





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.21
Policy Name:	Building Access
Authority:	Title 15, 1324, 1326
Replaces:	9.21 Building Access (12/17/2003)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	5.10 - Youth Visiting 10.01 - Central Control 10.05 - Perimeter Security 10.10 - Searches 10.11 - Contraband
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Probation Department has established requirements for the control of building access to maintain the security of the facility.

II. PROCEDURES

A. Building Access

- i. All employees assigned to Juvenile Hall will be issued an identification badge for access into the facility.
- ii. Building access to the Administrative Building shall be via the main entrance on Woodside Avenue.
- iii. Entrance to the secure Juvenile Hall shall be through the lobby located behind the Administrative Building.
- iv. All authorized visitors and volunteers shall sign-in at the Juvenile Hall Kiosk located in the lobby entrance before entering the secure facility. Kiosk staff shall check for access authorization for all visitors and volunteers before allowing entrance.
- v. All visitors shall secure their personal items in the lockers located in the lobby.
- vi. The Officer of the Day or designee shall be called to resolve any discrepancies.
- vii. All visitors shall provide a photo identification and sign in at the Juvenile Hall lobby during designated visiting times. All visitors are subject to search and shall sign out upon completion of their business in Juvenile Hall.
- viii. Denial of access to Juvenile Hall shall be for cause approved through the Officer of the Day or designee and documented on an Incident Report.

B. Special Arrangements for Building Access

- i. Access to the Administration building for special group meetings such as the Juvenile Probation Commission and Juvenile Justice Commission shall be by the authorization of the Chief Probation Officer or designee.**
- ii. Disabled persons shall be granted access into the secure building via elevator. Upon request, Juvenile Hall staff shall assist disabled persons having difficulty negotiating through the facility.**