

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 15-07	Policy # 20.9
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standard 4-JCF-2A-27 DJJ 8.30, 8.34	
Chapter 20: CASE MANAGEMENT	Effective Date: 6/5/15 Scheduled Review Date: 6/5/16	
Subject: Use of Security Equipment by Community Services Staff	New Policy Community Services Division APPROVED:	
Attachments: A – Restraint Flow Sheet B – Security Equipment Inventory and Verification Log	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Community Services staff shall use the least restrictive method alternative necessary to restrain a violent or combative youth as deemed necessary to obtain control over the youth. Restraints and other security equipment shall be utilized in accordance with departmental policy.

II. DEFINITIONS:

Least Restrictive Alternative: The least amount of restriction necessary to manage acting-out youth.

Mechanical Restraint Device: Any device used to completely or partially constrain a person's bodily movement.

Oleoresin Capsicum (OC) Spray: A derivative of the cayenne or chili pepper. An aerosol designed to incapacitate a person.

Restraint: The complete or partial constraint of a person's bodily movement through physical or mechanical means.

Security Equipment: Leg cuffs and keys, handcuffs and keys, OC Spray, Mini DVR-Lapel, etc.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	USE OF SECURITY EQUIPMENT BY COMMUNITY SERVICES STAFF	20.9	2 of 5

III. PROCEDURES:

- A. Use of Force techniques, including the use of mechanical restraint devices, will be used as taught by the Office of Training and in accordance with 8.30 Use of Force Continuum.
- B. Untrained staff will only physically intervene in a life-threatening event when no other trained staff is available to respond and/or local law enforcement has not arrived. Untrained staff will use the minimum level of intervention necessary to safely manage the situation.
- C. The least restrictive alternative will serve as the guideline to the response(s) authorized by DJJ to manage acting-out behavior. (See DJJ 8.30 Use of Force Continuum)
- D. Mechanical restraint devices will be routinely used for transport purposes in accordance with 20.51 Community Transportation of Youth. The routine use of mechanical devices for the purpose of transportation of a compliant youth is not considered a use of force and does not require an SIR or the use of a video camera.
- E. In use of force situation, when time permits and video cameras are available, use of mechanical restraint devices and OC Spray will be recorded.
- F. The use of mechanical restraints is permitted in the following circumstances:
 1. Defense of self;
 2. Protection of youth, staff, or others; or
 3. Transportation of youth
- G. Documentation of the non-transportation use of Restraints:
 1. Use of mechanical restraint devices will be documented on the Restraint Flow Sheet (Attachment A).
 2. The Restraint Flow Sheet will be immediately initiated when the mechanical restraint device is applied, and will include at a minimum:
 - a) Time restraints were applied and removed;
 - b) Staff member's initials or signature;
 - c) Exact time of the check or review;

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	USE OF SECURITY EQUIPMENT BY COMMUNITY SERVICES STAFF	20.9	3 of 5

- d) Findings and/or recommendations; and
 - e) Any actions taken.
3. The Restraint Flow Sheet will be used regardless of the length of time of the restraint episode.
- H. The use of mechanical restraint devices are for safety intervention purposes only when necessary, and never as a form of intimidation, retaliation, punishment, or as a substitute for staff supervision.
- 1. Youth will be restrained only for the time necessary to gain control, to await the arrival of local law enforcement, or to arrive at a final destination.
 - 2. Only approved mechanical restraint devices will be used to restrain youth.
 - 3. Any youth who is physically restrained will be under the constant visual observation of a staff member who has the physical possession of the key.
 - 4. If a youth is restrained for purposes other than transport, an SIR must be completed by the end of the work day. Part A and Part B of the SIR must be completed along with a Restraint Flow Sheet.
 - 5. More than one type of mechanical restraint device may be used at one time (i.e. handcuffs and leg cuffs); however, the minimum amount of restraint will be used to maintain control. Mechanical restraints will only be applied in the following manner:
 - a) Handcuffs: wrist to wrist in the front or back.
 - b) Leg cuffs: ankle to ankle.
 - c) Wrists and ankles will never be attached together or interlocked.
 - 6. Youth will never be handcuffed or attached to any stationary object.
 - 7. Restraints will be cleaned after each use by the staff member removing the restraints.
- I. Security Equipment:
- 1. The following security equipment will be assigned to each Use of Force trained employee as part of their standard equipment/uniform on a 24 hour/7 days a

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	USE OF SECURITY EQUIPMENT BY COMMUNITY SERVICES STAFF	20.9	4 of 5

week basis. All issued equipment will be documented on the Security Equipment Inventory and Verification Log (Attachment B).

- a) 1 set of Handcuffs (with holder)
 - b) 1 set of Leg Cuffs (with holder)
 - c) 4 Cuff keys
 - d) 1 canister of OC Spray (with holder and eye wash)
 - e) 1 mini DVR-Lapel (with USB cable/charger)
2. Security equipment will be labeled to identify all equipment assigned to that employee.
 3. An office Security Equipment Inventory and Verification Log (Attachment B) will be kept to inventory and identify which employee is assigned which equipment. The log will clearly list the employee's name and the corresponding identifier (number, initials, etc.) that is used to label security equipment.
 4. Trained employees will maintain and use their issued security equipment as trained when on duty and in uniform. (Exception: if the employee wears the uniform to training). See Policy 3.12 Dress Code for Uniform Staff.
 5. Employees will ensure the safe and secure storage of equipment when off duty or not in uniform.
 6. High Intensity Team (HIT) members will be issued and maintain a firearm in accordance with DJJ 8.34 Firearms.
- J. The JPM will complete a monthly audit of security equipment using the Security Equipment Inventory and Verification Log and forward to the DD for review. The audit will include the inspection and inventory of security equipment.
 - J. If an employee transfers to another office location or their employment is terminated, the JPM will review the log and the employee's corresponding security equipment to ensure that all equipment is accounted for.
 - K. A video and still camera will be assigned to each community services' office location and labeled with the office location's name.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	USE OF SECURITY EQUIPMENT BY COMMUNITY SERVICES STAFF	20.9	5 of 5

K. Video cameras will be used for the purpose of recording critical incidents (use of force, OC spray, etc.)

I. LOCAL OPERATING PROCEDURES REQUIRED: NO