

CODE YELLOW

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1327
- RESCINDS:** Procedure Manual Item 3-2-024, dated 08/12/13
- FORMS:** Special Incident Report (SIR) (F057-7018)
Restraint Report (F057-6305)
Code Red/Yellow Response Report (F057-6311)
- PURPOSE:** To establish standards and methods for deploying institution staff throughout the institution during a non-emergency/security complete lock-down.

I. GENERAL INFORMATION

- A. Code Yellow is a systematic lock down of all or part(s) of Juvenile Hall for a non-emergency situation. It is to be used for three basic situations.
1. There is reason to believe major contraband, weapons and/or narcotics are in the facility and an institution shakedown must occur.
 2. There exists, institution-wide, unrest or increasing tension among **youth** and/or a series of physical altercations have erupted in various locations and the institution staff must slow down activities to ensure control.
 3. The institution communication system is disabled or any other major security issue develops and all movement must stop for safety reasons.
- B. A Code Yellow may be initiated by any Juvenile Hall SJCO or Administrator after evaluation of a situation as described above. If initiated by an SJCO, Juvenile Hall Administration will immediately be notified.
- C. Under Code Yellow, all movement will stop until specific affected areas can be identified. All communication (i.e., stentofon, telephone and unit Pak-set radios), except emergencies, will be temporarily suspended.
- D. 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.
- E. 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).
- F. Once an identified target area has been cleared as a problem area, the area will be released from the Code Yellow status.

- G. Control will call each unit over the steno phone system and ask if the unit's population has been verified.

II. PROCEDURE

- A. SJCO/Administrator: Will determine a need for a Code Yellow status and inform Control
- B. Control Staff: Will immediately make a Code Yellow announcement notifying on-duty staff that all or part of the institution is to be locked down for a non-emergency situation via radio and stentofon. In addition, they will monitor progress of Code Yellow developments, assist in escorts for business activities. Immediately by phone notify reception, admin., JCWP, HSP/ISER, YLA, Placement, Medical, maintenance, kitchen, and supplies of the status.

Control staff will make the following announcement to initiate a Code Yellow; "ATTENTION - CODE YELLOW, REPEAT CODE YELLOW. INITIATE POPULATION VERIFICATION AND STAND BY FOR FURTHER INSTRUCTIONS".

- C. Unit Staff: Will return to their units if away and once all **youth** are in their rooms; staff will complete a roster room check followed by 15-minute **safety** checks logged per procedure. If the Code Yellow is for the purpose of searching, unit staff will immediately begin searching the entire unit beginning with day rooms, etc.
- D. ISU: Staff will report to Control for deployment.

Staff positioned at the Security Center Video 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.
- E. School Staff: Will report to school office if they have no students or if contraband is suspected in classrooms, will remain in classroom to assist with searches.
- F. Medical/Dental Staff: Will stand by to resume normal business.
- G. Reception Staff: Will notify visitors of temporary delay and explain in general terms the nature of the delay.
- H. Court Holding Staff: Will continue normal business activity.
- I. JCWP/HSP/ISER/Placement Staff: Will stand by to resume normal business. JCWP staff may be called upon to assist with unit supervision.
- J. Transportation Staff - Outer Camps: Will continue with normal business. Staff may be called upon to assist with unit supervision or searches.
- K. SJCOs: Report to Control for briefing then return to assigned unit to coordinate unit business.
- L. Administration: If on site, will report to Control and manage the Code Yellow status or be deployed as needed.

- M. Maintenance: Will stop what they are doing and secure their tools.
- N. Kitchen and Supplies: Will continue with normal business, but will secure the Kitchen/Supplies gate closed until the code is lifted.

REFERENCES:

Procedures:	3-1-002	Control of Weapons, Ammunition and Explosives in Institutions
	3-1-003	Deterrence of Unaccepted Behavior
	3-1-004	Disposition of Contraband
	3-1-012	Residents' Grievance Procedure
	3-1-022	Youth's Rights
	3-1-023	Rules of Conduct
	3-1-027	Room Confinement
	3-1-043	Behavior Management and Disciplinary Due Process
	3-1-049	Integrated Case Management System (ICMS)
		Automated Logbook and Manual Logbook
	3-1-303	Special Incident Reports
	3-2-002	Prevention & Control of Inappropriate Behavior
	3-2-016	Property Control - Juvenile Hall
	3-2-019	Searches
	3-2-025	Visiting – Juvenile Hall
	3-2-032	Juvenile Hall Code Red
3-2-035	Juvenile Hall Video Surveillance System	
Policies:	A-1	Policy, Procedure and the Law
	D-7	Search and Seizure
	D-1	Threats, Harm, Danger to Employees and Others
	F-7	Personal Property of Minors in Juvenile Institutions

S. Chandler: AS

APPROVED BY: