





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.03
Policy Name:	Safety Checks
Authority:	Title 15, 1328
Replaces:	18.14 Fifteen Minute Room Checks (03/08/2006)
Effective Date:	January 1, 2019
Revision Date:	October 24, 2018
Related Policies and Procedures:	<p>3.01 - Admission, Referral, Screening, and Classification</p> <p>3.03 - Suicide Prevention Plan</p> <p>4-1413 - Individualized Treatment Plans (SPY)</p> <p>4-1430 - Medical Clearance (SPY)</p> <p>4-1432 - Health Assessment (SPY)</p> <p>4-1437 - Mental Health Services (SPY)</p> <p>10.06 - Youth Count</p> <p>10.17 - Use of Physical Restraints</p> <p>10.19 - General Living Unit Security Procedures</p>
Related Forms:	<p>15 Minute Room Check</p> <p>Q5 Minute Room Check</p>
Director of Juvenile Hall:	<p>Bobby Uppal</p> 
Chief Probation Officer:	<p>Katherine Weinstein Miller</p> 

I. POLICY

It is Juvenile Hall policy to provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals, during hours when youth are asleep or when youth are in their rooms, confined in holding cells, or confined to their bed in a dormitory. Juvenile Hall sleeping rooms are not equipped with an audio/visual electronic surveillance system. All safety checks shall be conducted using the electronic Time Keeping Systems "PIPE" data recording system which records the actual time a safety check is completed. [Title 15, 1328]

II. PROCEDURES

A. 15 Minute Safety Checks

Each youth placed in a room, for any reason, shall be visually checked by Juvenile Hall staff at a minimum of every 15 Minutes, at random or varied intervals. This mandate includes youth secured in the holding rooms in the Admissions Office, Court holding cells, or any other locations where youth are confined in a room out of the direct sightline of Juvenile Hall staff. Such checks shall be made at random and varied intervals to ensure the safety of the youth. 15 Minute Safety Checks shall be recorded every 15 minutes using the electronic the Time Keeping Systems "PIPE" data recording system.

B. 5 Minute Safety Checks

Special Programs for Youth (SPY) staff shall order specific safety check procedures for the monitoring of youth identified as at risk for suicide. SPY may designate a specific youth for 5 Minute Safety Checks. A 5 Minute Safety Check designation indicates a heightened level of supervision is necessary to keep a specific youth safe. Juvenile Hall staff shall provide direct visual observation of youth at a minimum of every 5 minutes, at random or varied intervals. 5 Minute Safety Checks shall be recorded every 5 minutes using the electronic Time Keeping Systems "PIPE" data recording system.

C. Constant Watch

SPY staff may order a Constant Watch for a youth designated as being a high risk for suicide. A Constant Watch requires Juvenile Hall staff to maintain continuous direct visual supervision of a youth identified as being at a high risk for self-harming behavior. Juvenile Hall staff providing Constant Watch direct observation shall record entries every 5 minutes using the electronic Time Keeping Systems "PIPE" data recording system.

D. Electronic Verification of Safety Checks

Juvenile Hall staff shall conduct all room safety checks using the Time Keeping Systems "PIPE" data recording system. All Juvenile Hall staff shall be trained in the proper use and care of this equipment. Juvenile Hall staff shall report any damaged or nonfunctioning equipment to the Officer of the Day immediately. Additionally, Juvenile Hall staff shall submit an incident report and make corresponding entries in the Living Unit Logbook regarding damaged and non-functioning equipment. Any Juvenile Hall staff found tampering with or misusing the data recording equipment shall be subject to criminal prosecution and/or disciplinary process.

E. 15 Minute Safety Check Rotation

Juvenile Hall staff shall document in the Living Unit Logbook a staff rotation for conducting 15 Minute Safety Checks for each shift. The rotation shall include the name of the staff member and the timeframe they are responsible to conduct Safety Checks. Juvenile Hall staff shall ensure that checks are conducted according to the staff rotation noted in the Living Unit Logbook or that replacement coverage is arranged when necessary.

F. Documentation of Safety Check Observations

Juvenile Hall staff conducting Safety Checks or supervising youth on Constant Watch shall make a note of relevant observation(s) in the Living Unit Logbook and shall complete an incident reports as

required by the Officer of the Day. Behavior to be noted shall include the following activities:

- i. Youth is involved in sexual misconduct as outlined in PREA standards.
 - a. Sexual assault
 - b. Sexual abuse
 - c. Sexual harassment
 - d. Sexual contact to the genitals, breasts, or other intimate part of the body
 - e. Conduct of sexual nature by implication
 - f. Obscenity or unreasonable invasion of privacy
 - g. Conversations or correspondence which suggests a romantic or sexual relationship between parties
- ii. Youth is engaged in illegal conduct
 - a. Destruction of City property
 - b. Obscenity or unreasonable invasion of privacy
 - c. Physically assaultive behavior
- iii. Youth is engaged in inappropriate conduct (non-sexual)
 - a. Riotous behavior
 - b. Disrupting unit program
 - c. Covering viewing panel or any window, vent,

or light fixture

- iv. Youth is engaged in self-harm
 - a. Suicidal behavior
 - b. Suicidal comments
 - c. Evidence of planning/attempting suicide
 - d. Tearful
 - e. Mood Changes
- v. Youth is safe and secure
- vi. Youth is sleeping
- vii. Youth is quiet, talkative, tearful
- viii. Youth's food consumption

G. Manual Verification of 15 Minute and 5 Minute Safety Check using

Juvenile Hall Forms

In the event of a failure in the Time Keeping Systems "PIPE" data recording system or equipment malfunction, the Juvenile Hall 15 minute and 5 minute safety check forms shall be used. The use of the forms shall be authorized by the Officer of the Day prior to use.

- i. Juvenile Hall staff on each shift shall ensure that all 15 minute and 5 minute safety checks are completed and that the form accurately reflects the time the check was conducted.
- ii. The form shall reflect the actual time each safety check is completed. An entry must be made immediately after

each check.

- iii. Juvenile Hall Safety Check forms are not to be completed in advance of any safety check and no later than ten minutes following the actual safety check.
- iv. The initials of the Juvenile Hall staff member making the check are to appear on the form.
- v. All sections of the form shall be completed, accurate, legible, and the names of the Juvenile Hall staff member(s) on the shift are to be entered at the top of the form.
- vi. At the end of the shift, Juvenile Hall staff members are responsible for ensuring that the Safety Check forms are delivered to the admissions office.

H. Downloading

All Senior Counselors or designee shall download and review the safety check data for each living unit during his/her assigned shift to determine regular daily compliance. Any discrepancies or gaps in the safety checks shall be documented and reported to all Senior Counselors in writing for corrective action.

I. Officer of the Day

- i. The Officer of the Day or designee shall ensure all units are equipped with a functioning Time Keeping Systems "PIPE" data-recorder, wallet, and a charger.
- ii. The Officer of the Day shall ensure all Units have 15 minute and 5 minute safety check forms available in case of systems failure.
- iii. The Officer of the Day shall confirm Juvenile Hall staff have documented the 15-minute safety check rotation in the Living Unit Logbook for their assigned shift.

J. Director of Juvenile Hall or Designee

The Director of Juvenile Hall or designee shall conduct a weekly review of safety check data and maintain a record of the results.