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| <b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>   | Transmittal #<br>12-05  | Policy #<br>8.17 |
| Applicability:<br>{ } All DJJ Staff<br>{ } Administration<br>{ } Community Services<br>{x} Secure Facilities (RYDCs and YDCs) | Related Standards & References:<br>None.  |                  |
| Chapter 8: SAFETY, SECURITY AND CONTROL   | Effective Date: 2/15/12<br>Scheduled Review Date: 2/15/13   |                  |
| Subject: VENDOR ACCESS TO SECURE FACILITIES   | APPROVED:   |                  |
| Attachments:<br>A – Vendor Acknowledgement Statement  | <br><hr/> L. Gale Buckner, Commissioner |                  |

### I. POLICY:

The Department of Juvenile Justice shall ensure the safety of youth, employees, and visitors to secure facilities. All vendors shall adhere to the security rules, regulations, policies and procedures of the Department of Juvenile Justice.

### II. DEFINITIONS:

**Vendor:** For the purposes of this policy, a person not regularly employed by the Department of Juvenile Justice who is contracted to provide a service to the physical plant. (For the purposes of this policy, contractors and consultants who provide a service to youth will not be considered vendors.)

### III. PROCEDURES:

A. Vendors must be separated from the youth to limit interaction as much as possible. The following actions may be taken to separate vendors from the youth:

- The vendor may be locked into the area where the service is being provided to the physical plant. No youth will be present in the area, nor will youth be able to access the area while the service is being provided; or
- The vendor may be escorted by a facility staff member who remains with the vendor for the duration of the service.

The facility Director may take other actions he/she deems necessary to provide for the safety of the youth while vendors are working in the facility.

B. Vendors who enter the secure perimeter will be subject to a search.

1. Vendors must sign the Visitor Log / Visitor Consent to Search Form (see DJJ 8.22, Searches and Contraband Control, Attachment A) indicating time of entry and exit.

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2. Vendors must sign the Vendor Acknowledgement Statement (Attachment A) prior to the initial entry. The Vendor Acknowledgement Statement will be signed annually by each vendor.
  3. Vendors who acknowledge a previous conviction for the physical or sexual abuse of a child will not be allowed to enter the facility.
  4. The vendor will be required to leave a current picture identification with the security staff at the facility entrance.
  5. Vendors will be provided a visitor's badge that will be worn conspicuously for the duration of the visit.
  6. Vendors must be searched in accordance with DJJ 8.22, Searches and Contraband Control.
- C. The facility Director must give authorization for a vendor to enter the facility with a cell phone needed to provide the service. All vendor cell phones that enter the facility will be logged in accordance with DJJ 8.22, Searches and Contraband Control.
- D. Tools will be managed and controlled to ensure accountability and prevent misuse in accordance with DJJ 7.30, Tool Control and DJJ 7.31, Control of Hazardous Materials.
1. Youth will never be allowed to access vendor tools.
  2. Vendors who bring tools into the facility will submit a written inventory of all tools, toolboxes, and related equipment prior to admittance inside the secure area of the facility.
  3. Vendors will ensure that no tools are left behind.
  4. Security staff will ensure that the written inventory presented by the vendor matches all tools, toolboxes, and related equipment that leave with the vendor. Security staff will ensure that no tools are left behind and that there are no security risks present before allowing youth to return to the area.
  5. Vendors will not enter the secure area of the facility with flammable liquids except when given specific authorization from the facility Director to do so for a particular service.
  6. Vendors will secure their vehicles when the vehicle is not occupied.
- E. Weapons are not authorized inside a DJJ facility/program.
- F. Vendors who have a need for a prescription medication must have the permission of the facility Director prior to bringing the medication into the facility.

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- G. Vendors will not maintain personal associations with, engage in personal business or trade with, or engage in non-work related correspondence with, or on behalf of a youth or his/her family members.
- H. Vendors will not have personal dealings with youth. Prohibited activities include, but are not limited to:
- Procuring tobacco, alcohol or illegal drugs for or from youth;
  - Procuring any publications or other gifts for youth;
  - Receiving gifts or favors from youth or their relatives, friends, or acquaintances;
  - Gambling, buying, selling, trading, borrowing, giving or lending goods or money with youth;
  - Photographing youth or facility operations;
  - Using relationships or information obtained on current or former youth to take unfair advantage of the youth or their relatives, friends, or acquaintances; and
  - Engaging in romantic, intimate or sexual relationships, sexual contact, sexual conversations with youth, or otherwise taking sexual advantage of youth.
- I. Acts or threatened acts of violence will not be tolerated.
1. Threatening, abusive or profane language or written material will not be permitted.
  2. Fighting and/or argumentative behavior directed toward a co-worker, Department employee, youth, or any other party will be prohibited.
- J. Under no circumstances will a vendor or a youth be permitted to handle security or any other keys used at the facility.
- K. Under no circumstances will a vendor or a youth be permitted to use a state vehicle.
- L. Vehicles entering or leaving the facility's fenced, restricted area or areas that youth have access to will be escorted to and from their facility destinations.
1. Vehicles will not be permitted to enter the facility's fenced, restricted area or areas that youth have access to unless the vehicle is essential to the work being performed.
  2. When vehicles enter the facility, all items and goods that could be used as weapons, or present safety and security hazards, will be removed from vehicles before they enter the restricted area. Necessary work items such as tools will be pre-approved and inventoried. The vehicle and cargo will be thoroughly inspected including the cab of a truck, inside of an automobile, the glove compartment, the trunk or bed area, the engine compartment, and the underside of the vehicle utilizing a mirror.

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3. Vehicles leaving the facility will be inspected as described above. Particular attention will be given to the cargo of trucks to ascertain if youth have hidden there. Previously approved items such as dangerous tools will be verified.
4. All vehicles entering and leaving the restricted area will be logged in and out. Name of driver and passenger(s), vehicle license plate number, and purpose of visit will be included.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**