

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-08	Effective Date: 10/15/04	Revision Date: 07-30-15
Subject: Staff Supervision and Monitoring of Juveniles		

I. Policy Statement

Juveniles placed in the Division of Juvenile Justice Services facilities and programs shall be adequately supervised, and staff work hours shall be scheduled to provide adequate staff-to-juvenile ratios at all times.

II. Rationale

Sufficient staffing of facilities and programs is necessary to provide a safe and secure environment for staff, juveniles and the community.

III. Definitions

- A. "Lead Staff" is the person assigned by the supervisor and designated on the schedule to be in charge of the shift and ensure all the duties are completed.
- B. "Room Checks" are actions taken by the staff to make a visual observation of a juvenile while they are in a room for any reason.
- C. "Supervision" of juveniles is the observation and management of juveniles in the facilities and programs operated by the Division.
- D. "Monitoring" of juveniles is the act of overseeing the activities of juveniles in facilities and programs operated by the Division, to ensure their safety.
- E. "Room Check Scanner" is a scanning device provided by the Division and used by staff to electronically record/document that a room check has been completed.

IV. Procedures

A. Guidelines for Staffing Scheduling

- 1. To ensure appropriate staffing coverage in Division facilities and programs, supervisors shall create weekly staffing schedules, and shall themselves be available to work evening and weekend shifts as needed.
- 2. The lead staff for each shift shall be clearly identified in writing on the facility/program's staff schedule. If the previously assigned lead staff person is unavailable, another staff will be designated as lead and that assignment will be documented.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-08	Effective Date: 10/15/04	Revision Date: 07-30-15
Subject: Staff Supervision and Monitoring of Juveniles		

3. Supervisors shall schedule a minimum of two (2) staff on duty at all times for each facility/program.
4. A minimum of one (1) staff, who has completed the Division's crisis intervention training, basic academy, and all mandatory training, shall be on shift when possible.
5. When possible, at least one male staff and one female staff shall be scheduled on each shift when there are both male and female juvenile populations.
6. The staff-to-juvenile ratio in facilities shall be no less than one (1) staff per eight (8) juveniles during awake hours and no less than one (1) staff per sixteen (16) juveniles during sleeping hours within the facilities.
7. Staff coverage may be increased whenever there are special needs of juveniles' health, safety, and welfare.
8. One staff shall be assigned to administer medication for each shift, and that assignment shall be clearly identified in writing on the facility/program's staff schedule. If the previously assigned staff is unavailable, another staff will be assigned and the change will be documented.
9. Each staff delegated to a specific duty during a shift shall ensure that the duty is performed and documented.

B. Guidelines for Monitoring

1. To insure juvenile safety and security, staff shall be diligent in visually monitoring the activities of the juveniles in their care.
2. To insure juvenile safety and security, staff shall make a visual room checks at least once every fifteen (15) minutes whenever a juvenile is in his/her room. When conducting a room check, staff shall:
 - a. be within an arm's length from the room housing the juvenile,
 - b. look through the window or door to observe the juvenile,
 - c. watch for breathing and/or other movement,
 - d. document the time and who performed the room check on a Room Check form or with the electronic scanning device.
3. Juveniles demonstrating high risk behaviors shall be placed on suicide watch and monitored at staggered intervals (e.g. 3, 5, 7 minutes apart), but no more than ten (10) minutes apart. Staff shall monitor such juveniles for breathing

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-08	Effective Date: 10/15/04	Revision Date: 07-30-15
Subject: Staff Supervision and Monitoring of Juveniles		

and/or movement in accordance with Division Policy, 05-03.Suicide Prevention.


C. Guidelines for Supervision

1. Staff shall supervise the activities of juveniles in their care to maintain a safe environment and encourage productive programming.
2. Staff shall conduct head counts or take a roster of juveniles throughout each shift to ensure that juveniles are accounted for at all times in facilities and community program activities as appropriate. Head count requirements and other supervision expectations shall be specified in the respective Operation Manuals.
3. Staff responsible for supervision of juveniles during any time period shall not engage in any activity during that period which distracts them from their supervision of the juveniles.
4. Staff shall supervise juveniles who are in restraints, according to Division Policies 05-06 Use of Restraint Devices, and 05-07 Use of Physical Intervention.

V. **Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.


This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

07-30-15

Signature Date



Susan Burke Director
Division of Juvenile Justice Services

07-30-15

Signature Date