GEORGIA DEPARTMENT
OF JUVENILE JUSTICE

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<th>Applicability:</th>
<th>Transmittal # 17-17</th>
<th>Policy # 8.1</th>
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<th>Related Standards &amp; References:</th>
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<td>4-JCF-2A-06, 07, 08, 09, 4-JCF-5G-02,</td>
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<td>DJJ 3.11, 3.30, 5.1, 8.40</td>
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<th>Chapter 8: SAFETY, SECURITY, AND CONTROL</th>
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Effective Date: 12/28/17
Scheduled Review Date: 12/28/18
Replaces: 3/15/13

APPROVED:

I. POLICY

Department of Juvenile Justice Regional Youth Detention Centers and Youth Development Campuses shall provide an environment that is safe, secure, and orderly. Sufficient staff shall be scheduled and on duty to provide supervision of youth. The safety and well-being of youth, staff, visitors, and the general public shall be the primary consideration in all decision making and planning in DJJ facilities and programs.

II. DEFINITIONS

**Central Control Room:** The primary control center for a secure facility that coordinates communication and activities for the entire facility to support safety and security.

**Direct Care Staff:** Staff responsible for the direct supervision of youth under the care and custody of the Department.

**Sub-Control Room:** Control centers located within the activity areas of the facility (e.g., living units) that coordinate activities within a limited area.

**Post:** A place or function to which a security staff member is assigned to ensure a safe, secure, and orderly environment. Post orders only apply to security related posts.

**Post Orders:** A written set of instructions, requirements, and guidelines for security staff to follow to ensure the effective operation of an assigned post to promote the safety and security of the facility, youth, and staff.

III. GENERAL PROCEDURES

A. Direct care staff shall be assigned to areas adjacent to housing areas to allow staff to maintain contact with youth and to permit observation, listening, and prompt response to emergency situations.
B. Post Orders will only apply to security-related posts. Job requirements may be written for other special duty assignments/positions that are not security related.

C. Each facility Director will ensure that security post orders are written in a manner that staff can understand. Security staff should be encouraged to ask any questions they have about the post order before assuming the post.

D. Youth will never be given approval or authority to supervise or have authority over any other youth in custody.

E. The facility Director will maintain a complete set of all Post Orders at the central control room.

F. The Assistant Commissioner with oversight of the secure facilities shall ensure that all Post Orders are up to date and remain current.

IV. POST ORDERS:

A. Each facility Director will establish security Post Orders, as applicable, for the following:

1. Control Room(s) (All Control Room operators must be POST certified Correctional Officers);
2. Admission and release;
3. Housing units;
4. Multi-purpose room;
5. Recreation;
6. Transportation (outside of the facility);
7. Laundry;
8. Education hall/ building;
9. Behavior Redirection and Education Activities Classroom (BREAC);
10. Kitchen;
11. Dining area;
12. Medical clinic;
13. Visitation;
14. Detention (if the facility does not have a designated area, this may be included in the housing unit Post Order);

15. Facility entrance areas (security entrances with security staff);

16. Hospital and off-property appointments; and

17. Off-property activities.

B. The approved Post Order (Attachment A) format will be used to document post orders, which will include:

1. Name of the facility;

2. Name of the post, including location and parameters;

3. Date of the Post Order;

4. When the post is active;

5. Number of staff assigned to the post;

6. Detailed description of duties, including any needed equipment;

7. When the post may be de-activated and by whom;

8. Director’s signature and date, indicating approval of the post order;

9. Last review date and next scheduled review date; and

10. Staff signature sheet (Attachment B).

C. The specific duties of the following positions will be written as a Post Order, at a minimum:

1. Security supervisors (e.g., Chief of Security, Captain, Lieutenants);

2. Shift supervisors;

3. Assistant shift supervisors, if applicable; and

4. Special duty/assignment positions (e.g., tool control, key control, etc.).

D. Each post will have a current Post Order at or near the post. The Post Orders shall be secured in a manner that youth will not have access, but they are available to staff.
E. Staff will be required to read and sign the Post Order prior to the first assignment to a post, and then at least annually or when there is any revision to the Post Order. Staff signature sheets (Attachment B) will be maintained with the Post Order at the post.

