

SECURITY

- AUTHORITY:** Administrative Directive California Code of Regulations, Title 15, Section 1321, 1324, 1328 and 1360
- RESCINDS:** Procedure Manual Item 3-2-020, dated 02/25/16
- FORMS:** None
- PURPOSE:** To establish staff security responsibilities at Juvenile Hall

I. GENERAL SECURITY

- A. **There must be at least [REDACTED] staff [REDACTED] present on each living unit whenever there are youth in the living unit.** Staff are accountable for the number of youth in their unit. Verify the population frequently, by performing population counts, Roster Room checks, etc. Staff will maintain **direct** visual contact with the youth at all times, with the exception of when youth are in their rooms, at that time staff will conduct safety checks at intervals not to exceed [REDACTED] minutes **and are to be random and at varied intervals**, to verify the safe care and concern of the youth. Remember, no area within the Juvenile Hall complex is completely secure. Be friendly and relaxed but always alert.
- B. All staff must make a security and population check when coming on duty.
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. Discuss any unusual security problems (i.e. silverware, tools, equipment, missing or broken windows, etc.) with staff being relieved.
 4. Be able to identify youth designated with a special status, such as Extreme Security Risk (XSR) (PMI 3-2-037). Know them by sight and know which rooms they are assigned. Read folder entries for further explanation.
 5. To aid in verification of unit population, the unit school roster will be utilized. The roster alphabetically lists each youth's name that is enrolled in school. Following the name is a schedule of classes. The areas entitled, "break", "lunch", and "out" may be used to indicate which youth are in school by use of a diagonal line. When the youth returns to the unit, another diagonal line is marked, making an "X", which indicates the youth is no longer in school. The unit school roster should be used as a population check throughout the day and when relief staff come on duty.
- C. 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.

- D. Upon entry, return from temporary release, after visiting, field trips and from a **medical transportation run, youth are to be given a pat down search to search for contraband. If there is reasonable suspicion that the youth has contraband, then a strip-search can be conducted with supervisor approval.**
- E. Staff should be alert for unauthorized material or possible weapons (contraband) within the building or on the grounds. It is possible for unauthorized persons to gain access to grounds and building.

II. INTERNAL SECURITY

- A. Security inside Juvenile Hall requires that staff remain aware and alert to potential security problems at all times. Remaining alert and aware is undoubtedly the best tool that Juvenile Hall staff have to head off problems with security, and one for which there is no substitute. In this regard, staff should always know where the youth assigned to their area are and what they are doing. Any unusual behavior, increase in tension among the youth, secretive groupings, or unaccountable changes in the youths' behavior should be viewed, in addition to other factions, from the standpoint of a possible security problem. To again emphasize the point, you are the best possible tool to ensure effective security.
- B. The following are specific items to which all staff should 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. With the exception of the doors to adjoining units, all interior doors should be closed and locked when not in use.
 - 3. When making safety checks:
 - a. Pull on all doors to make sure they are locked.
 - b. Visually check the locks for signs of tampering, jamming of the lock mechanism, etc.
 - c. Check the psych screen to make sure it has not been obscured in any way. If the room occupant(s) have put something on or over the screen, the screen should be checked for signs of tampering. Before entering the room to check the screen, ensure the lock has been "keyed back", and you have notified your coworker. Do not enter a room occupied by a youth unless another staff member is standing by.
 - d. Make sure you see the occupant of the room (see skin).

- 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. Vary the times that you make safety checks within the required minimum times to avoid being predictable.
 - g. Vary the direction you take when making room checks if possible, (i.e., which room you start with).
 - 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.
4. Ensure that daily room damage checks are made as directed.
 5. Be familiar with and follow the procedures contained in the manual directive concerning "Unauthorized Persons on Juvenile Hall Grounds."
 6. 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.
 7. Whenever you suspect that there may be a problem with security (i.e., escape plot, etc.), it is a good idea to run unpredictable and random searches, including full personal searches, in your area, at the direction of a Duty Officer or supervisor.
 8. Do not enter a room occupied by a youth without first summoning another staff member to "stand by".
 9. Above all, remain alert, aware, and thinking in relation to internal security. Locked doors do not necessarily ensure adequate security.

