

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

Policy No: 05-08	Effective Date: 10/15/04	Revision Date: 05/07/19
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 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. "Monitoring" of juveniles is the act of observing and documenting the activities of youth in facilities and programs operated by the Division.
- D. "Supervision" of juveniles is the direct interaction and engagement of youth in facilities and programs operated by the Division.
- E. "Scanning Device," as provided by the Division, will be used by staff to electronically record/document that a room check has been completed.
- F. "Awake Hours and Sleep Hours" are designated in the facility/program operation manuals.

**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

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is unavailable, another staff will be designated as lead and that assignment will be documented.

3. Supervisors shall assure a minimum of two (2) staff are 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, new employee training, and all mandatory training, shall be on shift at all times.
5. At least one male staff and one female staff shall be scheduled on each shift when there are both male and female juvenile populations. Any exceptions must be approved by the facility APD.
6. The staff-to-juvenile ratio in facilities shall be no less than:
  - a. One (1) staff per eight (8) youth during awake hours for all facilities/programs
  - b. One (1) staff per sixteen (16) during sleep hours for all facilities/programs
7. Staff coverage may be increased when there are special needs of juveniles or staff 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 ensure juveniles' safety and security, staff shall be diligent in visually monitoring the activities of the juveniles in their care.
2. To ensure juveniles' safety and security, staff shall make visual room checks at least once every fifteen (15) minutes whenever a juvenile is in their 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,

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- 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:
  - a. while in, room, at staggered intervals (e.g. 3, 5, 7 minutes apart), not to exceed ten (10) minutes apart.
  - b. while in shower verbal monitoring will be in staggered intervals, not to exceed two (2) minutes. Additional shower procedures will be identified in the facility/program operations manuals.
4. Staff shall monitor such juveniles for breathing 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.

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**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 Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



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Brett Peterson, Director  
Division of Juvenile Justice Services

05/07/2019

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Signature Date