

POLICY

SUBJECT: Supervision and Movement of Youth
NUMBER: RF-740-17
APPLICABLE TO: Residential Facility Staff

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 12/18/17

I. POLICY

Staff will control and supervise all individual and group youth movement to and from living units, programs, work assignments and supervised off-grounds trips.

Youth or groups of youth shall not be given control or authority over other youth.

Direct supervision staff shall be posted in youth living units to permit staff to facilitate personal contact, to observe, to hear, and to respond promptly.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §§9-203 - 9-204
- B. American Correctional Association (ACA) Standards, 3-JDF-3A-14, 4-JCF-2A-05, 4-JCF-2A-06, and 4-JCF-2A-09

III. DIRECTIVES/POLICIES RESCINDED

- A. Supervision & Movement, RF-703-14

IV. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

V. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued; old policy rescinded. Revised procedures. <ul style="list-style-type: none">• Added definition for fence• Youth prohibited from supervising other youth.• Staff control and supervise all individual and group movement to and from living units/buildings, programs and supervised off-grounds trips.• Removed pat down procedures except for in medical.• Added section on supervision of youth outside.• Added procedure to prohibit staff from gifting items to youth.	December 18, 2017

PROCEDURES

SUBJECT: Supervision and Movement of Youth
NUMBER: RF-740-17
APPLICABLE TO: Residential Facility Staff

APPROVED: _____ /s/ signature on original
Linda McWilliams, Deputy Secretary
EFFECTIVE DATE: _____ 12/19/17

I. PURPOSE

To establish procedures to control the movement and provide guidelines for the supervision of youth placed in DJS residential facilities.

II. DEFINITIONS.

Direct Supervision means awareness of a youth's location and behavior through visual and auditory means.

Exigent circumstances mean any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or order of a facility.

Fence means a fence used to define the facility perimeter with security specifications which determine the height, material, and may include an electronic detection system.

Guard Tour system means an electronic system used to document safety and security checks of youth.

Staff means employees responsible for the direct supervision of youth that includes, but is not limited to, resident advisor series, group life managers and other MCTC certified staff.

III. PROCEDURES

A. General Supervision Procedures

1. Staff must position themselves where they can maintain maximum sight and sound supervision of youth at all times.
2. Staff will control and supervise all individual and group movement to and

from the living units, programs, work assignments, and supervised off-grounds trips.

3. Staff shall remain awake and display alert posture at all times while assigned to a post.
4. Staff shall be responsible for knowing the exact number and location of youth assigned to their supervision.
5. Department approved staff-to-youth ratios must be maintained at all times.
6. Staff will not leave their assigned post until properly relieved and/or granted approval by the Shift Commander.
7. **Youth will be escorted and supervised at all times.** Attorneys, medical personnel, and Behavioral Health staff who require a private meeting with youth may do so only with an escort and supervision by direct care staff. Staff will be posted outside the door.
8. The Shift Commander shall conduct and document unannounced rounds on each shift to identify and deter staff sexual abuse and sexual harassment of youth, and to monitor operations for compliance with Department procedures.
9. Staff is prohibited from alerting other staff members that supervisory rounds are occurring.
10. A youth may not be left alone for any reason or circumstance with any person who is not DJS staff. DJS staff will be posted to maintain sight and sound supervision of the youth.
11. Youth or groups of youths shall not be given control or authority over other youth(s).
12. Staff will conduct searches of youth in accordance with the *Searches of Youth, Employees, and Visitors Policy and Procedures*.
13. Staff are prohibited from gifting items to youth, to include, but not limited to, candy, food, and clothing. Items provide to youth as incentives must be approved by the Superintendent or designee.

B. Supervision of Youth in Living Units/Buildings

1. Staff shall be posted in youth living quarters to facilitate personal contact, to observe, to hear, and to respond promptly.
2. Youth shall be permitted to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances when such viewing is incidental to routine room checks.
3. Staff of the opposite gender of the youth shall announce their presence when entering a youth's housing unit. In facilities that do not contain a discrete housing unit, staff of the opposite gender shall be required to announce their presence when entering an area where youth are likely to be showering, performing bodily functions, or changing clothing.
4. Staff will maintain youth as a group, unless a youth is participating in specific programming or is presenting a safety or security risk.

