

## NIGHT SECURITY CHECK/PERIMETER AND GATE SECURITY – YOUTH GUIDANCE CENTER

**AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1321, 1324, 1326, 1328 and 1360

**RESCINDS:** Procedure Manual Item **3-2-003**, dated **08/18/23**

**FORMS:** None

**PURPOSE:** To standardize the procedure for nighttime security and **the** monitoring **of** the Front Gate and **the security of the** Visitor Entrance **to** the Youth Guidance Center

### I. GENERAL INFORMATION

**Deputy Probation Correctional Officer (DPCO)** assigned to the Youth Guidance Center (YGC) will ensure that all exterior doors of each building are secured during the hours of 6:00 p.m. through 6:00 a.m. This includes the YGC administration building, perimeter gates and rear doors of each unit.

#### A. NIGHT SECURITY CHECK

The P.M. **Auxiliary Support Unit (ASU)** Center 1 or Duty Officer (D.O.) will ensure that all exterior doors and windows of ground floor buildings are secured during the hours of 9:00 p.m. through 6:00 a.m. This includes the YGC administrative building, Rio Contiguo School, gymnasium, multi-purpose room, modular offices and restrooms, school modular, and front and rear doors of Units 200, 300, 400, 500, and 600.

#### B. FRONT GATE SECURITY

1. **There are [REDACTED] cameras, located near the front gate one camera covers the view of the front gate and Hesperian Way. The [REDACTED] camera is located above the speaker box which allows the front office, Duty Officer and unit staff to monitor the front gate. There are [REDACTED] monitors located in YGC. One [REDACTED] is in the front office; the other [REDACTED] are in Units 200, 300, 400, 500, 600. Communication to the visitor at the gate is via telephone through the speaker box located at the gate. When the visitor presses the call button, the system calls 836-2700 (Front Office). The personnel in the front office answer the phone and speaks to the visitor through the speaker box. Front office personnel monitor the gate Monday through Friday 7 a.m. to 5 p.m. At 5 p.m. when Front Office personnel leave for the day, extension 836-2700 will ring to units 200, 300, 400, 500 and 600 which allows unit staff to answer the phone, speak to the visitor and visibly see the visitor at front gate, before allowing them entry into YGC.**

2. Problems with the gate are to be called in to Orange County Public Works Facilities Operations during their regular work hours from 7:30 a.m. to 4:30 p.m. Monday through Friday. They will contact the current contractor. After hours and weekend malfunctions should be handled as emergency requests.

## II. NIGHT SECURITY CHECK PROCEDURE

D.O. or designated staff will secure facility in the following order:

- A. Double doors and single side door to the administration office if not already locked by exiting front office staff.
- B. All exterior doors and windows of the administration office.
- C. All County vehicle doors and windows.
- D. Each back door of Units 200 and 300.
- E. Front stairway doors leading to Units 200 and 300.
- F. All doors leading to the kitchen and storage areas.
- G. Remaining doors outside the school classrooms, kitchen back door, and back door to Unit 400.
- H. Modular doors and modular restrooms.
- I. School modules M7 through M1.
- J. Front stairways leading to Units 500 and 600.
- K. All doors surrounding the gym/weight room/multi-purpose room. Ensure lights inside gym are turned off.
- L. Double doors leading to classrooms 141 through 144.
- M. All surrounding doors of the school office.
- N. Door to agricultural work shed.
- O. All padlocks are locked around perimeter fence and gates are locked.
- P. Return keys to D.O.'s office.
- Q. Make note of perimeter lights not working and submit maintenance request form.
- R. While on perimeter check, make note of any graffiti along freeway underpass and surrounding walls.

## REFERENCES:

Procedures:	3-1-004	Duty Officer – Youth Guidance Center
	3-2-001	Facility Security
	3-2-003	Night Security Check/Perimeter and Front Gate Security – <b>Youth Guidance Center</b> <b>(revised to 3-2-003)</b> <b>(revised to 3-1-004)</b>

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**APPROVED BY:**