


GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 23-4	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: 8/8/23 Scheduled Review Date: 8/8/24 Replaces: 7/22/21 Secure Facilities Division APPROVED:  <hr/> Shawanda Reynolds-Cobb, Commissioner	
Subject: PERIMETER SECURITY AND CONTROL		
Attachments: None		

I. POLICY:

Department of Juvenile Justice secure facilities 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.
- B. All perimeter entrances, 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.
- C. 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.

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- D. Employees will lock and secure any toolboxes attached to the exterior of the vehicle and will ensure that no loose tools or equipment are in the bed of a truck.
- E. Prior to entry, visitors and staff will be asked if their vehicles are secured before being allowed to enter the facility.
- F. All vehicular traffic, including vendors and deliveries, will be controlled to prevent unauthorized persons from entering or exiting.
- G. 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. Except for 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. The vehicle and cargo will be thoroughly inspected for contraband in accordance with staff training and facility procedure.
 2. All vehicles must be secured when the vehicle is not occupied.
 3. 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 hidden in the vehicle. Previously approved items such as dangerous tools will be verified present.
 4. All vehicles entering and leaving the gate will be logged in and out. The name of the driver and passenger(s), vehicle license plate number, and purpose of visit will be included. Authorization to enter the vehicle gate does not exempt visitors from front entry procedures prior to entering the facility.
- H. 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.)
- I. The shift supervisor will designate trained staff to conduct perimeter checks.
 1. The security patrol will include at a minimum:
 - Checking gates to ensure they are locked and secured;
 - Checking doors and windows;

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- 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;
 - Insufficient or damaged 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 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 to CGL for immediate maintenance attention. The shift 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 their respective Assistant 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 Deputy Commissioner of Secure Facilities or designee.
- J. 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.
- K. Vendors, contractors, and other service personnel other than facility staff will perform work in the facility only under direct and continuous supervision by staff in those areas permitting contact with youth.

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IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Facility Director will determine where information will be recorded regarding vehicles entering and exiting secure perimeters.