



**Youth Detention Facility  
OPERATIONS ORDER  
SUPERVISION OF YOUTH**

**Purpose and Scope**

Ensuring the safety of youth and staff in the Youth Detention Facility is a fundamental responsibility. Proper youth supervision along with program, recreation and exercise throughout the day are important in maintaining a safe and secure environment. The purpose of this policy is to outline safe and appropriate procedures for providing youth supervision under a variety of circumstances.

**Affected Personnel**

All Sworn Personnel - YDF

**Effective Date**

December 9, 2019

**I. Procedures**

A. General Supervision

1. In order to provide appropriate supervision:
  - a. Staff shall remain awake and alert at all times.
  - b. Leisure reading is prohibited between the hours of 0600 and 2300.
  - c. Employees shall not bring personal electronic devices into the Youth Detention Facility including, but not limited to: DVD players, E-Readers, I-Pads, laptops, or MP3 players.
  - d. The primary function of the unit telephone is for work-related matters. Incoming and outgoing personal phone calls shall be kept to a minimum and limited to nine (9) minutes or less. (No long distance calls may be placed without prior supervisor approval).

B. Upon arrival to a Housing Unit, staff shall:

**(Housing Unit or the "Unit" is defined as the dayspace, courtyard, sally port, classroom, staff bathroom, hallway, youth rooms, pill call room, testing room, medical room, storage areas and utility closets.)**

1. Check all doors and obtain a youth count (must see skin, head, and breathing);
  2. Log in to the Floor Plan Interactive Application (FPIA) using the gold key icon, and ensure that the youth count matches the count on the FPIA;
  3. Review and initial the Red Book and debrief with unit staff;
  4. Ensure the Security Checklist has been completed and is current;
  5. Ensure that all security items are properly stored and locked;
  6. Review work e-mails. Staff shall be responsible for knowing any pertinent information e-mailed to them and are expected to respond to all directive e-mails as necessary. E-mail usage throughout the day shall not interfere with supervision duties.
- C. Staff shall be aware of the location of each youth assigned to their housing unit at all times including, but not limited to, their assigned room, the Visiting Center, Clinic, Court, etc.
- D. Whenever youth are out of their rooms (day space, courtyard, classroom, etc.), staff shall position themselves in a manner that enables visual supervision of youth and staff at all times.
- E. Staff should be aware of group dynamics and subtle changes (too much noise, unusual quietness, whispering, and general group tension). It is important to address a situation immediately rather than to allow it to get out of control through inaction.
- F. Youth shall be lined-up and counted prior to entering and exiting the courtyard. The count shall be relayed to Central Control via unit intercom.
- G. Whenever a youth is in their rooms, each room shall be visually inspected at least every 15 minutes, at random or varied intervals, with one random check each hour for a total of five (5) per hour 24 hours a day. A visual inspection includes observing each youth's skin, head, and breathing and noticing whether everything appears in order.
- H. All youth room doors should be opened using keys, whenever possible.

- I. Staff shall physically open/close youth doors and remain at that door until the youth has exited or entered that room.
- J. When closing a youth's door, staff will ensure that it is locked and secured. At no time shall a youth be allowed to close their own door.
- K. No room doors shall be left open or unlocked at any time, except for temporary cleaning purposes. If a room door is open for such purposes, a staff member shall visually monitor any activity.
- L. Staff shall not enter a youth's room without another staff present and aware.

## **II. During The Exercise and Recreational Programs**

- A. Staff shall not sit while supervising residents participating in outdoor or gym activities.
- B. Staff may participate in recreational activities with residents such as cards or dominos, when staffing is adequate, and when staff are able to maintain proper structure and supervision of all the residents in the unit.
- C. Staff may participate in non-contact sporting activities with the youth and provide instruction/demonstration prior to a sports activity. Staffing shall be adequate, and staff must be able to maintain proper structure and supervision of all the youth in the unit.
- D. At no time will staff participate in or allow any form of gambling between youth or between staff and youth. Nothing may be wagered on the outcome of table game or sports activity.

## **III. Classroom Supervision**

- A. One staff shall provide direct supervision for each classroom. Staff should be positioned inside each of the occupied classrooms. If staffing levels do not allow for a staff to be inside the classroom staff should be positioned just outside the classroom door.

## **IV. Supervision of Showers**

- A. Whenever one or more youth is showering in the unit, staff of the same gender as the youth shall maintain direct supervision at all times.
- B. Male and female youth are not to shower, conduct hygiene or use the common area restrooms at the same time.
- C. All youth shall be showered from the unit day space. Youth should not be showered from their room unless deemed unsafe to do so.

1. If Probation Unit Staff determine that it is a safety risk to shower one or more youth from the day space, unit staff must receive approval from the Supervisor on Duty to shower a youth from their room. The reason the youth is being showered from their room must be documented in a JPIP chrono under the youth name.

