

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 13-03	Policy # 8.21
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: 4-JCF-2A-04 through 05	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 3/15/13	
Subject: COUNTS AND CONTROL OF YOUTH MOVEMENT	Scheduled Review Date: 3/15/15	
Attachments: A – Count Slip B – Movement Report	APPROVED:  _____ Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities shall maintain accountability for the whereabouts of all youth assigned to the facility. Secure facilities shall conduct counts of the population and implement procedures to regulate and control youth movement within the facility and during authorized movement outside the facility.

II. DEFINITIONS:

Emergency Count: A count conducted if a youth is believed to be missing or one conducted after any emergency situation to ensure that all youth are accounted for.

Informal Counts: Physical counts of youth conducted by staff at times other than official count time (e.g., after mass movement).

Master Count: The total number of youth who are officially assigned to the facility as generated in the Juvenile Tracking System Population/Movement Report. After an official count, the number of youth actually counted is compared to this number. The two numbers must match to clear the count.

Official Count: A physical count of youth conducted by security staff at a designated time. All movement of youth is stopped during an official count. Official counts are of the entire facility and are reported to the security office (or control center) for comparison to the master count. Official Counts must be physically delivered to the designated location.

Youth Movement/Traffic: Youth going from one area of the facility to another, or youth leaving the facility. Youth movement is accomplished under staff control and supervision. Maintaining knowledge of a youth's location is critical to security and safety.

III. PROCEDURES:

- A. All youth will be entered into the Juvenile Tracking System (JTS) when admitted to a secure facility. Youth who are off-site (e.g., medical appointment, court, jail, etc.) will be entered as off-site.
- B. Count and youth movement procedures will be included, when relevant, in post orders.

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- C. All staff will receive training regarding the conducting of counts and control of youth movement during on-the-job training. Security staff will conduct accurate counts and control youth movement in accordance with DJJ policy and procedure. Purposefully falsifying a count, or any accountability document or procedure, or being negligent in carrying out assigned duties regarding counts and movement control are serious infractions that may result in severe consequences up to and including dismissal.
- D. The shift supervisor on duty will oversee each count conducted including determining if the count is accurate.
- E. Official Counts:
1. Each facility will conduct at least four official counts per day. Counts will be spread throughout the day.
 2. Additional official counts may be made based on facility need.
 3. The JTS Population Movement Report will be printed at the time of the official count. When JTS is down, staff will use the Movement Report (Attachment B) to document the official head count.
 4. Official counts will be recorded on the Count Slip (Attachment A) and delivered to the Intake Office, control center or any other security office where count is called into.
 5. The Count Slips will be tallied and the total compared to the JTS Population Movement Report. The Count Slips will be attached to the JTS Population Movement Report and the Population Movement Report will be signed by the shift supervisor clearing and certifying the head count.
 6. All counts will be recorded in area logbooks.
 7. During official counts, there will be no movement of youth. Youth may be counted in a housing area or in other areas approved by the Director. (Example: If approved by the Director, youth may be counted in a classroom.)
 8. Security staff will conduct official counts. Other staff may, with the Director's approval and after receiving training, conduct informal counts.
 9. When conducting counts, staff must be sure they are counting an actual person. (Example: Not a human replica under covers.)
 10. In the event that there is a discrepancy in a count, a recount will be conducted. If the second count is accurate, a third verifying count will be conducted. If the second count is not accurate or the third verifying count is not accurate, an emergency count will be conducted. No count will be cleared until discrepancies are resolved.

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11. Youth will not assist in the taking of counts (e.g., sounding off or cadences). However, cooperation of youth is expected, and youth will be advised of this requirement.

F. Informal Counts:

1. Informal counts will be conducted at least every 2 hours and after any movement of youth from one area to another.
2. Informal counts may be called in to the control center or other designated location.
3. All counts will be recorded in area logbooks.
4. When conducting counts, staff must be sure they are counting an actual person. (Example: Not a human replica under covers.)
5. In the event that there is a discrepancy in a count, a recount will be conducted. If the second count is accurate, a third verifying count will be conducted. If the second count is not accurate or the third verifying count is not accurate, an emergency count will be conducted. No count will be cleared until discrepancies are resolved.
6. Youth will not assist in the taking of counts (e.g., sounding off or cadences). However, cooperation of youth is expected, and youth will be advised of this requirement.

G. Emergency Counts:

1. Emergency counts will be taken any time there is doubt as to the whereabouts of any youth.
2. When an emergency count is conducted, a perimeter check will be initiated. Non-security staff may be utilized to assist in the perimeter check.
3. Emergency counts must be taken after any facility emergency.
4. The senior official present, or shift supervisor on duty, may authorize an emergency count at any time.
5. All youth will be moved to their assigned living unit/room and secured in their assigned rooms until the emergency count clears.
6. All counts will be recorded in the area logbook.
7. When conducting counts, staff must be sure they are counting an actual person. (Example: Not a human replica under covers.)
8. If the emergency count is not accurate, the missing youth will be identified and notification procedures will be initiated according to the facility Emergency Plan

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(Plan M-Escapes).

9. Youth will not assist in the taking of counts (e.g., sounding off or cadences). However, cooperation of youth is expected, and youth will be advised of this requirement.

H. Control of Youth Movement:

1. All room/cell doors that can be locked from the outside of the door will remain locked at all times, whether the youth is in the room or not.
2. When room checks are conducted, the staff will ensure that the door is locked and that each youth is in his/her assigned room and is safe.
3. All youth must remain in their assigned room. Staff will never allow youth to enter a room to which they are not assigned. (The only exception will be when another youth's room is used for disciplinary confinement or in other circumstances as approved by the Director.)
4. All doors to restricted or controlled areas will remain locked at all times.
5. All doors and gates that provide direct exit to the outside of the facility or outside of the perimeter of the facility will remain locked at all times.
6. Staff will be able to account for the authorized whereabouts of each youth at all times.
7. Security staff will be primarily responsible for youth traffic control. However, all staff will understand and adhere to traffic control and movement procedures.
8. Group movement of youth will be accomplished in an orderly fashion and under security staff supervision at all times. Accountability of the authorized whereabouts of each youth will be maintained as a component of movement.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- A. The local operating procedures will include:
- The times that official counts will be taken;
 - The times that informal counts will be taken;
 - The facility's system for movement and traffic control; and
 - The process for group movement.