

## UNAUTHORIZED PERSONS ON GROUNDS

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1327
- RESCINDS:** Procedure Manual Item 3-1-019, dated 09/11/15
- FORMS:** Special Incident Report (F057-7018)
- PURPOSE:** To establish specific guidelines and procedures for emergencies and to ensure appropriate action when unauthorized persons/intruders enter the grounds of juvenile detention facilities.

### I. GENERAL INFORMATION

- A. The DD or designee shall develop facility-specific policies and procedures for emergencies that shall include, but not limited to:**
- 1. Escape, disturbances, and the taking of hostages;**
  - 2. Civil disturbance, active shooter, and terrorist attack;**
  - 3. Fire and natural disasters;**
  - 4. Periodic testing of emergency equipment;**
  - 5. Emergency evacuation of the facility; and**
  - 6. A program to provide all youth supervision staff with an annual review of emergency procedures.**
  - 7. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual.**
- B. Staff should always remain alert to the possibility of unauthorized persons on facility grounds, especially during the hours of darkness.
- C. Staff should never leave their duty area to investigate possible intruders; rather, they should remain onsite and look and listen for the intruder and their location, as appropriate.

### II. PROCEDURE

- A. If staff witness or suspect there is an unauthorized person on or near the grounds, they should:
1. Secure their area and immediately contact the Duty Officer (DO) or the Administrator in Charge (AIC) – if the AIC is on grounds – with the following information:
    - a. Where the intruder was specifically seen and **their** present location and direction of travel.

- b. The person's identity (if known) and a physical description that includes gender, attire, approximate age, height and weight, and any distinguishing characteristics.
  - c. The person's activities and behavior (e.g., whether they were stationary, walking, running, in a vehicle, carrying an object, or if they appeared to be under the influence, etc.).
2. Ask for assistance as needed.
  3. Submit a Special Incident Report (SIR) that includes the above information, any action taken, and the final resolution of the incident.
- B. The DO will evaluate the situation and, as appropriate, will:
1. Send additional staff to the area where the intruder was observed.
  2. Contact **Allied Alliance Security** (at their desk or via cell phone) to report the intrusion and request assistance. Contact can also be expedited by calling Probation Dispatch via [REDACTED] camps, local law enforcement should be contacted.
  3. Closely monitor the situation to ensure that the necessary precautions are taken for staff and youth safety.
  4. As soon as it is safe, assign staff to search the area where the intruder was seen for contraband, damage to property, breach of facility security, etc.
  5. Notify the AIC.

**REFERENCES:**

Procedures:	3-2-001	Facility Security
	3-2-002	Night Security Check/Perimeter and Front Gate Security – Youth Leadership Academy
	3-2-003	Night Security Check/Perimeter and Front Gate Security – Youth Guidance Center
Policy:	G-3	Building Security and Safety

P. Padilla

**APPROVED BY:**