

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-15	Policy # 8.11
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-2A-03, 4-JCF-2A-26, 3-JDF-1A-34, 3-JDF-2G-02 DJJ 8.5, 8.22	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 8/15/18 Scheduled Review Date: 8/15/19	
Subject: PERIMETER SECURITY AND CONTROL	Replaces: 8/15/17 Secure Facilities Division	
Attachments: A - Vehicle Log	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities (RYDCs and designated YDCs) shall maintain a secure perimeter that prevents unauthorized exit by youth and provides for controlled entry and exit of staff, visitors, and others.

II. DEFINITION:

Guard Line: The boundary of the restricted area of the facility which is clearly marked using authorized signage.

Perimeter: Any facility perimeter that is designed and operated to ensure that all exits and entrances are under the exclusive control of the facility staff, thereby preventing youth from leaving without supervision or authorization. Levels of security may range from staff control and observation to hardware control (e.g., cameras, electronic devices, fences, gates, doors, walls, etc.).

III. PROCEDURE:

- A. At the entrance of all secure facilities, a warning notice will be posted stating that all who enter the guard line will be subject to a search. All visitors, volunteers, interns, contractors, vendors, and Department staff not regularly assigned to the secure facility will be required to sign a log indicating time of entry and exit. (See DJJ 8.22, Searches and Contraband Control.)
- B. All perimeter entrances, room/cell doors, doors to restricted or controlled areas, and doors or gates which provide direct exit to the outside of the facility or outside of the perimeter of the facility will remain locked except for authorized and controlled entrance and exit.

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- C. The shift supervisor will designate POST certified officers that have the job experience and knowledge to fulfill the duties to conduct perimeter checks.
- D. The facility Director will designate certain points of the facility perimeter to function as entrance points to the facility such as vehicle or pedestrian.
 - 1. Employees will ensure that their vehicles are secure (e.g., windows up, doors locked, valuables out of sight, to include tools or any other items that may be perceived as a threat to the safety and security of the facility, staff, or visitors) before entering the facility. Employees will lock and secure any tool boxes attached to the exterior of the vehicle and will ensure that no loose tools or equipment are in the bed of a truck.
 - 2. Prior to entry, visitors will be asked if their vehicles are secured before being allowed to enter the facility.
- E. All vehicular traffic, including vendors and deliveries, will be controlled to prevent unauthorized persons from entering or exiting. Entry and exit of personnel and vehicles through the vehicle perimeter gates will be documented in the facility/back gate/gatehouse logbook.
- F. Vehicles will only be allowed to enter the facility's fenced, restricted areas when providing a service to the facility (e.g., delivery, contractors, transporting youth, etc.).
 - 1. With the exception of law enforcement vehicles, when vehicles (including State vehicles) enter the gate, all items and goods that could be used as weapons or present safety and security hazards will be secured and/or placed out of sight in the vehicle or removed from vehicles before entry into the restricted area. Necessary work items such as tools and flammable liquids must be inventoried upon entry and exit (see DJJ 7.30, Tool Control). The vehicle and cargo will be thoroughly inspected for contraband in accordance with staff training and facility procedure.
 - 2. With the exception of law enforcement officers, all vehicle occupants will be asked to exit the vehicle to be searched prior to entry and in accordance with DJJ 8.22, Searches and Contraband Control.
 - 3. All vehicles must be secured when the vehicle is not occupied.
 - 4. The facility Director or designee will determine if a vendor's unauthorized item may be secured at the facility prior to entry to the restricted area. If the facility Director or designee determines the item cannot be stored, the vendor will not be allowed to enter the restricted area.
 - 5. All vehicles leaving the restricted area of the facility will be inspected as described above. Particular attention will be given to determine if youth have

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hidden in the vehicle. Previously approved items such as dangerous tools will be verified present.

6. All vehicles entering and leaving the gate will be logged in and out using the Vehicle Log Form, Attachment A. The name of the driver and passenger(s), vehicle license plate number, and purpose of visit will be included.
 7. Any person given authorization to enter the vehicle gate must acquire additional authorization to enter the facility (e.g., control room verification).
- G. A security patrol of the perimeter will be performed at least twice per shift, with the first occurring within one hour of assuming the shift and the second occurring at any time before the on-coming shift arrives. Perimeter patrols will be documented via electronic memory buttons mounted at various intervals along the perimeter. (If the electronic memory button system is malfunctioning, the perimeter patrol will be documented in a logbook.)
1. The security patrol will include at a minimum:
 - Checking gates to ensure they are locked and secured;
 - Checking doors and windows;
 - Looking for damage to the fence (e.g., rust, holes, trees on the fence, manipulated chain links, etc.);
 - Erosion of soil under the fence;
 - Contraband along the fence line;
 - Loose or missing ties/clamps;
 - Lighting; and
 - Separation at the bottom of the fence.
 2. The central control room will immediately be notified of any security issues. The control room operator will document the issue in the logbook and notify the shift supervisor. The officer conducting the perimeter patrol will generate a work order and Special Incident Report (DJJ 8.5, Special Incident Reporting) within that shift. Notification will also be made up the chain of command as appropriate.
 3. Issues that pose a threat to the safety and security of the facility will be immediately forwarded for immediate maintenance attention. The shift

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supervisor will immediately notify the facility Director or Administrative Duty Officer (after working hours).

- a. If the issue poses an immediate threat to the safety and security of the facility, the facility Director or ADO will immediately contact the respective Deputy Commissioner of secure facilities or designee, through the chain of command, to develop an action plan to address the issue.
 - b. The facility Director will ensure that a written work order is submitted. If these issues are not addressed within 48 hours, the facility Director will notify the respective Deputy Commissioner of secure facilities or designee.
- H. The recreation area perimeter will be inspected for safety and security concerns immediately prior to and after youth occupying the area. Removable recreation equipment (e.g. basketball goals, nets, etc.) should be securely stored when not in use. Recreation items, such as benches and picnic tables, must be securely anchored. This check will be called into the control room and documented.
- I. Vendors, contractors, and other service personnel other than facility staff will perform work in the facility only under direct and continuous supervision by security staff in those areas permitting contact with youth. This supervision must be documented in the post logbook.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Include how vehicles searches will be conducted and areas of the vehicle that staff should search.
- Facility director will determine the path that staff will take when they conduct perimeter patrols, with set start and end points.