



**Youth Detention Facility
OPERATIONS ORDER**

ROOM CHECKS- TITLE XV SECTION 1328

Purpose and Scope

It is vital to maintain close observation of our residents for their protection and safety.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title 15 - 1328

Administrative Directive

Effective Date

09/01/2012

I. Guidelines

- A. At minimum, each resident room, each room in the YDF visitor Center, and each Holding Cell and Observation Room at Booking shall be visually checked at least every 15 minutes, at random or varied intervals, 24 hours a day. A random room check shall be done every hour for a total of five (5) room checks per hour.
 - 1. A visual check includes ensuring that each resident is breathing, that head and skin are observed, and verifying that everything in the room appears to be in order.
- B. It is the responsibility of the staff on duty in a housing unit to ensure that 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.
- C. All room checks shall be documented using the Room Check Safety System. If the Room Check Safety System or floor plan application is not working, staff shall notify the supervisor on duty immediately.

1. In a case where the floor plan application or Room Check Safety System is inoperable, the Supervisor on duty shall direct unit staff to document all room checks on a hard copy of the Room Check Log until the system can be repaired.
- D. Upon arrival to a Housing Unit, staff shall:
1. Check all doors and obtain a resident count, and
 2. Sign in on the Hall Movement Sheet and ensure the counts match.
- E. Before leaving any staff alone in a Housing Unit or the Visitors Center all rooms, including resident's rooms, testing room, pill call room, screening room, janitor's closet, staff bathroom, storage closets and classrooms shall be checked by the staff that will remain in the unit to ensure that all doors are properly locked and secured and that no resident has been left unsecured or concealed.
1. All common areas such as the day space, showers, restrooms and courtyards shall be checked by the staff remaining in the unit to ensure no minor has been left unsecured or concealed.
 2. Before closing the Visitor Center, assigned staff is responsible for ensuring that no resident or visitor remains inside any room or common area within the Visitors Center.

II. Procedure

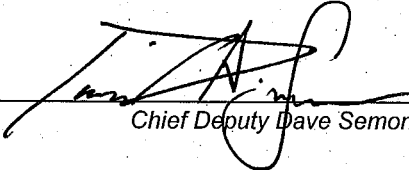
- A. Staff shall ensure the floor plan application.
- B. Staff will remove Room Check Safety System hand held scanner from the USB plug.
- C. The staff who will be conducting the room check must use the hand held scanner to scan the barcode on the back of their employee ID badge.
- D. As staff proceed to the rooms they must use the hand held scanner to scan the first barcode on the wall.
- E. While conducting a room checks staff shall physically look into each room to ensure that each resident is breathing, that head and skin are observed, and verify that everything in the room appears to be in order.
- F. Staff shall not skip unoccupied rooms.
- G. As staff complete the room checks they must use the hand held scanner to scan the second barcode on the wall.
- H. Staff must take the hand held scanner back to counselor station and hook it back up to USB plug.

Approved By: Dave Semon
Revised: March 2019
Authority: Title XV 1328

- I. Staff must check the Floor plan application to ensure that the room check was downloaded and properly stored to the system.
- J. In the event that the entire unit is participating in an event (i.e. school, the courtyard, the library, etc.) the floor plan application should place the color code for your unit into purple, which signifies all residents are out of their rooms.
- K. After establishing the unit is back in, staff shall perform a regular room check as detailed above.

Attachments

Amends/Replaces Previous Order

Authorized By  **Date** 2/27/19
Chief Deputy Dave Semon