

CODE RED/CODE YELLOW/CODE 9 – JUVENILE HALL/YLA

AUTHORITY: Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1327

RESCINDS: Procedure Manual Item 3-3-007, dated 8/18/23
Procedure Manual Item 3-3-006, dated 8/18/23 Merged

FORMS: Special Incident Report (SIR) (Automated)
Use of Force Report (UOF) (Automated)
Code Red/Yellow Response Report (F057-6311)

PURPOSE: To create clear guidelines and procedures for emergencies, Code Yellow, Code Red, and Code 9, and ensure proper action is taken when unauthorized individuals or intruders enter the grounds of juvenile facilities.

I. CODE RED

A. GENERAL INFORMATION

1. Code Red refers to a term used to initiate an immediate lockdown of Juvenile Hall or a Camp Facility.
2. A Code Red may only be initiated by a Supervising Probation Correctional Officer (SPCO) or Administrator after evaluating a given situation such as a riot, hostage situation, intruder on grounds, escape, or natural disaster. If no administrator is on site and the Code is initiated by an SPCO, Administration will be notified as soon as possible.
3. During a Code Red, all movement within the facility will stop until specific affected areas are identified. All communication (i.e., intercom, telephone, and unit Pak-set radios), except for emergencies, will be suspended until further notice. [REDACTED] staff will coordinate all communication.
4. Following the announcement of Code Red, staff will be provided with the reason via an appropriate communication method (i.e., intercom, telephone, ISU staff, Pak-set radio).
5. Once an identified target area has been determined, unaffected units may be released from Code Red status and allowed to resume limited activity.

B. PROCEDURE

1. SPCO/Administrator:
 - a. Will determine a need for a Code Red, affected location(s), and staff rallying point if necessary. The first SPCO who reports to [REDACTED] coordinates the Code Red; a second SPCO, if on site, will assist in

control of logistics. An SPCO/Administrator will determine where the second SPCO would be best located (either at [REDACTED] or the rally point), if on site. The SPCO/Administrator will remain in contact with one another via Pak-set radio or cell phone to coordinate logistics. A SPCO/Administrator will remain at [REDACTED] for the duration of the Code Red.

- b. The SPCO calling the Code Red will assume leadership of the situation until relieved by an Administrator or for the duration of the incident if there is not an Administrator on site. All other SPCO's will respond and assist according to an announcement made by [REDACTED] staff as determined by the SPCO/Administrator in charge of the situation. **If no assistance is needed, responding SPCOs will return to their units to provide additional support and supervision.** It is very important that directions on handling the incident come from one person and directions are followed precisely. It is also the responsibility of the SPCO in charge of the situation to notify an Administrator in their absence as soon as is reasonable as to the nature of the incident.
- c. In the case of a Code Red occurring when only the Duty Officer (DO) is available, the DO may appoint the [REDACTED] to assist in coordinating logistics. The DO will assume command in the absence of an Administrator.
- d. Should the Code Red occur during school hours, the SPCO/Administrator will direct [REDACTED] to pull staff from units to assist [REDACTED] with clearing youth from classrooms and returning them to their units **if it is safe to do so.**
- e. SPCOs in outer units should [REDACTED] the nature of the Code Red is determined, and it is deemed safe to exit their units to respond to Control. Outer units are [REDACTED] and [REDACTED]
[REDACTED]
- f. If the situation involves an [REDACTED], the [REDACTED], the SPCO or Administrator will contact [REDACTED] for further assistance in securing the facility.

2. Control Staff:

- a. Will make a Code Red announcement notifying staff that the facility is locked down for an emergency **via the intercom system and Pak set radio.** In addition, they will monitor progress of Code Red developments **and** notify Reception Dispatch, **PPP**, Transportation, Release Unit, YLA, Placement, Maintenance, Medical, **Warehouse**, and Kitchen of status.
- b. Will announce: "[REDACTED]" then repeat. The SPCO/Administrator in charge will designate the "rally point" for responding staff prior to the announcement being given. It is important for staff to remain calm

and alert. Depending on the circumstances, responding staff may be different for each incident.

- c. Will contact all juvenile **facilities** to notify them of the Code status. Pending transfers will need to be canceled, delayed, or re-routed. YLA will need to coordinate with JH to determine if and how many of their youth are on JH grounds and arrange for them to be escorted back to YLA.
- d. If there are visitors at Control, [REDACTED] staff will escort visitors [REDACTED], and the youth will be escorted back to their designated unit by available staff when it is safe to do so.
- e. Will contact each housing unit, Court Holding, IRC, and the Transportation Office via intercom to confirm unit populations. They will then utilize the Code Yellow/Code Red Population Verification Form to calculate and confirm the facility population as reported by JH Booking.

