

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

CODE GREEN

Title 15, Section 1327

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

This procedure establishes guidelines to be followed in the event a youth within a Juvenile Detention and Assessment Center (JDAC) or Treatment Facility escapes or attempts escape. Escapes and attempts to escape are classified as Code Greens.

Definitions:

Escape/Attempted Escape:

Pursuant to W&I 871(a) "Any person under the custody of a probation officer or any peace officer in a county juvenile hall, or committed to a county juvenile ranch, camp or forestry camp, or regional facility, who escapes or attempts to escape from the institution or facility in which he or she is confined, who escapes or attempts to escape while being conveyed to or from such institution or facility, or who escapes or attempts to escape while outside or away from such an institution or facility while under the custody of a probation officer or any peace officer, is guilty of a misdemeanor, punishable by imprisonment in the county jail not exceeding one year."

Responsibilities:

I. Probation Corrections Officer (PCO):

A. Attempts to Escape from within the JDAC/Treatment Facilities.

1. When a youth is observed attempting to or in the process of escaping, staff on scene will:
 - a. Order the fleeing youth to stop.
 - b. Immediately use the Handi Talkie (HT) to announce the Code Green to Central Control and provide Central Control with the location, a physical description of the youth, direction of travel (DOT) and any other pertinent information.
 - c. Staff from the unit will pursue the youth and apprehend them if safe to do so. If immediate apprehension is not possible, the staff will make every attempt to maintain visual contact and update Central Control.
 - d. Will secure and conduct a physical count of all youth under their supervision as soon as possible.
2. Under no circumstances will youth be permitted to pursue or apprehend other youth.
3. Response:
 - a. Staff not in direct supervision of youths will respond immediately to assist with the apprehension of the fleeing youth.
 - b. Code responders from each unit will respond immediately to assist with the apprehension of the fleeing youth.
 - c. Whenever possible, a pursuit will be conducted by two or more staff.
 - d. When safe to do so, a staff member will obtain a handheld video camera and begin recording the incident. Recording must continue until a supervisor directs otherwise or it is no longer safe to do so. The recording will be considered evidence and processed as such.
4. Non responding staff will secure and conduct a physical count of all youth under their supervision.

B. Actual Escapes from the JDAC/Treatment Facilities:

1. If determined appropriate by the WC, designated staff will:

- a. Attempt to apprehend the youth outside of the facility, if they can be apprehended immediately (e.g., in the parking lot, etc) and/or;
- b. Conduct foot and/or vehicle surveillance of the escaped youth.
2. Staff may only conduct surveillance on an escaped youth in a county vehicle and will adhere to all vehicle codes.
3. Staff will follow youth as long as it is safe to do so.
4. Upon losing sight of the youth, staff will report their location to Central Control and remain at that location awaiting back up/law enforcement, as long as it is safe to do so.
5. Members of the community will not be solicited to render assistance in the pursuit or apprehension of youth.
- C. Actual Escapes/Attempts to Escape while Off Grounds:
 1. In the event the escape/attempt to escape occurs while the youth is off grounds (e.g., Court, medical appointment, Emergency Room (ER) runs, etc) staff will:
 - a. Immediately report the incident to dispatch via their HT.
 - b. Attempt to apprehend the youth, if they can be apprehended immediately (e.g., still in the building, in the parking lot near the transportation van, etc). Staff will not pursue the youth into the community.
 - c. Notify the WC as soon as possible.
 - d. Staff will follow the youth as long as it is safe to do so.
 - e. Upon losing sight of the youth, staff will report their location to Central Control and remain at that location awaiting back up/law enforcement, as long as it is safe to do so.
 - f. Members of the community will not be solicited to render assistance in the pursuit or apprehension of youths.
- D. Documentation/Follow up:
 1. Staff directly involved and those directed to do so by supervisory staff will:
 - a. Submit an Incident Report prior to the end of shift unless otherwise directed by a supervisor.
 - b. Participate in a debriefing.
 2. Document the date, time, and the name of youth involved and a brief summary of the event in both the Unit Log and the youth's file in CE.

