

# YOUTH SERVICES POLICY

<b>Title:</b> Perimeter Security for Secure Care Facilities <b>Next Annual Review Date:</b> 06/12/2018	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.18
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<b>References:</b> Children’s Code, Article 116 (24.2); ACA Standard 4-JCF-2A-03 (Performance- Based Standards for Juvenile Correctional Facilities); A.1.14 “Unusual Occurrence Reports”, Attachment (a), C.2.10 “Safety and Emergency Management”, C.2.16 “Front Gate Posts for Secure Care Facilities” and C.2.21 “Security Manual – Secure Care Facilities”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 06/12/2014

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish procedures for YS secure care facilities perimeter security in order to promote public safety through safe and secure operations on a twenty-four (24) hour/seven (7) day a week basis.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors and Facility Directors.

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with this policy.

**IV. DEFINITIONS:**

***Operations Shift Supervisor (OSS)*** – An employee who is responsible for a range of duties which includes, but is not limited to the following: supports management in maintaining a safe, secure facility; oversees administrative and operational security activities during specific shifts; manages employees during each assigned shift; ensures adequate security coverage; leads count procedures; oversees the custody, supervision and control of secure care youth; manages frontline security employees; assists in controlling youth movement; assists in directing the use and issuance of keys, locks, and security equipment.

**Perimeter Security** – A system used at secure care facilities that controls ingress and egress to the secure area of the facility. The system may include electronic devices, walls, fences and patrols.

**Secure Care Center for Youth** – A residential facility intended for the treatment and rehabilitation of children who have been adjudicated delinquent, characterized by a range of moderate to high level security features designed to restrict the movements and activities of the residents, and to continuously control the ability of the residents to enter and leave the premises.

The secure care centers operated by YS are as follows:

Bridge City Center for Youth (BCCY)  
Swanson Center for Youth (SCY)  
Swanson Center for Youth @ Columbia (SCYC)

**Security Manual** - A manual containing all approved facility Standard Operating Procedures (SOPs) regarding security situations. The SOPs include, but are not limited to the following: physical plant inspections; youth counts; contraband, escapes, key, tool and equipment control; and other emergency situations. (Refer to YS Policy Nos. C.2.10 and C.2.21 for additional information.)

**Standard Operating Procedure (SOP)** – A detailed explanation of how agency policy is to be implemented, including established or prescribed methods to be followed routinely for the performance of designated operations or in specific situations. The SOP communicates *who* shall perform the task, *what* process is necessary for the task, *where* the task will take place, *when* the task shall be performed, and *how* the person will execute the task.

**Unusual Occurrence Report (UOR)** – A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day an incident is observed or comes to the employee's attention in any way. If a UOR form is not available, the employee may use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format. The UOR must be submitted to the Operations Shift Supervisor prior to the end of the reporting employee's tour of duty, on the date of the incident. (Refer to YS Policy No. A.1.14)

## V. POLICY:

It is the Deputy Secretary's policy that YS shall establish and maintain uniform procedures for perimeter security, as outlined in this policy to ensure that YS employees, youth, and the general public are protected.

Facility Directors are responsible for ensuring that these uniform procedures are in place and included in their facility Post Orders and Standard Operating Procedures (SOPs).

**VI. PROCEDURES:**

Employees assigned as perimeter security of the facility grounds shall be familiar with facility SOPs and Post Orders and shall conduct inspections as outlined below. In addition, they must know the location of the Security Manual and be familiar with its contents. The contents of the Security Manual shall be in accordance with YS Policy C.2.10.

- A. The primary entrance/exit point for all vehicular and pedestrian traffic is the front gate. Front gate posts are staffed 24 hours a day/seven (7) days a week. Back gates are generally used primarily in cases of emergencies or by work crews, etc. that are unable to enter through the front gate. Back gates are staffed only during use and are locked at all other times. Any other gates are to remain locked at all times. (Refer to YS Policy C.2.16 for additional information.)
- B. Specific minimal duties and responsibilities for employees assigned to perimeter security outlined herein shall not be changed; however additional duties and responsibilities may be added by the Facility Director:
  1. Notify the Control Center and the OSS prior to beginning a perimeter inspection.
  2. Walk the inside perimeter to inspect the lighting, fence, gates and razor wire a minimum of two (2) times per shift. No exceptions shall be granted in lieu of this required documented inspection.
  3. Conduct outside patrols in a state vehicle as physical plant or surrounding allow, a minimum of two (2) times per shift.
  4. Check for the following items:
    - a. Holes in the fence wire;
    - b. Condition of the razor wire;
    - c. Over hanging tree branches;
    - d. Fallen trees or limbs;
    - e. Locks on gates;
    - f. Loose items that could be used to scale the fence or pull down razor wire, etc.;
    - g. Contraband that may have been tossed across the fence; and
    - h. Any other potential conditions that would jeopardize the integrity of the perimeter security.

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5. Promptly report any problems (including any repairs needed) or discrepancies to the OSS and to the Control Center for documentation in the facility's Log Book.
6. Document each inspection on a UOR and submit it to the OSS for review prior to the end of the reporting employee's tour of duty.
7. Anytime a condition is found that would allow egress or ingress of the facility, the area shall be monitored 24 hours per day/seven (7) days per week until the discrepancy is rectified and approved by the Facility Director.

#### C. Operations Shift Supervisor Duties and Responsibilities:

1. The OSS shall ensure work orders for any needed repairs submitted by staff assigned to perimeter security are submitted to Maintenance immediately through the Facility Wizard System.
2. The OSS shall maintain all perimeter security inspections, in day/shift order for quality assurance purposes.
3. The OSS shall verify all inspection reports with the Facility Wizard and/or the Maintenance Supervisor to ensure needed repairs, etc. are being addressed.
4. The OSS shall report on any findings noted, repairs made and needed repairs at the weekly Facility Director's Meeting to ensure staff are aware of discrepancies for monitoring purposes.

**Previous Regulation/Policy Number:** C.2.18

**Previous Effective Date:** 02/06/2012

**Attachments/References:**