

SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL

SECTION:
Personnel

SUBJECT:
Staff Entrance & Exit

PAGE:
1 of 2

IDENTIFIER:
2.1.3

POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall to have established procedures to ensure that only authorized personnel enter and exit using the Juvenile Hall staff entry/exit sallyport.

PROCEDURES

1. ENTERING THE FACILITY

- A. Staff are required to have their county-issued Identification (ID) Card with them in order to enter and exit the facility.
- B. If Central Control is able to positively identify the employee and verify their ID card, they will grant the staff access into the facility.
- C. If Central Control determines that an individual requesting entry at the staff entry/exit is not appropriate to enter at that particular location but may need access to another part of the Juvenile Justice Center, they will refer the individual to the appropriate alternative entry point. Examples could include somebody lost on grounds, package deliveries, food service deliveries, etc.

2. NO ID / UNABLE TO VERIFY ID

- A. If Staff attempt to gain access through the staff entry without their ID card, or if Central Control is unable to verify the person's identification for any reason, Central Control will **not** allow the person to enter into the facility.
- B. Central Control will notify the Facility Supervisor, who will attempt to verify the staff and notify Central Control to let them in, or re-direct the individual to the Intake public window located just inside the main public entrance. At no time will the door be opened to verify identity. The Facility Supervisor will meet the individual at the Intake window in order to verify their identification and assure that they are appropriate for entry into the facility. The Facility Supervisor may then grant the individual access to the facility or deny access as circumstances dictate.

3. EXITING THE FACILITY

- A. When staff are ready to depart the facility, they will notify Central Control by using the intercom at the staff entry/exit sallyport.
- B. Once Central Control has verified staff's identity, they are authorized to allow staff to exit the facility.
- C. If there is more than one individual requesting to exit the facility through the staff entry/exit sallyport, Central Control will verify each individual's identity before the sallyport door is opened.
- D. If Central Control determines that an individual requesting exit at the staff entry/exit is

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not appropriate to depart from that location, the individual will be referred to the appropriate alternative exit point.

REPLACEMENT HISTORY

Revised: 10/23/08; 6/5/18

APPROVED BY:

DAVID M. KOCH, Chief Probation Officer