

**Idaho Department of Juvenile
Corrections
Institutional
Policy/Procedure**

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SUBJECT: JUVENILE SUPERVISION

CATEGORY: CRITICAL OPERATION/
JUVENILE SAFETY

Policy

The mission of the Idaho Department of Juvenile Corrections (IDJC) includes providing a safe and secure environment for all juveniles and all staff at each IDJC facility. Effective supervision of juveniles is the foundation for maintaining the safety and security necessary to support a therapeutic environment.

The purpose of this policy is to establish standards for the actions of staff in providing direct observation and supervision of juveniles in IDJC custody who are assigned to any one of the three IDJC facilities.

It is therefore the policy of the IDJC that all IDJC staff that work in or enter IDJC facilities have the responsibility for maintaining a high level of awareness for any circumstances that might compromise safety and for reporting concerns or taking action as appropriate to preserve safety.

Staff charged with the responsibility for supervision of juveniles must, in all cases, comply with the general standards and expectations for training, supervision, and juvenile movement described below.

Operating Procedure

- I. Juvenile Supervision – General Expectations
 - A. Staff shall not be assigned direct, sole supervision of juveniles until they have completed training as outlined in Training Requirements (665) policy/procedure and training is documented in the staff's training record.
 - B. To ensure the safety and security of all facility staff, visitors, and juveniles, strict levels of supervision are provided to juveniles at all times. It is the responsibility of staff to know, at all times, the location and actions of juveniles assigned to their supervision.
 - C. In alignment with national best practices, IDJC facilities shall maintain a staff to juvenile ratio of a minimum of 1:8 per group during waking hours. Any deviation from this planned staffing ratio should be limited, involve exigent circumstances,

and shall be fully documented. Only staff who have completed the training necessary for sole supervision may be counted in this ratio.

- E. An individual meeting with juvenile(s) in an area without camera coverage or in an office without a window will leave the door wide open to increase safety and security of both staff and juveniles.
- F. Staff must be prepared to intervene at the appropriate level necessary to maintain juvenile control and assure the implementation of treatment strategies. Staff has the responsibility for direct supervision and shall minimize distractions to fulfill this responsibility to the best of their ability. To ensure communication, staff must maintain radios at an audible level.
- G. Staff not assigned responsibility for supervision of juveniles are expected to respond immediately to requests for assistance from other staff. All staff are expected to remain aware of policies relating to physical interventions, juvenile abuse, escape, and incident reporting.
- H. Juveniles and juvenile groups will be under direct eyes-on staff supervision except as noted in local operating procedures. Supervision will not be delegated to persons not employed by IDJC, i.e., family members, foster grandparents, religious volunteers, probation officers, interns, or other volunteers.
- I. Staff will not enter shower/toilet areas or observe juveniles of the opposite sex in shower/toilet areas except in emergencies or when deemed necessary. In situations in which intensive staff supervision in toilet/shower areas is needed to reduce safety and security threats, there must be Unit Manager/designee approval. All staff must provide a reasonable accommodation for privacy for all toilet/shower areas and areas where juveniles change their clothing. Each living area will use a sign that will indicate if juveniles are showering or changing. Staff entering the living area during times juveniles are changing or showering, must announce their presence.
- J. In order to ensure safety and security, staff may only supervise individual juveniles of the opposite sex in open access areas that have no expectation of privacy or in an office with a camera and will notify facility security of all movement and current locations. If unable to meet this expectation, prior to any supervision of an individual juvenile of the opposite sex, staff must have approval from their direct supervisor or designee.
- K. Refer to local operating procedures below for specific direction at each facility concerning juvenile movement and supervision of visits.
- L. Staff will be alert, aware of, and are responsible for, the juveniles they supervise in any and all activities and must ensure that the juveniles do not engage in any work or recreational activity that could jeopardize the safety and security of the juveniles or staff.
- M. At no time may juveniles be responsible for the supervision of other juveniles.

II. Juvenile Movement

The movement of juveniles must be managed with strict attention to risk and safety. The specific procedures for movement within each facility are described in the local operating procedures below.

III. Transfer of Juvenile Supervision

- A. In all cases of transfer of supervision of juveniles from one unit or individual to another, explicit verbal notification will be given by the sending staff to the receiving staff regarding any safety, security, health, or treatment issues that are of concern in working with the group or individual juveniles being transferred.
- B. Specific procedures for the transfer of supervision are included in the local operating procedures.

IV. Juvenile Counts

- A. It is the responsibility of all staff on duty to know the location of each juvenile assigned to their supervision and to conduct frequent checks to ensure that all juveniles are accounted for.
- B. Staff supervising groups or individual juveniles will be prepared to provide an accurate count of all juveniles in their charge upon request.
- C. Specific procedures for conducting and recording juvenile counts are included in the local operating procedures.

V. Observation of Juveniles During Sleeping Hours

- A. Staff must conduct and document wellbeing checks as prescribed in the local operating procedures below. Each staff must make every effort to minimize disruptions during the juveniles' sleeping time. Therefore, radios, telephones, lights, and conversations are kept at a level so that juveniles' sleep is not disrupted.
- B. Staff must strictly adhere to all local operating procedures related to accessing individual juvenile rooms or units.
- C. Staff must be alert and aware of the needs of the juveniles and be able to respond promptly to calls for assistance.
- D. Staff shall maintain a staff to juvenile ratio of a minimum of 1:16 per group during sleeping hours. Any deviation from this planned staffing ratio should be limited, involve exigent circumstances, and shall be fully documented. Only staff who have completed the training necessary for sole supervision may be counted in this ratio.

