

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Restrictive Housing Assignment – Juvenile Offender Administrative Segregation		
<b>Policy Number:</b> 209.11	<b>Effective Date:</b> 04/11/16	<b>Page Number</b> 1 of 20
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**I. Introduction and Summary:**

It is the policy of the Field Operations Division to protect staff and offenders from juvenile offenders whose violent acts have been repetitive and serious and to confine in the most appropriate restrictive option, juvenile offenders who present a serious threat of escape from a guarded perimeter.

The Restrictive Housing Assignment – Juvenile Offender Administrative Segregation (RHA-JOAS) Program is established to protect staff, offenders, and the public from juvenile offenders, who commit or lead others to commit violent, disruptive, predatory, or riotous actions, or who otherwise pose a serious threat to the safety and security of the institutional operation. The RHA-JOAS Program is a part of a comprehensive facility-wide stratification plan that will manage the institutional conduct and programmatic needs of the assigned population. The purpose of creating an effective stratification plan is to enhance staff’s ability to safely and efficiently manage juvenile offenders in designated beds, buildings and during movement. The maximum length of time that a juvenile offender can be assigned to the RHA-JOAS Program until they reach the age of eighteen years old.

This RHA-JOAS policy establishes the criteria and guidelines for assigning juvenile offenders into the program. This program is a juvenile offender management process and is not a punishment measure.

**II. Authority:**

Board of Corrections Rules: 125-2-4-.03, 125-3-1, 125-3-2, 125-3-3, 125-4-1, 125-4-3, 125-4-4, 125-4-5, 125-4-6-.01, and 125-4-8-.01.

Georgia Department of Corrections Standard Operating Procedures:

- (203.03) IIA04-0002 - Incident Report;
- (205.07) IIA07-0007 - Post Orders;
- (227.03) IIA14-0001 - Access to Courts;
- (214.01) IIA15-0001 - Operation of C&T Programs;
- (227.05) IIB01-0005 - Visitation of Offenders;
- (222.10) IIB01-0006 - Security Procedures during Transport of Offenders;
- (227.01) IIB01-0007 - Inmate/Probationer Access to Telephones;
- (226.01) IIB01-0013 - Searches, Security Inspections, and Use of Permanent Logs;
- (209.03) IIB02-0004 - Disciplinary Isolation;
- (207.04) IIB03-0004 - Offender Work Details;

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- (206.01) IIB06-0001 - Offender Personal Property Standards;
- (228.01) IIB01-0018 - Safety/Sanitation Inspections;
- (209.01) IIB02-0001 - Offender Discipline;
- (209.04) IIB08-0001 - Use of Force and Restraint for Offender Control;
- (209.05) IIB08-0005 - Stripped Cells and Temporary Confiscation of Personal;  
Property;
- (209.06) IIB09-0001 - Administrative Segregation;
- (211.05) IIB16-0001 - Procedures for Housing Offenders Under 18 Years of Age  
(Juveniles) in GDC Custody;
- (220.04) IIB18-0001 - Offender Orientation;
- (219.01) IIB18-0002 - Case Management-Records Maintenance;
- (220.02) IIC02-0002 - Security Classification;
- (220.03) IIC02-0004 - Classification Committee;
- (222.01) IIC05-0001 - Inter-Institutional Transfer;
- (318.00) IIB03-0001 - Case Management and Documentation;
- (107.05) VB01-0008 - Programs Management;
- (508.01) VG01-0001 - MH/MR Organization and Administration;
- (508.15) VG31-0001 - MH/MR Evaluations;
- (508.20) VG40-0001 - MH/MR Rounds in Isolation/Administrative Segregation  
Units;
- (508.27) VG67-0001 - Time Out, Seclusion and Physical Restraint;
- (508.28) VG68-0001 - Managing Potentially Suicidal, Self-Injurious & Aggressive  
Behavior;
- (508.29) VG69-0001 - Suicide Precautions;
- (508.30) VG70-0001 - MH/MR Acute Care Unit;
- (507.04.33) VH30-0009 - Health Evaluation of Inmates/Probationers in Segregation/  
Disciplinary Isolation;
- (507.04.35) VH30-0011 - Examination Following Use of Force; and
- (220.08) IIA18-0001 - Security Threat Groups;

ACA Standards: 2-CO-4B-06, 4-4307, 4-4308, 4-4249, 4-4250, 4-4251, 4-4252,  
4-4253, 4-4254, 4-4255, 4-4256, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262,  
4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, and  
4-4273.

