

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-1302

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CHIEF PROBATION OFFICER

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SUBJECT: ACCESS TO DETENTION FACILITY

POLICY

Any person wishing to enter the security perimeter of a San Joaquin detention facility must provide photo identification at the time of entry and must wear the proper identification or a detention staff uniform while in the facility. Further, staff may only enter and leave the institutions through specified sally ports.

PROCEDURES

A. Definitions

1. Probation Staff: Any employee of the San Joaquin County Probation Department.
2. Detention Auxiliary Staff: Any non-Probation employee whose assigned workstation is within the security perimeter of a probation detention facility. Such persons include, but are not necessarily limited to, employees of the San Joaquin County Office of Education, San Joaquin County Correctional Health, San Joaquin County Behavioral Health Services, Aramark, and community based organizations.
3. Volunteers/Visitors: Any non-employee who has been authorized to enter for a specific function and/or a specified period of time. These include volunteers, interns, public health presenters, and special speakers.

B. Display of Identification

1. Staff in Uniform: Detention staff wearing the Detention uniform shirt must carry the Department-issued identification card on their person.
2. Staff Not in Uniform: Probation employees not wearing the Detention uniform shirt and Detention Auxiliary Staff must display the Department-issued identification card on their person when in the institution.

3. Visitors: All visitors entering detention facilities must provide identification and sign the Visitor Log.
 - a. They will then be issued a Visitor's Identification Card, which they must display while in the institution.
 - b. When the lobby receptionist is on duty, the receptionist will maintain the Visitor Log and issue Visitor Identification Cards.
 - c. When the lobby receptionist is not on duty, Detention Intake/Control staff will maintain the Visitor Log and issue Visitor Identification Cards.

C. Issuance of Identification Cards

1. The Probation Department will issue or provide identification cards to all probation employees, auxiliary staff, volunteers, and visitors for business use only.
2. Probation Department Employees: Identification cards will be issued to all new probation employees on their first day of work.
3. The Department's Backgrounds and Training Unit is responsible for taking employee photos. Each Division Secretary is responsible for notifying the Backgrounds and Training Unit of the names, job titles, and date and time new employees will appear for their photos.
4. Auxiliary Employees: It will be the responsibility of the Deputy Chief Probation Officer (DCPO) of Detention Services to ensure that any new auxiliary employee whose primary function requires access to the secure perimeter on a regular basis is issued an identification card.
5. Volunteers and Visitors: Volunteers and visitors will be issued a "Visitor's ID" prior to entering the secure area. These ID's are temporary and will be returned prior to the volunteer/visitor leaving the facility.
6. End of Employment: Any employee terminating employment with the Probation Department for any reason will return their ID card *to the Division Office Secretary, who will send the card to the Department Executive Secretary, who will file it in the employee's personnel file*. Auxiliary staff will return their ID card to the Detention Office
7. Retirees: Employees who retire from full peace officer status will be issued a "Retiree's ID Card."

D. Hours of Access

1. Detention staff may enter the detention facility only when reporting for duty immediately before their shift.
2. Detention staff are expected to leave the facility at the completion of their shift.
3. Any Probation employee wishing to enter the facility at other than normal assigned working hours must contact the Duty Officer upon arrival and obtain his/her permission to enter before doing so.