

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION
FACILITIES

CHAPTER 8 - SECURITY AND CONTROL

001 Personal Observation. Except when juveniles are involved in an activity where staff is present, facility employees shall observe all juveniles at least every thirty (30) minutes on an irregular schedule and the time of all such checks shall be logged. More frequent checks should be made of juveniles who are violent, suicidal, mentally ill, intoxicated, or who have other special problems or needs warranting closer observation.

002 Cross Gender Supervision. Policies governing supervision of female juveniles by male employees and male juveniles by female employees shall be based on equal employment opportunity, privacy needs, and legal standards. Except in emergencies, facility employees should not observe juveniles of the opposite sex in toilet and shower areas. Reasonable accommodation of privacy needs shall be observed.

003 Head Counts. The facility shall have a system to physically count juveniles. At least three (3) documented counts, during which the juveniles' physical presence is confirmed, shall be conducted every twenty-four (24) hours.

003.01 At least one (1) count shall be conducted each shift and there shall be at least four (4) hours between each count.

003.02 The system shall also provide strict accountability of juveniles on work release, educational release, or other temporary leave status who may be absent from the facility for certain periods of the day.

004 Staff Posts. The facility shall have staff located in or adjacent to juvenile housing and activity areas to permit facility employees to hear and respond promptly to problems or emergency situations.

005 Electronic Surveillance. Electronic surveillance shall not be used in place of the personal observation of juveniles required in paragraph 001 above. Visual electronic surveillance equipment, where available, shall be used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas. If juvenile living areas are visually monitored with electronic equipment, provisions shall be made to shield shower and toilet areas to protect juvenile privacy.

006 Use of Force. The use of physical force by facility employees shall be restricted to instances of justifiable self-protection, the protection of others or property, the prevention of escapes, or the suppression of disorder and then only to the degree necessary to restore order.

006.01 Physical force shall not be used as punishment.

006.02 Facility employees shall prepare a written report following any use of force to be made available for review by the facility administrator.

007 Use of Restraints. Restraint equipment may be used only as a precaution against escape during transfer, for medical reasons under the direction of the facility physician, or as a prevention against self-injury, injury to others, or damage to property.

007.01 Restraint equipment shall be applied only for the amount of time absolutely necessary.

007.02 The use of restraint equipment, other than for routine use during transfer, shall be approved by the employee in charge and documented in a report prepared for review by the facility administrator. The report shall state the reason restraints were used and the length of time they were used.

008 Security Perimeter. The facility shall have a security perimeter to prevent access to the facility by unauthorized personnel.

009 Locked Doors. All security perimeter entrances, exterior doors, and other doors which the facility administrator determines should be locked shall be kept locked except when in use.

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010 Security Inspections. The facility administrator or his/her designee shall conduct at least weekly inspections of all locks, windows, floors, walls, ventilator covers, access plates, glass panels, protection screens, doors and other security equipment. The date, time, and results of these inspections shall be recorded on a checklist or log. The facility administrator shall promptly correct any identified problems.

011 Contraband Defined. The facility administrator shall maintain a list of items designated as contraband and shall describe contraband in the juveniles' rulebook and visiting rules. Facility employees shall be familiar with what items are included on the list of designated contraband.

012 Facility Search Plan. The facility shall have a facility search plan for the control of contraband and weapons which provides for unannounced and irregularly timed searches of juveniles' rooms, dayrooms, and activity, work or other areas accessible to juveniles.

013 Contraband Control, Incoming Supplies. Contraband control procedures shall provide for the inspection of all materials and supplies coming into the facility.

014 Personal Searches. The facility shall have a plan for the searching of juveniles for the control of contraband and weapons which includes, at a minimum, the following provisions:

014.01 Search of juveniles upon re-entering the security perimeter;

014.02 Search of newly admitted juveniles in accordance with Chapter 15-004;

014.03 Periodic unannounced and irregularly timed searches of juveniles;

014.04 Provision for strip searches at such times when there exists reasonable suspicion that the juvenile is in the possession of contraband or weapons.

015 Pat Searches. Except in cases of emergency, pat searches should be conducted by facility employees of the same sex. If a juvenile objects to a pat search by an employee of the opposite sex which involves touching the genital or buttocks areas, or the breast area of females, an employee of the same sex as the juvenile shall be summoned to conduct the search.

016 Strip and Body Cavity Searches. All strip and body cavity searches shall be conducted in private and in a manner which preserves the dignity of the juvenile to the greatest extent possible and under sanitary conditions. All strip searches shall be conducted by facility employees of the same sex as the juvenile or by the facility physician or medical personnel. Body cavity searches shall be conducted only by the facility physician or by medical personnel. No persons of the opposite sex of the juvenile, other than the facility physician or medical personnel when such is the case, shall be present during strip or body cavity searches. In all strip or body cavity searches, there shall be at least two staff persons present.

016.01 All Strip searches and body cavity searches shall be documented as prescribed in Chapter 15-004.07. Documentation of strip and body cavity searches shall be maintained in facility files and in the juvenile's file.

017 Seizure and Disposition of Contraband. All contraband and weapons found during facility or juvenile searches shall be seized. The seizure and disposition of the contraband and weapons shall be documented. When a crime is suspected to have been committed within the facility, all evidence shall be maintained and made available to the proper authorities.

018 Expeditious Release in Emergencies. All facility employees shall be familiar with the locking system of the facility and shall be able to release juveniles immediately in the event of a fire or other emergency.

019 Key Control. The facility shall have a key control system which includes, at a minimum, the following provisions:

019.01 All keys not issued to employees shall be stored in a secure depository which is inaccessible to unauthorized persons at all times;

019.02 There shall be an accounting procedure for the issuance and return of keys;

019.03 There shall be a procedure for reporting and repair of any broken key or lock;

019.04 A duplicate set of keys shall be maintained in a separate, secure place;

019.05 Juveniles shall be prohibited from handling keys which operate perimeter security locks. Juveniles may use some internal door keys if they are trained and appropriately authorized to do so by facility's policy;

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019.06 Emergency keys shall be readily accessible for issuance in accordance with emergency procedures;

019.07 A key inventory shall be maintained in which each lock is identified with its location, number of keys available, and key labels recorded; and

019.08 Precautions shall be made to ensure the security of non-key operated locks such as electrical switches or mechanical levers.

020 Tool Control. The facility shall have a tool control system which includes, at a minimum, the following provisions:

020.01 All facility owned tools and other potentially dangerous equipment shall be securely stored in a locked area or outside the security perimeter;

020.02 There shall be an accounting system to record the issuance and return of all facility-owned tools and equipment;

020.03 Facility employees shall carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure that none are left unattended, lost or forgotten;

020.04 Tools and equipment shall be used by juveniles within the security perimeter only under the direct supervision of facility employees; and

020.05 The loss or misplacement of tools or equipment shall be promptly reported to the facility administrator.

021 Use of Weapons. Except in emergency situations, no firearms, chemical agents, or other weapons shall be permitted within the secure resident living area of the facility.

021.01 Facility employees shall use only security equipment issued through, or approved by the facility administrator and only when authorized by the facility administrator. Facility employees shall use only security equipment for which they have received training and are qualified to use.

021.02 The facility shall provide a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the facility.

022 Use of Security Equipment Reporting. The use of any security equipment to control the behavior of juveniles shall be documented promptly by facility employees involved in a written report to the facility administrator..

023 Emergency Procedures. The facility shall have written policy and procedure for the handling of emergency situations including, at a minimum, escape, hostage taking, riots or disturbances, suicide, natural disasters, and group arrest.

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