

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

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-2-002**, dated **08/18/23**

FORMS: None

PURPOSE: To describe a standardized procedure for monitoring the perimeter and gates surrounding the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. [REDACTED] cameras monitor the parking lots, gates, interior and perimeter of the YLA grounds. The outdoor and indoor camera views at YLA can be monitored by the Juvenile Hall Security Center and/or Juvenile Hall Control. [REDACTED] **monitors are available in the YLA Administration Building.**
- B. Communication with visitors at the parking lot gate is via intercom through the speaker box located at the gate. When the visitor presses the call button, the system calls the Administration Building. The personnel in the Administration Building answer the phone and speak to the visitor. They monitor the gate Monday through Friday 8 a.m. to 5 p.m. At 5 p.m. when the Administration Building personnel leave for the day, the speaker box automatically forwards to YLA 1 and then YLA 2. If unanswered, it eventually forwards to the Security Center at Juvenile Hall.
- C. **Operational issues** with the gate **must** be reported to Orange County Public Works **using the Request for Maintenance process**. They will either repair the gate **directly** or **dispatch** a contractor. **For after-hours or weekend malfunctions, issues should be treated as emergency requests and reported by phone.**
- D. **Operational issues** with the intercom system **must** be reported to Orange County Public Works **using** a Request for Maintenance form. **For after-hours or weekend malfunctions, issues should be treated as emergency requests and reported by phone.**
- E. **YLA Deputy Probation Correctional Officers (DPCOs)** will ensure that all exterior doors of each building are secured **between** the hours of 6:00 p.m. through 6:00 a.m. This includes the YLA administration building, perimeter gates, black fence area, and the front, side and rear doors of each unit.

II. PROCEDURE

- A. **Responding to Incoming Gate Calls:**

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 gate, [REDACTED] It will then automatically close after the visitor drives through the gate.

Note: If the call is accidentally ended or rolls over during this process, you will be disconnected from the visitor and unable to open the gate remotely. In such cases, inform the visitor they will need to press the call button again to reconnect.

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. If a **vehicle** enters through the gate without first being verified, immediately contact the Duty Officer or an Administrator.
3. If the parking lot gate or call box malfunctions, notify a supervisor or administrator immediately.

C. **DPCOs** or designated staff will secure the facility in the following order:

1. North and South double doors to the administration office, if not already locked by the exiting office staff.
2. All exterior doors of the administration building (roof access door).
3. Each back and side door of YLA 1 and YLA 2.
4. Front doors leading to YLA 1 and YLA 2.
5. All doors leading to the kitchens of YLA 1 and YLA 2.
6. Remaining doors outside of each unit (fire access and electrical room doors).
7. All County vehicle doors parked on YLA property.
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. Perimeter checks should be completed [REDACTED]. The College Occupational Program (COP) **DPCO** will complete the [REDACTED] perimeter check at the beginning of their shift. If there is a perimeter concern [REDACTED] contact ISU and the Duty Officer to assist with checking the perimeter during this time.

REFERENCES:

Procedures: 3-2-001 Facility Security

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APPROVED BY: