



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

Purpose and Scope

It is critical to maintain an accurate count of youth within the Youth Detention Facility (YDF) as it is vital to the safety of youth and staff and security of the facility. Staff shall be responsible for ensuring all youth are accounted for at all times. Scheduled and unscheduled counts of youth shall occur throughout each day.

Affected Personnel

All Sworn Personnel- YDF

Authority

Administrative Directive

Revised Date

5/14/2020

I. Definitions

Unit count: The number of youth physically present in a unit or location.

Total count: The total number of youth assigned to a unit.

Lockdown counts: The institutional-wide counts in which all of the youth in the facility are counted.

II. Guidelines

A. Facility Counts

1. Unit Count and Total Count

- a. Staff who are conducting the Unit Count shall visually check each youth. A visual check includes ensuring each youth is breathing, head and skin are observed, and verifying everything in the room appears to be in order.

- b. All staff are expected to conduct a unit count upon entering a housing unit or a location.
- c. Staff shall know the Unit Count and Total Count at all times. In addition, staff shall know the location(s) of all youth who are not physically present.

2. Periodic Counts

- a. Periodic Counts of youth shall be conducted whenever youth are coming and/or going to program (i.e. to/from the classrooms, to/from the courtyard, to/from the South Field, etc.).
- b. Staff shall count all youth present each time a room check is conducted. Room checks are performed at least every 15 minutes, at random or varied intervals, with one random check each hour-for a total of 5 per hour, 24 hours a day.

B. Lockdown Counts

- 1. Lockdown Counts shall be conducted four (4) times per-day at approximately 0630, 1200, 1500 and 2130 hours.
- 2. Activities within the units may continue; however, there shall be no hall movement during a Lockdown Count.
- 3. Central Control shall notify all staff when the Lockdown Count begins.
- 4. During Lockdown Counts, staff shall visually check each youth. A visual check includes ensuring each resident is breathing, head and skin are observed, and verifying everything in the room appears to be in order. Unit staff shall verify each youth is wearing their wristband. Youth outside the unit shall be verified in the same manner.
- 5. The Lockdown Count shall conclude after Central Control has received counts from each unit, Intake/Booking, the Clinic, the Visitor Center, and any youth programs outside the units.
- 6. Central Control shall notify all staff when the Lockdown Count is complete and regular programming may continue.

Authorized By  **Date** 5/14/2020
Chief Deputy Dave Semon