

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-10</p>	<p align="center">Policy # 8.20</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References: DJJ 5.1, 8.5, 12.21, 12.22, 18.10 ACA Standards: 3-JDF-3C-07, 4-JCF-3C-03</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 6/11/18 Scheduled Review Date: 6/11/19</p>	
<p>Subject: ROOM CHECKS</p>	<p>Replaces: 6/20/17 Secure Facilities</p>	
<p>Attachments: A – Room Observation Form</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

All youth in an RYDC or YDC shall be visually checked at least once every 30 minutes, or more frequently as ordered by supervisory, mental health, or health care staff. Each RYDC and YDC shall utilize an electronic monitoring system to document the visual checks of youth and designated areas of the facility. All staff utilizing the system shall be trained in its use. Negligence or inefficiency in performing required direct observation of youth will be cause for disciplinary action, up to and including termination.

II. DEFINITIONS:

Close Observation: Level of supervision requiring a clear and unobstructed view of the youth at all times. Close observation will be documented every 15 minutes while in the room or removed from regular programming.

Data Acquisition Unit: A portable magnetic device used to identify the staff member performing the security check or direct observation, and the behavior or status of an observed youth

Data Station: A Data Button with a unique bar code located at the room, door, or area to be checked.

Data Button: A portable magnetic device etched with a unique bar code to identify a staff member or the behavior or status of a youth.

Electronic Security Monitoring System: A computer-driven system used to document security checks and direct observations of youth.

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	ROOM CHECKS	8.20	2 of 5

Isolation: Placing a youth in a locked room for a period of 15 minutes or more, unless it is a scheduled sleep period or there is a medical or security operational need (i.e. administrative reasons).

One to One Observation: A special precaution prescribed as part of close observation requiring one youth to be assigned to one designated staff member at all times in order for that staff member to closely and directly supervise all of that youth's activities in an effort to protect him/her from harm. One to one observation will be documented every 15 minutes while the youth is in the room or removed from regular programming.

Room Check: The act of physically viewing the youth, assessing his/her safety, ensuring the door is locked and secured, taking any needed action(s), and documenting a comment either electronically or manually.

Routine Observation: Level of supervision requiring no special services or precautions due to the absence of any apparent risk of harm. Direct observation and documentation of youth's behaviors occurs at irregular intervals at least every 30 minutes while in their room.

Security Check: Ensuring perimeter security and that exterior and interior doors and gates are locked and secured. Discrepancies will be verbally reported and documented.

Special Observation: Level of supervision requiring direct observation and documentation of the youth's behavior at irregular intervals at least every 15 minutes.

III. PROCEDURES:

A. Each Director will ensure that all employees using the electronic security monitoring system are trained (OJT – Living Unit Assignment) to do so prior to the assignment. At a minimum, this training will include:

1. An explanation of the terminology associated with the system;
2. An explanation of how to use the equipment and accountability procedures for the equipment;
3. Definition of activity codes;
4. Frequency of room/housing unit and security checks;
5. Procedures to be followed in the event of equipment malfunction;
6. Downloading of recorded information; and
7. A practice tour of all stations.

B. Data Buttons:

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	ROOM CHECKS	8.20	3 of 5

1. Each JCO will have his/her own personal data button, which will be used to identify the JCO performing the tour. This data button will be issued to the JCO as part of their equipment. The JCO will be responsible for reporting to work with the data button. Each facility Director will ensure that local procedures are developed for the assignment and management of JCO data buttons.
 2. Each facility Director will establish (via local operating procedure) the data buttons that will be used to record the youth's behaviors. At a minimum, the following behavior data buttons will be used:
 - a) Asleep
 - b) Awake
 - c) Disruptive
 - d) Out of room
- C. Data Stations:
1. In facilities with individual sleeping rooms, data stations will be mounted near the window of the room door in such a manner that as the JCO makes the direct observation it can simultaneously be recorded.
 2. All exterior doors and gates will have a station located near them.
- D. The electronic monitoring system will be maintained in good working order. In case of system failure, the Director will document failure and make immediate arrangements to have the system repaired.
- E. Monitoring Tours:
1. Each post order will outline the frequency of room checks and security checks required for that particular post.
 2. During each room check, the JCO performing the check will look into each room to assess the safety of each youth. The JCO will ensure that the door is locked and secured, and that there are no other youth in the room. The JCO will ensure the youth is physically present and shows no signs of distress.
 3. The JCO will take any needed action(s) and press a behavior data button with the data acquisition unit before moving to the next room.
 4. During each security check of doors and gates, all exterior/interior doors will be checked by the JCO performing the monitoring tour. The JCO will push against the door to ensure that it is secure before scanning the station. Any discrepancies

