

COUNTY OF LOS ANGELES  
**PROBATION DEPARTMENT**  
**DIRECTIVE**

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Directive No.: **1532**

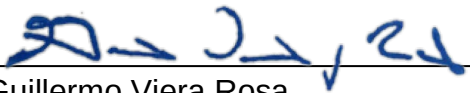
Issued Date: 10/19/2024

Post Until: 11/19/2024

**SUBJECT: ENTRANCE SCREENING POLICY**

Staff assigned to or supporting juvenile institutions are instructed to review and acknowledge the enclosed Entrance Screening Policy.

The policy and procedures will be located on Prob-Net (Probation Manuals- [POLICIES, PROCEDURES, AND MANUALS-JUVENILE INSTITUTIONS MANUAL \(sharepoint.com\)](#)). If you have any questions or need clarification about this Directive, please contact your supervisor.

  
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Guillermo Viera Rosa  
Chief Probation Officer

October 19, 2024

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Date

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## ENTRANCE SCREENING

### 225.1 PURPOSE AND SCOPE

This policy outlines the mandatory entrance screening process designed to promote a smooth, efficient, and respectful yet thorough screening.

#### 225.1.1 Definitions

**Staff:** Any person employed or appointed by the Department, including full-time and part-time employees, sworn officers, non-sworn employees, volunteers, contractors, partner agencies, and student interns.

**Security Incident:** An occurrence that actually or potentially jeopardizes and/or threatens, without lawful authority, the safety, security, and order of juvenile institution facilities.

### 225.2 SECURITY SCREENING

The following general rules shall be observed when entering any juvenile institution facilities:

- a) Upon entering any facility and until security screening is complete and clear, staff and items are under the control and directions of security.
- b) Staff shall not bypass, walkthrough, ignore, or circumvent the security screening process. In addition, interfering with, disrupting, or creating any distractions to the security screening process is prohibited.
- c) All pockets shall be emptied, and the contents, regardless of material, placed into a container for visual inspection and/or scanning. Facilities with baggage scanner technology shall pass all items through the scanner, including jackets, hats, food, beverages, bags, and packages. Any items that are unidentifiable and/or appear to be a risk to security and safety are subject to further inspection. This may include items that are known to or capable of concealing contraband. Staff shall cooperate and assist with the clearance and identification of any alerts and questions by the security personnel.
- d) Possessing unauthorized cell phones inside the facility is prohibited and is a violation of Penal Code 4575 (a). Security shall retain control of items that are deemed as contraband. Items that have been deemed as contraband or a risk to safety shall not be removed or retrieved by the person until released by security.
- e) Staff who refuse to submit to security screening or create an unreasonable interruption and/or delay in the process will be denied entry.

## *Entrance Screening*

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### **225.2 DEPARTMENT EMPLOYEES**

Department Employees include Sworn Officers, Support Staff, and Student Interns)

- Employees entering any juvenile institution facilities are subject to security screening. Upon leaving the facility for any reason, employees shall only re-enter through the main entrance.
- Employees shall not enter the facility through any other access points except those employees specifically authorized for the purposes of their assigned duties and only while carrying out such duties (I.E., transportation).
- Employees shall always remain respectful and professional, including during security clearance.
- Failure to clear security screening is not a justification for failing to report for duty.
- Failure to comply with the established protocols of this policy may result in disciplinary actions.

### **225.3 SECURITY INCIDENTS**

Examples of security incidents include:

- A person found in possession of contraband.
- Refusal to comply with the security personnel during the screening process.
- Any display of unprofessional, discourteous behavior causing an interruption or delay to the screening process

### **225.4 CONTRABAND**

There are two (2) types of contraband:

- Facility Contraband: Items that violate facility rules but would be legal outside of the facility.
- Illegal Contraband: Items that are illegal, whether possessed inside or outside of the juvenile facilities.

#### 225.4.1 Facility contraband

Facility contraband includes but is not limited to possession of:

- Money, cigarettes, matches, lighters, alcohol,
- Drugs, not a controlled substance/narcotic

## *Entrance Screening*

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- Gambling devices
- Carving tools
- Unauthorized posters, magazine cut-outs, pictures
- Unauthorized cellphone
- Items belonging to other staff or youth.

### 225.4.2 Illegal contraband

Illegal contraband includes but is not limited to:

- Shanks
- Guns, knives, or other deadly weapons
- Illegal drugs
- Drug paraphernalia.

## **225.5 PROCEDURES**

In the event of a security incident.

- Security staff Shall deny staff entry into the facility and immediately notify the Director of the Day (DOD) or, in their absence, the Officer of the Day (OD).
- The Director of the Day (DOD) or Officer of the Day (OD) shall:
  - Obtain all relevant information regarding the incident.
  - Verify the person's identification (County ID or State ID/Driver License).
  - Determine if additional investigation into the incident is required.
  - Resolve the incident appropriately based on Department policy, directives, and protocols.
  - Submit a report of the incident via email to the facility superintendent, assistant superintendent, and EDL-CSSO with the subject line "Entrance Screening Incident." The report should include:
    - Location
    - Date and time
    - Involved person's (employee, teacher, medical staff, vendor, service provider, etc.) name, title, and affiliation, along with a photo of their identification.

Los Angeles County Probation Department  
Juvenile Institutions Policy Manual

## *Entrance Screening*

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- Summary of the incident
- Resolution of the incident to include any necessary follow-up.
- Attach any applicable photos.
- The security incident report must be submitted as soon as possible but no later than the end of the shift.

### 225.5.1 Discovery of Facility Contraband

The DOD/OD, or authorized designee, has the discretion to allow the person an opportunity to return facility contraband to their vehicle or to store it outside the facility. The following shall be considered in determining the appropriate cause of action.

- The type and quantity of contraband
- Circumstances of possession and entry
- Severity
- Repetitiousness based on past incidents.

Discretionary authority shall not be used for any intentional effort to conceal, bypass, and/or circumvent security or detection. In all such cases, appropriate reporting action shall be taken.

The DOD/OD shall provide justification for their decision when submitting the Entrance Screening Incident Report.

### 225.5.2 Discovery of Illegal Contraband

The security staff shall record information in the security log and photograph the item(s).

The DOD/OD, or the authorized designee, shall take the appropriate steps in accordance with the evidence and contraband policies based on the type of item(s) recovered (see the Crime Scene Evidence Preservation/Evidence Handling policy)

### 225.5.3 Deny Entry

The security staff have the authority to temporarily restrict individuals from entering the facility. Security staff shall summon a Safety and Security Officer who shall determine and document the decision to deny entry.

If a determination is made that, in the interest of institutional security, an individual will be denied entry, said denial will remain in effect until a subsequent review by the Chief Safety and Security Officer.

The Chief Safety and Security Officer will review the situation if it is triggered by a request

Los Angeles County Probation Department  
Juvenile Institutions Policy Manual

### *Entrance Screening*

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from the individual who was turned away, their attorney, their employer, or the superintendent.

#### **225.6 DISCIPLINARY ACTIONS.**

Staff in violation of department policies, which may result in security incidents, may be subject to disciplinary action or be denied future entry to the juvenile facilities. (Penal Code § 4575)

Staff in possession of illegal contraband may be subject to criminal prosecution (Penal Code § 4573, 4574)

#### **225.7 ACCOUNTABILITY**

The Superintendent or the authorized designee shall be responsible for the review of all security incidents. The Superintendent or the authorized designee is also responsible for ensuring proper accountability measures are applied to employees in violation of this policy and any applicable laws and regulations.

#### **225.8 REFERENCES**

See the Crime Scene Evidence Preservation/Evidence Handling Policy