





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 10 - Security and Control

Policy Number:	10.12
Policy Name:	Tools and Security Equipment
Authority:	Title 15, 1510, 1323, 1326
Replaces:	10.23 - Use of Portable Radios 10.25 - Identification Badges
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.04 - Patrols & Inspections 10.05 - Perimeter Security 10.10 - Searches
Related Forms:	Central Control Log Radio Sign-Out Sheet
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

All Senior Counselors shall be responsible for enforcing all tool, equipment, and key policies. The Director of Juvenile Hall or designee shall be responsible for assigning equipment, keys, and tools and for auditing tool inventories.

Juvenile Hall staff shall be responsible for the appropriate assignment and authorized use of Departmental issued badges, equipment, and tools.

All Juvenile Hall staff are responsible for the safe keeping of assigned items. Juvenile Hall staff shall always keep all keys, tools, and equipment in their possession while on duty. Juvenile Hall staff shall immediately report lost or stolen items to the Officer of the Day and shall submit a detailed incident report within 24 hours.

Juvenile Hall administration shall hold staff accountable for replacement costs for materials and supplies including, but not limited to, radios, belts, badges, and keys as well as lost or damaged items due to negligence.

Juvenile Hall staff shall return all equipment and any tools of the trade upon separation of employment. Failure to comply may result in withholding the final payment due to the employee.

## II. PURPOSE

Maintaining control over tools, equipment, and keys is vitally important to the security of youth, staff, and the facility. This policy creates a system that serves to prevent injury, abuse, and negligence by allowing for clear instruction and internal accountability for staff and youth.

## III. PROCEDURES

### A. Issuance

#### i. Peace Officer Badges

- a. The Director of Juvenile Hall shall ensure the Chief Probation Officer administers the

ordering, issuing, and record keeping of department badges.

- b. Juvenile Hall staff members shall never purchase their own badges.
- c. The Chief Probation Officer or designee shall ensure that a staff member's star number remains assigned throughout his or her employment unless administratively changed.
- d. Juvenile Hall staff shall make requests to retire their badge numbers through the Chief Probation Officer or designee.
- e. The Chief Probation Officer may authorize for retired staff members to purchase replacement badges with their retired status designate on the star.
- f. Juvenile Hall staff may wear their assigned badge affixed to their duty belts while on duty.

ii. Identification Badges

- a. The Director of Juvenile Hall or designee shall ensure that all Juvenile Hall staff members and support staff are issued an Identification badge upon employment.
- b. All employees shall always wear an identification badge while on duty at Juvenile Hall. Failure to do so may result in disciplinary action.

iii. Key Issuance

The Director of Juvenile Hall or designee shall be responsible for issuing authorization for access to and the use of Juvenile Hall interior keys.

- a. The Director of Juvenile Hall shall ensure that three (3) Juvenile Hall staff members are always trained in the key access and management system. These three Juvenile Hall staff members will be authorized to assign keys to other Juvenile Hall staff.
  1. The Buildings and Grounds Superintendent shall number and maintain a master list of all assigned keys. Juvenile Hall staff shall sign for assigned keys in accordance with Department Policy and Procedures.
  2. Juvenile Hall staff will be assigned a set of keys by the Director of Juvenile Hall or designee.
- b. All staff accessing keys shall use the personal identification number when accessing or removing keys from the key box.
- c. Juvenile Hall staff shall never hand-off keys to other Juvenile Hall staff. All keys from the key box shall be returned at the end of the day.

iv. Tools

- a. The Buildings and Grounds Superintendent is responsible for issuing and controlling hazardous tools, equipment, and supplies and is responsible for their disposal.

- b. The Buildings and Grounds Superintendent shall issue Class "A" tools only to Juvenile Hall staff for the staff member's exclusive use.
  - c. The Buildings and Grounds Superintendent shall issue Class "B" tools only to Juvenile Hall staff members for use by staff or a youth under strict supervision of staff.
- v. Belts
- a. The Director of Juvenile Hall shall assign security belts and accompanying tools of the trade to all full-time Juvenile Hall and supervisory staff.
  - b. As-Needed Juvenile Hall staff and permanent staff who do not have assigned belts shall leave a driver's license or California I.D. at the equipment room before being issued a belt at the beginning of each shift. Juvenile Hall staff shall return these belts at the end of each shift.
  - c. Security belts may be used for the following:
    - 1. Securing handcuffs
    - 2. Securing work keys
    - 3. Holding latex gloves
    - 4. Holding portable radios
    - 5. Securing Scan Pens when applicable

Juvenile Hall staff shall receive approval from the Director of Juvenile Hall prior to the issuance or addition of further equipment to the security belt.

vi. Parking Permits

- a. The Human Resources Division will assign all department employees assigned to Juvenile Hall who possess a valid driver's license a parking permit upon the written authorization of the Director of Juvenile Hall.
- b. All Juvenile Probation Department employees shall park in the secure parking lot.
- c. All Juvenile Hall staff shall display parking permits in plain view otherwise the automobile may be ticketed.
- d. Juvenile Hall staff shall never park in spaces designated for public use.

vii. Radios

- a. All Juvenile Hall staff shall carry a radio on their security belt while on duty.
- b. The Officer of the Day shall assign radios to each living unit for Juvenile Hall staff use.
- c. Juvenile Hall staff shall account for radios at the start of each shift and notify the Officer of the Day of any radio not accounted for.
- d. The Officer of the Day shall assign radios to the institutional staff when necessary.

