

## 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 8/18/22
- 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. **The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every** [REDACTED]
- [REDACTED] **All safety checks shall be documented with the actual time the check is completed.**
- C. **Each juvenile facility shall have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations.** Remember, no area within the Juvenile Hall, Youth Leadership Academy or Youth Guidance Center is completely secure.
- D. 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 Probation 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. [REDACTED] 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 **ICMS and ECR** entries, unit **desk notes, and shift summaries** for further explanation.
  5. **Ensure all youth are wearing their facility identification bracelet.**
  6. 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.
- E. 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.
- F. 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, **the youth shall submit to drug testing** and a screening device search, **body scanner search**, cursory search and pat down search can all be completed without further justification. If there is reasonable suspicion that a youth is in possession of contraband, staff will contact the Duty Officer, supervisor or administrator who may grant authorization for a more intrusive search such as an unclothed body search, visual body cavity search and physical body cavity search as outlined in PMI 3-7-002.
- G. Staff should be alert for contraband, or unauthorized materials or potential weapons, within the building or on the grounds.
- H. **Active supervision consists of staff being physically and mentally present, adjusting to the group movement and activities. Being readily aware and able to respond to situations as they arise. Staff should be constantly aware and ready to respond to situations as they arise.**
- I. **Maintaining a safe, secure, and well-supervised facility, is the foundation of all policies and procedures for juvenile facilities. The use of personal electronic devices including but not limited to cellular phones, laptop computers, smart watches/iWatch, televisions, iPods, iPads, electronic readers, or electronic games may cause unnecessary and unsafe distractions. Further, the use of such items is prohibited in PMI 3-1-013.**

## 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. Staff should always know where the youth assigned to their area are and what they are doing. Any unusual behavior, increased tension among the youth, secretive groupings, or unaccountable changes in the youths' behavior should be viewed **as a potential security issue**.
- B. The following are specific items to which all staff **shall** 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, [REDACTED]  
[REDACTED] Before entering the room to check the screen, have notified your coworker. Do not enter a room occupied by a youth unless another staff member is standing by.
  - d. **Ensure that the occupant of the room is breathing and there are no signs of distress.**
  - 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. [REDACTED] predictable.
  - g. [REDACTED]
  - 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.
  - i. **Document all safety checks with the actual time the check is completed.**
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.

Staff members are to have direct visual supervision of the group at all times, including but not limited to meals, programming, showers, and free time.

9. **Staff members will position themselves to optimally supervise all youth under their responsibility.**
10. [REDACTED] should always remain behind the desk to document all movements and activities within the unit, while another staff member should stay close to the youths, providing direct supervision. [REDACTED]

### 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 outside of the unit or facility to investigate.
    - b. Immediately notify the Duty Officer/Control of the situation. The Duty Officer **will place the facility on Code Red** will call the Orange County Sheriff's Department to report the situation.

- c. It is recommended that you turn off all interior lights in the unit if an intruder is suspected; this will cut down the intruder's ability to see in, while allowing you to see out. This should not be done if the youth are out of their rooms.
  - d. **Follow Code Red protocol (See PMI 3-3-007 for Juvenile Hall/YLA and PMI 3-3-010 for YGC) and await for further instruction from the Duty Officer and/or Control.**
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 obtain assistance from ISU or available staff 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 to assist 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, **sandals and/or** 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 come 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. 

#### IV. OUTSIDE SECURITY

- A. The Institutional Security Unit (ISU) will conduct perimeter checks several times a day to ensure that the perimeter fence has not been tampered with and will notify Control that the perimeter is secure 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. **Before unit staff take the youth out to the unit patio, unit staff are to conduct a safety sweep of the area to ensure there is no contraband.**
- C. 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.

- D. Log all outside movements, indicating which staff are supervising the movement, how many youths are involved, and what activity area is involved.
- E. **When the unit is outside for physical activities, etc., first aid kits are to be taken out to the field/courts for easy access.**
- F. While outdoors, the group must be under direct visual supervision at all times. Do not allow youth to **wander** 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.
- G. 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.
- H. **Staff members must directly supervise LME activities from a standing position. Standing signifies active engagement, provides better visibility, enhances command presence, and allows staff to quickly respond to any situations that may arise.**
- I. 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.
- J. 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. **Move deliberately, continually keeping a mental count of the group.**
- K. 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. YOUTH HOUSING AND CLASSIFICATION

Youth who are classified as High Risk shall be handled with increased awareness and consideration regarding all aspects of safety and security. (Refer to PMI 3-5-006)

REFERENCES:

Procedures:	3-1-017	Care and Use of County-Owned Facilities
	<b>3-1-013</b>	<b>Personal Electronic Devices</b>
	3-2-005	Control of Weapons, Ammunition, Explosives in Facilities
	3-3-001	Reporting Juvenile Facility Escapes
	3-3-006	Unauthorized Persons on Grounds
	<b>3-3-007</b>	<b>Code Red/Code Yellow – Juvenile Hall</b>
	<b>3-3-010</b>	<b>Code Red/Code Yellow – Youth Guidance Center</b>
	3-5-014	Room Confinement
	3-7-001	Facility Searches/Area/Room Inspection: – Damage Control
	3-7-003	Disposition of Contraband
	<b>3-8-007</b>	<b>Recreation/Exercise Program</b>
	<b>3-12-007</b>	<b>First Aid Kits</b>
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:**