3. Unit Staff:

- a. Will return to their units and [REDACTED]. **Before** entering [REDACTED] youth will remove [REDACTED] and leave them outside [REDACTED] as per existing procedures.
- b. One staff will conduct a roster room check and [REDACTED]. The second staff member will respond to a designated area if [REDACTED] announces that they are a responding unit. No additional staff will be deployed unless a second announcement is made by [REDACTED] requesting additional staff to respond to the rally point. In this case, [REDACTED] will designate the units as directed by an SPCO/Administrator that are to respond.
- c. At no time will the intercom or phones be used. If an emergency arises, the unit [REDACTED] will be used. [REDACTED] staff will communicate via intercom to determine staff needs. Do not let youth [REDACTED] during this time until assisting staff arrives. Never [REDACTED] another staff is present and it is safe to do so (it may be a ploy).
- d. Staff will **conduct** continuous safety checks during the Code Red. **During the graveyard shift**, remaining staff in a pair of units will do safety checks for both units. It is the responsibility of the staff leaving a unit empty **in order to respond**, to inform the neighboring staff that safety checks will need to be conducted in the unit. This will continue until [REDACTED] staff give the all clear (Code [REDACTED]) and coworkers return to the unit.
- e. It is important that everyone follows this plan precisely **to ensure** the safety of all **staff and youth**. ISU and Control staff will coordinate needs and give directions. **DO NOT DEVIATE FROM INSTRUCTIONS.**

4. Staff: Will remain where they are and wait for instructions by [REDACTED]. [REDACTED] staff will make a separate announcement addressing [REDACTED] deployment. Deployment of [REDACTED] staff will be determined by the SPCO/Administrator in charge. [REDACTED] staff will be [REDACTED] staff to be deployed **when** possible. Depending on the situation, only [REDACTED] staff may be deployed for safety reasons. [REDACTED] should be prepared and ready for a 10-20 check immediately following the Code Red announcement so it can be better determined which [REDACTED] will be needed. Should the reason for a Code Red be an intruder on grounds or active shooter, staff safety is imperative and [REDACTED] outside the buildings should get into a secure area immediately.

Staff positioned at the [REDACTED] Monitors will remain and advise the SPCO/Administrator of what is being viewed by the cameras in the location where the incident is occurring/has occurred.

5. School Staff: Will [REDACTED]. If youth are on the [REDACTED], staff will escort them [REDACTED]. School staff and/or unit staff will then complete a visual count of the youth in their custody and relay this information to [REDACTED]. They will remain with the youth for the duration of the **incident**.
6. Medical/Dental Staff: Will stand by to resume normal activity, whenever it is advisable.
7. Reception Staff: Will notify visitors of the temporary delay [REDACTED]. No visitors/guests will be allowed to enter the building during a Code Red.
8. Court Holding Staff: Will conduct a visual and roster count of their youth and relay this information to [REDACTED] when directed to do so by [REDACTED]. Staff will remain with the youth until assisting staff arrive to escort **the youth** back to their units.
9. Transportation/Release Unit Staff: Will stand by to resume normal business or assist with supervision as directed by the SPCO/Administrator in charge.
10. Administration: Report to [REDACTED]. The first Administrator to report to [REDACTED] will assume control of Code Red status and will deploy other Administrators upon their arrival.
11. Shift Change: [REDACTED]. Staff coming to work will [REDACTED]. Staff leaving their shift, and all other personnel within the facility, [REDACTED].
12. Maintenance: Will stop what they are doing, secure and inventory their tools.

A. GENERAL INFORMATION

1. Code Yellow is a systematic lock down of all or part(s) of Juvenile Hall or Camp Facility for a non-emergency situation. It is to be used for three basic situations:
 - a. There is reason to believe [REDACTED] must occur.
 - b. There exists, facility or camp-wide, [REDACTED] activities to ensure control.
 - c. The facility [REDACTED], or any other major [REDACTED], and all movement must stop for safety reasons.
2. A Code Yellow may be initiated by any Juvenile Hall or Camp SPCO or Administrator after evaluation of a situation as described above. If initiated by a SPCO, facility or camp Administration will be notified **as soon as possible**.
3. Under Code Yellow, all movement [REDACTED] affected areas can be identified. All communication (i.e., stentofon, telephone and unit Pak-set radios), except emergencies, will be temporarily suspended.
4. Following the determination of the type of non-emergent situation, regular business (i.e., court, medical/dental, attorney visit, VIPs, etc.) may continue with limited movement.
5. Following the announcement of Code Yellow, staff will be provided with the reason for the Code Yellow status via an appropriate communication method (i.e., steno phone, telephone, or ISU staff).
 - a. Once an identified target area has been cleared as a problem area, the area will be released from the Code Yellow status.
 - b. [REDACTED] will call each unit over the steno phone system and ask if the unit's population has been verified.