## **V. Single Staff Supervision**

- A. Whenever possible, staff assigned to a unit with single staff coverage during a graveyard shift should be the same gender as the youth in the unit.
- B. Whenever there is only one staff member present in a Housing Unit, all youth shall be secured inside their rooms. Under no circumstances shall a youth be allowed out of their room when only one staff is present.
- C. Prior to leaving one (1) staff member alone in a unit, all room doors must be physically inspected to ensure they are locked and secured.
  1. It is the responsibility of the staff member remaining in the unit to confirm the youth count and inspect/secure the doors prior to being left alone in the unit.
- D. Emergencies
  1. If a security breach occurs when there is only one staff in a unit, i.e. a door is kicked open, or a door to an occupied room is found unsecured, staff shall immediately activate their alarm and notify Central Control of a "Security Breach". If the Breach occurs in Housing Units 11-17, Central Control shall immediately take control of the unit Board.
  2. Based upon the circumstances of the situation, i.e. location of staff at the time of the Breach, population of housing unit, physical size of youth, staff may:
    - a. Intervene using the level of force necessary to protect their person and prevent the situation from escalating (verbal directives, physical restraint, chemical agent) until assistance arrives, or
    - b. Staff may choose not to confront the youth and immediately move to a secure area within the unit, i.e. the staff restroom or testing room. If staff chooses to exercise this option, they must make immediate contact with Central Control via radio to apprise them of their status and location.
    - c. In the event of a medical emergency, i.e. suicide attempt, staff shall immediately activate their alarm and follow the guidelines outlined in the Youth Detention Facility Medical Emergency Policy and Procedure. Staff shall never unlock or enter a room until assistance arrives.

## **VI. Two-Tier Supervision**

- A. At least one staff shall be upstairs when any youth is outside of a room on the second tier.
- B. Staff shall physically open/close resident doors. All doors should be opened using keys, whenever possible.

## **VII. Youth Workers**

- A. Work details occur both inside and outside the individual units and are used to foster responsibility and self-esteem in youth. Youth who are chosen to perform work details can be reinforced in positive behavior with rewards (i.e., later bedtime, more phone calls or extra food. Work will be done during non-school hours. Youth who are age 18 or above, or who have received their GED or high school diploma may work during school hours.

### **1. Inside the living unit – work detail**

- a. Youth are responsible for the cleanliness of the unit, under the supervision of unit staff.
- b. Workers will be chosen at the discretion of unit staff.
- c. Work may include: window cleaning; sweeping and mopping floors; cleaning sinks, toilets, showers; bagging trash and other general janitorial duties as directed under the supervision of Probation staff.

### **2. Outside of the unit – work duties**

- a. All youth who work outside of the unit will not be allowed to enter the staff hallway.
- b. Youth chosen to work outside of the unit (kitchen carts, janitorial, church set up and security trash) have attained a level of positive behavior and trust that allows them to function in a more independent manner.
- c. Youth who perform work outside of the unit must be supervised at all times.
- d. Youth with a security classification of S-1 and S-2 are not to be used as workers outside of the unit.
- e. Youth with a security classification of S-3 low can work outside of the unit.
- f. Youth with a security classification of S-4 can work outside of the unit with proper staff supervision. Supervisor approval is required if more than one youth classified as S-4 is working outside of the unit.

**NOTE: Youth must be continuously supervised by staff while working with cleaning solutions and/or brooms, mops, brushes, etc.**

**VIII. Supervision during Emergency Situations**

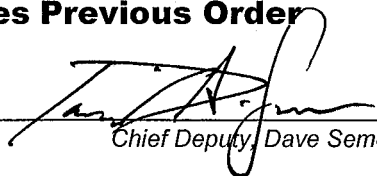
- A. When an alarm situation occurs, staff shall immediately assess the situation, respond to the immediate incident in progress, and secure the youth not involved. It is imperative that all staff do not involve themselves in the immediate incident so adequate staff remain available to control the group.
- B. The staff activating the alarm shall ensure that all other staff present are aware the alarm has been activated.
- C. When Responders enter the unit, they must be told where assistance is needed.

**IX. Co-Educational Supervision**

- A. Male and female youth shall never be left alone, unsupervised.
- B. Male and female youth shall not be allowed to have any body contact with each other.
- C. Staff shall immediately address any inappropriate comments or behavior between youth.
- D. If staff observes or becomes aware of any inappropriate physical contact between any youth, staff shall immediately separate the youth, contact a supervisor, and document the behavior in an Incident Report.
- E. Direct supervision of the shower and/or restroom shall be conducted by staff of the same sex or gender identity as the youth. A privacy shield shall be used when youth are using the restroom, showering, or are in a state of undress, so staff members and youth of the opposite sex may maintain maximum modesty without sacrifice to safety and security.
- F. In the event intervention is necessary - i.e. fight, injury, emergency – the privacy of youth may be compromised.
- G. In units where there is a common restroom adjacent to the day space, male youth shall not conduct hygiene or use the restroom at the same time as the female youth.

**Amends/Replaces Previous Order**

**Authorized By** \_\_\_\_\_

  
Chief Deputy, Dave Semon

**Date** \_\_\_\_\_

11/24/19

Approved by: Dave Semon  
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