5. When a staff observes a breach in the physical security of the building, staff will secure the youth and immediately notify the Shift Commander. An incident report shall be completed.
6. Staff must ensure that all assigned youth are accounted for at all times. Staff shall document in the unit logbook the youth population count at the beginning and end of each shift, and after each instance of mass movement. All youth assigned to the unit shall be accounted for by documenting their location if they are not physically in the living unit.
7. All youth movement within and outside of the unit must be documented in the unit log book. For example, youth movement to room, bathroom, dining hall.
8. Staff shall conduct physical counts of youth in accordance with the *Physical Counts of Youth Policy and Procedure*.
9. During sleeping hours, staff will make visual safety and security checks of youth at least **every 30 minutes** unless otherwise directed. These checks shall be documented on an **Observation Sheet - Rooms (Appendix 1)** posted by each youth's door, or an **Observation Sheet - Dorm (Appendix 2)** as appropriate. The Guard Tour system may also be used to electronically document youth observations. When the Guard Tour system is used, the time of each tour shall be documented in the unit log book.
10. During sleeping hours, staff must notify and obtain approval from the Shift Commander or designee **prior** to any youth being let out of his/her room, with the exception of an emergency situation.
11. Staff shall conduct safety and security checks of youth confined to their rooms for seclusion in accordance with the *Seclusion Policy and Procedure*. Staff shall supervise youth confined to their rooms due to suicide alert status in accordance with the *Suicide Prevention and Intervention Policy and Procedure*.
12. Bedroom doors shall be secured/locked at all times, to include when they are occupied or unoccupied by youth. Exceptions may be made for suicide alert 1:1 supervision and as directed by the Superintendent. Only assigned youth are permitted in a room. Youth must not be allowed to visit in each other's rooms.

C. Supervision of Youth During Group Movement

1. Staff will be positioned to ensure maximum sight and sound supervision.
2. Prior to movement of youth, staff must obtain approval from the Shift Commander.
3. During all group movement, youth will move in a line formation. One staff will be posted near the front of the line, and the second staff will be posted at the end of the line.
4. Staff shall count youth prior to movement and after reaching the destination.
5. When entering a building (unit, school, dining hall, etc.) one staff will enter first and one staff positioned at the end of the line will enter after all

youth have entered. The same process will be used when exiting a building. When only one staff is supervising the movement of a group, the youth shall enter first, followed by the staff who shall secure the door.

D. Supervision of Showers

1. During showers, at least one staff will be positioned within sight and sound to supervise youth in the shower area, while the second staff member supervises the remainder of the youth.
2. Youth shall be permitted to shower, perform bodily functions, and change clothing **without direct care staff of the opposite gender viewing their breasts, buttocks, or genitalia**, except in exigent circumstances when such viewing is incidental to routine room checks. In instances where the physical design of the shower **does not** provide for the privacy of breasts, buttocks, and genitalia, supervision **shall be completed by staff of the same sex as the youth**.
3. All transgender and intersex youth should be afforded an opportunity to shower separately from the rest of the youth.

E. Supervision of Recreational Activities

1. The Shift Commander or designee will conduct a perimeter check of the unit's recreation yard prior to movement of youth into the area for recreational activities.
2. Staff will always position themselves where they can provide maximum sight and sound supervision of recreational activities. Staff will supervise the activity by posting themselves near doors, gates and/or exits.
3. Staff will conduct head counts before, during and after all recreational activities to ensure an accurate accounting of youth as outlined in the *Physical Counts of Youth Policy and Procedure*.
4. Outdoor recreation must be supervised and take place in an area designated in the facility's operating procedure to ensure safety and security.
5. The Shift Commander or designee will monitor all outdoor recreational activities and ensure that the required staff-to-youth ratio is maintained.

