

**SONOMA COUNTY PROBATION DEPARTMENT  
JUVENILE HALL POLICY & PROCEDURES MANUAL**

SECTION: <i>Security Operations</i>	SUBJECT: <i>Vehicle Sallyport Operations (VSP)</i>	PAGE: <i>1 of 2</i>	IDENTIFIER: <i>3.4.23</i>
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**POLICY STATEMENT**

It is the policy of Sonoma County Juvenile Hall that the Vehicle Sallyport (VSP) be used as a secure transfer area for youth being brought into or released from our facility to ensure the safe and secure exchange of custody of youth between Juvenile Hall and other agencies. The VSP also provides a secure parking area for the facility vehicles and transfer area when conducting transportations of residents.

**PROCEDURES**

**1. VSP ENTRY**

- A. Central will advise the transporting officer that injured or intoxicated youth will need a medical clearance and will refer the officer to the hospital if needed.
- B. If the VSP is clear, Central will open the VSP entry, allowing the vehicle to enter.
  - i. If unauthorized person enters the VSP, Central will notify the Facility Supervisor immediately.
- C. The transporting officer will escort the youth to the booking sallyport entrance, using the intercom at the sallyport door to notify Central they are ready to enter the facility.
- D. The officer will drop off or pick up the youth in accordance with the Intake & Release procedures. Refer to policy 4.1.1 "Intake" and policy 4.2.1 "Release".

**2. VSP EXIT**

- A. When a vehicle approaches the exit gate to the VSP, the weight of it will automatically activate a call to register on the Central Control touchscreen call queue.
- B. Once the VSP is clear, Central will open the VSP exit and allow the officer to leave.
  - i. If unauthorized person enters the VSP, Central will notify the Facility Supervisor immediately.

**3. IF UNABLE TO VERIFY VEHICLE**

- A. If Central cannot verify vehicle identification or authorization to enter the VSP, staff will instruct the driver where to park, and notify the Facility Supervisor.

**4. PROBATION STAIRWELL DOOR "1T06"**

**5. VSP PEDESTRIAN DOOR "SC1"**

**REPLACEMENT HISTORY**

Revised:

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APPROVED BY:

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DAVID M. KOCH, Chief Probation Officer