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	ROOM CHECKS	8.20	4 of 5

will be reported to the shift supervisor/ADO and a Special Incident Report (DJJ 8.5, Attachment A) will be completed by the end of the shift.

F. Room checks will be made as follows when the youth are in the room:

Status	IV. Frequency of Room Check
Routine Observation	Every 30 minutes
Special Observation	Every 15 minutes (Must be increased to close observation if placed in isolation)
Close Observation (visual) & One-to-One Observation (arm's length)	Every 15 minutes (Constant visual observation, documented every 15 minutes)
Medical Isolation	Every 15 minutes

1. Staff members will observe each youth in the unit a minimum of once every 30 minutes and record the observation utilizing the electronic security monitoring system. Room checks will be made more frequently if required by a safety protocol, Special Management Plan, licensed healthcare professional, or if mandated by supervisory staff.
2. A youth with an active special observation (Level 2) Safety Protocol who is placed in isolation will be increased to close observation (Level 3) as soon as they are placed in isolation and will remain on Level 3 for the duration of their isolation and for no fewer than 24 hours in accordance with DJJ 12.21, Suicide Prevention.
3. For youth placed on close observation, the clinician may consider one-to-one observation as an intervention to protect the youth. One-to-one observation should be considered only in extreme circumstances when the youth cannot be safely managed with close observation. When the clinician is considering the use of one-to-one observation, he/she will coordinate the management of the youth with the facility Director or designee (DJJ 12.21, Suicide Prevention).

G. Review of Electronic Monitoring Data:

1. Each hand-held data acquisition unit will be downloaded every day by a staff member as determined by the Director. After downloading, the reports will be reviewed for discrepancies by the person determined by the Director daily.

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	ROOM CHECKS	8.20	5 of 5

Documentation of room checks will be stored electronically in accordance with DJJ 5.1, Records Management. Records that are the subject of court litigation, administrative litigation, or an investigation will be maintained until the matter is resolved.

2. Any discrepancies found in the documentation of direct observation will be printed out as documentation of the employee's performance. Failure to conduct the required direct observation must be noted and immediately forwarded to the Assistant Director or Director.
 3. The Assistant Director will submit a weekly report to the Director of any failure to make required direct observation, the reason for such failure and the corrective action taken. The Director will review, sign, and date the weekly report.
 4. The Director will review a random security monitoring system report at least once each month. The Director will sign and date the security monitoring system report.
- H. In the event of a malfunction of the electronic security monitoring system equipment, youth will continue to be monitored in accordance with the time periods indicated in section F.
1. Documentation will be made using the Room Observation Form (Attachment A). (The Room Observation Form will never be used when the system is functioning.)
 2. The facility Director or designee will receive immediate verbal notification when the system malfunctions. A work order and an In-house Special Incident Report will be completed by the end of the shift.
 3. If the electronic security monitoring system malfunctions for more than 24 hours, the facility Director will notify his/her immediate supervisor.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

Local operating procedures for this policy shall not specify time requirements for room checks other than as specified in this policy. The LOP should designate a person responsible for reviewing discrepancies and conducting daily review. It should also designate individual(s) responsible for downloading Hand-Held Data Acquisition Unit and determine when the Hand-Held Data Acquisition Unit will be downloaded.