



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**3-JTS-1A-30; 3A-01, 02, 04, 05,  
06, 08, 10, 11, 13, 22, 30  
3-JDF-1A-34; 3A-01, 02, 04, 05,  
06, 08, 10, 11, 13, 14, 22, 29  
3-JCRF-2G-01, 3A-01, 04, 05, 07,  
09, 13  
1-JDTP-1A-27; 3E-12, 13  
11-JBC-3A-01, 02, 03, 04, 05, 08,  
11, 12, 15, 25, 29  
4-JCF-2A-01-05, 07, 11, 12, 23, 26  
2-CO-3A-01**

<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: General Security Guidelines in Facilities and Programs</b>	
<b>POLICY NUMBER: 110</b>	
<b>TOTAL PAGES: 4</b>	
<b>EFFECTIVE DATE: 9/15/2016</b>	
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**I. POLICY**

Staff supervision and security measures shall be provided to ensure a secure and safe environment.

**II. APPLICABILITY**

This policy shall apply to each Department of Juvenile Justice (DJJ) operated day treatment program, group home, youth development center (YDC), and regional juvenile detention center (RJDC).

**III. DEFINITION**

Refer to Chapter 100.

**IV. PROCEDURES**

A. Each program or facility shall have written Standard Operating Procedures (SOPs) for security and control which shall be made available to staff. SOPs shall include:

1. A system for communication between the control center and youth activity and living areas. Facilities with a twenty-four (24) hour manned control center shall have:
  - a. Sufficient space for a 24-hour control center for monitoring and coordinating the facility's internal and external security system, communications systems, safety alarms and detection systems, and other mechanical and electrical systems.

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- b. Communication system that includes alternate communication systems to supplement direct staff supervision activities between the control center and, the juvenile living areas.
  - c. Access to a washbasin and toilet.
2. A key control system, including the use of an automated key exchange system if available. This system shall:
  - a. Account for vehicle and facility keys;
  - b. Require that keys be individually numbered or labeled according to a system that is clearly explained in facility SOPs;
  - c. Require that keys permanently assigned to individual staff be signed for and kept secure;
  - d. Prohibit youth access to keys;
  - e. Require the use of soldered or safety key rings, in YDCs and RJDCs, that do not allow keys to be removed from rings without special tools not available to youth;
  - f. Include signing in and out documentation of the removal and return of keys each time keys are removed from a key box; and
  - g. Require a quarterly inventory of facility keys that includes a physical check of each key. The inventory shall be documented on a form that lists all keys by number or label and includes the date that each key was checked. The inventory documentation shall be signed by two (2) staff, one of which shall be the Superintendent, Assistant Superintendent, or youth services program supervisor (YSPS);
3. A system for logging youth head counts during the following times: shift change, after visitation, before and after activities conducted outside the facility area, after evacuations, or other times as needed;
4. Means of reporting to the Superintendent any increase or decrease in the population on a shift-by-shift basis;
5. Duty assignments for the disbursement of staff;
6. Observation/Bed checks;
  - a. Staff shall observe residents and conduct bed checks at random, staggered intervals not to exceed 15 minutes during sleep hours and anytime a youth is secured in a cell / room for any reason, including but not limited to, intake, isolation, time-out, room restriction, sick-call, bed rest, or known AWOL risk. Precise 15 minute checks are not acceptable since such checks allow youth to predict and monitor the movements of staff.
  - b. Staff shall accurately document all observations / bed checks, including actual time the staff conducted the check on resident.

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- c. Superintendents are responsible for ensuring that the facility has adequate staffing to ensure that bed checks can be completed on all youth. Conducting bed checks shall be the priority to ensure that youth are adequately monitored.
  - d. If an extraordinary circumstance results in staff missing a bed check within 15 minutes, the responsible staff shall document the justification for the missed check on the shift log or unit log. Shift supervisors shall be responsible for reviewing logs to evaluate the reason for the missed check to ensure that it does not occur except in extraordinary circumstances. The failure to conduct timely bed checks without adequate justification shall result in major corrective action.
  - e. All documentation regarding youth observations / bed checks shall accurately reflect the monitoring of the staff who conducted the check. Staff shall not document a bed check on behalf of another staff.
  - f. Every resident observation / bed check shall be conducted to ensure resident health and welfare, and shall at a minimum include observations for the following:
    - i. The resident's presence is known, not AWOL;
    - ii. The resident's head is uncovered;
    - iii. No items are around the resident's neck;
    - iv. The resident is in no apparent distress;
    - v. There is no visual contraband in the youth's room; and
    - vi. Any other observations that raise concern.
  - g. If the youth appears to be in any apparent distress, staff shall immediately follow all emergency protocols, including rendering aid, providing immediate notification to the facility nurse, shift supervisor, or emergency medical personnel, as appropriate.
7. Security checks of all areas occupied by youth at the beginning and end of each shift, including the reporting and follow-up of any necessary corrective action. Unoccupied areas shall be inspected weekly;
  8. Weekly visits to the facility's living and activity areas by the Superintendent or designee and designated department heads;
  9. Securing of staff's personal belonging and keys, staff and facility vehicles, and program buildings and appropriate internal areas when not in use or when vacant due to off-ground or on-ground activities.
  10. Restrictions on youth in residential programs driving motor vehicles;
  11. Monitoring of the facility perimeter to restrict youth within that perimeter as well as to prevent access by the general public without authorization. Requiring pedestrians and vehicles to enter and leave at designated points within the perimeter;
  12. Procedures for direct and continuous supervision of service personnel

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other than facility staff performing work in those areas permitting contact with youth;

13. Restrictions on possession of firearms, including by law enforcement personnel except as permitted by law, within the confines of a day treatment, group home, YDC, and RJDC;
  14. Facilities equipped with audio or video recording devices for security purposes shall develop operational procedures to include:
    - a. Appropriate use of audio or video recording equipment;
    - b. Staff training in regards to utilization and maintenance of the equipment;
    - c. Proper disposition and security of audio or video recording;
    - d. Chain of custody of audio or video recording that may be introduced as evidence in court;
  15. Means for responding to incidents of escape, riots, hunger strikes, disturbances, or the taking of hostages; and
  16. SOP's shall be reviewed at least annually and updated if necessary.
- B. Group homes, YDC's, and RJDC's shall have written shift assignment descriptions that specifically state the duties and responsibilities for each shift in relation to youth worker supervisor (YWS) and youth worker positions assigned to the facility.
1. These shift assignment descriptions shall be reviewed at least annually and updated if needed.
  2. Each staff member shall read, sign, and date the appropriate shift assignment description each time a new position is assumed.
  3. Shift assignment descriptions shall be located in an accessible location, for the benefit of new staff, staff not working their usual shift, or emergency staff who have been called in to ensure adequate coverage.

## **V. MONITORING MECHANISM**

These activities shall be supervised by the Superintendent and monitored by the Facility Residential Administrator (FRAs). The Division of Program Services shall conduct annual program audits.