B. PROCEDURE

1. SPCO/Administrator: Will determine a need for a Code Yellow status and inform [REDACTED].
2. [REDACTED] Staff: Will immediately make a Code Yellow announcement notifying on-duty staff that all or part of the facility or camp is to be locked down for a non-emergency situation via **Pak set** radio and **intercom system**. In addition, they will monitor the progress of Code Yellow developments and assist in escorts for business activities. Immediately by

phone, notify reception, administration, YLA, Transportation, Release Unit, Medical, maintenance, kitchen, and **the warehouse** of the status.

Control staff will make the following announcement to initiate a Code Yellow; "[REDACTED]"

[REDACTED]."

3. Unit Staff: Will return to their units if away, and [REDACTED] staff will complete a roster room check followed by staggered safety checks, not to exceed 15 minutes, and log per procedure. If the Code Yellow is for the purpose of searching, unit staff will immediately begin searching the entire unit, beginning [REDACTED] etc. A Code Yellow/Red Response Report Form will be filled out as soon as possible.

4. [REDACTED] Staff will report to [REDACTED] for deployment.

Staff positioned at the [REDACTED] Monitors will remain and advise the Supervisor or Administrator in charge of what is being viewed by the cameras in the location where the incident has occurred/is occurring.

- a. In the case a [REDACTED] the facility, [REDACTED] staff will:

- (1) Notify the Duty Officer and Administration, if on site.

- (2) Reach out to one of the department's [REDACTED] was spotted.

- (3) Do a [REDACTED] and any other [REDACTED].

- (4) Complete a [REDACTED]

5. School Staff: Will report to [REDACTED] if they have no students, or if contraband is suspected in classrooms, will remain in **the** classroom to assist with searches.
6. Medical/Dental Staff: Will stand by to resume normal business.
7. Reception Staff: Will notify visitors of **the** temporary delay and explain in general terms the nature of the delay.
8. Court Holding Staff: Will continue normal business activity.
9. Transportation Staff – Release Unit: Will continue with normal business. Staff may be called upon to assist with unit supervision or searches.
10. SPCOs: Report to [REDACTED] for briefing, then return to assigned unit to coordinate unit business.
11. Administration: If on site, report to [REDACTED] and manage the Code Yellow

status or be deployed as needed.

12. Maintenance: Will stop what they are doing, secure and inventory their tools.
13. Kitchen and Warehouse: Will continue with normal business but will [REDACTED] until the code Yellow is lifted.

III. **Escape – Code 9**

A. **General Information**

1. **Code 9 is the term used to initiate an immediate lockdown of Juvenile Hall and YLA in response to an escape in progress.**
2. **Code 9 may be initiated by a Juvenile Hall SPCO or Administrator, Control staff, or any staff who witnesses the escape in the progress.**
3. **During a Code 9, all movement within the facility will cease, and the facility will automatically transition to a Code Red. Staff movement may be altered with the approval of the SPCO or Administrator. Except for emergencies, all communication methods (i.e., intercoms, telephones, and unit Pak-set radios) will be suspended until further notice. [REDACTED] staff will manage all communication.**
4. **When a Code 9 is initiated, primary responders will report to their assigned positions to offer [REDACTED]. These staff members will communicate essential information regarding their [REDACTED].**

B. **Procedure**

1. **[REDACTED] Staff:**
 - a. **Staff will announce over the [REDACTED] [REDACTED] then repeat to alert staff that the facility is in lockdown for an emergency.**
 - b. **[REDACTED] will monitor the progress of Code 9 developments and notify Reception, PPP, Transportation, Dispatch, YLA, Placement, Maintenance, Medical, Warehouse, and Kitchen of the status.**
 - c. **Will contact YGC to inform them of the Code status.**
 - d. **Will contact each Housing Unit, Court Holding, IRC, and the Transportation Office via [REDACTED] to confirm unit populations. They will then use the Code Yellow/Code Red Population Verification Form to calculate and verify the Facility Population as reported by JH Booking.**
2. **Unit Staff:**

- a. Will accurately account for all their youth, including how many are in the unit, how many are out, and where they are located (e.g. Court, school, TR, etc.).
- b. Perform continuous safety checks. This will continue until [REDACTED] staff gives the all-clear (Code 4).
- c. In a Code 9 situation, designated units will respond to the following areas [REDACTED]

REFERENCES:

Procedures:	3-2-005	Control of Weapons, Ammunition and Explosives in Facilities
	3-2-006	Video Surveillance System – Juvenile Hall
	3-3-001	Reporting Juvenile Facility Escapes
	3-3-002	Hostage Crisis and Major Disturbance Management
	3-3-003	Death and Other Serious Incidents Related to Youth in Custody
	3-3-005	Assistance Calls
	3-7-001	Facility Searches/Area and Room Inspection: Damage Control
	3-7-003	Disposition of Contraband
	3-11-002	Integrated Case Management System (ICMS) Automated and Manual Logbook
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policies:	A-1	Policy, Procedure and the Law
	D-7	Search and Seizure
	D-1	Threats, Harm, Danger to Employees and Others

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APPROVED BY: