



Administrative Policies and Procedures: 27.12 Draft

Subject:	Central Operating Center, Perimeter Security, Control of Security Devices and Security Logs at Youth Development Centers Youth Development Center Safety and Security Monitoring
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-2A-02, 4-JCF-2A-03, 4-JCF-2A-10, 4-JCF-2A-13, 4-JCF-2A-14, 4-JCF-2A-15, 4-JCF-2A-18; DCS Practice Standard: 8-306; COA: PA-JJR 14.04; PREA: 115.313, 115.318
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
<p>Each Youth Development Center (YDC) shall maintain a Central Operating Center (COC) that is staffed twenty-four (24) hours, seven (7) days per week to coordinate communication and activities to that supports safety and security of the staff, youth and the facility. The YDC shall also ensure the facility's perimeter is secured sufficiently, appropriately according to safety protocols; maintain that an accurate record of the issuance and inventory of security devices; is maintained and maintain permanent security logs and shift reports. to ensure the reporting of routine information, emergencies and unusual incidents.</p>	
Purpose:	
To provide guidelines to ensure all Youth Development Centers maintain an orderly and secure facility.	
Procedures:	
<p>A. Central Operating Center</p>	<p>1. Requirements</p> <p>a) Each YDC Superintendent must establish local written procedures for maintaining a central operating center. The procedures must be reviewed annually and documented.</p> <p>b) Each YDC central operating center will have access to a washbasin and toilet.</p> <p>1. Contents</p> <p>Procedures must include the following, at a minimum:</p> <ul style="list-style-type: none"> ◆ Location; ◆ Staffing requirements and training; ◆ Accessibility; and

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	<ul style="list-style-type: none"> ◆ Major responsibilities. <p>3. Central Operating Center Employee Responsibilities</p> <ol style="list-style-type: none"> 1. The Central Operating Center serves as the primary point of initial contact in the event of a critical incident or emergency. The COC Central Operating Center operator renders necessary immediate assistance and notifies other facility staff, as required, by the nature of the incident and local procedures. 2. Responsibilities for COC Central Operating Center staff includes, but is not limited to: <ol style="list-style-type: none"> a) Monitoring of cameras, alarms, motion detectors, emergency lighting systems; b) Managing telephone, radio communications and intercoms; and c) Other activities and systems that support the safety and security of the facility. 3. Staff assigned to COC has access to restroom and breaks for restroom use each shift.
<p>B. Perimeter Security</p>	<ol style="list-style-type: none"> 1. Each YDC's perimeter is secured sufficiently to ensure that youth remain within the perimeter and to prevent access by unauthorized individuals. the general public without authorization. <p>1. Requirement</p> <ol style="list-style-type: none"> 2. The Superintendent must establish local written procedures for perimeter security. The procedures must be reviewed annually by the Superintendent and documented in the facility procedure book. <p>3. Contents</p> <p>The written procedures must include the following: at a minimum:</p> <ol style="list-style-type: none"> a) Personnel required for perimeter security <ol style="list-style-type: none"> a) YDC designated personnel required to work perimeter security. b) Post orders for personnel assigned to perimeter security which includes: including: <ul style="list-style-type: none"> ◆ Checks of entry/exit points, including vehicular access; ◆ Inspection of perimeter fences; and ◆ Reporting of unusual occurrences to the Superintendent and Security Manager or designee in writing immediately and document in writing.
<p>C. Security Shift Logs</p>	<p>Each YDC maintains permanent security shift logs to ensure the reporting of routine information, emergency situations and unusual incidents regarding involving individual youth and groups of youth for the general security interests of the facility.</p> <p>Note: If an Incident Report is required, refer to DCS Policy 1.4, Incident Reporting</p>

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	<p>and the <u>Incident Reporting Manual for Youth Development Centers and Detention Centers</u> for additional information.</p> <p>Each Superintendent must designate, in writing, those locations where a security shift log will be maintained and will establish local written procedures for the minimum contents of each log.</p> <ol style="list-style-type: none"> 1. All entries in security shift logs are written legibly in ink. Corrections are made by drawing a single line through the error and are initialed by the staff member making the correction. 2. Any staff member who knowingly or purposely makes a false entry, alters an entry (other than for correction of errors in accordance with this policy), and/or removes or destroys any page or portion thereof in any security shift log violates this policy and may be subject to disciplinary action. 2. The shift supervisor, during daily inspection, reviews shift reports, takes appropriate corrective action, if necessary and includes pertinent information in the daily written report. 3. The Superintendent ensures staff logs are inventoried and properly maintained.
<p>D. Control of Security devices</p>	<ol style="list-style-type: none"> 1. Requirement Each Superintendent establish local written procedures for reviews the control of security devices annually that is reviewed annually and documents on the facility inventory form. 2. Contents Weekly inspection and maintenance of security devices include the following: <p>The procedures will include, at a minimum, the following:</p> <ol style="list-style-type: none"> a) Weekly inspection and maintenance of all security devices a) Storage; b) Identification; c) Inventory; d) Issue Issuance of all devices; <ul style="list-style-type: none"> ◆ Permanent ◆ Temporary ◆ Emergency e) Disposition of lost, misplaced, or damaged equipment; f) Replacement; and g) Training in use of security devices. 3. Staff approved to authorize and carry security devices Each Superintendent designates in writing: <ol style="list-style-type: none"> a) Employees who are authorized to approve the use of security devices; and b) Employees who are authorized to routinely carry security devices.

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	<p>4. Storage When not in use, security devices are stored in a designated secure area. All devices are inventoried once per shift by COC staff.</p> <p>5. Four/five point restraints The department does not place youth in four or five point restraints.</p>
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i> <i>YDC Local Procedures</i>
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Glossary:	
Term	Definition
Security devices:	Locks, gates, doors, bars, fences, mirrors, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. In addition, Also included are electronic monitoring equipment, cameras, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security are also considered security devices.