


<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 23-4	Policy # 8.21
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-2A-04 through 05, 3-JDF-3A-03, 3-JDF-3A-13, 14	
Chapter 8: SAFETY, SECURITY, AND CONTROL Subject: COUNTS AND CONTROL OF YOUTH MOVEMENT	Effective Date: 8/8/23 Scheduled Review Date: 8/8/24 Replaces: 11/8/21	
Attachments:  A – Movement Report B – Count Slip	APPROVED:   <hr/> Shawanda Reynolds-Cobb, 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 movements.

## II. DEFINITIONS:

**Emergency Count:** A count conducted if a youth is unaccounted for, or one conducted after any emergency situation.

**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.

**Youth Movement/:** Youth going from one area of the facility to another, or youth leaving the facility.

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### III. PROCEDURES:

- A. All youth will be entered into the facility and/or intake logbook and facility master count when admitted to a secure facility. Youth will be entered and updated in JTS in accordance with DJJ 17.1, Admission to a Secure Facility. Youth who are off-site (e.g., medical appointment, court, jail, education release, etc.) will be entered as off-site in logbooks and JTS.
- B. The shift supervisor on duty will oversee each count conducted including determining if the count is accurate.
- C. Procedures for All Counts:
  1. All counts will be recorded in area logbooks.
  2. When conducting counts, staff must visibly verify they are counting an actual person. (e.g., not a human replica under covers.)
  3. Youth will not assist in the taking of counts (e.g., sounding off or cadences).
  4. When there is a discrepancy in a count, a second count will be conducted.
    - a. If the second count is not accurate, an emergency count will be initiated.
    - b. If the second count and the emergency count is not accurate the shift supervisor will initiate Plan M – Escapes in the facility Emergency Plans according to DJJ Policy 8.40 Emergency Management. No count will be cleared until discrepancies are resolved.
- D. Official Counts:
  1. Each facility will conduct a minimum of four official counts per day. Counts will be conducted in accordance with local operating procedures.
  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 A) to document the official head count.
  4. Official counts will be recorded on the Count Slip (Attachment B) 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

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Movement Report and the Population Movement Report will be signed by the shift supervisor clearing and certifying the head count.

6. 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 (e.g., if approved by the Director, youth may be counted in a classroom.).
7. Security staff will conduct official counts.

E. Informal Counts:

1. Informal counts will be conducted as necessary but at least every 2 hours.
2. Informal counts may be called into the control center or other designated location.

F. Emergency Counts:

1. Emergency counts must be taken after any facility emergency per DJJ 8.40, Emergency Management.
2. The senior official present or shift supervisor on duty may authorize an emergency count at any time.
3. Other staff may assist in emergency counts with the Director's approval.
4. All youth will be moved to their assigned living unit and secured in their assigned rooms until the emergency count clears.
5. 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 (Plan M-Escapes).

G. 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. All doors to restricted or controlled areas will remain locked at all times.
3. 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.
4. Staff will be able to account for the authorized whereabouts of each youth at all times.

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5. Security staff will be primarily responsible for youth traffic control.
6. All movement of youth will be accomplished under security staff supervision in a manner that maintains accountability of youth.

#### **IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**

The local operating procedures will include:

- The times that official counts will be taken;
- The facility's system for movement and control; and
- The process for group movement.