

YOUTH SERVICES POLICY

Title: Security Manual - Secure Care Facilities	Type: C. Field Operations Sub Type: 2. Security Number: C.2.21
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References: See Attachment C.2.21 (a) for a listing of "SECURITY MANUAL REFERENCES"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 08/10/2018

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To ensure that YS secure care facilities develop and maintain all existing Standard Operating Procedures (SOPs) encompassing required security issues in a loose-leaf manual/folder.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors and Facility Directors.

The Facility Directors are responsible for ensuring that all SOPs are in place to comply with this policy.

IV. DEFINITIONS:

Escorted Absence - A temporary absence authorized by the Facility Director, in which a youth is escorted off-campus by qualified personnel for a therapeutic purpose.

Juvenile Justice Specialist (JJS) - Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

Prison Rape Elimination Act (PREA) - An Act signed into law in September 2003. This legislation requires the Bureau of Justice Statistics (BJS) to initiate new national data collections on the incidence and prevalence of sexual violence within correctional facilities. PREA defines four categories of sexual abuse for purposes of data collection: abusive sexual contacts, nonconsensual sexual acts, staff sexual harassment and staff sexual misconduct (refer to YS Policy No C.2.11).

Security Manual – A loose-leaf manual or folder which contains procedures on escapes, riots, hunger strikes, disturbances, hostage situations, medical emergencies, notifications of death, emergency evacuation to include transportation, physical plant inspections, youth counts, youth transport, employee work stoppage (staff shortage), fire control/inspections contraband control, key, tool and equipment control, emergency power and communication, emergency repairs and replacement, emergency situations, including specialized emergency situations, i.e. natural disasters, etc.

Training Records Entry Completed (TREC) – The database used to track training hours of all YS employees.

Unusual Occurrence Report (UOR) - a form/document that must be completed by employees to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format. The UOR shall be submitted to the Operations Shift Supervisor (OSS) prior to the end of the OSS tour of duty on the date the UOR was completed (refer to YS Policy No. A.1.14).

V. POLICY:

It is the Deputy Secretary's policy that YS secure care facilities use a combination of supervision, inspection, accountability and clearly defined SOPs in the use of security practices and equipment to promote safe and orderly operations. Therefore, there shall be a Security Manual maintained at each secure care facility.

The manual shall consist of all procedures for situations which affect the facility's security and control. SOPs shall be established pursuant to applicable ACA Standards, U.S. Department of Justice (DOJ) PREA Standards regarding any security-type issues, YS Policies, and the requirements of the Office of Risk Management (ORM). [Refer to Attachment C.2.21 (a) "SECURITY MANUAL REFERENCES" to ensure that the necessary standards are met.] In addition, SOPs shall contain detailed instructions for implementation, and be readily available to all facility staff.

VI. GENERAL POLICY INFORMATION/SECURITY MANUAL:

- A. YS Policy No. A.1.7 was established and approved to ensure that all units of YS follow all laws, rules, policies and procedures developed by ORM, and all Insurance information notices to preserve and protect the assets of the State of Louisiana.
- B. YS Policy No. A.1.8 was implemented to establish agency policy to coincide with the State of Louisiana's Emergency Operations Plan (EOP), and to notify all YS staff of emergency procedures to be followed in the event of a natural or man-made statewide disaster, or any other major incident that affects the safety and security of the citizens of the State, or employees and youth of YS.
- C. YS Policy No. A.1.14 was established to outline the procedures for reporting incidents or observation of events that may have an impact on any aspect of the operation of YS.
- D. YS Policy No. A.3.11 complies with ORM's Loss Prevention Program requirements. The policy requires implementation of a comprehensive written security plan as a means of controlling facility access.
- E. YS Policy A.7.1 requires all units of YS to provide for the occupational safety of staff and youth, and that each unit implement a written operational safety plan that meets all mandates of ACA Standards relating to safety, ORM's Loss Prevention Manual, all requirements of the State Fire Marshal, or any other similar regulatory agency.
- F. YS Policy No. C.1.6 was established to ensure that a facility SOP manual is in place to comply with YS Policy and programs for operating and maintaining secure care facilities, their satellites, and operations.
- G. YS Policy No. C.1.17 was established to provide a uniform policy concerning statewide usage and monitoring of the SmartZone 700 and 800 MHz Project 25 System (700/800 radios).
- H. YS Policy No. C.2.1 describes YS policy regarding escape procedures, and the reporting and documenting of escapes, runaways, and apprehensions.
- I. YS Policy No. C.2.2 outlines the actions to be taken and procedures to follow in handling a riot, significant disturbance or hostage situation.

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- J. YS Policy Numbers C.2.3, C.2.4 and C.2.5 outline requirements for searches for the purpose of controlling and eliminating contraband on facility grounds and among the youth population. By accomplishing this objective, YS secure care facilities should have a safe operation for all employees, visitors and youth.
- K. YS Policy No. C.2.6 was implemented to require that all reasonable steps be taken to minimize situations requiring the use of a physical intervention by staff against youth, and to minimize the amount of physical intervention required in those situations. However, physical intervention may be necessary to accomplish the legitimate goals of YS, including public safety, the safety of staff and youth, and the maintenance of stability and safety.

Physical intervention shall be used as a last resort when all other means of intervention have been unsuccessful or when time and circumstance do not permit alternative options. The amount and type of physical intervention used shall be in proportion to the threat and shall cease when the resistance ceases.

- L. YS Policy No. C.2.7 provides for drug/alcohol testing of youth since the use of illegal substances and alcohol by youth presents a serious threat to health, public safety and to the security of the facilities.
- M. YS Policy No. C.2.9 outlines requirements for inspecting correspondence and packages for contraband.
- N. YS Policy No. C.2.10 was established to ensure that safety and emergency management SOPs be developed in conformity with ACA Standards and the requirements of ORM.
- O. YS Policy No. C.2.12 was implemented to coincide with the State of Louisiana's EOP to cover emergency escorting of youth and employees in the event of a natural or man-made statewide disaster following the protocol as outlined in YS Policy A.1.8, and in so doing protect the public, employees, and youth during such escorts.

(Should the Governor declare a state of emergency in Louisiana, the EOP mentioned above will automatically be activated.)

- P. YS Policy No. C.2.13 was established to promote public safety through the safe and secure operation of secure care facilities by ensuring that each facility adopts established procedures for the control of all keys and locks.

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- Q. YS Policy No. C.2.14 establishes an effective Tool Control Program to ensure that all tools, including culinary, medical and vocational, stored and used within a secure care facility are used in a safe, economical and secure manner; to provide necessary supervision over tools; and to establish accountability and responsibility for issue, storage, receipt and disposal of tools.
- R. YS Policy No. C.2.15 establishes a hazard communication program that informs YS employees, volunteers, contractors, and youth about the hazards of chemicals in the work place to enhance their safety and health.
- S. YS Policy No. C.2.16 outlines procedures to follow in order to enable secure facility staff manning front entrance posts to maintain uniform effective operations and promote public safety.
- T. YS Policy No. C.2.17 outlines actions to be taken and procedures to follow in handling a youth who declares a hunger strike, and/or who initiates/participates in a hunger strike.
- U. YS Policy No. C.2.18 establishes procedures for YS secure care facilities perimeter security in order to promote public safety through safe and secure operations on a twenty-four (24) hour/seven (7) day a week basis.
- V. YS Policy No. C.2.19 contains a system which includes clear and practical procedures to enable YS employees to perform uniform effective operations, while promoting public safety through accurate accountability for the entire youth population of each secure care facility.
- W. YS Policy No. C.2.20 promotes public safety through the safe and secure operation of YS secure care facilities by providing essential uniform instructions to staff for properly transporting youth inside and outside the secure perimeter.
- X. YS Policy No. C.2.22 establishes YS policy for defining which items are considered contraband, and the procedures to follow when contraband is discovered.
- Y. YS Policy No. C.4.6 was established to ensure the preservation of physical evidence obtained in connection with a violation of law, agency and facility policies.

