



# **Youth Detention Facility OPERATIONS ORDER**

## **Room Checks - Title 15 1328**

### **Purpose and Scope**

This order establishes standards and guidelines for the close observation of youth for their protection and safety.

### **Affected Personnel**

All Sworn Staff - YDF

### **Authority**

Administrative Directive  
Title 15 - Section 1328

### **Effective Date**

April 5, 2023

### **I. Guidelines**

- A. At minimum, each resident room, each room in the YDF Visitor Center, and each Holding Cell and Observation Room at YDF Booking shall be visually checked by a staff at least every 15 minutes, at random or varied intervals, 24 hours a day. A random room check shall be done every hour for a total of five (5) room checks per hour.
  - 1. While conducting a room check staff shall stop at each room and physically look through the window to ensure each resident is breathing, head and skin are observed, there is rise and fall of the chest, and verify everything in the room appears to be in order. A flashlight may be utilized if necessary to look inside room.
  
- B. It is the responsibility of all staff on duty in a housing unit to ensure that room checks are performed correctly at least every 15 minutes, at random or varied intervals, with one random check each hour - for a total of 5 per hour, 24 hours a day.
  - 1. If at any time it is determined a room check has been missed, the Supervisor on duty will be notified immediately and will direct staff to complete an Incident Report, if needed.

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- C. All room checks shall be documented using the Room Check Safety System. If the Room Check Safety System or floorplan application is not working, staff shall notify the Supervisor on duty immediately.
  - 1. In a case where the floorplan application or Room Check Safety System is inoperable, the Supervisor on duty shall direct unit staff to document all room checks on a hard copy of the Room Check Log until the system can be repaired.
  - 2. When using the Room Check Log, notate the time after completion of the room check and sign your name.
  - 3. No guidelines change when using the Room Check Log.
  - 4. Do not auto populate times on the Room Check Log.
  - 5. When the floorplan application or Room Check Safety System is restored to working order, unit staff will ensure the hard copy of the Room Check Log is submitted to the supervisor on duty at the end of their shift. The Supervisor will ensure that the hard copy is signed and scanned into the Juv Hall J drive for record retention.
  
- D. Upon arrival to a Housing Unit, staff shall:
  - 1. Check all doors and obtain a correct resident count.
  
- E. Before leaving any staff alone in a Housing Unit or the Visitors Center, all rooms, including resident's rooms, testing room, pill call room, screening room, janitor's closet, staff bathroom, storage closets and classrooms shall be checked by the staff that will remain in the unit to ensure all doors are properly locked and secured and no resident has been left unsecured or concealed.
  - 1. All common areas such as the day space, showers, restrooms and courtyards shall be checked by the staff remaining in the unit to ensure no minor has been left unsecured or concealed.
  - 2. Before closing the Visitor Center, assigned staff is responsible for ensuring that no resident or visitor remains inside any room or common area within the Visitors Center.

## II. Procedure

- A. Staff shall ensure the floor plan application and Room Check Safety System are working properly.
  
- B. Staff will remove Room Check Safety System handheld scanner from the USB plug.
  
- C. The staff who conducts the room check must use the handheld scanner to scan the barcode on the back of their employee ID badge.
  
- D. As staff proceed to the rooms, they must use the handheld scanner to scan the first barcode on the wall.
  
- E. While conducting a room check staff shall stop at each room and physically look through the window to ensure that each resident is breathing, that head and skin are observed, there is rise and fall of the chest and verify everything

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- in the room appears to be in order. A flashlight may be utilized if needed. A flashlight may be utilized if necessary to look inside room.
- F. Staff shall not skip unoccupied rooms.
  - G. As staff complete the room checks, they must use the handheld scanner to scan the second barcode on the wall.
  - H. Staff must take the handheld scanner back to counselor station and hook it back up to USB plug.
  - I. Staff must check the Floorplan application to ensure the room check was downloaded and properly stored to the system.
  - J. In the event that the entire unit is participating in an event (i.e. school, the courtyard, the library, etc.), the floorplan application should place the color code for your unit into purple, which signifies all residents are out of their rooms.
  - K. Staff shall perform a regular room check as detailed above after establishing the unit is back.

### III. Daily Room Check Review

- A. A review of Unit Room Checks will be conducted daily by the Watch Commander or their designee.
- B. Units and times will be pre-scheduled monthly by YDF managers and given to the Watch Commander or their designee.
- C. Each day the video recordings will be reviewed over a two hour span to ensure room checks are being completed within policy by staff and noted on the Watch Commander shift summary nightly report.
- D. Watch Commander reports are not retained.

### Attachments

N/A

### Amends/Replaces

Room Checks – Title 15 Section 1328 Operations Order effective 9/1/2012

Authorized By

  
Maria Gonzalez, Chief Deputy

Date

3/14/2023