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### **III. Definitions:**

- A. **Classification Committee:** For purposes of the RHA-JOAS Program , the Classification Committee will consist of the RHA-JOAS Program Unit Manager, RHA-JOAS Program OIC, assigned counselor, and as applicable, the assigned Mental Health counselor.
- B. **Restrictive Housing Assignment – Juvenile Offender Administrative Segregation Program:** Long Term Administrative Segregation stratification plan that manages the institutional conduct and programmatic needs of juvenile offenders assigned to the program.
- C. **Moderated Cells:** Designated cells in RHA-JOAS Program, Phase I, that are the most restrictive cells designed to house assaultive juvenile offenders who are violent, aggressive, and refuse to comply with the RHA-JOAS Program conduct requirements.
- D. **Offenders under Transition (O.U.T.) Program:** Cognitive Behavioral Program utilized in the RHA-JOAS facility which is designed to enhance a juvenile offender’s motivation to change problem behaviors, criminal thinking, and provide pro-social skills. The curriculum is based on the cognitive behavioral treatment model and motivational interviewing techniques.
- E. **Offenders on the Mental Health Caseload:** The mental health program utilized in the RHA-JOAS facility is designed to focus on those with chronic mental illnesses and those who are diagnosed with a Principal Diagnosis. The goals are based upon the Comprehensive Mental Health Treatment Plan and are focused on minimizing or eliminating the clinical symptoms.
- F. **Juvenile Offender:** An offender under eighteen (18) years of age sentenced by Superior Court to Georgia Department of Corrections custody, or an offender under eighteen (18) years of age being housed by GDC at the request of the Department of Juvenile Justice.

### **IV. Statement of Policy and Applicable Procedures:**

The RHA-JOAS Program will consist of a multi-phased approach that joins together functional security procedures with effective program support. While the primary mission of a Facility is security, effective programs are essential to the daily management of juvenile offenders’ behavior and the ultimate goal of preparing juvenile offenders for reentry into society. The RHA-JOAS establishes an incentive

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program-based level of privileges for demonstrating appropriate juvenile offender behavior and program compliance. The goal is for a juvenile offender to make the appropriate adjustments so that the offender may be returned to a general population housing assignment.

**A. RHA-JOAS Program Overview:**

1. A juvenile offender assigned to the RHA-JOAS is given the opportunity to progress through Phases 1, 2, and 3 of the program based upon their behavior and ability to adjust. Movement between the Phases is based upon the juvenile offender meeting or failing to meet the goals outlined in the juvenile offender’s individualized case plan.
2. As the juvenile offender successfully progresses through the RHA-JOAS Program, the offender is reviewed for reassignment up to and including general population, based upon the Facility’s Stratification Plan and Housing Guidelines.
3. Juvenile offenders who cannot return to general population because they pose a serious threat to the safety and security of the institutional operation shall remain in Phase 3. This may include, but is not limited, to juvenile offenders who have documented STG activities and involvement, notoriety of crimes, high level of supervision requirements, and juvenile offenders who have been threatened with bodily harm. Juvenile offenders will be reviewed every thirty (30) days to determine their assignment status.

**B. Criteria for Admission:**

Placement in the RHA-JOAS Program is the result of a Classification Committee decision that is approved by the Warden. To be eligible for placement in RHA-JOAS Program, a juvenile offender must have at least one of the following at the time of the request to assign the juvenile offender:

1. The juvenile offender is noted as a threat to the safe and secure operation of the Facility. This may include, but is not limited, to juvenile offenders who have documented STG activities/involvement, notoriety of crimes, high level of supervision requirements, and juvenile offenders who have been threatened with bodily harm;
2. Escape(s) and escape attempt(s) during the previous three (3) years;
4. Failure in any Administrative Segregation Unit to obey the rules;

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5. Participation or leadership in a major disruptive event, major disturbance or riot, or directing the assault or homicide of another offender during the previous five (5) years;
6. Possession of a firearm or an explosive device during the previous five (5) years;
7. Two or more disciplinary infractions for possession of a weapon within the past year;
8. Three or more disciplinary charges and/or incident reports within the previous 12 months that involve assaultive or excessive disruptive behavior of either Great or High severity level as defined in the Offender Discipline SOP (209.01) IIB02-0001;
9. Juvenile offenders with an assaultive history; **Note:** This only applies to juvenile offenders in GP status and juvenile offenders who are MH Level II. MH Level III must be screened and recommended by MH staff before consideration for placement in Restrictive Housing Assignment - MH Juvenile Offender Administrative Segregation. No MH Level IV juvenile offenders are eligible for consideration to the RHA-JOAS Program;
10. Excessive destruction of state property; or
11. Possession of or attempting to introduce or trafficking of cellular devices, drugs, tobacco, or any illegal contraband;

C. Process for Assignment:

1. Prior to placement in the RHA-JOAS Program, the juvenile must receive a thorough evaluation conducted by an Upper Level Provider (Psychologist, psychiatrist, or Advanced Practice Registered Nurse) to determine suitability for placement and ability to sustain extended lockdown.
2. The Classification Committee will review all recommendations for assignments of a juvenile offender to the RHA-JOAS Program and submit a recommendation based upon the eligibility criteria cited above in VI.B.1-14. This recommendation will be submitted directly to the Warden or Designee for approval/disapproval. (Refer to Attachment 1)
3. Per SOP (507.04.33) VH30-0009 (Health Evaluation of Inmates/Probationers in Segregation/Disciplinary Isolation), upon

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placement of a juvenile offender in segregation, correctional staff will notify a medical provider as soon as possible. An in-person physical assessment is not required unless review of the health record or communication from the officer indicates that the juvenile offender may have a health condition that requires an immediate evaluation, a use of force or an incident of self-harm has occurred, or the juvenile offender has been involved in an assault or fight resulting in injuries not requiring outside medical attention. In the event of a use of force a complete health evaluation will be conducted in accordance with (507.04.35) VH30-0011 (Examination Following Use of Force).

4. When the juvenile offender is assigned to the RHA-JOAS Program, the Classification Committee will hold an Administrative Segregation Hearing within 96-hours in accordance with GDC SOP (209.06) IIB09-0001 – Administrative Segregation. (Refer to Attachment 1(a))
5. The Warden/Designee will review for approval/disapproval all Classification Committee recommendations for assignment to the RHA-JOAS. The process for approval or denial of the request must be completed within seven (7) business days.
6. Upon the Warden's/Designee's approval, the Warden will notify, via electronic copy, the respective Regional Director of the juvenile offender's assignment in the RHA-JOAS. The juvenile offender will be served with a copy of this action, and it will be documented in SCRIBE. (Refer to Attachment 2)
7. The juvenile offender may exercise his or her due process rights by appealing the assignment to the RHA-JOAS by submitting written objections (via attachment 3) to the Director of Field Operations or their Designee within three (3) business days from receipt of the notice. The juvenile offender must include detailed information in his or her appeal of the assignment. The juvenile offender's rebuttal and request for relief must be legibly written in the space provided on the appeal form and one additional page may be attached. The juvenile offender may not write on the back of the appeal form and may only write on one side of the extra page. The juvenile offender shall submit the appeal to the assigned counselor for processing by the RHA-JOAS Program Unit Manager:

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- a. The Director of Field Operations or Designee will complete the review of the juvenile offender’s appeal. This review must be completed within fourteen (14) business days upon receipt of the appeal.
  - b. The Director of Field Operations’ final decision will be sent via electronic transmittal to the respective Warden for distribution with an electronic copy to the respective Regional Director.
8. In emergency situations, the Warden/Designee may authorize the immediate assignment of a juvenile offender to the RHA-JOAS. The Warden will then inform the respective Regional Director of this action as well as complete all necessary assignment paperwork for formal placement.
- D. Warden’s Review of Juvenile Offenders Assigned to the RHA-JOAS: Following assignment to the RHA-JOAS, the juvenile offender’s assigned counselor shall review the juvenile offender’s well-being and mental status every seven (7) days, and report their findings to the Warden and summarize this report in a SCRIBE case note. The counselor need not convene a formal hearing for this review and report, since this constitutes a review of the juvenile offender’s status for the Warden only. A weekly MH assessment/screen will be conducted on all juveniles to include security’s input on the behavior of the juvenile in the RHA-JOAS Program to determine any signs or symptoms that would contra-indicate continuation in the RHA-JOAS Program.
- E. Conditions and Privileges:
1. At a minimum, the following administrative segregation policies will apply to juvenile offenders assigned to the RHA-JOAS:
    - a. All cells must be equipped and furnished in a manner consistent with cells designated as RHA-JOAS cells;
    - b. Each juvenile offender must be provided the opportunity for personal hygiene three (3) times per week;
    - c. Food provided to juvenile offenders must be the same quality and quantity as that provided in the general population;
    - d. If a juvenile offender is placed in a moderated-cell/strip-cell, current GDC SOP (209.05) IIB08-0005 and Post Orders will govern what bedding supplies are provided;

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- e. Daily contact of juveniles receiving mental health services will occur by a MH Counselor to determine if lockdown is contra-indicated due to an increase in psychiatric symptoms.
- f. Juvenile Offenders will receive the services of a counselor and a Mental Health counselor as appropriate/required with a minimum of one monthly MH Counselor contact out-of cell, and weekly out-of cell groups, based on the treatment plan and availability of security staff;
- g. Juvenile Offenders will be offered a minimum of five (5) hours per week of exercise. This exercise must be outside the cells, unless security, safety or inclement weather considerations dictate otherwise;
- h. All telephone calls will be in accordance with limitations outlined by phase assignments;
- i. The Unit Manager, assigned counselor, or chaplain will deal with emergency telephone calls on a case by case basis. The highest-ranking official present may authorize an emergency call for a serious illness or death of a family member if the Unit Manager is not available. After hours and on weekends, the Duty Officer will authorize the emergency call. The staff member who authorizes the call must verify and document that the situation warrants an emergency call;
- j. If eligible, visitation in the RHA-JOAS Program , will be limited as follows: **Phase One (1):** 1 monthly, contact visit with a maximum of two (2) visitors for up to two (2) hours in duration; **Phase Two (2):** up to 2 contact visits per month with a maximum of two (2) visitors for up to two (2) hours; **Phase Three (3):** up to 3 contact visits per month with a maximum of two (2) visitors for up to two (2) hours. The Warden/Designee may make adjustments to visitation privileges based on institutional needs and space availability;
- k. All juvenile offenders in the RHA-JOAS must be allowed legal access as provided in SOP (227.03) IIA14-0001 – Access to Courts;
- l. Subject to the facility’s interests in maintaining security and order, offenders may individually pray or individually engage in religious



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practices in their assigned cells or by their assigned beds. All offenders may have access to Chaplaincy visits as scheduled.

m. Privileges for juvenile offenders who must remain in Phase 3 because of the safety and security of the institutional operation are outlined on Attachment 4 of this policy;

n. As deemed necessary by the Warden or Designee, all of the above conditions and privileges are subject to modification due to extenuating operational circumstances;

o. Juvenile offenders shall not be assigned in a housing unit in which they will have sight, sound, or physical contact with any adult offender through use of a shared dayroom or other common space, shower area, or sleeping quarters;

p. The housing unit shall not be open dormitory; and

q. In areas outside of housing units juvenile offenders will maintain sight and sound separation from adult offenders, or there will be direct staff supervision when juvenile offenders and adult offenders have sight, sound, or physical contact.

**F. Progression through the Program:**

1. Upon assignment of a juvenile offender into the RHA-JOAS Program, the assigned counselor will use the juvenile offender’s existing case plan in SCRIBE to manage the juvenile offender.

2. 30-day Review:

a. At the end of the initial 30-day period, a formal face to face meeting between the juvenile offender and the RHA-JOAS Program Classification Committee will be completed. (Refer to Attachment 5) This is a culmination of the previous informal 7-day contacts and any other contacts that were completed as part of the routine case management practices by the assigned counselor and, if applicable, by the Mental Health counselor. The RHA-JOAS Program Classification Committee will review the recommendation of the juvenile offender’s assigned counselor and, if applicable, Mental Health counselor based on the ongoing daily and weekly assessments and progression of treatment plan goals.

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- b. This recommendation is to determine if the juvenile offender will be:
    - 1) Transitioned from the current Phase to the next Phase;
    - 2) Retained in the current Phase or reassigned to a previous Phase until the next 30-day review;
  - c. The RHA-JOAS Program Classification Committee may meet with the assigned General Population Counselor/Mental Health Counselor if positive/negative extenuating circumstances exist regarding the behavior of the juvenile offender.
  - d. The RHA-JOAS Program Classification Committee will consider the following factors when formulating a recommendation for progression or regression in the program:
    - 1) Length of time in current Phase;
    - 2) Continued facility risk;
    - 3) Number, type, and frequency of disciplinary reports;
    - 4) Progress in RHA-JOAS Program Offender Management Plan as noted in SCRIBE Case Notes;
    - 5) Active participation in the O.U.T. Program: If appropriate, the offender must successfully complete the program prior to release from RHA-JOAS;
    - 6) Demeanor with staff in the RHA-JOAS living areas and at periodic reviews; and
    - 7) Performance Sheet documentation.
  - e. This review must be documented on the 30-day Review Form (Attachment 5) and in a SCRIBE case note. The RHA-JOAS Program Classification Committee shall give specific reasons for its recommendation. The juvenile offender shall be served with a copy of this action along with an appeal form and this action shall be documented in SCRIBE. (Refer to Attachment 6)
3. The juvenile offender may exercise his or her due process rights by appealing the RHA-JOAS 30-Day review and submit written objections (via attachment 7) to the Warden within three (3) business days from receipt of the notice. The juvenile offender must include detailed information appealing the assignment. The juvenile offender’s rebuttal and request for

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relief must be legibly written in the space provided on the appeal form and one additional page may be attached. The juvenile offender may not write on the back of the appeal form and may only write on one side of the extra page. The juvenile offender shall submit his or her appeal to his or her assigned counselor for processing by the RHA-JOAS Program Unit Manager:

- a. The Warden/Designee shall complete the review of the juvenile offender’s appeal. This review must be completed within seven (7) business days upon receipt of the appeal.
5. Release from RHA-JOAS Program:
- a. The offender must be actively participating in the O.U.T. Program (Offenders under Transition). If appropriate, the offender must successfully complete the program prior to release from RHA-JOAS.
  - b. Offenders shall be assigned to Administrative Segregation upon completion of the RHA-JOAS Program, if approved, as part of their reorientation to a less restrictive environment. The juvenile offender shall be monitored, in Administrative Segregation, for up to thirty (30) days before his or her release to general population.
  - c. Fifteen (15) days prior to the Offender being released from RHA-JOAS and before the offender is assigned to Administrative Segregation, the following shall be completed:
    - 1) The RHA-JOAS Program Unit Manager shall review the potential releases in SCRIBE following the criteria below and forward his or her recommendations, electronically, to the Warden and Regional Director. This recommendation shall be documented in SCRIBE;
      - a. Disciplinary Reports the juvenile offender received since being housed in the RHA-JOAS Program;
      - b. Profiles (Non association);
      - c. Alternative entrée meal profiles;
      - d. Case notes;
      - e. Security Threat Group History;

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- f. Incident Reports involved in (Location of enemies and associates);
  - g. Review of Progress notes;
  - h. Movement history;
  - i. Mental Health Status;
  - j. Personal History Sheet;
  - k. Medical Profile and schedule appointments;
  - l. Court Production Orders; and
  - m. County of Conviction and Residence.
- 2) The Warden and Regional Director shall review the recommendations. If recommended for release, the name of the juvenile offender shall be forwarded, electronically, to the Criminal Investigations Unit STG Coordinator.
  - 3) The Criminal Investigations Unit Security Threat Group (STG) Coordinator shall investigate the juvenile offender for any documented Security Threat Group Activities/Involvement. The Statewide STG Coordinator will be responsible for contacting the Criminal Investigations Division in order to ensure there are no active criminal investigations or involvement in any criminal activities. The STG investigations shall be completed within 10 (ten) business days of notification. The STG Coordinator is responsible for advising the Regional Director and the RHA-JOAS Program Manager, electronically, of any information pertinent to the retention or release of a juvenile offender.
  - 4) The Regional Director shall advise the Warden of the findings of the Criminal Investigations Unit. This information along with all recommendations shall be forwarded, electronically, to the Director of Field Operations who will make the final decision.
  - 5) The Director of Field Operations shall be responsible for advising the Regional Director and the RHA-JOAS Program Manager, electronically, of the decision. The results of the decision may be:

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- a. The Juvenile Offender is retained in Phase 3 and reviewed every thirty (30) days;
- b. Assigned to General Population upon completion of the RHA-JOAS; or
- c. Reassigned to the same phase of Tier II as the current Phase of RHA-JOAS, if of age.

