

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-01, 3A-02, 3A-03, 3A-04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Security and Control		
POLICY NUMBER: DJJ 709		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

A manual containing all procedures for facility security and control, with detailed instruction regarding implementation, shall be available to all staff, reviewed annually and updated as necessary.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Each regional juvenile detention center Superintendent shall develop a manual containing all procedures for security and control. The manual shall be updated annually and accessible to staff. The manual shall include the Emergency plans and procedures and the documentation protocol for incidents.
- B. The Master Control Center shall:
 1. Provide 24-hour monitoring of the facility's security, safety, and communication systems. The control center shall be staffed 24 hours a day, 7 days a week, without exception. Persons assigned to this post shall never leave without proper relief.
 2. Control access to the building and movement within the building. All resident movements shall be regulated and residents shall be accounted for at all times in any area inside or outside of the facility. Radios shall be used to communicate the whereabouts of staff and residents.
 3. Maintain a daily log on juvenile population movements and be responsible for notifying appropriate staff of increases and decreases in the population on a shift-by-shift basis.
 4. Provide staff access to a washbasin and toilet.

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- C. Youth Workers shall be positioned in or immediately adjacent to the juveniles living areas to permit workers to hear and respond promptly to programming needs and emergency situations.
- D. The facility perimeter shall be secured by building design. Staff shall ensure that juveniles remain within the secure perimeter and that access by the public is denied without proper authorization.

V. MONITORING MECHANISM

The Superintendent and Facilities Regional Administrator shall monitor compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.