- Z. YS Policy No. C.4.7 was implemented to allow for eligible youth to have escorted absences for therapeutic purposes, including opportunities to visit with family before their release date to set realistic goals and expectations; to show youth acceptable and socially appropriate behavior, allow youth to participate in work/training opportunities, and to participate in special events in the community. Family emergency absences are permitted for visits of dying family or attending funerals of family. Security issues included in this policy are searches for unauthorized items/contraband and use of mechanical restraints.

VII. PROCEDURES FOR SECURITY MANUAL:

- A. Facility Directors are responsible for the following:
 - 1. Ensure that all security-type SOPs are developed and implemented pursuant to appropriate ACA Standards, PREA Standards, YS Policies and the Office of Risk Management (ORM);
 - 2. Make certain the SOPs contain detailed instructions for employees to follow;
 - 3. Make sure that an Index is prepared listing all the security-type SOPs;
 - 4. Ensure that the Index and SOPs are placed in a loose-leaf binder or folder;
 - 5. Have a mechanism in place to ensure that all employees involved in the maintenance of the security and control of the facility review and know the location of the Security Manual; and
 - 6. Ensure that appropriate employees are advised of and familiar with any changes in YS Policies and SOPs that directly affect any area covered in the Security Manual. Updated policies/procedures shall replace the ones contained in the manual, and the Index must be changed in order to keep it current.
- B. Refer to Attachment C.2.21 (b) for “HELPFUL HINTS” to ensure that all necessary situations are covered in the Security Manual.

VIII. REPORTING REQUIREMENTS:

- A. UORs and Notifications to the appropriate Regional Director shall be completed and submitted as required pursuant to YS Policy C.5.2.

- B. UORs and notifications shall be completed and submitted as required in all other applicable YS Policies and Facility SOPs.

IX. STAFF DEVELOPMENT:

- A. All facility employees who have responsibilities of carrying out the requirements of this policy, facility SOPs and/or Post Orders for each distinct JJS post, shall receive training on all elements of the Security Manual to ensure they have a working knowledge of the security and control of the facility.

New employees shall receive orientation training on security issues prior to being assigned to a JJS post that requires any of the responsibilities outlined in the Security Manual.

- B. Documented training shall be entered into TREC at the unit level.

Previous Regulation/Policy Number: C.2.21

Previous Effective Date: 7/25/2017

Attachments/References:

C 2 21 (a) Security Manual References.July2017.docx

C 2 21 (b) Helpful Hints.docx

SECURITY MANUAL REFERENCES

Standards for Administration of Correctional Agencies

2-CO-1C-01
2-CO-3A-01
2-CO-3B-01
2-CO-3B-02
2-CO-3C-01
2-CO-4D-01
2-CO-5A-01
2-CO-5D-01

Performance-Based Standards for Juvenile Correctional Facilities (Fourth Edition)

4-JCF-1A-08
4-JCF-1B-01
4-JCF-1B-02
4-JCF-1B-03
4-JCF-1B-04
4-JCF-1B-05

4-JCF-2A-01
4-JCF-2A-02
4-JCF-2A-03
4-JCF-2A-04
4-JCF-2A-05
4-JCF-2A-10
4-JCF-2A-13
4-JCF-2A-14
4-JCF-2A-15
4-JCF-2A-16
4-JCF-2A-17
4-JCF-2A-19
4-JCF-2A-20
4-JCF-2A-21
4-JCF-2A-22
4-JCF-2A-23
4-JCF-2A-24
4-JCF-2A-25
4-JCF-2A-29
4-JCF-2A-30