III. NIGHTTIME SECURITY

- A. Certain precaution must be taken after dark to ensure effective security and safety of the youth and yourself.
 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.
 3. In every feasible instance, security risk and suicide risk youth are not to be allowed 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 checking on the problem.
6. Be alert to the possibility of intruders on the grounds who might attempt to break someone out or provide someone with implements to break out. If you suspect an intruder on the grounds:
 - a. Do not go outside to check for or confront the intruder, under any circumstances.
 - b. Immediately notify the Duty Officer/Control of 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.
7. Learn the areas in the unit you are working, which can enhance or detract from security awareness. For example, in the interior units, there are several areas where you can stand which will enhance your ability to hear someone tampering with the windows. Also, keeping the quiet room and restroom lights on in these units can prevent the windows of these rooms from becoming mirrors which can be used by youth in some of the rooms to see what you are doing.
8. When youth must come out of their room at night while at one staff:
 - a. Turn on the hallway lights to ensure adequate visual supervision.
 - b. Always notify the adjoining unit and Control to ensure visual or monitoring backup. If you receive a call from an adjoining unit, 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, socks only.
 - d. Watch the youth continuously while out of the room and while he/she goes into the room. The youth must close the door when he initially comes out of his room. After he enters the room and closes the door, ensure that he/she has not tampered with the door. Pull on the door to ensure it is locked.
 - e. Never allow more than one youth out at a time.

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.
- B. When taking a group out of the units, a duplicate list of names will be made,

one copy to go with the staff supervising the group, the other to remain in the unit.

- 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. Youth who cannot attend activities must be lodged in another unit and Control notified.
- D. Log all outside movements, indicating which staff are supervising the movement, how many youth are involved, and what activity area is involved.
- E. While outdoors, the group must be under direct visual supervision at all times. Do not allow youth to wonder 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.
- F. Do not send a youth anywhere that removes him/her from your immediate visual supervision. If a youth is sent back to the unit for any reason, ISU staff will escort the youth back to the unit. No youth is to be returned to or sent out to an outside activity unless he/she is escorted by an ISU staff member. The escorting ISU staff member will notify the staff member supervising the activity of the youth's addition to the group.
- G. Any group of youth being taken outside must be carefully screened by the staff who will supervise the group. The following guidelines are to be adhered to when taking groups of youth outdoors and the SRA secure area. [REDACTED] youth or less may be taken outside by [REDACTED] staff [REDACTED]. [REDACTED] to [REDACTED] ratio if youth are XSR and taken to the SRA.
- H. 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.
- I. 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 himself/herself 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.
 - 3. Staff members that are supervising movement are to position themselves to the back of the group in such a way to ensure that all youth move in an orderly, organized manner. Move deliberately, continually keeping a mental count of the group.

J. 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 ■ staff members supervising.

V. Extreme Security Risk Youth (Refer to PMI 3-2-037)

XSR youth represent the Department's most serious and potentially dangerous youth. A youth may be designated XSR if they are proceeding through the Fitness Hearing process in Juvenile Court, have a case that has or will be filed directly in Adult Court, or are awaiting transportation to state institutions.

Youth who are classified as XSR shall be handled with increased awareness and consideration regarding all aspects of safety and security.

REFERENCES:

Procedures:	3-1-002	Control of Weapons, Ammunition, Explosives in Facilities
	3-1-004	Disposition of Contraband
	3-1-016	Area/Room Inspection – Damage Control
	3-1-019	Unauthorized Persons on Grounds
	3-1-023	Rules of Conduct
	3-1-027	Room Confinement
	3-1-102	Reporting Juvenile Facility Escapes
	3-2-003	Care and Use of Keys (Juvenile Hall)
3-2-037	Extreme Security Risk Criteria and Housing	
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: