



## Administrative Policies and Procedures: 27.1

<b>Subject:</b>	<b>Securing Youth Rooms at a Youth Development Center</b>
<b>Authority:</b>	TCA 37-5-105 (3), TCA 37-5-106
<b>Standards:</b>	COA:PA-JJR15.02
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
Youth rooms are secured during bedtime, shift changes and showers.	
<b>Purpose:</b>	
To secure youth room doors to facilitate safe and secure living conditions.	

<b>Procedures:</b>	
<b>A. Procedures for securing youth rooms</b>	<ol style="list-style-type: none"><li>1. Youths' rooms are locked during bedtime, shift change and shower routine with staffs' keys. During these times, youth may only exit their rooms when assisted by staff.</li><li>2. Youth doors must remain closed and locked at all times that the student is not in the room.</li><li>3. Youth room checks are made at a minimum of every fifteen (15) minutes. Staff document room checks as they occur in the dormitory (dorm) log.</li><li>4. Youth are only allowed to enter their own room. No more than one (1) youth can be inside a dorm room at a time.</li><li>5. If unlocking the youths' door is required to verify the youth's well-being, two (2) staff members must be present.</li><li>6. Doors are not locked for disciplinary purposes.</li><li>7. Perimeter doors to each dorm remain locked at all times.</li></ol>
<b>B. Locking doors during bedtime</b>	<ol style="list-style-type: none"><li>1. Doors to youths' room are locked at the youths' bedtime.</li><li>2. During bedtime, two (2) security staff must be present prior to unlocking a youths' door.</li><li>3. Doors are unlocked at wake-up time.</li></ol>

<b>C. Locking doors at shift change</b>	<ol style="list-style-type: none"> <li>Each shift (<u>outgoing</u> and <u>incoming</u>), staff must: <ul style="list-style-type: none"> <li>◆ Have visual verification of the presence of each youth;</li> <li>◆ Ensure that perimeter doors and room doors are locked; and</li> <li>◆ Document verification in the dorm log at shift arrival and shift ending.</li> </ul> </li> <li>Doors are unlocked within fifteen (15) minutes of arrival on first and second shift.</li> </ol>
<b>D. Locking doors during shower routine</b>	<ol style="list-style-type: none"> <li>At the start of the shower period, youth are locked in their rooms. No more than two (2) youth, per dorm, are allowed out to shower at one time.</li> <li>Two (2) security staff, who are the same gender as the youth, are present in the dorm during shower period.</li> <li>At the end of the shower period, doors are unlocked by two (2) security staff members.</li> </ol>
<b>E. Staff Observation while students are in rooms</b>	<ol style="list-style-type: none"> <li>When youth are secured in their rooms with the doors locked, security staff visually verify the presence of each youth every fifteen (15) minutes, or more frequently, depending on the youths' status.</li> <li>When conducting room checks during waking hours, Youth Service Officers elicit a verbal response from or visually observe movement by the youth (e.g., motion from breathing).</li> </ol>
<b>F. Emergency Situations</b>	<ol style="list-style-type: none"> <li>The YDC facility establishes safety protocols and procedures that plan for the immediate release of youth from locked rooms in case of emergency.</li> <li>Staff supervising youth in secured areas receive training on emergency evacuation procedures. New employees are trained during the preservice training period (orientation through on-the-job training). All other employees receive annual training.</li> <li>Youth receive training on emergency evacuation procedures during orientation.</li> <li>This information is included in the Contingency Plan for the YDCs per DCS Policies <a href="#">29.3, Fire Safety Evacuation Plans for Youth in a Youth Development Center</a> and <a href="#">29.5, Contingency Plan for a Youth Development Center</a>.</li> </ol>

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	Dormitory Log Books <a href="#">DCS Policy 29.5, Contingency Plan for a Youth Development Center</a> <a href="#">DCS Policy 29.3, Fire Safety Evacuation Plans for Youth in a Youth Development Center</a>
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<b>Glossary:</b>	
<i>Term</i>	<i>Definition</i>
	<i>None</i>