F. Supervision of Youth Outside

1. Prior to taking youth outside for the day, the Shift Commander or designee shall complete a security check of the grounds and the fence.
2. Staff shall supervise an outdoor activity by positioning themselves to surround the group while maintaining visual supervision of youth at all times.
3. Youth shall not be permitted to touch the fence or converse with individuals who are outside of the fence. A marked boundary line shall be established within the fence line.
4. If the facility perimeter is not enclosed by a fence, the perimeter boundaries shall be clearly delineated and communicated to youth and staff.

5. Movement of youth shall be orderly and under the supervision of trained staff. Staff shall maintain direct supervision of youth at all times.
6. If a youth talks of running away at any time, the Shift Commander shall be immediately informed and the youth shall be moved to a secure location.
7. If a youth attempts to run away from supervision, the Shift Commander shall be immediately informed and procedures shall be followed in accordance with the *Escape and AWOL Policy and Procedure*.

G. Supervision in Dining Hall

1. Staff will maintain sight and sound supervision of youth during meals. Staff will sit at tables or stand in positions that allow for maximum supervision of youth.
2. A staff will be posted to monitor youth pick-up of trays and eating utensils.
3. Staff will monitor to ensure that all eating utensils are properly discarded by youth.

H. Supervision in School

1. Staff will be posted inside the classroom and provide supervision during classroom instruction. Facility staff will ensure that education staff is not left alone with youth for any reason. Education staff includes all employees working in the school including teachers, guidance counselors, school administrators, instructional assistants, and office support personnel.
2. Staff will monitor youth behavior and correct negative behavior in a non-disruptive manner while working with the education staff.
3. Youth movement during school and accountability for the population will be conducted in accordance with established facility operating procedures.

I. Supervision of Health Care and Behavioral Health Services

1. When practical, youth shall be seen by a Health Care or Behavioral Health Care Professional (doctor, nurse, dentist, or mental health professional) in an individual exam room with one entrance and staff shall position themselves outside the room door that is being used. In the event that more than one entrance to the room exists, staff shall ensure that the second door is locked and staff shall be posted outside each door.
2. Staff shall conduct a pat down search of each youth evaluated in medical units prior to the youth returning to the general population.
3. During medication administration, staff will be posted in a position to ensure that they have sight and sound supervision of youth receiving medication. Staff shall observe the administration of medication. Only one youth at a time is allowed in the designated area for medication administration.

J. Supervision during Transportation

1. When it is necessary to transport youth off grounds for medical appointments, emergency medical treatment, court dates, etc., youth shall be transported by **a minimum of two staff**, one of whom must be of the same sex as the youth. In exigent circumstances, approval for an exception to this requirement must be obtained from the Executive Director for Residential Services.
2. When available, transporting staff must have a working DJS cell phone.
3. Staff will ensure youth are transported in proper restraints and in accordance with the *Transportation of Youth- Residential and Community Policy and Procedure*.
4. The Shift Commander or designee will check all youth restraints to ensure the proper application prior to the youth leaving the facility.
5. Staff shall not remove restraints without permission from a Shift Commander.
6. Staff must maintain sight and sound supervision at all times.
7. All youth returning from unsupervised off grounds events will be visual body searched immediately and prior to contact with other youth.

IV. RESPONSIBILITY

The Superintendent is responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations is responsible for interpreting and granting exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VII. POLICIES/PROCEDURES REFERENCED

1. Searches of Youth, Employees, and Visitors
2. Seclusion
3. Suicide Prevention and Intervention
4. Physical Counts of Youth
5. Escape and AWOL
6. Transportation of Youth – Residential and Community

VIII. APPENDICES

The forms can be found on the intranet under Forms/Youth Related/Training

1. Security Observation Sheet (Rooms)
2. Security Observation Sheet (Dorms)



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Supervision and Movement of Youth
NUMBER: RF-740-17
APPLICABLE TO: All DJS Staff
REVISED: December 18, 2017

I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.