

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-1301

APPROVED BY: STEVE JACKSON
CHIEF PROBATION OFFICER

REPLACES: 06/26/2020

ISSUE DATE: 6/01/2022

SUBJECT: SAFETY CHECKS

POLICY

Detention Officers are required to conduct safety checks. Safety checks are defined as direct visual observation of youth a minimum of every fifteen minutes at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Safety checks are also required for all youth who are placed in a holding cell in the Intake or Court Services areas. Direct visual observation is defined as personally seeing a youth's movement and/or skin and signs of life. All safety checks will be documented with the actual time the check is completed.

PROCEDURES

A. General Guidelines

1. The Juvenile Detention Unit Supervisor over the housing units and the Probation Unit Supervisor (PUS) over the Camp are responsible for ensuring safety checks are completed while youth are asleep, or when youth are in their rooms, or confined to their bed in a dormitory.
2. Detention Officers assigned to Intake and Court Services are responsible for ensuring safety checks are completed while youth are temporarily placed in the holding cell(s) pending Court or the booking process.
3. Safety checks will be documented by using the Guardian RFID (Radio Frequency Identification) system, which utilizes hand-held SPARTANS to electronically log safety checks.
4. SPARTANS will be assigned to each housing unit, Intake, Court Services, and the Camp. Officers working in these areas will be assigned an individual SPARTAN for their shift and are expected to carry the SPARTAN on their duty belt.
5. All staff will be assigned an individual fob and an individual SPARTAN log in to complete safety checks. All staff will be trained on how to utilize the SPARTAN during New Employee Orientation training.

6. The fob is considered part of staff equipment and staff are responsible to bring the fob to work to utilize during their shift.
7. If the fob is lost, staff are responsible for contacting their supervisor for a replacement.
8. If staff forgets their assigned fob, they are to contact the Duty Officer to issue a temporary fob to be utilized during their shift.
9. The temporary fob is to be returned at the end of their shift to the Duty Officer.
10. If a SPARTAN is not available to conduct safety checks (i.e. damaged, not working, or removed by the Duty Officer) staff must continue to conduct safety checks and document these safety checks on the Safety Check Log (Attachment A), with the actual time the check is completed. The reason a SPARTAN was not used shall be documented on the Juvenile Hall Unit Shift Report or Daily Shift Report (DSR) (Intake area and Court Services).
11. Any problems with the SPARTAN, fob, a force field, or a pod, should be reported immediately to the Duty Officer.

B. Housing Unit Procedures

1. Safety Checks will be performed a minimum of every fifteen minutes at random or varied intervals during the youths' sleeping hours or when youth are in their rooms. This applies to whether a youth is in their room due to Room Confinement, Room Separation, or any other reason.
2. A staff member conducting a safety check will complete the following:
 - a. Staff shall walk past each room on the corridor and check and look for signs of life, such as breathing, body movement and/or skin.
 - b. Staff shall check room doors to ensure that they are secure.
 - c. Staff shall be observant for any safety/security hazards such as leaking fire sprinklers, overflowing toilets, etc.
 - d. When staff have completed the safety check at each youth room, staff shall scan the RFID tag next to the youth's door using the SPARTAN. The scan creates a log of the date and time the safety check was completed at each youth room.
3. If safety checks are not required (i.e. all the youth are out of their rooms, in school, etc.), it must be clearly documented and justified on

the Juvenile Hall Unit Shift Report and youth locations logged correctly in the Guardian RFID system.

C. Camp Procedures

1. Camp staff in each dormitory are responsible for performing safety checks during sleeping hours or anytime youth are confined to their bed in the dormitory.
2. Prior to initiating a safety check, Camp staff are responsible to know the Guardian RFID tag locations in each dorm.
3. Camp staff will personally check on each youth and look for signs of life, such as breathing, body movement and/or skin.
4. If safety checks are not required (i.e., youth are not confined to their bunks), it must be clearly documented and justified on the Juvenile Hall Unit Shift Report and youth locations logged correctly in the Guardian RFID system.

D. Intake and Court Services Holding Procedures

1. Whenever a youth has been placed in a holding cell, staff shall perform safety checks.
2. The holding cells in the Court Services area are referred to as Holding Cell #1 and #2. The holding cells in the Intake area are referred to as #A, #B, and #D.
3. Prior to initiating safety checks, staff are responsible to know the locations of the Guardian RFID tags and force fields in the area.
4. A staff member conducting a safety check will complete the following:
 - a. Staff shall walk past each room in the corridor and check and look for signs of life, such as breathing, body movement and/or skin.
 - b. Staff shall check room doors to ensure that they are secure.
 - c. Staff shall be observant for any safety/security hazards such as leaking fire sprinklers, overflowing toilets, etc.
 - d. When the safety check is completed, staff shall scan the Guardian RFID tag using the SPARTAN

E. Compliance of Safety Checks

1. The JDFS of the assigned housing unit/area is responsible for reviewing the safety checks in the Guardian RFID System for compliance. The Probation Unit Supervisor (PUS) assigned to the Camp is responsible for reviewing safety checks for staff assigned to the Camp, including graveyard staff. Compliance reviews shall be completed at least weekly and may include reviewing shift reports, DSR's and Incident Reports to ensure if a safety check was not completed, there is accurate and thorough reasons why the safety check was not conducted as required (i.e. emergency occurring).
2. The Juvenile Detention Facility Supervisor (JDFS) or Camp PUS will immediately address any discrepancies with staff and will follow through appropriately with any staff who were noncompliant.
3. The JDFS or Camp PUS shall notify their Assistant Deputy Chief Probation Officer of any safety check compliance issues.

SAFETY CHECK LOG

Any time youth are asleep or when youth are in their room, in a holding cell, or confined to their bed in a dormitory a safety check must be made and documented. This form is for use, when the Pipe is not available

DATE: _____

SHIFT: _____

UNIT: _____

UNIT SUPERVISOR: _____

Initials Time							

*Youths Secured	Room #	*Youths Secured	Room #
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
5. _____	_____	5. _____	_____

* Graveyard staff need only indicate, "All youths secured."

Attachment 1301-A

Revised May 5, 2020