

Sacramento County Probation Department

Juvenile Corrections Officer (JCO) Core Training

Unit 5.0: Maintaining Security

Module 5.1: Security and Key Control

Instructional time: 3 hours

1. Welcome and introductions
2. Objectives:
  - a. 5.1.1 Identify the purpose of a sally port
  - b. 5.1.2 Identify the rules for handling facility keys
  - c. 5.1.3 Identify issues related to handling keys that may pose a threat to security
  - d. 5.1.4 Identify the guidelines for security rounds, according to Title 15
  - e. 5.1.5 Identify potential issues to look for when conducting perimeter checks
  - f. 5.1.6 Identify steps in conducting an outside perimeter check
  - g. 5.1.7 Identify potential issues to look for when conducting security rounds
  - h. 5.1.8 Identify how to recognize signs of abuse, neglect, misconduct and mental illness during security rounds
  - i. 5.1.9 Identify the principles, conditions and limitations under which safety rooms may be used, according to Title 15
  - j. 5.1.10 Identify mandated requirements for safety room checks, according to Title 15
  - k. 5.1.11 Identify the requirements for monitoring a juvenile who is placed in a safety room
  - l. 5.1.12 Identify areas covered by safety and security rounds (e.g., physical plant, outer fences, etc.)
3. Identify steps in conducting an outside perimeter check: Assemble equipment, notify all posts, walk/drive around building and fences, look for abnormalities, notify supervisor if anything is wrong, etc.
4. Potential issues to look for when conducting perimeter checks: Suspicious vehicles, people loitering in area, physical damage to security barrier, etc.
5. Identify areas covered by safety and security rounds (e.g., physical plant, outer fences, etc.).
6. Discuss use of safety rooms according to Title 15
7. Identify mandated requirements for safety room checks, according to Title 15
8. Identify the requirements for monitoring a juvenile who is placed in a safety room: Constant 1-on-1 supervision, documentation every 15 minutes with actual time recorded, staff cannot leave observation post
9. Discuss the purpose of a sally port and its use in the facility
10. Housing units
11. Discuss handling of facility keys
12. Identify issues related to handling keys that may pose a security threat: Loss of keys, damaged keys, etc.
13. Identify the guidelines for security rounds, according to Title 15
14. Discuss observation vs supervision
15. Identify principle guidelines when conducting room checks: Direct observation, vary routine and patterns of rounds, documentation, etc.
16. Identify potential issues to look for when conducting security rounds
17. Identify how to recognize signs of abuse, neglect, misconduct and mental illness during security rounds

18. List the proper steps to follow when locking and unlocking doors/gates
19. Discuss what to do when a door or gate will not open or close
20. Identify security issues associated with electric doors/electronic controls
21. Discuss reasons to transmit relevant information to other shifts and/or supervisors

