





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 10 - Security and Control

Policy Number:	10.06
Policy Name:	Youth Counts
Authority:	Title 15, 1342
Replaces:	9.5 Youth Counts (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	8.01 - General Unit Programs 10.18 - Security Threat and Facility Emergency Plan 10.19 - General Living Unit Security Procedures
Related Forms:	15 Minute Room Check form Meal Count form
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

It is Juvenile Hall policy to maintain current and accurate records of the Juvenile Hall youth census. Juvenile Hall staff have primary responsibility for conducting frequent and accurate youth counts and maintaining knowledge of a youth's current location. This shall be demonstrated through uniform and specified methods of counting youth in all relevant circumstances and settings. Each count shall be made accurately, visually, and promptly.

If a Juvenile Hall staff member ever doubts the correctness of any youth count, the Juvenile Hall staff member shall conduct a recount in accordance with this policy as soon as possible. If any youth are missing, Emergency Count Procedures shall be followed by all Juvenile Hall staff immediately.

The Officer of the Day shall coordinate formal counts.

## II. PURPOSE

Performing regular and accurate youth counts is essential for maintaining the security of the facility, as well as the safety of youth, staff, and the community. Accurately performing youth counts ensures that escapes are recognized and addressed as soon as possible.

## III. PROCEDURES

### A. Guiding Principles of Accurately Counting Youth

- i. Before counting a youth as present, Juvenile Hall staff shall be certain that he or she sees a living human body (skin shall be visible).
- ii. Open Area Counts: one Juvenile Hall staff member shall count while a second Juvenile Hall staff member observes all youth to ensure that youth do not move.
- iii. Night Counts: Night lights for all occupied rooms shall remain on to facilitate night counts. Juvenile Hall staff

may use flashlights judiciously but enough to avoid any forms of deception.

- iv. Room Counts: If a Juvenile Hall staff member needs to enter a youth's room to verify the presence of the youth, the Juvenile Hall staff member shall ask another Juvenile Hall staff member to come and observe (Policy 10.19 – General Living Unit Security Procedures).

#### B. Informal Counts

- i. Throughout the assigned shift, Juvenile Hall staff shall conduct informal and irregularly scheduled youth counts to verify that all youth are present. Typically, these informal youth counts are made while youth are engaged in daily living unit programming or other activities.
- ii. Juvenile Hall staff members shall only report informal youth counts when a youth is missing. If a youth is missing, see section E – Emergency Counts.

#### C. Maintaining Logbooks and Population Accounting

Juvenile Hall staff shall provide the Officer of the Day with all current information about all youth housing moves, work assignments, admissions to the hospital, releases, and any other changes that could impact youth counts and the total count.

#### D. Formal Counts

- i. Juvenile Hall staff members shall conduct formal youth counts at shift change and during meals. The Officer of the Day may request additional formal youth counts as necessary. All Juvenile Hall staff members reporting to their assigned living unit (whether a permanent assignment or a temporary assignment) shall conduct a body count.

- a. At shift change, Juvenile Hall staff going off duty shall not leave the building until a successful formal youth count has been completed by the Juvenile Hall staff reporting for duty (Policy 8.01 – General Unit Program).
- ii. Following the completion of the youth count, Juvenile Hall staff shall ensure that the count reflects the same number of youths as reflected in the Unit Log for that location.
- iii. For formal youth counts, all Juvenile Hall staff supervising youth are required to perform and document their count in the living unit logbook and relay such information to the Officer of the Day upon request. Juvenile Hall staff shall prevent youth movement until the formal youth count has completed.
- iv. Under the direction of the Officer of the Day, Admissions Office staff shall verify that the total count in the facility is correct and all youth are present and accounted for.
  - a. The Admissions Counselor shall verify the facility count and document the information into the Admissions Office logbook.
- v. If a discrepancy exists after all counts are received and tabulated, a recount shall be conducted.
  - a. If the youth count remains incorrect a second time, the Officer of the Day shall send Juvenile Hall staff to the count areas to assist with a third count as soon as possible. No count may be cleared until all counting errors have been corrected or until the cause of the

error has been identified and corrective action taken.

- vi. The Officer of the Day will inform Juvenile Hall staff when the count is accurate and complete at which point daily activities may continue.

#### E. Emergency Counts

- i. If an official youth count is inaccurate or if any Juvenile Hall staff member suspects a youth is missing, he or she shall contact the Officer of the Day to request a formal count to be conducted.
- ii. If there is a major disturbance, an emergency count shall be conducted once order has been restored.
- iii. During emergency counts, all youth shall be returned to their housing units following strict security procedures.
- iv. If a youth is still missing, the Officer of the Day shall initiate emergency procedures (see Policy 11.03 – Facility Emergency Plan).