III. Central Control Staff will:

- A. When notified of a Code Green, announce via the radio "Code Green, Code Green" and provide staff with all pertinent information relayed by the reporting officer to include updated DOT.
- B. Advise staff to cease all movement, radio and telephone traffic not directly related to the Code Green, with the exception of emergency traffic.
- C. Immediately begin a search for the escaping youth on the Closed Circuit Television Security System (CCTSS). Maintain visual surveillance and provide responders with location updates.
- D. Contact the reporting unit to obtain the name of the youth attempting to escape.
- E. When directed by WC, notify the necessary law enforcement agencies of the escape and provide requested information.
- F. Provide the WC with both a Case History and the Overview screen from CE for the youth.
- G. When the Code Green is called off by the IC, announce via the radio, "10-4, BREAK, Attention all staff, Code Green over, Code Green over."
- H. Conduct a population count.
- I. Document the Code Green in the CE Code Log with the following information; date/time of code, youth involved and resolution of the incident.

- J. Code Green at Gateway (RYEF Phase 2):
1. When notified of a Code Green, announce via the radio "Code Green Gateway/RYEF, Code Green Gateway/RYEF".
 2. Contact the unit to obtain the name of the youth.
 3. Notify the necessary law enforcement agencies of the escape and provide requested information.
 4. Provide the WC with both a Case History and the Overview screen from CE for the youth.
 5. When the Code Green is called off by the IC, announce via the radio, "10-4, BREAK, Attention all staff, Code Green over, Code Green over."
 6. Document the Code Green in the CE Code Log with the following information; date/time of code, youth involved and resolution of the incident.

IV. Incident Commander (IC) will:

- A. Be the first PCSI to arrive on scene or as designated by the WC.
- B. Update the WC as the situation progresses.
- C. Ensure staff are recording the incident, unless unsafe to do so.
- D. Call off the Code Green when appropriate.
- E. Contact FAST when deemed necessary to provide crisis intervention and stabilization for the youth.
- F. Ensure staff directly involved in the incident complete Incident Reports.
- G. Collect, review, sign and submit all related Incident Reports (IRs) to the WC.
- H. Ensure a brief summary of the incident is documented in both the Code Log and the youth's file in CE.
- I. Review the handheld digital video camera and CCTSS footage per existing procedures and record the pertinent footage for video documentation.
- J. Provide the WC with identified corrective actions, training needs or facility security issues.
- K. Conduct a debriefing with involved staff.

V. Watch Commander (WC)/Treatment Supervisor (TS) will:

- A. In the absence of a PCSI, assume the IC duties until an IC can be designated.
- B. Notify the Division Director/Facility Superintendent of the circumstances of the attempted or actual escape as soon as time permits. In the event the Division Director/Facility Superintendent is unavailable, contact the On-Call Director.
- C. If a youth escapes, determine the appropriateness of staff attempting an immediate apprehension or conducting foot/vehicle surveillance of the youth. If appropriate, designate specific staff and provide them with county vehicles.
- D. Monitor all pursuits/surveillance of detention staff outside of the facility to determine continued appropriateness.
- E. Notify, or designate staff to notify, the proper law enforcement agencies, the youth's Probation Officer and the youth's parents or guardians in the event a youth escapes from the facility or while off grounds.
- F. If upon reviewing the circumstances of the Code Green, there is any indication the youth intends to harm a previously identified victim or the public, the guidelines set forth in the Reporting Criminal Threats procedure will be followed.
- G. After receiving approval from the facility administration, instruct the Intake/Release Officer to release the youth from the population in CE with "Escaped" as the reason for release.
- H. Review the hand held camera and CCTSS per existing procedures.
- I. Evaluate the circumstances of the Code Green, review and sign all IRs submitted by the IC, and distribute final copies to JDAC/Treatment Facility Administration.

