# Safety Checks in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) Title 15, Section 1328

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| **Effective Date:** | 9/16/25 |
| **Revised Date:** | 9/16/25 |
| **Issuing Authority:**<br>Chief Probation Officer | |

## 628.1 PURPOSE:

To establish guidelines for conducting safety checks in JDACs and TFs.

## 628.2 DEFINITIONS:

Safety Check: A direct visual observation of a youth during a room check and/or bed check.

Guard 1: A system utilizing data collection devices and programmed buttons interfaced with computer programming and technology to accurately capture the date and time safety checks are conducted. The Guard 1 System will display in red any safety checks exceeding fifteen (15) minutes.

PIPE: The Guard 1 data collection device.

Buttons: The Guard 1 System utilizes the following buttons with each having a unique identifier:

A. Officer Button - A metal control nodule assigned to an individual staff member, which identifies who conducted a safety check.

B. Location/In Button - A nodule mounted to a specific location within the facility used to record when youth are in a room.

C. Out Button - Used to record when youth are out of a room.

Button Sequence: A specific sequence must be followed when conducting safety checks. The sequence of button scanning is Officer, Location/In or Out.

Docking Station: The Guard 1 data transfer port is used to download the recorded safety checks.

Well-Being Report: A report generated from the Guard 1 System which provides all officers the ability to review safety check compliance.

## 628.3 GUIDELINES:

A. Department-issued timers may be used as a tool to assist staff in completing timely safety checks. These timers are only a reminder, not a sole choice to maintain accurate safety checks.

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B. The Safety Check Log form, Guard 1 System instructions, and Safety Check CE note instructions are located in ProbTools.

## 628.4 RESPONSIBILITIES:

I. Sworn Officer:

A. When conducting Safety Checks, staff shall:

1. Conduct safety checks at random time intervals and in varied directions, at a minimum of every fifteen (15) minutes anytime youth are in their rooms, confined in holding cells, or confined to their bed in a dormitory (for example: a safety check is conducted at 10:00 am starting with room 1, then the next safety check is conducted at 10:13 am starting with room 10).
2. Avoid announcing the commencement of safety checks.
3. Follow the respective timing guidelines outlined in applicable procedures for youth on Suicide Observation Status (SOS), Medical Watch, Individualized Treatment Watch (ITW), etc.
4. Only suspend a safety check when all youth are out of their room.
5. Retrieve the PIPE device and register the assigned Officer Button before conducting a safety check. Subsequently, register the appropriate Location/In Buttons on the wall or Out Button as applicable. There will be a beep each time a button is registered correctly.
6. Visually verify that the occupant(s) of each room are present, safe, and not engaging in dangerous, self-harming, inappropriate activity, etc.
7. When youth are sleeping or lying on their bed, stop at each room window to ensure the youth's head and neck area are visible to observe physical and/or audible signs such as the rise and fall of the youth's chest, snoring, movement, etc.
8. Ensure at any time and during all shifts, whether the youth is sleeping or not, that there is a clear view of the youth. If a clear view of the youth is not possible, direct the youth to move into the officer's view and/or remove any obstructions.
9. Dock the PIPE device until a beep is heard after the safety check has been completed.
10. Notify the area Supervisor immediately if there is insufficient staff to complete safety checks.
11. Recognize that critical incidents and emergencies may delay the completion of timely safety checks; however, it is every staff member's responsibility to understand the gravity of safety checks and ensure they are completed as soon as it is safe to do so.
12. Run the Guard 1 report periodically throughout the shift and before the end of the shift to complete any missed/late Safety Check CE notes.

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B. If the Guard 1 System is inoperable or not available in an area where youth are secured (e.g., Clinic or Court holding rooms), staff shall:

1. Document safety checks on the Safety Check Log form (located in ProbTools).
2. Legibly print their first initial and last name on the Safety Check log.
3. Legibly document the actual time the safety check is completed with their initials in blue or black ink.
4. Record the time utilizing the department-provided wall-mounted clock and in 24-hour clock format (e.g., 0532, 1738, etc.).
5. Ensure the Safety Check Log is kept stationary and visible at all times.
6. Place the Safety Check Log in the respective binder when the Guard 1 System is restored, at the end of the shift, and/or when a youth is no longer secured in the area.

C. When a Safety Check is Missed/Late, staff shall:

1. Review the Guard 1 report for missed/late safety checks.
2. Complete a Safety Check CE note that includes the date and time of any missed/late safety check, and all staff on the unit responsible for completing the safety check.
3. Notify a Supervisor that a missed/late Safety Check CE note was entered.

II. Probation Corrections Supervisor I (PCSI) shall:

A. Review the Guard 1 report periodically throughout the shift and before the end of the shift to ensure staff have completed safety checks.

B. Review missed/late Safety Check CE notes, verify the information is accurate, review the Closed Circuit Television Security System (CCTSS), and complete the supervisor notes (e.g., notation of the correction and/or training, replaced timer, etc.) in CE by the end of the shift.

C. Enter the Safety Check verification in CE, which shall include referrals to the Watch Commander/Treatment Facility Supervisor as necessary - Supervisor Rounds.

D. Assign staff to complete safety checks in the event of a critical incident or emergency (e.g., Code Red, Code Blue, etc.).

III. Watch Commander (WC)/Treatment Facility Supervisor (TFS) shall:

A. Review missed/late Safety Check CE notes referred by PCSI and complete the Watch Commander notes in CE by the end of the shift.

B. Ensure compliance with this procedure.

IV. Division Director I/II shall:

A. Ensure compliance with this procedure.

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