4-JCF-3A-07
4-JCF-3A-09
4-JCF-3A-11
4-JCF-3A-14
4-JCF-3A-17

4-JCF-3A-19
4-JCF-3A-20

4-JCF-4B-06
4-JCF-4C-12
4-JCF-4C-14
4-JCF-4C-47
4-JCF-4C-54
4-JCF-4C-61

4-JCF-5I-03
4-JCF-5I-05

4-JCF-6A-08
4-JCF-6A-15

4-JCF-6B-02
4-JCF-6E-10

YS Policies

A.1.7 "Risk Management"
A.1.8 "Emergency Operations Plan"
A.1.14 "Unusual Occurrence Reports"
A.3.11 "Financial and Property Loss Prevention Program"
A.7.1 "Safety Plan"
C.1.6 "Establishment of Secure Care Facility Standard Operating Procedures (SOPs)"
C.1.17 "Monitoring and Use of SmartZone System (700 and 800 MHz Radios)"
C.2.1 "Escapes, Runaways, Apprehensions, and Reporting"
C.2.2 "Facility Riot, Significant Disturbance and Hostage Situation"
C.2.3 "Searches of Youth"
C.2.4 "Searches of Employees"
C.2.5 "Searches of Visitors –Secure Care"
C.2.6 "Use of Interventions – Secure Care"
C.2.7 "Youth Drug/Alcohol Testing"
C.2.9 "Correspondence and Packages"
C.2.10 "Safety and Emergency Management"
C.2.11 "Prison Rape Elimination Act (PREA)"
C.2.12 "Emergency Escorting"
C.2.13 "Key Control Program"
C.2.14 "Tool Control Program"
C.2.15 "Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)"
C.2.16 "Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)"
C.2.17 "Youth Hunger Strikes"
C.2.18 "Perimeter Security for Secure Care Facilities"
C.2.19 "Youth Accountability -- Secure Care Facilities"

C.2.20 “Youth Transport – Secure Care Facilities”

C.2.22 “Contraband Control – Secure Care Facilities”

C.4.6 “Securing Physical Evidence/Crime Scene”

C.4.7 “Escorted Absence”

C.5.2 “Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs)
Reporting of Serious Incidents”

Contracted Health Care Provider Policies:

OJJ/CCS-C-7 “Outside Referrals and Transport”

OJJ/CCS-C-12 “24 Hour Emergency Care”

OJJ/CCS-C-14 “Medical Transportation”

OJJ/CCS C-41 “Administrative Notification”

OJJ/CCS C-42 “Parental Notification”

OJJ/CCS C-43 “Notification of Death”

OJJ/CCS C-44 “Informed Consent”

OJJ/CCS-C-47 “Medical Restraints”

OJJ/CCS-C-54 “Emergency Response”

HELPFUL HINTS FOR SECURITY MANUAL
SUBJECT MATTER AND APPLICABLE YS POLICIES AND
CONTRACTED HEALTH CARE PROVIDER POLICIES

- Contraband Control –C.2.3, C.2.4, C.2.5, C.2.8, C.2.9 and C.2.16
- Emergency Evacuation Plans to include Transportation – A.1.8, C.2.10 and C.2.12
- Emergency Power and Communication Procedures - C.1.17 and C.2.10
- Emergency Procedures – C.1.17, C.2.1, C.2.2 and C.2.12
- Emergency Repairs and Replacement - A.7.1 and C.2.10
- Employee Work Stoppage (Proposed Title: Staff Shortage) - C.2.2 and C.2.10
- Escapes – C.2.1, C.2.10 and C.5.2
- Fire Control/Inspections – A.7.1 and C.2.10
- Flammable, Toxic and Caustic Material Control – A.1.7, A.7.1, C.2.10 and C.2.15
- Hostage Situations – C.2.2 and C.2.10
- Hunger Strikes – C.2.10 and C.2.17
- Key Control – C.2.10 and C.2.13
- Medical Emergencies – C.2.10 and C.2.20 Health Care C-7, C-12, C-14, C-47 and C-54
- Notifications of Death – C.1.1, C.2.10 and Health Care C-41 and C-43
- Physical Plant Inspections – A.7.1, C.2.16 and C.2.18
- Riots/Disturbances – C.2.2 and C.2.10
- Specialized Emergency Situations, i.e. natural disasters – A.1.8, C.2.10, C.2.12
- Tool and Equipment Control – A.7.1, C.2.10, C.2.14 and C.2.18
- Youth Counts – C.2.19
- Youth Transport – C.2.20