- J. Consult with the IC on corrective actions, training needs, and facility security.
- K. Record the circumstances of the incident in the Board of State and Community Corrections (BSCC) Log in CE.
- L. Record the Code Green in the Watch Commander's Log.
- M. Prepare, or designate a staff to prepare, an application for petition alleging the escape and any other applicable allegations.
- N. Participate in a Debriefing with involved staff.
- O. In the event medical personnel are not on site, assume responsibility for determining if the youth requires a medical evaluation and whether that evaluation can be completed at a county approved medical center or if emergency services (911) must be summoned.
- P. Contact Peer Support if deemed necessary.

VI. Correctional Nurse will:

- A. Promptly conduct a physical examination of the youth in all cases of apprehension involving use of force or at the request of the WC due to suspected or reported injuries sustained during the escape/escape attempt.
- B. Advise the WC if a further evaluation is required and whether it can be completed at a county approved medical center or if emergency services (911) must be summoned.
- C. Complete the necessary documentation pursuant to the Incident Report procedure.

VII. FAST will:

- A. Respond to unit when notified by staff and provide crisis intervention and stabilization for the youth.

VIII. Division Director/On Call Division Director:

- A. Notify the Detentions Corrections Bureau Deputy Chief Probation Officer of any actual escapes.
- B. Determine the need for Community Corrections Bureau assistance (i.e., field officers, Probation Apprehension Team, etc) and complete the appropriate notifications.
- C. Determine when all reasonable measures have been exhausted and direct the WC to remove the youth from the institution population.
- D. Review all available information (e.g., Incident Reports, Video footage, etc) to determine if any safety/security issues exist.

IX. Code Green at Gateway (RYEF Phase 2):

- A. During an attempt to escape/escape, staff in supervision of the fleeing youth will:
 - 1. Order the fleeing youth to stop.
 - 2. Immediately use the HT to announce "Code Green" to Central Control and provide Central Control with the location, a physical description of the youth, direction of travel and any other pertinent information.
 - 3. Maintain visual contact but not pursue into the community to apprehend.
 - 4. As soon as reasonably possible, notify the Probation Officer and Supervisor on duty.
- B. During an attempt to escape/escape, remaining staff will secure and conduct a physical count of all youths under their supervision, as soon as possible.
- C. Under no circumstances will youth be permitted to pursue or apprehend other youths.
- D. The IC, will notify the CVJDAC WC in the event that additional staff are needed to assist with unit duties.
- E. Upon an escape from Gateway RYEF, the IC will notify the Gateway administrator and local law enforcement as well as the law enforcement of the community.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Welfare and Institution Code Section 871(a)

Minimum Standards for Juvenile Facilities-Title 15, 2007: 1327

References:

Procedure:

Watch Commander Duties and Responsibilities

Roles and Responsibilities of Probation Corrections Supervisor I

Roles and Expectations of a Probation Corrections Officers

Use of Radio

Requesting Police Assistance

Videotaping Incidents in Detention Centers and Treatment Centers

Critical Incident Notification

Reporting Criminal Threats

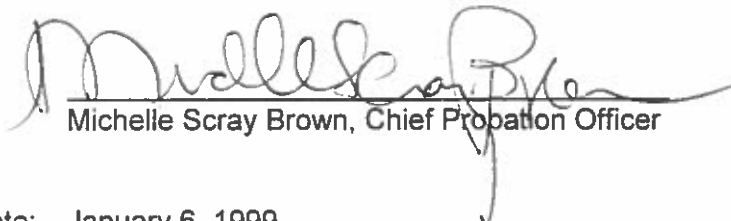
Policy:

Safety

Employee Responsibility

Relations with Other Agencies

Issued by:


Michelle Scray Brown, Chief Probation Officer

8-15-17
Date

Original Issue Date: January 6, 1999

Revision: June 20, 2003
Revision: February 27, 2008
Revision: August 8, 2014
Revision: October 31, 2014
Revision: August 15, 2017