

SECURITY AT YOUTH GUIDANCE CENTER

- AUTHORITY:** California Code of Regulations, Title 15, Section 1324
- RESCINDS:** Procedure Manual Item 3-3-020, dated 11/27/19
- FORMS:** None
- PURPOSE:** To establish staff security responsibilities at Youth Guidance Center.

I. PROCEDURE

A. General Security

1. Staff are accountable for the number of youth in their unit and verifying the population frequently. Staff will maintain visual contact with the youth or make periodic safety population checks at a minimum of [REDACTED] intervals unless youth have special needs requiring intensified supervision. Direct supervision in this manner will ensure the safe care and custody of the youth. **All living Units must have at least one officer present in the unit when youth are present.**

Youth Guidance Center (YGC) is an open facility, and security is maintained by visual observation and awareness of youth both physically and emotionally. Be friendly and relaxed but always alert.

2. All staff must make a security and safety population check when coming on duty. This must be accomplished before the staff being relieved sign out. Oncoming staff should sign in verifying population prior to outgoing staff signing out. Staff are not to leave their workstation until they have been properly relieved by a replacement staff or by authorization from a Supervising Juvenile Correctional Officer.
 - a. Oncoming staff and staff being relieved must physically account for each youth in the unit together, by identifying each youth for new floater or regular staff coming on shift. This must be accomplished by identification and verification with the unit roster, or by conducting a roll call using the unit roster. A log entry affirming the population count must be made by oncoming and outgoing shift staff.
 - b. Discuss any unusual security problems (e.g., youth on room confinement, behavior problems, investigations, etc.) with staff being relieved and keep the Duty Officer informed.

- c. Be able to identify youth designated special status, such as security or suicide risks. Know them by sight, and know which rooms they are assigned. Read folder entries for further explanation.
3. Staff should be alert for any youth who do not appear to be supervised. Take steps to determine what they are doing and where they are supposed to be.
4. Upon entry, return from furlough, after visiting, field trips, and off-grounds work details, youth **shall** be searched for unauthorized items. Authorization to conduct these searches must be obtained by the Duty Officer or a unit supervisor.
5. Staff should be alert for unauthorized material or possible weapons within the building or on the grounds. Unauthorized persons readily have access to grounds and areas around the buildings.

B. Internal Security

1. Security inside YGC requires that staff remain aware and alert to potential security problems at all times. Remaining alert and aware is undoubtedly the best tool that YGC 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 youth's behavior should be viewed, in addition to other factors, from the standpoint of a possible security or behavioral problem. All unusual circumstances must be entered in the unit log and appropriate staff notified. To again emphasize the point, you are the best possible tool to ensure effective security.
2. When you sign in, you must check your area to make sure everything is in proper order to provide effective security inside the building.
3. When making safety population checks, visually check the area you can see for signs of damage which might indicate a security or behavior problem.
4. Vary the times that you make safety population checks within the required minimum times to avoid being predictable. Also vary the direction you take when making safety population checks if possible. Ensure that daily room damage checks are made.
5. Whenever you suspect that there may be a problem with security (e.g., an escape being plotted), notify your coworker and Duty Officer. Isolate the persons suspected of being involved, and conduct an investigation to determine an appropriate course of action.
6. Above all, remain alert, aware, and thinking in relation to internal security, staff, and youth's safety.

C. Nighttime Security

Certain precautions must be taken after dark to ensure effective security and safety of the youth and yourself. They are as follows:

1. Check night lights that are out to ensure that they have not been covered. Submit maintenance requests for burned-out lights, including flashlights.
2. Be alert to any unusual noises and sounds; they may indicate a security problem. Don't engage in any activity during the youth's sleeping hours which compromises this awareness.
3. Notify the adjoining units and Duty Officer whenever you suspect a problem.
4. Be alert to the possibility of intruders on the grounds:
 - a. [REDACTED] possible prowlers - See Manual Item 3-1-019.
 - b. Immediately notify the Duty Officer of the situation. He/she will call the Orange County Sheriff's Department and report the situation.
5. To ensure adequate visual supervision by one staff, youth must come out of their room one at a time. The youth should be wearing only night clothing to minimize their ability to conceal a possible weapon or clothing to effect an escape.

D. Outside Security

1. When taking a group out of the unit, 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).
2. Whenever all unit staff are taking all or most of the youth outside, the unit must be secured. All items important to the operation of the unit must be secured, such as ICMS, logbook, medical treatment sheets, youths' folders, and unit roster. Youth who cannot attend activities must be lodged in another unit.
3. Log all outside movements, indicating which staff are supervising the movement, how many youth are involved, and what activity and area is involved.
4. While outdoors, the group must be under supervision at all times. Do not allow youth to wander from the group. Youth not participating in the activity must be directed to remain in a specific and immediate area. Structure youth to remain within set supervision limits.

Staff members are to supervise and direct the group's activities.

6. To facilitate control while moving groups from one area to another, the youth must be lined up, structured, and moved in an orderly fashion.
 - a. The group should be told where it is going, where to walk, stop, and what behavior will be acceptable.
 - b. The staff member will position himself/herself where they can best supervise all the youth for whom they are responsible. Keep the group in visual contact at all times, and be alert for unusual movement or behavior. Move deliberately and continually keep a mental count of the group.

REFERENCES:

Procedures:	3-1-014	Recreation/Exercise Program
	3-1-019	Unauthorized Persons on Grounds
	3-1-027	Room Confinement
	3-1-303	Special Incident Reports
	3-3-209	Deputy Juvenile Correctional Officer I Duties
Policy:	G-3	Building Security and Safety

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APPROVED BY: