

UNAUTHORIZED PERSONS ON GROUNDS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1327
- RESCINDS:** Procedure Manual Item 3-1-019, dated 08/12/13
- FORMS:** Special Incident Report (F057-7018)
- PURPOSE:** To establish a safe and uniform procedure for dealing with unauthorized persons/intruders on the grounds of juvenile detention facilities.

I. GENERAL INFORMATION

- A. Staff should always remain alert to the possibility of unauthorized persons on facility grounds, especially during the hours of darkness.
- B. 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 his/her 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 the Orange County Sheriff's Department Special Officer (at their desk or via cell phone) to report the intrusion and request assistance. Contact can also be expedited by calling Probation Dispatch via Pak-set radio on [REDACTED] and asking Station 18 to respond. In outlying 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:	3-2-020	Security
	3-3-020	Security at Youth Guidance Center
	3-4-009	Joplin Youth Center Security
	3-8-020	Security at the Youth Leadership Academy
Policy:	G-3	Building Security and Safety

C. Lopez

APPROVED BY: