

Security

913.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures regarding safety and security requirements for juvenile facilities. This policy applies to all juvenile facility staff.

913.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Board of State and Community Corrections Title 15, Article 3 § 1326;
- Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.

913.3 POLICY

All juvenile facility staff are responsible for the safety and security of the juvenile facility. Youth supervision staff shall ensure that youth are housed in a safe and secure environment.

913.4 DUTY OFFICER RESPONSIBILITIES

The duty officer (DO) is responsible for granting access inside the facility or on facility grounds. Juvenile facility staff shall ensure that unauthorized persons are not allowed into the facility. The DO shall be notified immediately regarding any unauthorized admittance or request for admittance.

Members of the public shall be subject to a search [REDACTED] prior to entry into juvenile facilities. Refusal to submit to a [REDACTED] search or results indicating the possible presence of contraband is sufficient grounds to prohibit access into the facility.

Youth supervision staff shall be trained in the use of the [REDACTED].

The DO shall conduct unannounced rounds of all areas where youth may be present at least twice per shift. The results of the unannounced rounds shall be documented in the duty log.

The DO shall ensure random physical counts of all youth in the facility are conducted at least twice per shift by the control center staff. All movements shall be stopped during the physical count and the results of the physical count shall be documented in the duty log and control log.

913.5 STAFF RESPONSIBILITIES

All juvenile facility staff shall report immediately to the DO any security problems such as physical count discrepancies, breaches, faulty locks, burned out lights, missing or found eating utensils, duty belt equipment, tools, pencils, contraband, etc.

913.5.1 PERIMETER CHECK

All juvenile facilities shall maintain a secure perimeter. Youth supervision staff shall check all doors, gates, etc. to ensure that those required to be locked are, in fact, locked. Perimeter checks shall be conducted [REDACTED]. Results shall be documented

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on a facility-specific perimeter check form. Breaches of security and suspicious findings shall be communicated to control center staff and the DO immediately.

913.5.2 CONTRABAND

If contraband is found on or within juvenile facility premises, staff shall complete an incident report in the Juvenile and Adult Management System (JAMS). The contraband shall be submitted to the DO if safety permits.

913.5.3 SUPERVISION OF YOUTH

Youth supervision staff shall remain awake and alert at all times. Any activities which detract from the supervision of youth are strictly prohibited. Visual contact with all youth shall be maintained at all times. Youth supervision staff shall be accountable for the youth under their supervision at all times and shall be constantly aware of the number of youth under their supervision by routinely counting youth throughout their shift. If, at any time, staff become aware that there is a discrepancy in the physical count of youth, staff shall immediately notify the DO, stop all movement and await further direction from the DO. If the count cannot be verified, staff shall complete an incident report in the JAMS. Incoming youth supervision staff shall verify the number and status of all youth they supervise prior to accepting the unit from outgoing youth supervision staff.

Youth supervision staff shall not enter an occupied youth's room without another youth supervision staff present in a position to provide direct visual observation. Youth supervision staff may speak with a youth in a room without having fellow staff present, by standing in the doorway where they can be observed by other youth supervision staff. Youth supervision staff shall be positioned strategically, so as to maintain the best visual and physical supervision of youth. At least one youth supervision staff shall be positioned close enough to maintain auditory supervision of youth. Upon placing in or removing a youth from a room, the door must be properly secured by youth supervision staff. An open room door shall not be left unattended. If staff find an open room door left unattended, all unit activities shall come to a stop, and the physical count of all youth shall be verified. If the count cannot be verified, the staff shall immediately notify the DO, stop all movement and await further direction from the DO. If a room door is left open and unattended and/or the count cannot be verified, staff shall complete an incident report in the JAMS.

913.5.4 MOVEMENT OF YOUTH

When conducting a group movement, regardless of the number of youth, all movement shall be observed by at least two youth supervision staff. One youth supervision staff may perform the movement while a second youth supervision staff member maintains visual contact. When youth are moving in groups from one area to another, they shall be lined up and moved in an orderly fashion. Youth supervision staff shall give youth behavior expectations, before and after the movement occurs. Prior to moving, youth supervision staff shall count all youth and staff who are involved in the movement and call in the count and request to move via the Handie Talkie (HT) radio to the control center staff. Control center staff shall acknowledge the request and advise staff that they are clear for the movement via the HT radio. After such time, the movement shall begin.

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913.5.5 OFF-GROUNDS SUPERVISION (DETENTION YOUTH)

Youth supervision staff shall advise youth of rules, expected behavior and proper language prior to leaving the facility. When taking youth out of the building, youth supervision staff shall notify the DO or control center staff. Youth supervision staff shall take a count of the youth prior to leaving, during the outing and upon re-entry to the facility. If at any time the count cannot be verified, the staff shall immediately notify the DO, stop all movement and await further direction from the DO. If the count cannot be verified, staff shall complete an incident report in the JAMS.

Youth supervision staff shall ensure all youth assigned to them are either with them or in another area under the supervision of authorized youth supervision staff. This shall include, but not be limited, to supervising the youth while they use the restroom. Staff such as volunteers, behavioral health staff, on-site health care staff, Court Appointed Special Advocate (CASA) workers, social workers, attorneys, law enforcement and deputy probation officers are not considered authorized youth supervision staff for this purpose.

In the event of youth misconduct, medical emergencies, or threats to safety, youth supervision staff shall notify the DO immediately.

Youth who are returning to the facility from furlough, temporary release, court, the hospital, etc. shall be searched upon arrival by youth supervision staff.

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