


GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 23-4	Policy # 8.1
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-2A-06, 07, 08, 09, 4-JCF-5G-02, 4-JCF-6C-08, 4-JCF-6C-10, 4-JCF-4C-543-JDF-1C-04, 3-JDF-1C-12, 3-JDF-3A-04 through-08 3.30, 5.1, 8.40	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 8/8/23 Scheduled Review Date: 8/8/24 Replaces: 11/8/21	
Subject: SECURITY MANAGEMENT	APPROVED: 	
Attachments: A – Post Order B – Post Order Staff Signature Sheet C - Housekeeping Plan	_____ Shawanda Reynolds-Cobb, Commissioner	

I. POLICY

Department of Juvenile Justice secure facilities shall provide an environment that is safe, secure, and orderly. Sufficient staff shall be scheduled and on duty to provide supervision of youth. The safety and well-being of youth, staff, visitors, and the general public shall be the primary consideration in all decision making and planning in DJJ facilities and programs.

II. DEFINITIONS

Administrative Duty Officer: The senior official designated by the Director to function on weekends, holidays, and times other than the facility's normal business hours. The Administrative Duty Officer must have the experience and knowledge necessary to fulfill the duties.

Central Control Room: The primary control center for a secure facility that coordinates communication and activities for the entire facility to support safety and security.

Direct Care Staff: Staff responsible for the direct supervision of youth under the care and custody of the Department.

Logbook: A permanently bound, hardback book with lined and numbered pages.

Inspection: Thorough examination of all internal and external areas to ensure there are no hazards to staff and youth and that all safety equipment is in its appropriate place and in working order.

Post: A place or function to which a staff member is assigned to ensure a safe, secure, and orderly environment.

Post Orders: A written set of instructions, requirements, and guidelines for staff to follow to ensure the effective operation of an assigned post to promote the safety and security of the facility, youth, and staff.

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Reviewers: For the purposes of this policy, a facility Director, shift supervisor, Assistant Director of Programming, or Assistant Director of Security.

Round: An informal tour of the facility to observe operations and physical plant and to ensure contact with youth and staff.

Sub-Control Room: Control centers located within the activity areas of the facility (e.g., living units) that coordinate activities within a limited area.

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. GENERAL PROCEDURES

- A. Direct care staff shall be assigned to areas adjacent to housing areas to allow staff to maintain contact with youth and to permit observation, listening, and prompt response to emergency situations.
- B. The facility Director, Assistant Director, or department heads will conduct weekly rounds of all facility areas (e.g., living and activity areas) to ensure informal contact with staff and youth. Rounds will be documented in the logbooks where youth are present (e.g., education, dining hall, living units, etc.).
- C. Youth will never be given approval or authority to supervise or have authority over any other youth in custody.
- D. Gender-specific needs will be considered when establishing security schedules. When both males and females are housed in the facility, at least one male and one female staff member will be on duty at all times.
- E. When a staff member enters a housing unit where youth of the opposite gender are present, he/she will verbally announce his/her presence immediately upon entering the unit.
- F. All in-coming security shifts (including split-shift) must hold a daily shift briefing. Uniformed staff must attend all shift briefings to receive relevant and necessary information from the outgoing shift and prepare for the on-coming shift. Hold-over staff are not required to attend shift briefings for the hold-over shift.
- G. Staff must remain at the assigned post until relieved or otherwise authorized to leave the post.

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IV. MINIMUM STAFFING REQUIREMENTS:

- A. Each facility Director will establish the minimum number of staff that must be on duty to work directly with youth.
- B. Staffing patterns should provide for adequate security and supervision of juveniles during recreation and other activities.
- C. Security staff will be assigned to shifts in adequate numbers to operate security posts that are active during the shift and to ensure that youth have access to staff, programs, and services. All facilities will meet the minimum staffing requirements for each shift.
- D. Each shift will have a senior official responsible for determining the presence of sufficient staff and, when necessary, taking steps to correct any deficiencies.
- E. If an insufficient number of security staff report for duty to meet minimum coverage requirements, the senior official in charge will initiate measures to call in and/or hold over sufficient officers to meet the minimum coverage requirements. The Director or Administrative Duty Officer will be notified immediately if minimum staffing requirements cannot be met with holding over officers.

V. LOGBOOKS:

- A. Each security post shall have access to a designated logbook.
- B. Staff assigned to the post will make entries in the log regarding events affecting that post during their tour of duty.
- C. Logbooks shall be maintained in a confidential manner.
- D. All information in the logbook will be written in a legible manner in the following order: date, time, entry (if applicable), then draw a horizontal line to fill the remaining space before adding a signature at the end. Each entry will start on a new line so that no lines will be left blank in the logbook.
- E. Entries made in error will be lined through with a single, horizontal line, dated, and initialed.
- F. The name of the post will be permanently marked on the cover of the logbook.
- G. When the last line of a logbook is completed or if the logbook is damaged (torn/missing pages, etc.), it will be immediately replaced. The logbook will be maintained in accordance with the Records Retention Schedule (see DJJ 5.1, Records Management). Logbooks that are included in litigation will be maintained until the litigation is resolved.

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VI. POST ORDERS:

- A. Post Orders will apply to security-related posts. Job requirements may be written for other special duty assignments/positions that are not security related.
- B. Each facility Director will ensure that security Post Orders are written in a manner that aligns with policy and applicable standards related to the assignment.
- C. The facility Director will maintain a complete electronic set of all Post Orders.
- D. The Regional Administrator with oversight for the facility will verify that Post Orders are current.
- E. The approved Post Order (Attachment A) format will be used to document Post Orders, which will include a detailed description of duties and responsibilities for successful operation of the assigned post.
- F. Staff will be required to read and sign the Post Order prior to the first assignment to a post, and then at least annually or when there is any revision to the Post Order. Staff signature sheets (Attachment B) will be maintained with the reviewed Post Order.
- G. Each post will have a current Post Order. The Post Orders shall be secured in a manner that youth will not have access, but they are available to staff.
- H. Post Orders will be revised as needed and reviewed at least annually.
- I. Old Post Orders will be removed upon approval and activation of new Post Orders and will be retained in accordance with the retention schedule for facility logbooks. (See DJJ 5.1, Records Management.)

VII. ADMINISTRATIVE DUTY OFFICER

- A. Facility Directors shall designate members of the facility's staff to function as Administrative Duty Officer (ADO) during weekends, holidays, and evenings.
- B. The ADO shall function as the Director's designee in ensuring that department policies are followed and directing on-duty supervisory staff in the management of the facility.
- C. The Director may designate other supervisory staff members who have the knowledge, training, and experience to perform the duties to serve as ADO.
- D. The following staff members will not be designated as ADO:
 - Office of Behavioral Health staff;
 - Health care staff;
 - Direct care staff who work a regular shift directly supervising youth (e.g., lieutenants and other shift supervisors);

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- Principals; and
- Teachers.

- E. While on duty, the ADO must be ready to immediately respond to the facility and will remain within reasonable traveling distance of the facility as determined by the facility Director.
- F. A written ADO roster will be prepared in advance and updated as necessary. The roster will be maintained in the central control room. The roster will identify:
- Names of staff serving as ADO;
 - Specific time periods each person is to serve as the ADO; and
 - Telephone numbers where the on-duty ADO can be contacted.
- G. While actively engaged in work duties and other work activities, time spent will be designated as “hours worked” on the appropriate time keeping mechanism (i.e., time sheet or time clock). Travel time to and from the facility as a part of the ADO duties will be considered work time.

VIII. PREA ROUNDS

- A. The ADO or facility Director shall conduct unannounced rounds to identify and deter any potential for staff sexual abuse and/or sexual harassment. The unannounced rounds will cover all shifts and all areas of the facility. Staff are prohibited from alerting other staff of such rounds.
- B. At least 2 unannounced rounds per month must be conducted after 12:30 am and no later than 4:30 am.
- C. Unannounced rounds cannot be conducted by a staff member during his/her assigned shift.
- D. All such rounds must be documented using DJJ 23.1 Attachment B – Unannounced PREA Rounds. Completed documents shall be filed in a binder specifically for PREA audits.

IX. HOUSEKEEPING AND INSPECTIONS:

- A. Each facility Director will ensure that there is a written Housekeeping Plan that provides for daily cleaning.
- B. The Secure Facility Housekeeping Plan (Attachment C) will be used to document the facility-specific housekeeping plan.
- C. An annual health/sanitation inspection of the facility by appropriate government officials will be conducted as required by federal, local, and state code.

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- D. Supervisory staff will conduct daily informal inspections of areas occupied by youth. Daily inspections will be documented in area logbook. Any immediate security concerns will be communicated to the control room for corrective actions. Unoccupied areas are to be inspected weekly.
- E. Each facility Director will designate staff to conduct and document weekly safety, security and sanitation inspections of the facility. The Designated Health Authority (DHA) will participate in the weekly inspection at least quarterly.
- F. Any issues identified during the inspection as needing correction will be documented and a work order will be generated and attached to the inspection documentation.
- G. Any identified issues that pose a threat to the safety and security of the facility or could contribute to the injury of youth or staff will be forwarded for immediate maintenance attention and given highest priority. Immediate notification will be made to the facility Director or ADO.

X. LOCAL OPERATING PROCEDURES REQUIRED: NO