

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 16-11</p>	<p align="center">Policy # 8.1</p>
<p>Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-2A-06, 07, 08, 09 , 4-JCF-2A-08, 4-JCF-5G-02, 4-JCF-6D-10, 3-JDF-3A-05, 06, 07, 3-JDF-1C-04, DJJ 3.11, 3.30, 3.80, 5.1, 8.40</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 08/30/2016 Scheduled Review Date: 08/29/2017</p>	
<p>Subject: SECURITY MANAGEMENT</p>	<p>Replaces: 3/15/13 Secure Facilities Division</p>	
<p>Attachments: A – Post Order B – Post Order Staff Signature Sheet</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY

Department of Juvenile Justice (DJJ) regional youth detention centers and youth development campuses shall provide an environment that is safe, secure and orderly. 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. To accomplish this, sufficient staff shall be scheduled to be available for the safety and supervision of the youth.

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.

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: A written set of instructions and requirements that the security staff must follow to ensure the effective operation of an assigned post and promote the safety and security of the facility, the youth and the staff. Post orders only apply to security related posts.

III. GENERAL PROCEDURES

- A. The facility director or designee will identify all security posts within the facility as well as when each post is to be staffed.
- B. A staffing analysis will be conducted to ensure that adequate personnel are authorized for the facility. This staffing analysis will take into account regular days off, holidays, training, annual leave, average sick leave and average amounts of time taken for other forms of leave.

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1. Each facility will be required to complete the facility annual staffing report. The report must be signed by the required signatures and submitted by the 10th of December each year to the agency PREA coordinator and the agency ACA facility accreditation manager in accordance with DJJ 23.1 - PREA.
- C. Post orders will only apply to security related posts. Job requirements may be written for other special duty assignments or positions that are not security related.
 - D. Each facility director will ensure that security post orders are written in a manner that staff can easily understand. Security staff should be encouraged to ask questions about the post order before assuming the post. The facility director will provide access to post orders via computer and maintain ‘paper copy’ of all current facility post orders in the central control room.

IV. POST ORDERS:

- A. Each facility Director will establish security post orders, as applicable, for the following:
 - Control room(s)-All control room operators must be POST certified juvenile correctional officers;
 - Admissions and release;
 - Housing units;
 - Multi-purpose room;
 - Recreation;
 - Transportation (outside of the facility);
 - Laundry;
 - Education hall/ building;
 - Behavior Redirection and Education Activities Classroom (BREAC)
 - Kitchen;
 - Dining area;
 - Medical clinic;
 - Visitation;
 - Detention (if the facility does not have a designated area, this may be included in the housing unit post order);
 - Facility entrance areas (security entrances with security staff);
 - Hospital and off-property appointments; and
 - Off property activities.
- B. The approved post order format (Attachment A) will include:
 - Name of the facility;
 - Name of the post including location and parameters;
 - Date of the post order;

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- When the post is active;
- Number of staff assigned to the post;
- Detailed description of duties including any needed equipment;
- When the post may be de-activated and by whom;
- Director's approval (signature and date) of the post order;
- Last review date and next scheduled review date; and
- Staff signature sheet (Attachment B).

C. The specific duties of the following positions will be written as a post order:

- Security supervisors (e.g., Chief of Security, Captain, Lieutenants);
- Shift supervisors;
- Assistant shift supervisors, if applicable; and
- Special duty/assignment positions (e.g., tool control, key control etc.).

D. Officers assigned to each post will have access to current post order via computer. If the officers do not have computer access, a copy of the post order will be provided to the officer at or near the post. The post orders shall be secured and access will be available only to the staff, youth will not have access to the post orders.

E. Staff will be required to read and sign the post order prior to their first assignment at a post. Following the first assignment, staff will read and sign the post order at least once a year or when a revision to the post order is made. Staff signature sheets (Attachment B) will be maintained with the post order at the post.

F. The facility director or designee will review all post orders at least once every year.

G. Post orders will be revised as needed. Old post orders will be removed upon approval and activation of new post orders. The new Post order will be shared with staff and necessary instruction or training will be provided prior to its 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 - 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 (P.O.S.T.) and subsequent certification. The authorized use of peace officer powers by a JCO 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.

B. Peace officer status of a JCO grants limited arrest powers, to include:

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1. On DJJ facility property, a POST certified JCO can enforce traffic and criminal laws within the boundaries of DJJ property. 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 the DJJ property, the authority of a POST certified JCO is limited to an initial search of the immediate area of the property boundary. Local law enforcement agencies, the GBI or the Security Management Response Team (SMRT) may conduct more intensive searches in accordance with DJJ 8.40 - Emergency Management. Facilities with a Security Emergency Response Team may assist in the search of an escapee from DJJ Property as approved by the Deputy Commissioner of that secure facility.
 3. The authorized use of peace officer powers by a JCO will be limited to DJJ policies and procedures and as established by the Commissioner.
- C. Each facility will establish the minimum number of staff that must be on-duty. 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.
1. Gender-specific needs will be considered when establishing security schedules.
 2. When staff 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.
- D. 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 the availability of adequate staff and take necessary steps to correct any deficiencies.
- E. If an insufficient number of security staff report for duty and the minimum coverage requirements is not met, the senior official in charge will initiate measures to call in and/or hold over security staff to meet the minimum coverage requirements. The director or administrative duty officer will be immediately notified if minimum staffing requirements cannot be met even after holding over officers. Overtime hours should be avoided, but the provision of sufficient security staff takes priority. Overtime hours will be paid in accordance with DJJ 3.30, Work Hours.
- F. 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 in-coming shift. Hold-over staffs are not required to attend shift briefings for the hold-over shift.
- G. Direct care security staff will be posted strategically to facilitate personal contact, observe, hear and respond promptly as needed. Staff will be positioned to avoid blind spots.

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- H. 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 in accordance with DJJ 3.80 - Employee Progressive Discipline.
- I. JCOs must possess current POST certification that authorizes the supervision of youth independently.
- J. No youth will be allowed to supervise other youths.
- K. 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. (DJJ 3.11 - Prohibition against sleeping on Duty/Failing to Remain Alert)

VI. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Each facility director or designee is responsible for developing staffing analysis.
- At the beginning of each shift, the secure facility staffing analysis report (SFS Intranet) must be completed.