

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-1301

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**SUBJECT: SAFETY CHECKS**

**POLICY**

Unit staff are required to provide direct visual observation of youth a minimum of every fifteen minutes at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Fifteen minute safety checks are also required for all youth who are placed in a holding cell in the Intake or Court Services areas. Direct visual observation is defined as personally seeing a youth's movement and/or skin. All safety checks will be documented with the actual time the check is completed.

**PROCEDURES**

A. General Guidelines

1. The Juvenile Detention Unit Supervisor over the housing units and the Camp are responsible for ensuring safety checks are made a minimum of every 15 minutes at random or varied intervals while youth are asleep or in their rooms or confined to their bed in a dormitory.
2. The Intake Juvenile Detention Officer and the Juvenile Detention Officer assigned to Court Services are responsible for ensuring safety checks are made a minimum of every 15 minutes at random or varied intervals while youth are temporarily placed in the holding cell(s) pending Court or the booking process.
3. Safety checks will be documented by use of the Guard 1 Plus system, which utilizes the Pipe to make the required safety checks.
4. The Pipe will be assigned to each housing unit including the Camp
5. The Pipe should not be stored next to neon lights, transformers or computer monitors for long periods of time.
6. All staff will be assigned an individual Pipe button to complete his/her security checks and will be trained on how to utilize the Pipe button by the

Juvenile Detention Training Officer during New Employee Orientation training.

7. The Pipe button is considered part of staff equipment and staff is responsible to bring the Pipe button to work to utilize during his/her shift.
8. If the Pipe button is lost, staff is responsible for contacting the Juvenile Detention Training Officer for a replacement.
9. If staff forgets his/her assigned Pipe button, he/she will contact the Duty Officer to issue a temporary Pipe button to be utilized during his/her shift.
10. The temporary Pipe button is to be returned at the end of his/her shift to the Duty Officer.

B. Housing Unit Procedures

1. The safety check sequence will be performed a minimum of every fifteen minutes at random or varied intervals during the youths' sleeping hours or when youth are in their rooms. This applies to whether a youth is in his/her room due to Room Confinement, Room Separation, or any other reason.
2. Prior to initiating a safety check, staff are responsible to know the locations of the pipe mounted buttons on the unit.
3. A staff member conducting a safety check will complete the following:
  - a. Staff shall walk past each room on the corridor and check and look for signs of life, such as breathing, body movement and/or skin.
  - b. Staff shall check room doors to ensure that they are secure.
  - c. Staff shall be observant for any safety/security hazards such as leaking fire sprinklers, overflowing toilets, etc.
  - d. When the safety check is completed, staff shall return the Pipe to the staff station.
4. Any problems with the Pipe, the Pipe button, or the Pipe mounted wall buttons during a shift should be reported immediately to the Duty Officer and the Administrative JDFS.
5. During waking hours, staff are required to complete room checks (utilizing the pipe) for each hallway or tier that houses a youth confined to their room. For example, if only one youth is confined on

the upper tier, it is only necessary to complete room checks for the upper tier or if only one youth is confined in Rooms 1 through 10 on the older housing units, it is only necessary to complete room checks for the hallway that contains Rooms 1 through 10. Staff shall clearly document and justify on the Juvenile Hall Unit Shift Report the rooms where the youth are confined and why room checks were completed in a limited fashion.

6. If a 15 minute safety check is not required (i.e. all the youth are out of their rooms, in school, etc.), it must be clearly documented and justified on the Juvenile Hall Unit Shift Report.
7. If a pipe is not available to conduct the safety checks (i.e. damaged, not working, or removed by the Duty Officer) staff must continue to conduct safety checks a minimum of every 15 minutes at random or varied intervals and document these safety checks on the Room Check Log (Attachment A), with the actual time the check is completed. The reason should also be documented on the Juvenile Hall Unit Shift Report.

C. Camp Procedures

1. Camp staff will conduct a perimeter check of the Camp after the youth are in bed. The perimeter check should be conducted between 9:30 p.m. and 10:00 p.m.
2. Prior to initiating a safety check, Camp staff are responsible to know the locations of the pipe mounted buttons on each dorm.
3. Camp staff in each dormitory are responsible for performing a safety checks a minimum of every 15 minutes at random or varied intervals utilizing the Pipe during sleeping hours or anytime youth are confined to their bed in the dormitory.
4. Camp staff will personally check on each youth and look for signs of life, such as breathing, body movement and/or skin.
5. If a 15 minute safety check is not required (i.e., all the youth are awake, in school, etc.), it must be clearly documented and justified on the Juvenile Hall Unit Shift Report.
6. If a pipe is not available to conduct the safety checks (i.e. damaged, not working, removed by the Duty Officer) staff must continue to conduct safety checks a minimum of every 15 minutes at random and varied intervals and document these safety checks on the Room Check Log, with the actual time the check is completed. The reason should also be documented on the Juvenile Hall Unit Shift Report.

D. Intake and Court Services Holding Procedures

1. Whenever a youth has been placed in a holding cell, staff shall perform a safety check every fifteen minutes.
2. The holding cells in the Court Services area are referred to as Holding Cell #1 and #2. The holding cells in the Intake area are referred to as #A, #B, and #D.
3. Staff shall document the time of the safety check on the Holding Cell Log, with the actual time the check is completed (Attachment B).

E. Compliance of Safety Checks

1. Each night, the graveyard Duty Officer will download all the Pipes to the Guard 1 Plus system.
2. The JDFS of the assigned housing unit is responsible for reviewing the safety checks in the Guard 1 Plus System for compliance. These reviews shall be completed on a weekly basis. The graveyard Duty Officer is responsible for reviewing the safety checks in the Guard 1 Plus system for compliance on a daily basis for the graveyard shift and Camp.
3. The JDFS are responsible for comparing and reconciling the safety check and the Juvenile Hall Shift Report to ensure the Juvenile Hall Shift Report accurately and thoroughly justifies all the reasons why the fifteen minute safety checks were not conducted with the pipe. The JDFS will also review the Room Check Log to ensure fifteen minute safety checks were conducted when the pipe was not available.
4. The JDFS will immediately address any discrepancies with their staff and will follow through appropriately with any staff who were noncompliant.
5. The JDFS shall notify the Operations Assistant Deputy Chief Probation Officer of any staff who has had continuous or repeated noncompliance issues. Additionally, any circumstances where a fifteen minute safety check was not conducted and cannot be justified on the Juvenile Hall Unit Shift Report shall immediately be brought forward to the Operations ADCPO.

## ROOM CHECK LOG

Any time a youth is secured in his/her room, 15-minute checks must be made and documented.

DATE: \_\_\_\_\_

SHIFT: \_\_\_\_\_

UNIT: \_\_\_\_\_

UNIT SUPERVISOR: \_\_\_\_\_

Initials Time							

<u>*Youths Secured</u>	<u>Room #</u>	<u>*Youths Secured</u>	<u>Room #</u>
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
5. _____	_____	5. _____	_____

\* Graveyard staff need only indicate "All youths secured."

Attachment 500-1

Attachment A

# HOLDING CELL LOG

Any time a youth is secured in a holding cell; 15-minute safety checks must be made and documented.

DATE: \_\_\_\_\_

SHIFT: \_\_\_\_\_

HOLDING

CELL: \_\_\_\_\_

UNIT SUPERVISOR: \_\_\_\_\_

Initials Time							