

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Safety / Security  
**Subject:** Juvenile Safety  
**Policy:** 2G-01  
**Page:** 1 of 3  
**Standard:** ACA-3-JCRF-2G-01  
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**Authorized by:** William Shaffer, Director

- I. **Policy:** The Center for Adolescent Services is controlled by appropriate means to provide that juveniles remain safely within the facility and to prevent access by the general public without proper authorization.

### II. Definitions

- A. **Other Service Providers:** Grouping of visitors identified as providing an approved and authorized service. Examples include but are not limited to the following: Court Staff; Contractors; Children Services Representatives; Guest Speakers; etc.
- B. **Two-Phase Doorway:** A series of two doorways that staff and approved members of the public are permitted to enter and exit. Doors are released and re-secured by the Control Center Doorway. One door in the released and re-secured before the second door is released.

### III. Procedure

- A. The Center utilizes an automated Control Center that provides the following security control measures and functions:
1. Controls the entrance of staff and visitors into the facility, secure perimeter and throughout the doors within the secure perimeter. Two-phase doorways designated for staff and approved members of the public to enter and exit the facility are:
    - a. Lobby interlock doors,
    - b. Intake interlock doors
  2. Utilizes security camera monitors to observe movement and program activities throughout the facility.
  3. Controls communication with staff, residents, and staff through the use of intercoms throughout the facility.
  4. Monitors and maintains the facility two-way radio communication system for communicating with staff inside and outside of the facility.
  5. Utilizes the automated Key Control System, (i.e., Key Watcher Hardware and Key Pro Software).
  6. Screens and directs incoming phone calls in to the facility.
- B. The Center has established policies and procedures for the purpose of maximizing the safety and security of the residents. These policies and procedures address the following:
2. Visitation
    - a. Visitation procedures and guidelines, as detailed within policy 5G-06 and 5G-07.
    - b. Access to the Court procedures and guidelines, as detailed within policy 3D-01.
  3. Juvenile Movement
    - a. Juvenile movement procedures and guidelines, as detailed within policy 3A-09.

## C. Facility Access Guidelines

### 1. Notification:

- a. Guidelines are posted within the main entrance of the facility.
- b. Parent(s)/Guardian(s) review and acknowledge guidelines regarding facility access through the following Intake Policy Forms:
  - i. Visitation Policy
  - ii. Special Visitation Policy
  - iii. Understanding of Leave Pass Permission and Agreement.

### 2. Facility Access Approval

- a. Any individual requesting visitation of a resident must be approved by the Family Specialist, Family Specialist Supervisor, and/or Administrator.
- b. Any other service providers requesting access to the facility must be approved by the Family Specialist, Family Specialist Supervisor, and/or Administrator.

### 3. Facility Access Denial: Access may be denied to any individual who demonstrated the following:

- a. Appears inebriated, smells of alcohol or other illegal or mind altering substances;
- b. Dress of an inappropriate nature, as determined by CAS supervisory staff;
- c. Use of abusive language or displaying hostility;
- d. Any other reason that Supervisory staff determine would be detrimental to the residents of the facility or the operation of the facility.

### 4. Identification:

- a. Visitors and other service providers must sign the visitor's book in the front lobby.
- b. Visitors and other service providers are required to bring photo identification when requesting entrance into facility.
- c. When within the secure perimeter of the facility identification will be worn in an unobstructed view of facility staff.
  - i. Visitors will wear a visitor ID badge.
  - ii. Other service providers will wear an identification badge.

### 5. Security Check

- a. Weapons, tobacco, and firearms are strictly prohibited in facility. Violators of this rule will be prosecuted to the full extent of the law.
- b. Visitors are not permitted to bring anything into the facility, (i.e., cellular phones, etc.), and must leave items in their vehicle or lock them in a locker provided in our lobby. Other service providers may only bring cellular phones into the facility when approval from Administrative staff is provided.
- c. Visitors and other service providers are subject to security scanning prior to entering the secure perimeter of the facility. Security scanning includes but is not limited to the following:
  - i. Electronic scanning includes the following: walk-through and hand held metal detector(s).
  - ii. Baggage, (i.e., briefcase, supply bag, etc.) check.

### 6. Facility Movement

- a. Visitors and other service providers are not permitted to move throughout the facility without staff escort and direct observation.
  - i. No visitor or other service provider is permitted in the Residential Living Area of the facility without prior approval and escorted from staff.
- b. Staff will escort visitors and other service providers to and from the area necessary for the nature of the visit or provided service.

**7. Guidelines while within the Secure Perimeter of the facility.**

- a. Follow all directions from staff while visiting.
- b. Refrain from speaking with other residents unless given permission from staff.
- c. Formal visitation times have been established to support the program needs of our residents.
- d. Failure to comply with facility access guidelines may result in expulsion from the facility.