

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal #16-11</p>	<p align="center">Policy # 8.4</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 3-JDF-3A-10, 3-JDF-3A-11, 3-JDF-4B-01, 2, 3-JDF-4B-06, 4-JCF-2A-11, 4-JCF-2A-12, 4-JCF-2A-14, 4-JCF-1A-07 NCCHC 2011 Juvenile Standards: Y-B-02 DJJ 7.10, 7.30, 7.31</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 8/30/16 Scheduled Review Date: 8/29/17</p>	
<p>Subject: INSPECTIONS</p>	<p>Replaces: 12/15/11 Secure Facilities</p>	
<p>Attachments:</p> <p>A – Secure Facility Housekeeping Plan</p> <p>B – Secure Facility Inspection Matrix</p> <p>C –Sanitation Inspection Report</p>	<p>APPROVED:</p> <div style="text-align: center;">  </div> <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice secure facilities shall comply with applicable federal, state and local sanitation and health codes and regulations. Environmental health programs related to housekeeping shall be regularly monitored to ensure a high standard of sanitation. Secure facilities shall be regularly inspected to ensure a safe, secure, clean and healthy environment for youth, staff and visitors. Any deficits discovered shall be corrected in a timely manner.

II. DEFINITIONS:

Inspection: Critical examination of all internal and external areas to ensure there are no hazards to staff and youth, and that all safety equipment is in their appropriate places and in working order.

Security Devices: Locks, doors, fences, alarm systems, walls, windows and other components of the facility that are designed for security, supervision, safety and control.

III. HOUSEKEEPING PLAN:

- A. Each facility Director will ensure that there is a written Housekeeping Plan that provides for:
1. A schedule for daily and other periodic cleaning and housekeeping that provides for adequate levels of sanitation and housekeeping; and
 2. A description of any special instructions, equipment or supplies needed to carry out the schedule.
- B. The Secure Facility Housekeeping Plan (Attachment A) will be used as the basis for each facility’s housekeeping plan.

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1. The Housekeeping Plan will be located in the director's office and central control room. The applicable section of the Housekeeping Plan will be posted in the referenced area.
 2. Sanitation of the facility will be included as part of the facility's daily schedule and behavior management system.
- C. All staff will be constantly observant of the condition of the facility including security components, safety problems, and sanitation. Any staff who observes an issue that can be immediately corrected will take appropriate corrective action (e.g. pick paper off the floor/ground, clean up spills, notify supervisor, etc.).
- D. Sanitation of Youth Rooms, Housing Units:
1. Each youth will be expected to maintain the cleanliness of his/her assigned room or housing unit and adjacent living area, including walls, floors, fixtures, showers, recreation areas, furnishings, etc. as instructed by staff.
 2. Supervisory staff conducts daily inspection of all areas occupied by youths. All results of common areas should be documented on an Inspection Report (Attachment C) and submitted to their supervisor. Unoccupied areas are to be inspected weekly.
 3. Youth will receive information during the formal orientation to the facility that includes the housekeeping procedures for which he/she is responsible.
- E. Adequate supplies of cleaning materials and equipment (e.g., brooms, mops, mop buckets, vacuum cleaners etc.) will be kept on hand at all times. Cleaning materials and equipment will be secured in accordance with DJJ 7.30 - Tool Control, and DJJ 7.31 - Chemical Control.

IV. INSPECTIONS:

- A. Inspection Team:
1. Each facility Director will designate an inspection team(s) that will conduct weekly safety, security and sanitation inspections of the entire facility.
 2. The Inspection Team's formal inspection of the entire facility will be conducted at least weekly. Large RYDC's and YDC's that house over 100 youth (i.e. Eastman YDC, Sumter YDC, Augusta YDC, Metro RYDC and Savannah RYDC) will have the flexibility to conduct daily facility inspections in weekly segments as long as the entire inspection takes place during the same week.
 3. Area supervisors' inspection of their assigned areas of responsibility will be conducted at least weekly.

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4. Each Inspection Team will consist of at least two staff members who will perform the function for four months duration.
 5. The Designated Health Authority will become a part of the existing Inspection Team during inspections of the entire facility at least quarterly.
- B. Inspections will be conducted in accordance with the Secure Facility Inspection Matrix (Attachment B), which includes:
1. The facility director's formal inspection of the entire facility will be conducted randomly at least once per month;
 2. The inspection team's formal inspection of the entire facility will be conducted at least once every week; and
 3. Area supervisors will conduct weekly inspections of their assigned areas.
 4. Inspections will be documented on the standard DJJ sanitation inspection report (Attachment C). Inspectors will document compliance or deficiencies of their findings. Documented deficiencies will be followed up by the inspection team at the next weekly inspection for compliance.
 5. Inspection reports completed by the inspection team which identifies a deficiency that impacts medical and/or behavioral health services (e.g., suicide prevention, sharp edges, mold, etc.) will be reported to the Designated Health Authority (DHA) and/or the Designated Mental Health Authority (DMHA). The DHA and/or DMHA will provide input to the facility director for corrective action. Recommendations for improvement or change will be documented on the inspection report.
 6. All inspection reports will be reviewed and signed by the facility director.
 7. All Inspection Reports, corrective action plans and other sanitation related documents will be filed in a central file by month and calendar year.
- C. The facility director and the assistant director will informally tour the facility's living and activity areas on a daily basis to encourage informal contact with staff and youth and to informally observe living and working conditions. Facility department heads will tour the facility living and activity areas at least weekly. The informal visits will be documented in the logbook for the area visited.

V. CORRECTIONS:

- A. Any security issues identified as needing correction will be immediately reported to the control room. The control room operator will document the issue in the logbook and notify the shift

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supervisor. The staff member conducting the inspection will generate a work order within that shift to notify maintenance staff that the issue needs to be addressed.

- B. Any issues that pose a threat to the safety and security of the facility will be immediately forwarded for immediate maintenance attention. The shift supervisor will immediately notify the facility director or ADO (if after working hours). The facility director will ensure that a written work order is submitted. If these issues are not addressed within 48 hours, the facility director will notify the DC or designee.
- C. All work orders will be attached to the Sanitation Inspection Report (Attachment C).
- D. Facility directors or designee will track all work orders that have not been completed within five business days.
- E. Problems, malfunctions or damage discovered during an inspection or any other time will be reported immediately. The staff member discovering the deficiency will be responsible for submitting the work order within that shift.
- F. Problems discovered will be prioritized and corrected in a timely manner. Problems that could attribute to the injury of a youth or staff and safety and security problems will be given the highest priority.

VI. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Each facility will develop specific procedures for the reporting of any maintenance, security, safety or sanitation problems, including a system for ensuring the completion of work orders in a timely manner (see DJJ 7.10 - Building and Equipment Maintenance).
- Each facility will specify which department heads are expected to make weekly visits to living units.
- Each facility will include a system of accounting for cleaning materials and equipment in the LOP of this policy.
- Each facility will develop specific procedures for the documentation of inspections and the correction of problems.