



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1326**

Topic Security Review

Policy The facility Superintendent shall develop policies and procedures to annually review, evaluate and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment and staff training.

1. The facility Superintendent shall designate an Institutions Services Manager (ISM) as the facility Compliance Officer. The Compliance Officer shall review the security of the facility on a monthly basis using the Monthly Facility Inspection Form and the Monthly Security Inspection Form (Juvenile Hall only). The inspection forms shall be submitted to the facility Superintendent, who shall review the form and make provisions for any necessary corrective action. The Monthly Facility Inspection Forms shall be retained for at least seven (7) years.
2. The designated ISM of the Institutions Division shall arrange with the Sheriff's Office Countywide Security Unit or other qualified entity to review, evaluate, and document the security of all juvenile facilities on a yearly basis. The Sheriff's Office or qualified entity reports shall be retained for a period of seven (7) years
3. Security inspections shall include:
 - a. External security, including perimeter issues such as lighting and fencing, as well as vehicle security.
 - b. Internal security, including access doors; key control; equipment; mechanical restraints; contraband; and alarm systems.
 - c. Staff training; and
 - d. Policies and procedures.

Following the security review, the facility Superintendent shall make any necessary changes in policies and procedures. The facility Superintendent or Compliance

Officer shall work with the Department of Public Works or contractors to correct any issues with the facility.

4. During the monthly security inspection, the Compliance Officer or their designee shall also inspect the facility and identify staff training issues related to fire and life safety and fire prevention