F. Post Orders will be revised as needed and reviewed at least annually. Old Post Orders will be removed upon approval and activation of new Post Orders. The new Post Order will be shared with staff and any needed instruction or training provided prior to implementation. New Post Orders will be signed and dated by staff prior to assignment to the post. (Old Post Orders will be retained in accordance with the retention schedule for facility logbooks. See DJJ 5.1, Records Management.)

V. MINIMUM STAFFING REQUIREMENTS:

A. Juvenile Correctional Officers (JCO) are appointed as peace officers contingent upon completion of the Georgia Peace Officers Standards and Training (POST) and subsequent certification. The authorized use of peace officer powers by a JCO as designated by the Commissioner is limited to law enforcement and security functions on DJJ property and limited participation in searches for escapees in the immediate area of a DJJ institution and/or on DJJ property. Peace officer status of a JCO grants limited arrest powers, to include:

1. On DJJ facility property, a POST certified JCO can enforce traffic and criminal laws within the boundaries of DJJ property and in accordance with his or her training. Any person arrested pursuant to this authority will be turned over to the local law enforcement agency; and

2. When searching for an escapee outside of DJJ property, the authority of a POST certified JCO is limited to an initial search of the immediate area outside the facility or property boundary. Local law enforcement agencies, the GBI and the Security Management Response Team (SMRT) may conduct more intensive searches (see DJJ 8.40, Emergency Management). Facilities with a Security Emergency Response Team may assist in the search of an escapee off of DJJ Property as approved by the appropriate Deputy Commissioner of secure facilities.

B. Each facility Director will establish the minimum number of staff that must be on duty to work directly with youth. The process will include documentation of vacancy rate not to exceed 10% for any 18 month period. All facilities will meet the minimum staffing requirements for each shift. All areas that are occupied by youth must be supervised by a POST certified JCO. Staffing patterns should provide for adequate security and supervision of juveniles during recreation and other activities.

C. To ensure that youth have access to staff, programs, and services, the facility should consider, at a minimum, the following when establishing a staffing pattern:
1. Holidays;
2. Regular days off;
3. Number of staff in training; and
4. Number of staff on leave.

D. Gender-specific needs will be considered when establishing security schedules. When both males and females are housed in the facility, at least one male and one female staff member is on duty at all times.

E. When a staff member enters a housing unit where youth of the opposite gender are present, he/she will verbally announce his/her presence immediately upon entering the unit.

F. Security staff will be assigned to shifts in sufficient numbers to operate security posts that are active during the shift. Each shift will have a designated supervisor responsible for determining the presence of sufficient staff and, when necessary, taking necessary steps to correct any deficiencies.

G. If an insufficient number of security staff report for duty to meet minimum coverage requirements, the senior official in charge will initiate measures to call in and/or hold over sufficient officers to meet the minimum coverage requirements. The Director or Administrative Duty Officer will be notified immediately if minimum staffing requirements cannot be met with holding over officers. Overtime hours should be avoided, but the provision of sufficient security staff will take priority. Overtime hours will be paid in accordance with DJJ 3.30, Work Hours.

H. In the event of emergencies, the facility Director or designee will contact the respective Regional Administrator over secure facilities to obtain POST certified officers from another facility. In the event that additional officers are needed, the respective Deputy Commissioner over secure facilities must authorize the temporary use of any POST certified officers from another agency.

I. All in-coming security shifts (including split-shift) must hold a daily shift briefing. Uniformed staff must attend all shift briefings to receive relevant and necessary information from the outgoing shift and prepare for the on-coming shift. Hold-over staff are not required to attend shift briefings for the hold-over shift.

J. Staff must remain at the assigned post until relieved or otherwise authorized to leave the post. Abandonment of a post without proper authorization will lead to termination of employment. (See DJJ 3.80, Employee Progressive Discipline.)

K. Juvenile Correctional Officers must possess current POST certification as a Juvenile Correctional Officer to supervise youth independently.
L. On-duty staff will be alert and prepared to respond to the needs of youth and job demands as they arise. Sleeping on duty or failing to remain alert may result in termination of employment. (See DJJ 3.11, Prohibition Against Sleeping on Duty/Failing to Remain Alert.)

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO