





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.05
Policy Name:	Perimeter Security
Authority:	Title 15, 1326, 1510
Replaces:	Perimeter Security 9.2 (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.04 - Patrols and Inspections 10.12 - Tools and Security Equipment
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

Juvenile Hall has a secure perimeter designed to ensure that detained youth remain within the secure perimeter and to prevent unauthorized access into the facility.

II. PROCEDURES

- A. All perimeter entrances and designated doors shall be kept locked except when used for an admission or exit of staff, detained youth, or visitors and in emergencies.
- B. Front Entrance

The Juvenile Hall lobby entrance is the major pedestrian traffic point for entrance or exit from the facility. Staff assigned to this post shall:

- i. Identify all persons entering or leaving the facility by:
 - a. Official identification card with picture or other authorized letter, pass, or permit allowing access into the secure facility.
 - b. Authorization by the Director of Juvenile Hall.
- ii. Recordkeeping of entry and departure information shall include:
 - a. A complete record of all persons entering and exiting the facility and their destination.
 - b. A complete record of all persons entering or exiting the facility who are not in possession of an official identification card.
 - c. Name, identification, nature of business, arrival and departure times and a brief notation of any unusual circumstances

surrounding the visit.

C. Security Door Regulations

Senior Counselors shall ensure that:

- i. All security doors are always kept locked. Authorized persons entering or exiting through a security door shall ensure it is locked when leaving.
- ii. Unoccupied areas and storage rooms are kept locked.
- iii. Only authorized persons such as Juvenile Court staff, agency caseworkers, and case attorneys are admitted through security doors. Police officers may be admitted if they have the approval of the Director of Juvenile Hall and the youth's attorney and if a waiver has been voluntarily and freely signed by the youth and his/her parents. At no time shall police officers be in possession of firearms or other weapons including night sticks while inside the confines of the facility. Police officers shall place weapons in a secure gun locker and take the key.
- iv. Juvenile Hall staff shall routinely check all closed doors as they walk past.

D. Internal Security

All Senior Counselors shall ensure that all doors, windows, locking devices, and equipment are used correctly and are in good working condition.

E. Perimeter Security

- i. Prior to taking the youth outside, a Juvenile Hall staff member shall conduct a security check of the outdoor

area including the fence and the ground along the fence for contraband.

- ii. All movements of youth shall be announced and cleared through Central Control.
- iii. When the youth are in the outside recreation area, there will be a minimum of one (1) Juvenile Hall staff member to each eight youth.
- iv. Juvenile Hall staff will place themselves in strategic locations around the recreation area.
- v. Youth shall not be allowed to purposely touch or hang on the fence nor are they allowed to converse with people outside the fence.
- vi. Youth who make statements about escapes or threaten to escape from the facility (indoor or outdoor) shall be placed on limited program pending a Due Process hearing. The youth shall receive written notice of the Due Process hearing within 4 hours of the initial incident. [See Policy 8.03 - Discipline and Discipline Process].
- vii. When moving youth to and from the outdoor playing areas, Juvenile Hall staff shall always place themselves in such a manner that there is a Juvenile Hall staff member at the front and the back of the group. Once at their destination, Juvenile Hall staff shall strategically place themselves in such a manner that they are positioned between the youth and the fence line.