- e. The Director of Juvenile Hall shall assign city wide emergency radios to the Officer of the Day.
  - 1. The city wide emergency radios shall remain in the Officer of the Day's office for use in emergencies and offsite transports.
- f. The Director of Juvenile Hall or designee shall assign all supervisory staff individual radios.

viii. Scan Pens

- a. All Juvenile Hall staff shall always carry a scan pen with them while on duty when the system is being utilized.
- b. Juvenile Hall staff shall use the scan pens assigned to their designated living units.
- c. Institutional Juvenile Hall staff shall be assigned a scan pen by the Officer of the Day or designee at the time they are assigned a radio.
- d. Institutional Juvenile Hall staff shall return the scan pen to the Officer of the Day or designee at the end of their assigned shift.
- e. Missing or damaged scan pens shall be immediately reported to the Officer of the Day and accompanied with an Incident Report.

B. Receipt, Storing, and Maintenance

- i. Receipt of tools

- a. The Buildings and Grounds Superintendent shall mark all tools with an etching tool and color code the tools and equipment according to the tool classification chart prior to distributing the items to the Juvenile Hall living units.
  1. The Buildings and Grounds Superintendent shall mark all Class A tools with a band of red paint at least ½ inch wide at the point of least wear.
- b. Prior to issue, the Buildings and Grounds Superintendent shall receive all tools from any source and mark them for inventory.
- c. The Buildings and Grounds Superintendent shall document and report all tools received by the facility. The Buildings and Grounds Superintendent shall keep one copy, forward one copy to the Juvenile Hall staff member in the area where the tool will be used, and one copy to the Officer of the Day.

### C. Tools and Equipment

#### i. Inventory

- a. The Buildings and Grounds Superintendent shall prepare a master inventory list of tools and equipment for each section in which tools and equipment are stored and/or used.

#### ii. Storage

- a. The Officer of the Day shall keep Class A tools in locked cabinets or lockers and shall be



accessible to only Juvenile Hall staff when required.

- b. The Officer of the Day shall ensure all Class A tools are stored on a shadow board. Juvenile Hall staff shall only display one tool on a shadow identical in size and shape to that tool.
- c. Juvenile Hall staff shall keep security equipment in a centralized location in Juvenile Hall. Handcuffs, leg shackles, waist restraints, keys, portable radios, etc. shall be counted daily and recorded in the Officer of the Day's Logbook. Juvenile Hall staff shall count and log the number of scan pens in the living unit logbook at the start of each shift.
- d. Radios shall be stored in a designated office when not in use.
- e. Juvenile Hall staff shall ensure that radio chargers are in each living unit and in the admissions office.
- f. Juvenile Hall staff shall conduct periodic battery checks of the radio to ensure the radio is functioning.

### iii. Keys

- a. Juvenile Hall staff and authorized personnel shall always attach keys to a lanyard and affix them to a belt.
- b. As-Needed Juvenile Hall staff shall return keys at the end of their shift. As-Needed Juvenile Hall Staff who continually do not

return keys shall be subject to progressive discipline.

- c. Juvenile Hall staff shall turn in broken or damaged keys to the Director of Juvenile Hall or designee for a replacement key.
- d. Broken or damaged keys will be replaced at no charge.
- e. Key holders shall never refer to key numbers or any identifying information in the presence of youth.
- f. The Chief Engineer shall store and secure a key for each lock and padlock in a locked cabinet in his or her office. The Buildings and Grounds division shall also keep records of all locks and padlocks.
- g. The Director of Juvenile Hall shall authorize in writing any changes in lock location or duplication of keys.
- h. The Buildings and Grounds division shall only replace keys after receiving written approval from the Director of Juvenile Hall.
- i. Unauthorized possession, alteration, marking, duplication, manufacturing, or impression making of keys is prohibited. Juvenile Hall staff shall report any such incidents within 24 hours to the Chief Probation Officer and the Director of Juvenile Hall. If criminal acts are involved, the Chief Probation Officer shall refer the offender for prosecution.

- j. Juvenile Hall administration shall secure a duplicate set of fire and emergency keys in the Officer of the Day's office.
- k. Juvenile Hall staff shall never use force to operate locks or attempt to repair locks. If a lock does not function easily, Juvenile Hall staff shall report the problem to the Building and Grounds Division via a work order request. Juvenile Hall staff shall also report any problems with locks in Juvenile Hall to the Officer of the Day.

#### iv. Special Cases

- a. Tool control in the medical clinic may present unique problems. Medical staff shall maintain possession of surgical, dental, and other medical equipment in the safest manner possible. Medical staff shall ensure tools and supplies of hazardous nature be kept in a locked storage area or container.
- b. Juvenile Hall staff shall ensure that volunteers, visitors, contract repair workers, and other staff who have authorization to enter Juvenile Hall present a valid I.D. at the Kiosk. Kiosk staff shall then contact the appropriate person to escort the visitor to the appropriate destination within Juvenile Hall.

#### D. Review and Control

- i. The Officer of the Day shall check the tools and equipment regularly.

- ii. When any tools or equipment are worn-out or broken, the Officer of the Day shall request a replacement. No change will be made in the inventory. However, Juvenile Hall staff shall prepare a tool turn-in receipt and forward a copy to the Officer of the Day, the Director of Juvenile Hall, and the Buildings and Grounds Superintendent. Juvenile Hall staff should send the unserviceable tool to the Buildings and Grounds Superintendent when submitting the tool turn-in receipt who shall then file the tool receipt and dispose of the tool.

#### E. Lost Tools or Equipment

##### i. Lost Peace Officer Badges

- a. Juvenile Hall staff shall immediately report any lost or stolen badges to the Officer of the Day. Additionally, Juvenile Hall staff shall notify the closest police department and ensure a police report is filed.
- b. Juvenile Hall staff shall then submit a written report to the Director of Juvenile Hall as soon as possible. This report shall identify the badge lost or missing, the circumstances surrounding the absence, and shall include a copy of the police report.
- c. If a badge is stolen or lost, the employee bears responsibility for the cost of a replacement badge which remains the property of the Department.
- d. The Department shall not reissue the numbers of lost, stolen, or retired badges.

ii. Lost tools

- a. Juvenile Hall staff shall immediately report any tool noted lost to the Officer of the Day, Director of Juvenile Hall, and the Buildings and Grounds Superintendent. Juvenile Hall staff shall then submit an incident report to the Director of Juvenile Hall as soon as possible. The incident report shall identify the tool(s) lost or missing and the circumstances surrounding the absence.
- b. The Buildings and Grounds Superintendent shall keep a file listing all tools reported lost or missing. All contraband tools confiscated during search or shakedown shall be checked against this file.
- c. Any identifiable and serviceable tools found shall be forwarded to the Officer of the Day with an incident report and a copy provided to the Director of Juvenile Hall. If the tool is found and previously determined missing, the found tool(s) will be placed in the secure storage. if the found tool is not serviceable, it will be destroyed.

iii. Lost keys and badges

- a. All employees shall immediately report all lost, misplaced, or unaccounted for keys, identification badges, and parking permits to the following facility personnel:
  1. Director of Juvenile Hall
  2. Officer of the Day

### 3. Human Resources Division

#### 4. Office of the Chief Probation Officer

- b. When keys are lost or misplaced, the Director of Juvenile Hall or designee shall take proper security precautions including rekeying if necessary.
- c. The Building and Grounds Superintendent shall notify the Chief Probation Officer by the next day of all lock changes.
- d. The Juvenile Hall staff member shall prepare and submit an incident report to the Director of Juvenile Hall within 24 hours. The incident report shall identify the keys lost or missing, the circumstances surrounding the absence, and the actions taken. If the keys are reported stolen, a copy of the police report shall be attached.
- e. Juvenile Hall administration shall require Juvenile Hall staff to bear a portion of the cost for replacing locks and keys.
  - 1. On the first incident, the cost shall be \$25.00 per key for a maximum of \$100.00. Should there be a subsequent loss of keys within the next three years, the employee shall pay \$25.00 per key with no maximum.
  - 2. Employees shall submit a money order or cash for the applicable amount and remit payment to the department's Accounting and

Business Office. The cashier shall deposit the monies in the department's Administrative Division's General Fund maintenance account. A copy of the receipt shall be given to the Chief Probation Officer or designee.

- f. The Director of Juvenile Hall may recommend to the Chief Probation Officer a variance of this fee on a case-by-case basis as appropriate (i.e., keys reported stolen). The Chief Probation Officer may accept or deny these requests at his or her discretion.
- g. Employees who lose keys in a reckless or consistent manner may be subject to progressive discipline.

**F. Return of tools and equipment**

- i. Employees shall surrender all tools and security equipment to the Human Resources Division upon separation from Juvenile Hall for indefinite leave, retirement, or termination.
- ii. Juvenile Hall administration may withhold the last paycheck of any employee who fails to return Juvenile Hall security equipment and tools.