6) The RHA-JOAS Program Manager shall review the juvenile offender’s record in SCRIBE, following the criteria in 5.1.a-m, and determine the appropriate placement of the juvenile offender based on the Director’s decision and other recommendations. A case note shall be entered in SCRIBE.

7) Prior to release from Administrative Segregation, the juvenile offender is to submit a written statement notifying the Warden and Regional Director that the offender can or cannot reside in general population.

**G. Staffing:**

- 1. Assignment to duty in the RHA-JOAS Program is regarded as hazardous duty. Personnel assigned are expected to deal professionally with unpleasant and irrational behavior.
- 2. Because of the unusual difficulty of the work to be done, the Warden (or Designee) must specifically approve the assignment of uniformed officers, counselors, medical or other staff members to the RHA-JOAS Program.

**H. Security in General:**

- 1. The Unit Manager is responsible for:
  - a. The care, secure confinement, and control of all offenders assigned to the RHA-JOAS Program;
  - b. The overall security of the RHA-JOAS; and
  - c. The effective accomplishment of assigned tasks.
- 2. The use of all available security equipment shall be assigned and utilized to the fullest to ensure that the mission of the Department, the Facility, and the RHA-JOAS Program are met.

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3. The Unit Manager must ensure strict compliance with SOP (209.04) IIB08-0001 (Use of Force and Restraint for Inmate Control) and all other related SOPs.
4. Hand-held metal detectors or a suitable device must be placed in or near all control rooms and utilized by all officers whenever a juvenile offender leaves the RHA-JOAS living unit (i.e. yard call, call outs, visitation etc.). There are no exceptions – all officers must follow this procedure. The hand-held metal detectors must be utilized when searching items in the cell (i.e. mattresses, pillow and shoes).
5. The Chief of Security is responsible for ensuring that a thorough security inspection of the RHA-JOAS Program is conducted and recorded at a **minimum of once per day**. All control panels, cell doors, interior of the cell, windows, locks, and chases must be inspected. A rubber mallet must be utilized in the inspection of all cell interiors, yard, structures, common areas, pipe chases, exterior and interior fences See SOP (226.01) IIB01-0013 Searches, Security Inspections, and Use of Permanent Logs. A complete check of all areas (cells, yards, common areas, pipe chases, exterior and interior fences) in the Unit must be conducted every thirty (30) days.
6. Incident Reports: When any incident occurs, the correctional officers or employees involved must prepare an Incident Report and submit it for review to the Shift Supervisor, Chief of Security, Unit Manager, and Deputy Warden. The report will follow reporting procedures as outlined in the Incident Reporting Policy (203.03) IIA04-0002. All use of force reports must be forwarded by the Warden to Internal Investigations within 5 working days after the incident (See SOP (209.04) IIB08-0001 Use of Force and Restraint for Offender Control).

I. Transports:

1. Juvenile offenders shall have direct transport to court, the hospital, appointments, other facilities, or any other location requiring transport of the juvenile offender. There shall be no adult offenders in the transport vehicle.
2. Transport operations are governed by existing SOP (222.10) IIB01-0006 – Security Procedures during transport of offenders.

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J. Opening of Cells and Feeding/Handcuff Slot:

1. The opening of cells and the use of feeding and handcuff slots guidelines shall follow the existing policy and Post Orders governing such operations. Prior to the opening of cell doors the following will be adhered to:
  - a. A cell door must not be opened unless two (2) or more Correctional Officers are present at the cell.
  - b. In all Phases, prior to being brought out of his or her cell for any reason, a juvenile offender:
    - 1) Shall remove all clothing,
    - 2) Shall hand each item out to the officer,
    - 3) Shall allow the officer to thoroughly check each item for contraband (Hand held metal detectors shall be utilized for checking the clothing. Clothing items shall then be returned.), and
    - 4) Shall be restrained with handcuffs, behind the back (A minimum of two (2) Correctional Officers must be present and maintain maximum control and supervision.)
  - c. After a juvenile offender is placed in his or her cell, an officer shall inspect the door locking control mechanism for proper function, and then secure the door. Only then may the handcuffs be removed and the cuff port secured.
2. Feeding/Handcuff Slot:
  - a. Cell lighting shall be sufficient to ensure the safety of staff and offenders before the feeding/handcuff slot is opened.
  - b. The feeding/handcuff slot of each cell door may be in the open position only: (1) when items are actually being issued to or received from a juvenile offender (meals, medication, commissary, laundry, etc.); or (2) for the purpose of placing handcuffs on or removing handcuffs from a juvenile offender.
  - c. Before the slot is opened, the staff member shall ensure that the cell light is on. Staff shall order the juvenile offender to move to the back of the cell with his or her hands visible and palms up. Staff

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shall observe whether the juvenile offender has any objects in his or her hands.

- d. When issuing items, the slot is to be opened and the items are to be placed in the opening. The staff member is then to step back from the cell door far enough to ensure that the juvenile offender cannot grab him/her through the slot.
- e. Upon the juvenile offender taking the item from the opening, the juvenile offender shall be instructed to step away from the door. When the juvenile offender has moved away from the door, the officer shall then close the slot.
- f. When receiving items from a juvenile offender, the slot is to be opened and the staff member is to step back from the door. The juvenile offender is then instructed to approach the door, place the item in the opening, and then step back away from the door. The staff member may approach the door and take the item only after the juvenile offender has stepped away from the door. The officer shall then close the slot.
- g. The RHA-JOAS Program OIC/Designee shall be notified any time a juvenile offender refuses to comply with the above requirements.

**K. Cell Searches:**

- 1. A thorough search of the cell and locking mechanism shall be completed whenever the juvenile offender is removed from the cell during showers, medical exams, etc. (Attachment 8) A rubber mallet must be used during these searches.
- 2. All shift supervisors are responsible for ensuring the continuous shakedowns of cells.
- 3. The Chief of Security is responsible for ensuring that a shakedown of the building occurs every thirty (30) days.
- 4. All cell searches must be documented in the logbook. Any deficiencies detrimental to security must be immediately reported to the shift OIC and logged by the reporting officer.

**L. Property Control:**



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1. Property Control operations are governed by existing SOP (206.01) IIB06-0001 - Offender Personal Property Standards. An exception may arise when a juvenile offender is placed in a moderated cell due to disruptive behavior that threatens or is potentially detrimental to the safety of staff or welfare of the facility. Only State-Issued Property excluding offender boots (replaced by shower shoes) will be issued.
2. When assigned to a moderated cell, the juvenile offender’s property is limited to basic issue to include limitations of foot gear. Examples of reasons why a juvenile offender may be temporarily placed in a moderated cell setting include, but are not limited to:
  - a. Juvenile offender projecting items/ bodily fluid;
  - b. Juvenile offender refusing to allow tray flap to be closed;
  - c. Juvenile offender refusing to be cuffed for staff to enter or offender to leave cell;
  - d. Juvenile offender is assaultive towards staff;
  - e. Juvenile offender flooding cell/ breaking sprinkler head;
  - f. Juvenile offender damaging cell / damaging state property/ damaging items within his or her cell;
  - g. Juvenile offender setting fire to his or her property or cell; or
  - h. Continuous violations of policy, rules, & regulations while assigned to RHA-JOAS Program.
3. Property may be confiscated from any juvenile offender who is abusing the property or fashioning it in such a way that it becomes a threat to security or safety.

**M. Security Inspections:**

1. The Unit Manager and Chief of Security must ensure compliance with SOP (226.01) IIB01-0013 (Searches, Security Inspections and Use of Permanent Logs).
2. The Unit Manager and Chief of Security must ensure that a thorough security inspection of the RHA-JOAS Unit is conducted and recorded at least once a day.
3. Shift Supervisors or their designees must conduct daily living and work area inspections using the Security Inspection Form.

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- a. Utilizing the same daily inspection form, each Monday the Shift Supervisors must send a weekly security inspection report to the Chief of Security.

N. Safety/Sanitation Inspections:

1. The highest possible standards of cleanliness, sanitation and safety must be maintained in the RHA-JOAS Program as outlined in SOP (228.01) IIB01-0018, Safety/Sanitation Inspections.
2. The Unit Manager, Chief of Security, and Shift OIC are responsible for compliance with Safety/Sanitation Inspections SOP (refer to Attachment 1 of that policy, (228.01) IIB01-0018 - Safety/Sanitation Inspections).
3. The Unit Manager is responsible for the direction, coordination and supervision of all activities associated with maintaining high standards of sanitation, safety and security in the RHA-JOAS Program.

