

# Washington County Juvenile Department Security Protocols

The following are guidelines established in partnership with the Washington County Sheriff's Office for entry into the Washington County Juvenile Department. Security is every staff member's responsibility. If you encounter someone you do not know or have not seen before in the secure area of the Juvenile Department, please ask them to identify themselves.

## Staff

- (a) Staff may use a fob or magnetic key to enter the building, through the back or side door.
- (b) If using the front door (security point), staff must go through security just as though they were a member of the public, regardless of whether they are carrying their fob and/or County ID.
- (c) Staff are not permitted to allow any other person to enter the building with them through the side or back door unless they know they are permitted to have access.
- (d) Family members, friends, colleagues and other professionals must go through security at the front door. The only exception is that a staff member can enter the building through the side or back door with family, friends or professional colleagues during non-business hours. Business hours are 8am to 6pm, Monday through Friday, not including recognized Court holidays.
- (e) "Staff" includes the following: paid employees of the Washington County Juvenile Department; Deputy District Attorneys assigned to the Juvenile Department; law clerks assigned to the Juvenile Department; Administrative Support assigned to the Juvenile Department; Judges; State Staff that are assigned to the Juvenile Department; graduate interns and work study students assigned to the Juvenile Department and any other approved county or state employee.
- (f) A violation of this protocol by staff, may result in the loss of their magnetic key/ fob.

## Members of the Public

- (a) All members of the public must go through security before they enter the building. Every person who enters the building must sign in at the front reception area. This includes persons who may be able to enter the building without going through security when "on duty", but are not "on duty" and have personal business in the Juvenile Department (eg, law enforcement officials, probation officers, etc).
- (b) Members of the public may only be permitted to enter the secure portion of the Juvenile Department when they are accompanied by security, an employee of the

## Members of the Public (continued)

- (c) Juvenile Department, an intern placed at the Juvenile Department, Deputy District Attorney, Court/ state staff or an attorney.
- (d) Attorneys may enter the building through the side door with an issued magnetic key, once they have been approved to do so. They should not enter the building through the back door. Attorneys are not allowed to bring clients in with them through the side doors. They must sign in at the front reception area immediately after they enter the building. Attorneys are allowed to enter the secure area of the department with their magnetic key. They are not allowed to let anyone else enter the secure area unless they know they are permitted to do so. Clients are allowed to enter secure areas of the building with their attorney. Attorneys without magnetic keys may enter the secure portion of the Juvenile Department after they have received clearance from the receptionist and/or another employee of the Juvenile Department.

## Vendors

- (a) Vendors that are not on an approved entry list and do not have a magnetic key to enter the building must go through the security checkpoint and then be accompanied by security or Juvenile Department employee while they are in the secure areas of the building.
- (b) If the vendor is on an approved entry list, they must check-in with security at the front door and be allowed entry into the building by security. They need not be accompanied by staff while in the secure portions of the building.
- (c) A vendor on an approved list that has been issued a magnetic key may enter and move around the secure portions of the building unaccompanied.
- (d) Juvenile Department employees, Court/ State staff, Deputy District attorney and their staff may not allow a vendor to enter the building and should refer the vendor to security personnel at the front entrance.

## Service Providers

- (a) Professionals who come to the Juvenile Department to provide mental health or other services for youth must enter the building through security. Once they clear security and are allowed in the secure portion of the building, service providers do not need to be escorted by Juvenile Department staff.