

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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SUPERVISION AND MONITORING OF MINORS		
<p>RATIONALE: Sufficient staffing of facilities and programs is necessary to provide a safe and secure environment for staff, minors and the community.</p> <p><i>Related Policies, Applicable Standards, Statutes: Utah Licensing R501-19, JJYS Policies 05-03 Suicide Prevention, 05-06 Use of Restraint Devices, 05-07 Use of Physical Intervention</i></p>		
Original Effective: July 2, 2004	Revision: May 18, 2023	Next Review Due: May 18, 2026

I. DESCRIPTION

Minors placed in Division of Juvenile Justice and Youth Services' facilities and programs shall be adequately supervised, and staff work hours shall be scheduled to provide adequate staff-to-minor ratios at all times.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Lead Staff:** Person assigned by the supervisor and designated on the schedule to be in charge of the shift and ensure all duties are completed.
- B. **Room Checks:** Actions taken by the staff to make a visual observation of a minor while they are in a room for any reason.
- C. **Monitoring:** The act of observing and documenting the activities of minors in facilities and programs operated by the Division.
- D. **Supervision:** The direct interaction and engagement of minors in facilities and programs operated by the Division.
- E. **Scanning Device:** As provided by the Division, a device used by staff to electronically record and document that a room check has been completed.
- F. **Awake Hours and Sleep Hours:** Designated time in the program operation manuals when youth are regularly scheduled to be out of their rooms or when they are designated to be in their rooms for nightly sleep.

III. POLICY

- A. Staff shall supervise the activities of minors in their care to maintain a safe environment and encourage productive programming.
- B. Staff responsible for supervision of minors shall not engage in any activity which distracts them from their supervision responsibilities..
- C. All licensed programs shall meet minimum staff to resident licensure standards and which shall be specified in the operations manual (Utah Licensing R501-19).
- D. The staff-to-minor ratio in unlicensed facilities shall be no less than:
 - 1. One (1) staff per eight (8) youth during awake hours for all facilities/programs;
 - 2. One (1) staff per sixteen (16) during sleep hours for all facilities/programs.
- E. The Program Directors may increase staff coverage as needed to accommodate the special needs of minors or to protect staff health, safety, and welfare.

IV. PROCEDURE

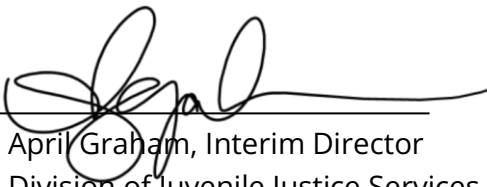
- A. Guidelines for Staffing Scheduling
 - 1. To ensure appropriate staff coverage in Division facilities and programs, supervisors or designees shall create weekly staffing schedules with identified leads, and shall themselves be available to work evening and weekend shifts as needed.
 - 2. The lead staff for each shift shall be clearly identified in writing on the facility/program's staff schedule. If the assigned lead staff person is unavailable, the supervisor shall designate another staff member as lead and that assignment will be documented on the schedule.
 - 3. Supervisors shall assure a minimum of two (2) staff are on duty at all times for each facility/program.
 - 4. A minimum of one staff member, who has completed the Division's crisis intervention training, new employee training, and all mandatory training, shall be on shift at all times.
 - 5. At least one male staff and one female staff shall be scheduled on each shift when there are both male and female populations. Any exceptions must be approved by the facility APD.
 - 6. The supervisor or designee shall assign one staff member to administer medication for each shift, and that assignment shall be clearly identified in writing on the facility/program's schedule. If the assigned staff is unavailable, another staff member will be assigned by the supervisor, or designee, and the change shall be documented on the schedule.

7. Each staff member assigned to a specific duty during a shift shall ensure that duty is performed and documented.
- B. Guidelines for Monitoring
1. To ensure minors' safety and security, staff shall be diligent in visually monitoring the activities of the minors in their care.
 2. To ensure minors' safety and security, staff shall make visual room checks at least once every fifteen (15) minutes whenever a minor is in their room.
- When conducting a room check, staff shall:
- A) Be within an arm's length from the door to the room housing the minor,
 - B) look through the window or door to observe the minor,
 - C) watch for breathing or other movement,
 - D) document the time and who performed the room check with the electronic scanning device. In the absence of an electronic scanning device, the room check shall be documented on form 05-05A or 05-05B.
3. Minors placed on suicide watch as designated in policy 05-03 Suicide Prevention, shall be monitored according to that same policy.
- C. Guidelines for Supervision
1. Staff shall conduct head counts or take a roster of minors throughout each shift to ensure that minors are accounted for at all times in facilities and community program activities. Head count requirements and other supervision expectations are specified in the respective operation manuals.
 2. Staff shall supervise minors who are in restraints, according to Division Policies 05-06 Use of Restraint Devices, and 05-07 Use of Physical Intervention.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the director.


April Graham, Interim Director
Division of Juvenile Justice Services

05/18/2023

Signature Date