O. Staff Inspection Visits:

1. The RHA-JOAS Unit must be inspected on a regular basis. These inspections enable responsible officials to observe and evaluate conditions of confinement and speak with juvenile offenders.
2. These inspection visits shall be conducted at least as often as listed in the following schedule:
  - a. The correctional shift supervisor in charge shall conduct visits once during each shift;
  - b. Health Care officials shall conduct an initial medical round or visit within the first 24 hours after placement in RHA-JOAS Program and then three times per week excluding weekends and holidays;
  - c. A Psychologist or Psychiatrist shall conduct visits when requested by staff or as described in the MH policy;
  - d. The General Population Counselor/Mental Health Counselor shall conduct visits at a minimum of once per week;
  - e. The Chief of Security shall conduct visits daily, excluding weekends and holidays;
  - f. The Unit Manager shall conduct visits daily, excluding weekends and holidays;
  - g. The Institutional Duty Officer shall conduct visits daily;

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- h. The Deputy Warden shall conduct visits daily, excluding weekends and holidays; and
  - i. The Warden shall conduct visits at a minimum of twice per week.
3. Documentation of rounds – It shall be the responsibility of each individual to document in the appropriate colored ink so as to provide a clear record of who has visited the RHA-JOAS Unit. Wardens and Supervisors shall document in red ink. Health Care staff shall document in green ink. Counselors shall document in blue ink, and Officers shall document in black ink. This documentation is for the sign in log and all the RHA-JOAS flow sheets.

**P. Record Keeping:**

- 1. The shift supervisor will ensure that all required documentation is completed on his or her shift.
- 2. When a juvenile offender is assigned to RHA-JOAS Program, the floor officer will complete a Cell Check Form (Attachment 8) prior to placement in and movement from an assigned cell.
- 3. Upon placement of the juvenile offender in the cell, the “30-Minute/15-Minute Watch Form/Observation Record” (Attachment 10) of this SOP must be used. The 30-minute/15-minute checks will be documented when they occur and not at the end of the shift.
- 4. Individual records shall document daily activities and be maintained for each juvenile offender in the RHA-JOAS Program. (Attachment 9) They must:
  - a. Record all activities such as showering, exercise, medical and chaplaincy visits;
  - b. Be signed by the officer in charge of each shift; and
  - c. Cite medical observations/visits.
- 5. Staff shall maintain a cumulative record of all juvenile offender activities for the duration of a juvenile offender’s confinement in the RHA-JOAS Unit, and shall record any deviations from the norm along with the explanations and reasons on the Performance Recording sheet. (Refer to Attachment 11)

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6. Accountability Log: The housing unit officer shall maintain an accountability log accurate to the minute, making it possible to give an accountability of the whereabouts of each juvenile offender assigned to that housing unit. This log shall include the juvenile offender’s cell number, bed number, name, identification number, race, in or out time, assignment, and destination of the juvenile offender.

**V. Attachments:**

- Attachment 1: RHA-JOAS Program Assignment Recommendation
- Attachment 1(a): RHA-JOAS Program Initial Segregation Review
- Attachment 2: RHA-JOAS Program Assignment Memo
- Attachment 3: RHA-JOAS Program Assignment Appeal Form
- Attachment 4: RHA-JOAS Program Handout
- Attachment 5: RHA-JOAS Program 30-Day Review
- Attachment 6: RHA-JOAS Program 30-Day Review Memo
- Attachment 7: RHA-JOAS Program 30-Day Review Assignment Appeal Form
- Attachment 8: RHA-JOAS Cell Check Sheet
- Attachment 9: RHA-JOAS Checklist
- Attachment 10: RHA-JOAS Checklist – 30-Minute and 15-Minute Watch Form/Observation Record
- Attachment 11: RHA-JOAS Program Performance Recording Sheet

**VI. Record Retention of Forms Relevant to this Policy:**

Attachments 1 -3 and 5-11 of this SOP shall become part of the juvenile offender’s case history file and shall be retained according to the official records retention schedule of that file.

Attachment 4 – There is no retention schedule for this form as it is a handout to the juvenile offenders.