediately.
 - b. Contact supervisory or administrative staff immediately. They will determine the need to contact the OCSD-Station 18 for assistance if they have not already been summoned.
 - 3. If a parent or other visitor is discovered to be in possession of a handgun or other weapon while on the premises:

- a. Station 18 will be contacted immediately for assistance and informed of the nature of the request, i.e., visitor with a weapon, preferably out of the hearing of visitors and youth. Staff will attempt to isolate the visitor with the weapon from the youth as much as possible and seize the weapon if safe to do so.
- b. Contact the supervisor, Duty Officer (DO) or Administrator in Charge (AIC) immediately after contacting Station 18.
- c. Upon the arrival of Station 18 officers, the DO or AIC will make the determination whether to have the armed Station 18 officers enter the location of the visitor or attempt to bring the visitor out to them with probation staff. Station 18 officers will seize the weapon from the visitor or assume control of the weapon if previously seized by probation staff and determine if an arrest is appropriate.
- d. Involved staff will complete Special Incident Reports (SIRs) and the on-scene supervisor, DO or AIC will obtain any Station 18 reports.
- e. The facility Division Director/designee will determine if the visitor is able to enter the facility at a later date.

4. If a youth is found to be in possession of a weapon:

- a. Exercise extreme care and do not risk harm to self or others.
- b. Contact a supervisor, confiscate the weapon, tag it with the youth's name, P/J/DL# number and name of the staff who confiscated the weapon. Place the weapon in an evidence locker.
- c. If it is apparent that confiscation of the weapon is likely to become hazardous, the supervisor will take steps necessary to contain the situation and call OCSD for assistance.
- d. The AIC will be contacted for directions. The AIC will notify Executive Management (EM) via the chain of command.

B. Explosives

1. If explosives are discovered on the premises of a facility:

- a. Take immediate steps to contain the area, i.e., evaluate the need to evacuate youth or staff from the immediate area to another location in the facility if possible.
- b. Contact OCSD to remove/dispose of the explosives.
- c. Staff will not make any attempt to move explosives prior to arrival of OCSD.

C. Report

1. In any situation where weapons, ammunition or explosives are found within the facility or on its grounds, the discovering staff (and others as necessary) will complete an SIR.
2. Forward the report to the facility Division Director. The facility Division Director/designee, will notify EM via chain of command.

REFERENCES:

Procedures:	3-7-003	Disposition of Contraband
	3-2-010	Rules of Conduct
	3-3-002	Hostage Crisis and Major Disturbance Management
	3-2-001	Facility Security
	3-8-012	Visiting/Video Conferencing
Policies:	D-1	Threats Harm, Danger to Employees and Others
	D-7	Search and Seizure
	D-8	Firearms
	D-9	Tear Gas
	F-4	Visits with Minors in Juvenile Institutions;
	Placements	
G-3	Building Security and Safety	

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APPROVED BY: