





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.18
Policy Name:	Security Threat Emergency Plan
Authority:	Title 15, 1327
Supersedes:	9.14 Security Threat Emergency Plans (05/01/2000)
Effective Date:	January 1, 2019
Revision Number, Date:	October 20, 2018
Related Policies and Procedures:	11.02 - Fire Safety 11.03 - Facility Emergency Plan
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The facility administrator shall develop facility specific policies and procedures for emergencies that shall include but not be limited to:

- A. Escapes, disturbances, and the taking of hostages.
- B. Civil disturbances, active shooters, and terrorist attacks.
- C. Fire and natural disasters.
- D. Periodic testing of emergency equipment.
- E. Emergency evacuation of the facility.
- F. Annual training will be provided to all Juvenile Hall staff and each Juvenile Hall staff member has received their own copy of the department's Emergency Action Plan booklet.
- G. The facility has established a communications system within the facility and between the facility and the community in the event of urgent, special, or unusual incidents or emergency situations.
- H. All special incidents including, but not limited to, the taking of hostages and the use of restraint equipment or physical force shall be documented in writing, dated, and signed by the Juvenile Hall staff person reporting the incident. The report shall be provided to the Officer of the Day and reviewed by the Director of Juvenile Hall or designee.
- I. All facility personnel are trained in the implementation of written emergency plans. Work stoppage and riot/disturbance plans are communicated only to the appropriate administrative personnel directly involved in the implementation of those plans.

These plans shall be reviewed and updated when necessary and at least annually. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual.

II. PROCEDURES

A. Security Threat Plans Development

The Juvenile Probation Department has developed specific plans for situations that threaten the security and control of the facility including escapes, the taking of hostages, civil disturbances, active shooters, terrorist attacks, fires, natural disasters, periodic testing of emergency equipment, and the emergency evacuation of the facility.

B. Emergency Communications

The Juvenile Hall staff member assigned to Central Control shall provide primary communications by telephone and secondary communications by portable radio and intercom to:

- i. The Officer of the Day.
- ii. The Emergency Response Team.
- iii. Living Units.
- iv. Police.
- v. Fire Department.

C. Emergency Medical Care

In the event a youth or Juvenile Hall staff member requires emergency medical care:

- i. The Juvenile Hall staff member assigned to Central Control and the Officer of the Day shall be immediately notified of the location and nature of the injury or illness with as much detail as possible.
- ii. The Juvenile Hall staff member assigned to Central Control or the Officer of the Day shall then notify the

medical staff of the situation when it pertains to a youth or call 9-911 for all situations pertaining to staff.

- iii. Upon determination by medical staff that a youth can be moved, the youth will be transported to the medical clinic for further diagnosis and/or treatment.
- iv. If the youth cannot be moved, the medical staff will continue diagnosis and/or treatment at the location of the injury or illness.
- v. If, in the medical staff's opinion, the youth needs hospitalization and cannot or should not be moved conventionally, a request will be made for ambulance service.
- vi. In the event of a minor emergency, the Officer of the Day will be notified and will arrange transportation for the youth in a department vehicle.
- vii. The Officer of the Day should verbally notify the Director of Juvenile Hall immediately of a youth's illness or injury and submit a written report of the incident before the shift ends.
- viii. The medical staff will submit a separate report to the Director of Juvenile Hall outlining the extent of the illness or injury and what medical care was administered.
- ix. In the event a Juvenile Hall staff member experiences an illness or injury, Juvenile Hall staff and/or the Officer of the Day shall immediately call 9-911.

D. Civil Disturbances or Riot Control

- i. Steps to Control Group Destructiveness in Open Program Areas include but shall not be limited to:

- a. The Officer of the Day shall notify the Director of Juvenile Hall while mobilizing Juvenile Hall staff and defining their roles and responsibilities. If necessary, the Officer of the Day should call the San Francisco Police Department for assistance.
 - b. Juvenile Hall staff shall separate the group as necessary by removing nonparticipants from those causing the disturbance or riot.
 - c. When control is restored, room confinement protocols shall be followed for youth presenting an imminent or substantial threat to themselves, youth, staff, and others.
 - d. Juvenile Hall staff shall resume programming for youths not involved in the disturbance or riot when it is safe to do so.
 - e. Juvenile Hall staff and Senior Counselors shall counsel both the participants and nonparticipants as necessary.
 - f. All participating Juvenile Hall staff shall document the occurrence in an incident report.
- ii. Steps to Controlling Destructive Behavior in Assigned Rooms
 - a. The Officer of the Day shall gather enough Juvenile Hall staff as deemed necessary and define the roles and responsibilities of each staff member prior to any intervention.
 - b. During daytime hours, nonparticipating

youth may be moved into an alternative living unit away from the area and supervised by Juvenile Hall staff.

- c. Juvenile Hall staff shall conduct safety checks for the participating youths in their assigned rooms. Should physical force be necessary, Juvenile Hall staff shall notify the Officer of the Day.
- d. If the youth is under control and compliant, the youth may assist in clearing any damage. If not, Juvenile Hall staff should proceed to clear any damage.
- e. All participating Juvenile Hall staff shall document the occurrence in an incident report.

iii. Sit-Down Strikes

- a. The Officer of the Day shall gather enough Juvenile Hall staff as deemed necessary and define the roles and responsibilities of each staff member prior to any intervention.
- b. Juvenile Hall staff shall separate the group as necessary by removing nonparticipants from those causing the sit-down strike.
- c. Isolate the leader(s).
- d. Talk to the group leader(s) to determine the reason(s) for the strike.
- e. Initiate resolution procedures.

iv. Hunger Strikes

- a. Juvenile Hall staff shall offer food to the youth(s) at each meal and note it in the living unit logbook.
- b. Juvenile Hall staff shall notify SPY staff.
- c. Medical staff shall monitor the youth.

E. Taking of Hostages

- i. The Juvenile Hall staff member that is first aware of the situation shall notify Central Control immediately.
- ii. As soon as notification is received of a hostage situation, Central Control staff shall notify:
 - a. The Officer of the Day.
 - b. The San Francisco Police Department.
 - c. The Director of Juvenile Hall.
 - d. Additional Juvenile Hall staff members.
 - e. SPY Medical Staff
- iii. Juvenile Hall staff on-the-scene shall move all youth not involved in the situation to a safe location and secure the area in which the hostage or hostages have been taken.
- iv. The Officer of the Day shall speak to the person(s) that have taken the hostage(s) to evaluate and defuse the situation. The demands shall be analyzed and an attempt to build a positive working relationship shall be initiated. If possible, the situation should be stalled until

law enforcement arrives.

- v. When law enforcement arrives, the situation shall be reviewed and turned over to the highest ranking law enforcement official for resolution.
- vi. The parent(s) and Probation Officer(s) of the youth(s) shall be contacted.
- vii. The overriding concern shall always be the safety and well-being of all youth, hostages, and staff.
- viii. The SPY charge nurse shall assume authority for all medical decisions while the Officer of the Day shall be responsible for arranging any transportation to the hospital, should it become necessary.
- ix. The Director of Juvenile Hall shall decide when the facility will resume regular activities and programming.

F. Escapes

In the event a youth or youths attempt to escape from the facility, every reasonable effort shall be made to regain custody of the youth(s) while on the grounds of the Juvenile Justice Center. Under no circumstances shall Juvenile Hall staff engage in "hot pursuit" or individual acts that could endanger the safety or well-being of anyone. The following steps shall be taken:

- i. Call a "Code 3 Escape" using the radio. The "Code 3 Escape" call shall be repeated three times while providing the location of the incident.

The Officer of the Day shall oversee and direct all activities. The Officer of the Day shall:

- a. Secure the area.

- b. Secure and maintain control of the group.
 - c. Direct Juvenile Hall staff in the pursuit.
 - d. Order a grounds and perimeter search.
 - e. Notify the San Francisco Police Department by call 9-911 while providing a description of the youth(s) such as height, weight, age, race, clothes, hair and eye color, and the direction the youth(s) were headed when last seen.
 - f. During business hours, the on-site Deputy Sheriffs shall be notified.
 - g. Report any injuries to medical staff or send injured parties to the hospital for treatment.
- ii. Pursuit

The Officer of the Day will direct the pursuit. The immediate route of escape shall be followed and continued as long as the youth(s) are on the grounds unless directed otherwise by the Director of Juvenile Hall or designee

iii. Apprehension

Youth(s) shall be apprehended in the least restrictive manner to minimize the risk of injury to staff and youth. It is best practice to wait for back-up rather than apprehending an escapee by oneself. Handcuffs shall be applied as soon as possible and when safe to do so.

iv. Force

Juvenile Hall staff shall use the amount of force or restraint necessary to complete the apprehension.

v. Notification

The Officer of the Day is responsible for making prompt notification to the police, parents, and the Director of Juvenile Hall. The Officer of the Day shall forward all incident reports to the Director of Juvenile Hall and ensure all staff reports are completed.

vi. Follow-up

A debriefing will be held by the Officer of the Day with all Juvenile Hall staff involved in the incident to determine the facts and to complete an analysis of the escape.

G. Active Shooter and Terrorist Attacks

In the event of an Active Shooter, the following shall happen:

- i. The Juvenile Hall staff member who identifies an Active Shooter shall alert over the radio "Code 3", a description of the type of weapon if known, and the location of the Active Shooter.
- ii. Central Control staff shall relay the information over the PA system.
- iii. The Officer of the Day shall call 9-911 and provide the following information:
 - a. Description of the suspect and possible location.
 - b. Number and types of weapons involved.

- c. Suspects direction of travel.
 - d. Location and condition of any victims.
 - e. Notify the Director of Juvenile Hall ASAP
 - iv. During an Active Shooter or A Terrorist Attack, Juvenile Hall staff shall evaluate the immediate threat with consideration to their own safety and the well-being of the youth under their supervision. Juvenile Hall staff and the Officer of the Day shall make one of the following determinations:
 - a. Evacuate, if safe to do so.
 - b. Hide Out, if available.
 - c. Self-Defense.

H. Central Control Panel Malfunction

- i. Central Control staff shall notify the Officer of the Day of the problem.
- ii. The Officer of the Day or designee shall be responsible for communicating information institution wide if necessary. This communication shall include all supporting agencies, Probation, SPY, SFUSD, SF Library, kitchen, and laundry staff.
- iii. During business hours, the Officer of the Day may assign Juvenile Hall staff to monitor the hallway and grant access to and from various points within the facility.
- iv. Movements shall be kept at a minimum until the problem is corrected.

Once the problem is corrected, all Juvenile Hall staff shall be notified and operations shall continue per normal procedure.

I. Attempted Suicide

Refer to SPY Policy Chapter 4 and Juvenile Hall Policy & Procedure 3.03

J. Fire

Juvenile Hall Policy & Procedure 11.02

K. Facility Emergency Plan

Juvenile Hall Policy & Procedure 11.03

L. Preventive Maintenance Program

Juvenile Hall Policy & Procedure 11.04