I. Policy Statement

All persons entering a JJS secure facility are required to be scanned by a metal detector. This includes all JJS employees and allied agency staff that work in or visit a JJS secure facility. All visitors must have a clean scan by the metal detector or be cleared by staff using the wand before entering a secure facility.

II. Rationale

The purpose of this policy is to ensure the security of the Division facilities, youth and staff.

III. Definitions

“Metal detector” a walk through electronic device that gives an audible or other signal when it is close to metal; used to detect metal items.

“Clean scan” is a designation indicating that a person being scanned by a metal detector or wand is not in possession of prohibited metallic objects.

“Wand” a hand held electronic device that is passed over an individual by staff to detect metal items that gives an audible or other signal when it is close to metal.

"Secure Facility" a JJS facility or section used to house youth in the custody of the Division of Juvenile Justice Services, by order of the courts for short term sentencing, or by law enforcement in the interest of public safety. Access to Division facilities and programs is restricted to Division staff, staff of allied agencies, and other persons with direct responsibility for services. Members of the general public shall only be granted access to Division facilities with prior approval from the Assistant Program Director (APD) of the facility.

“Visitor” any individual that is requesting access to the Secure Facility that is not a JJS employee, law enforcement professional on official business or staff of an allied agency on official business.

“Personal Electronic Device” is any device capable of collecting, storing, transmitting, or processing electronic data or images including, but not limited to: cell phone, tablet computer, personal music or video player, video game device, mobile network storage device, or other recording device.
IV. Procedures

A. All facilities will be equipped with walk through metal detectors and hand held “wand” metal detectors.

B. All visitors and youth will be required to receive a clean scan prior to entering any secure area of a JJS facility. All staff will be required to receive a clean scan prior to entering a secure unit of a JJS secure facility.

C. Before entering the facility, staff will ask visitors to leave all personal belongings in their vehicles or if available use lockers provided in the facility.

V. Visitors

A. Staff will first ask the visitor, “Do you have any items that will set off the metal detector?” This will help staff to identify potential sources if the metal detector alarms.

B. Staff will ask the visitor to walk through the metal detector with their hands to their sides, with staff paying close attention to the alarms on the metal detector.

C. In the event that the metal detector does alarm, staff will identify where the metal was located on the alarm and ask the visitor again, “Do you have any items that might set off the metal detector?” After items are removed, staff will ask the visitor to enter the metal detector a second time, continuing to observe the metal detector’s warning system, and alarms. If the metal detector alerts a second time, the visitor will be asked to remove the article that may be setting the alarm (belt, boots, and shoes). This should be done within reason. When a visitor reports having an implanted medical device, they will provide documentation of said device. A note will be placed in the visitor log indicating the medical device.

D. If the metal detector does not alert, visitors will be allowed to enter the secure area.

VI. Staff

A. All staff shall be scanned by a metal detector and receive a clean scan by a metal detector prior to going to any secure unit. Staff will walk through the metal detector with their hands to their sides, those monitoring the metal detector will pay close attention to the alarms. When a staff reports having an implanted
DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-16-A Effective Date: 8/30/2019 Revision Date: 8/30/2019
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medical device, they will provide documentation of said device. A note will be placed in the employee file indicating the medical device.

B. JJS employees, may enter the secure part of the building unaccompanied after receiving a clean scan.

VII. Youth

A. All youth will be required to be scanned by a metal detector prior to returning to their unit.

VIII. Allowable/Prohibited Items

A. Professional Visits

   Allowable items include:
   1. Authorized electronic devices (see policy 01-14 Personal Electronic Devices) may be allowed and used by professionals for official business only
   2. Writing utensil
   3. Paper (pad, documents, files)
   4. Food items purchased at the facility are allowed with staff approval. Such items must be consumed during the visit and may not be taken to the section. Trash associated with these food items will be given to staff at the end of the visit.

   Prohibited items include:
   1. Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, sporting equipment)
   2. Bags, briefcases and the like
   3. Outside food items

B. Family Visits

   Allowable items include:
   1. Food items purchased at the facility are allowed with staff approval. Such items must be consumed during the visit and may not be taken to the section. Trash associated with these food items will be given to staff at the end of the visit.

   Prohibited items include:
   1. Electronic devices
   2. Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, sporting equipment)
   3. Bags, briefcases and the like
   4. Outside food items
C. Facility Staff (includes all employees working in a building or those who provide contracted services, including non-secure or administrative areas)

1. Employees will leave personal belongings in their locker (where available) or administrative/designated area or personal vehicle.
2. If personal belongings are needed during the shift, they must be in a clear bag (provided by the facility).
3. Staff will show the clear bag to control room staff prior to entering the units.
4. Personal electronic devices are prohibited unless approved by the APD (see policy 01-14 Personal Electronic Devices).
5. Prohibited metallic items include knives, guns, sharp metal objects.
6. Case Managers may bring their computer to team meetings in conference rooms of secure facilities for work related purposes.

D. Non-facility employees and volunteers

1. All items brought into the facility must be approved or pre-approved by a facility Supervisor or APD.

IX. 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 Services Executive Management Team, and is approved upon the signature of the Director.

______________________________  8/30/2019
Brett M. Peterson, Director  Signature Date
Division of Juvenile Justice Services