

JUVENILE HALL/YLA CODE RED

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1327
- RESCINDS:** Procedure Manual Item 3-2-032, dated 7/10/14
- FORMS:** Special Incident Report (SIR) (F057-7018)
Use of Force Report (F057-10034)
Code Red/Yellow Response Report (F057-6311)
- PURPOSE:** To establish standards and methods for deploying facility staff during an emergency security complete lock-down.

I. GENERAL INFORMATION

- A. Code Red is the term and signal used to initiate an immediate lock-down of Juvenile Hall for an emergency situation such as, but not limited to the following:
1. Escape(s) in progress. Escapes are referred to as a Code 9 to alert staff to the situation. When a Code 9 is called, the facility will be placed on Code Red. Please refer to PMI 3-1-102 Reporting Juvenile Facility Escapes for further information.
 2. A hostage situation.
 3. Intruder on grounds
 4. Riot/major disruption in one or more units, which threatens the safety/security of youth and staff.
 5. Civil Disturbance
 6. Active shooter
 7. Terrorist attack
- B. A Code Red may only be initiated by a Juvenile Hall SJCO or Administrator after evaluation of a given situation as described above. If initiated by an SJCO, Juvenile Hall Administration will immediately be notified. Control staff may initiate a Code Red for an escape in progress only.
- C. During a Code Red, [REDACTED]
- D. Following the announcement of Code Red, staff will be provided with the reason

for Code Red, via an appropriate communication method (i.e., intercom, telephone, ISU staff, Pak-set radio).

E. [REDACTED]

II. PROCEDURE

A. SJCO/Administrator

1. Will determine a need for a Code Red, affected location, and staff rallying point if necessary [REDACTED]

[REDACTED]

2. [REDACTED]

3. In the case of a Code Red occurring on a weekend/holiday and only the Duty Officer is available, the D.O. may appoint the ISU shift leader (DJCO II) to assist in coordinating logistics. The Duty Officer (D.O.) will assume command in the absence of an administrator.

4. Should the Code Red occur during school hours, the [REDACTED]

5. [REDACTED]

6. **If the situation is an intruder on grounds, active shooter, terrorist attack or civil disturbance nearby, the SJCO or administrator will** [REDACTED]

B. Control Staff

1. Will make a Code Red announcement notifying staff that the **facility** is locked down for an emergency. In addition, they will monitor progress of

Code Red developments; they will notify Reception, Administration (if onsite), PPP, Transportation, Dispatch, YLA, Placement, Maintenance, Medical, Warehouse and Kitchen of status.

2. Will contact all juvenile camps to notify them of the Code status. Pending transfers will need to be canceled, delayed, or re-routed. YLA in particular will need to be coordinated with to determine if and how many of their youth are on JH grounds, and arrange for them to be escorted back to YLA.
3. **If there are visitors at Control, Control staff will escort the parents to the reception area and the youth will be escorted back to their designated unit by available staff when it is safe to do so.**
4. If the reason for the Code Red is a hostage situation, intruder or major disturbance, Control staff will announce: [REDACTED]
5. Control staff 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 from JH Booking.

C. Unit Staff

1. Will return to their units and secure all youth in their rooms. Prior to entering their rooms, youth will remove their shoes and leave them outside their doors as per existing procedures.
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

5. It is important that everyone follow this plan precisely as the safety of all is at stake. ISU and Control staff will coordinate needs and give directions. DO NOT DEVIATE FROM INSTRUCTIONS.
- D. ISU Staff: Will remain where they are and wait for instructions by Control. Control staff will make a separate announcement addressing ISU deployment. Deployment of ISU staff will be determined by AIC/SJCO. ISU staff will be the first staff to be deployed if possible. Depending on the situation only certain ISU staff may be deployed for their safety. ISU should be prepared and ready for a 10-20 check immediately following the Code Red announcement so it can be better determined which ISU will be [REDACTED].
- Staff positioned at the [REDACTED] will remain and advise the SJCO/Administrator of what is being viewed by the cameras in the location where the incident has occurred.
- E. School Staff: Will remain in their assigned classrooms with youth until Probation staff arrives to escort them back to the units. If youth are on the fields for physical education or Large Muscle Exercise, staff will escort them to the [REDACTED] occupied unit and place them in the [REDACTED]. School staff and/or unit staff will then complete a visual count of the youth in their custody and relay this information to Control and remain with the youth.
- F. Medical/Dental Staff: Will stand by to resume normal activity, whenever it is advisable.
- G. Reception Staff: Will notify visitors of the temporary delay and explain in general terms (the facility is temporarily closed) the nature of the delay. No visitors/guests will be allowed to enter the building during a Code Red. **They will also make an announcement, via the PA system, that Juvenile Hall is on a Code Red and advising them of any pertinent directions to follow.**
- H. Court Holding Staff: Will conduct a visual and roster count of their youth and relay this information to Control, when directed to do so by Control. Staff will remain with the youth until assisting staff arrive to escort them back to their units.
- I. PPP/Transportation/Placement Staff: Will stand by to resume normal business or assist with supervision as directed by the SJCO/AIC in charge.
- J. Transportation/Outer Camp Staff: Will stop normal business and assist as directed by the SJCO/AIC in charge.
- K. Administration: Report to Control. The first administrator to report to Control will assume control of Code Red status and will deploy other administrators upon their arrival.
- L. Shift Change: Will occur once the Code 9/Code Red is finished. Staff coming to work will report for duty and remain in a designated area until given further instructions from an SJCO/Administrator. When clearance is given, then they will go to their normal assigned unit. Staff leaving shift, and all other personnel within the facility, must wait until specifically relieved by an SJCO or Administrator.

M. Maintenance: Will stop what they are doing and secure their tools.

REFERENCES:

Procedures:	3-1-002	Control of Weapons, Ammunition and Explosives in Facilities
	3-1-003	Deterrence of Unaccepted Behavior
	3-1-004	Disposition of Contraband
	3-1-012	Residents' Grievance Procedure
	3-1-022	Orientation
	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
	3-1-102	Reporting Juvenile Facility Escapes
	3-1-104	Hostage Crisis and Major Disturbance Management
	3-1-106	Death, Serious Suicide Attempts and Other Serious Incidents Related to Youths in Custody
	3-1-303	Special Incident Reports
	3-2-002	Prevention and Control of Inappropriate Behavior
	3-2-013	Juvenile Hall Codes
	3-2-016	Property Control - Juvenile Hall
	3-2-024	Code Yellow
	3-2-025	Visiting – Juvenile Hall
	3-2-035	Juvenile Hall Video Surveillance System
	3-2-101	Assistance Calls
Policies:	A-1	Policy, Procedure and the Law
	D-1	Threats, Harm, Danger to Employees and Others
	D-7	Search and Seizure
	F-7	Personal Property of Minors in Juvenile Institutions

K. Carvo

APPROVED BY: