





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.19
Policy Name:	General Living Unit Security Procedures
Authority:	
Replaces:	9.15 General Security Procedures (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 30, 2018
Related Policies and Procedures:	10.10 - Searches 10.11 - Contraband 10.14 - Nonviolent Crisis Intervention
Related Forms:	
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I. POLICY

The Juvenile Hall Policy and Procedures Manual contains all procedures for facility security and control. The policies provide detailed instructions for implementing these procedures. The Juvenile Hall Policy and Procedures Manual is available to all Juvenile Hall staff, is reviewed at least annually, and updated as needed.

II. PROCEDURES

A. Chapter 10 of the Juvenile Hall Policy and Procedures Manual constitutes the Security and Control chapter. In addition to all the policies and procedures which incorporate the security aspect, there are many general security procedures to be aware of and to follow at all times. The following guidelines are essential for general living unit security:

- i. All doors shall always be locked except when opening or closing a door.
- ii. Consistency is essential through all shifts. Juvenile Hall staff should follow the procedural guidelines of each shift on each living unit. All Juvenile Hall staff shall perform program segments in the same manner. If established procedures are not being followed, Juvenile Hall staff should contact the Officer of the Day.
- iii. Juvenile Hall staff should pre-plan all program segments while communicating and planning with their coworker(s) on duty.
- iv. Juvenile Hall staff shall share current information, strategies, and their job knowledge with each other. Sharing information and offering encouragement fosters learning, cooperation, and improves the teams effectiveness.

- v. Display a strong, cooperative, and supportive team image.
- vi. Maintain visual contact with your coworker(s).
- vii. Support your coworkers by repeating their directives especially when youth are slow to respond.
- viii. When alone in the living unit, no youth is to be out of their assigned room. All assigned room doors are to be locked and all youths secured.
- ix. Only one youth is allowed at the control area at a time.
- x. Prevent fights between youths by stopping all arguments before a fight starts.
- xi. Wait until you are calm before discussing consequences of misbehavior with the youth.
- xii. If a youth becomes defiant, Juvenile Hall staff may need to secure the cooperative youth in their assigned rooms and then attempt to persuade the youth to follow directives. Never cause a youth to lose face before their peer group.
- xiii. Use proximity control when supervising a group of youths.
- xiv. Do not allow youths to yell, bang on doors, or disturb others when they are in their assigned rooms.
- xv. Do not allow youths to manipulate staff by asking the same question to a second staff seeking a response different from the first staff.

- xvi. Youth shall be encouraged to use the toilet and sink fixtures while in their assigned rooms. Bathroom requests at other times shall be accommodated on an individual basis.
- xvii. Access to Unit Bookshelves shall be during open recreation periods.
- xviii. Youth are to be searched upon returning to the living unit only when there is reasonable suspicion based on specific and articulable facts to believe that the youth is concealing contraband. The reasonable suspicion shall be documented on a Search Authorization Form.
- xix. Daily room searches are mandatory during 7am to 3pm and 3pm to 11pm shifts. Search all assigned rooms for contraband and inspect for cleanliness. Search all bedding, clothing (during gym period), under the mattress, inside books, inside screens, and vents. Notice if there is writing on walls, ceilings, or doors. Check windows and locks for tampering. Check for damage.

B. Unlock/Line-up

- i. Doors shall be closed and locked any time youth are in their assigned room.
- ii. One Juvenile Hall staff member shall remain in the control area.
- iii. The Juvenile Hall staff member in the control area shall maintain sightlines and provide verbal support to their coworker(s) by repeating any directives issued which are not followed by the youth(s).

- iv. When manually unlocking doors, always start at one end of the upper tier. Place a foot at the base of the door to prevent the door from swinging freely outward.
- v. Each assigned room is to be checked for cleanliness, graffiti, neatness, and any signs of tampering or breakage. Each youth is to be checked for cleanliness and neatness five minutes before doors are unlocked. Always announce unlocks before doing so. This gives all youths time to get their assigned rooms and themselves in order. Make sure all youths have heard the five-minute advance. Awaken any who are sleeping.
- vi. Only unlock the youths who have neat and clean rooms and personal appearance. Youths who have dirty or untidy rooms are not to receive unit privileges until all discrepancies have been corrected.
- vii. Youths are to have on socks and walking apparel on their feet. Youths are to tuck in their shirts and are not to be walking on the back of their shoes.
- viii. When a youth exits his/her assigned room, he/she is to stand quietly at their assigned door without talking while awaiting further instructions.
- ix. Any youth who refuses to stop talking during unlock may be asked to return to his/her assigned room. Do not unlock additional room doors if any of the youth already out of their assigned rooms do not follow instructions to stand quietly at their doors.
- x. Only proceed to the next room to be unlocked after the youth who are already out of their assigned

rooms are all quiet. All doors are locked individually after each youth.

- xi. Youth shall be instructed to return to their assigned doors one at a time.

C. Line-up/Lockups

- i. Lockups are performed in the reverse procedure until all youths are secured in their assigned rooms and all doors are locked.
- ii. Prior to placing youth in their assigned rooms, Juvenile Hall staff shall position themselves strategically throughout the living unit. Youth shall be dismissed to their assigned rooms no more than 5 at a time.
- iii. The Juvenile Hall staff member directing the youths to their assigned rooms shall wait for a signal to do so from the Juvenile Hall staff member in the control area. The control area staff member shall see that all youths are quietly standing at their assigned doors before signaling for each successive group of youths.
- iv. When manually securing doors, always start the lockup at the lower tier door nearest to the control area.
- v. When directing youth to stand by their assigned doors, have the youth stand on the hinge side before unlocking the door. Have the youth enter the room in front of you and never behind you. Proceed from room to room until all youths are in their assigned rooms with the doors closed and locked.