





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 10 - Security and Control

Policy Number:	10.20
Policy Name:	Control of Firearms and Security Equipment
Authority:	W&I 871.5
Replaces:	Control of Firearms and Security Equipment
Effective Date:	January 1, 2019
Revision Date:	9.12 Control of Firearms and Security Equipment (05/01/2000)
Related Policies and Procedures:	10.11 - Contraband 10.12 - Tools and Security Equipment
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

The facility has established these requirements to ensure the safety of staff & youth.

- A. Firearms are not permitted in the facility except in emergency situations.
- B. The institution has established requirements governing the availability, control, and use of chemical agents and related security devices and has specified the level of authority required for their access and use. Chemical agents are used only with the authorization of the facility administrator or designee.
- C. The facility maintains a written record of routine and emergency distribution of restraint equipment.

## II. PROCEDURES

- A. The availability, control, and use of security equipment shall be the responsibility of the Senior Counselors and/or the Officer of the Day. Type and quantity of security equipment shall be based on an analysis of the facility and youth population profile. The Senior Counselors and/or the Officer of the Day shall be the only staff within the facility with access to the security equipment storage area.
- B. Storage of Security Equipment: Restraining equipment (i.e., handcuffs, ankle cuffs, restraints, etc.) shall be stored in the Admissions Office for emergencies.
- C. Restraining Equipment
  - i. Handcuffs are authorized for use by sworn staff and on-call staff under the supervision of sworn staff.
  - ii. The Officer of the Day or designee shall ensure Juvenile Hall staff assigned to transportation duties are provided

with appropriate restraint equipment. A Mechanical Restraint Authorization Form is required [see Policy 10.17]. Juvenile Hall staff assigned as Transportation Officers shall ensure all equipment issued to them by the Officer of the Day is returned upon returning to Juvenile Hall.

- iii. Restraint equipment stored in the Officer of the Day's Office shall be inventoried by the Officer of the Day or designee on a shift-by-shift basis.
- iv. Restraint equipment is to be cleaned and sanitized after each use.

#### D. Chemical Agents

Chemical agents in any form are not authorized in Juvenile Hall and shall never be used as a method of youth control.

#### E. Issuance

Security equipment shall be issued by the Officer of the Day.

#### F. Police Officers

At no time shall Police Officers be in possession of firearms or other weapons including nightsticks while inside the confines of the facility. Weapons shall be placed in a secure gun locker. The Officer shall keep the gun locker key until the weapon is retrieved.

#### G. Visitors

At no time shall visitors be in possession of firearms or other weapons inside Juvenile Hall.

#### H. Employees

Juvenile Probation Department employees shall not be in possession of firearms or other weapons on the Juvenile Justice Center campus or inside Juvenile Hall.

#### I. Posted Procedures

Pursuant to Section 871.5 of the Welfare and Institutions Code, any person who knowingly brings or sends into Juvenile Hall any controlled substances (commencing with Section 11000 of the Health and Safety Code), any firearm, weapon, explosive of any kind or tear gas shall be punished by imprisonment in a county jail for not more than one year or by imprisonment in the state prison. Any person who brings or sends into Juvenile Hall any alcoholic beverage shall be guilty of a misdemeanor.

A sign shall be posted at the entrance to Juvenile Hall specifying the conduct prohibited by 871.5 W&I and the penalties thereof.