VI. Staffing Plan

- A. Whenever necessary, but no less frequently than once each year, for each facility IDJC operates, in consultation with the Agency PREA Coordinator, the facility shall assess, determine, and document whether adjustments are needed to:
 - 1. The facility staffing plan;
 - 2. Prevailing staffing patterns;
 - 3. The facility's deployment of video monitoring systems and other monitoring technologies; and
 - 4. The resources the facility has available to commit to ensure adherence to the staffing plan.
- B. The facility PREA compliance manager at each facility shall work with facility management to complete the Annual Staffing Plan (DJC-270) form and submit it to the agency PREA coordinator for review.
- C. Deviations from the staffing plan shall be documented by the staff supervisor on the staff schedule.

Local Operating Procedure

JCC–Lewiston

- A. Juvenile Movement and Official Visits
 - 1. Individual movement of juveniles to/from restroom facilities in the living area, classroom, or in the immediate area of the worksite may be allowed only with the full awareness of the immediate group members and with specific approval from the supervising staff.
 - 2. Probation officers, volunteers, or other community officials who visit with individual juveniles will be restricted to the Family Visitation Room or Dragonfly Room. The Control Booth staff will be responsible for resident supervision in the Family Visitation Room. Supervision during visits conducted in the Dragonfly room requires staff's visual proxemics. Individual staff offices may be used as necessary by staff trained to be one-on-one with juveniles. Staff receiving juveniles in their offices are responsible for supervision of juveniles visiting that location.
 - 3. Probation officers, attorneys, social workers, counselors, and interns may have unsupervised visits with individual juveniles on their caseload. However, staff are to be aware of the location and make frequent checks on the visit at all times. JCCL staff will always remain responsible for resident supervision. Volunteers or religious advisors may not be alone with the juveniles.
- B. Supervision of Juveniles of the Opposite Gender

1. In order to ensure safety and security, staff are not to be left alone with a juvenile of the opposite sex while away from the group or other staff except where noted below.
2. Staff may be with a juvenile of the opposite sex away from the group, only for the purpose of transport within the facility for a short period of time not to exceed five minutes or for a meeting requiring one-on-one counseling. If one-on-one counseling does occur, the staff is to notify another staff of the meeting and location of the meeting. They are to have a radio and staff are to check on them throughout the session. This meeting is never to be conducted behind a solid closed door. If a meeting needs to be behind closed doors, there is to be a window in order for staff completing a check to have a visual at least every five (5) minutes while the meeting is being conducted.
3. If a staff member takes three or less juveniles of the opposite sex away from the group or staff, they must notify the booth of the location and of the movement and this must be logged in the security log.

C. Resident Movement

1. Juveniles will move within groups of three, at a minimum, to and from their hall, the multi-purpose room and classrooms, except where noted below.
2. Juveniles moving to and from family counseling, individual counseling, medical check-ups, and other one-on-one appointments may move with staff without other group members present.

D. Protocols for Movement

All resident movement is to be reported to the control booth via radio and recorded in the control booth log.

E. Transfer of Resident Supervision

1. In all cases where supervision of juveniles is transferred to social workers, probation officers, attorneys, interns, or department employees who are not facility staff, the transfer must be communicated to the control booth, identifying the staff assuming supervision, their location/destination, and the juvenile(s) involved. This information will be recorded in the control booth log. JCCL staff will remain responsible for supervision and will frequently make visual checks on the status of the visit. Parents/guardians are not to be left alone to supervise their child. Staff are to be in direct supervision of all visitations (within the facility) with parent/guardians at all times.
2. Transferring juveniles between living unit staff and education staff shall occur at the beginning and end of the juvenile's school day Monday through Friday excluding holidays.

F. All Other Transfers of Resident Supervision

1. In all cases of transfer of supervision of juveniles from one unit or individual to another, the following procedures MUST be followed.
2. If supervision of a portion of a group or individual juvenile is transferred, the staff transferring supervision is responsible for:
 - a. Knowing the staff and location to which the juvenile(s) are being transferred.
 - b. Alerting the receiving staff of any safety, security, health, or treatment issues that are of concern.
 - c. Notifying the receiving staff and control booth BEFORE the transfer takes place.
3. The staff wishing to transfer a juvenile from one unit to another must have prior approval from the Unit Manager.

G. Juvenile Counts

1. It is the responsibility of all staff on duty to know the location of each juvenile assigned to their supervision and to do frequent checks to assure that all juveniles are accounted for.
2. It is the responsibility of all staff assuming responsibility for the group to count the juveniles at the beginning of their shift and know the whereabouts of all juveniles throughout their shift. Staff assigned to the group is to conduct frequent counts of all juveniles assigned to that group throughout their shift in order to ensure the juveniles are accounted for.
3. It is the responsibility of the staff that turn over responsibility of a group to another staff to communicate the number of juveniles transferred to that staff and the location of all other juveniles assigned to that group.
4. Staff supervising groups will be prepared at all times to give, when requested, an accurate count of all juveniles in their charge. This count shall include the location and individual responsible for supervision of group members assigned to other staff for community service or other activities.

H. Observation of Juveniles During Sleeping Hours

Wellbeing check Procedures - wellbeing check shall be made, at intervals, not to exceed 15 minutes between checks.

1. Staff must ensure respiration as evidenced by the rise and fall of the chest, as well as ensuring visual on the face to determine skin color. If these things

are not evident, staff will attempt to establish wellness by tapping on the window to solicit a response. If the juvenile does not respond, the staff will notify the Control Booth of the situation and that he/she requires additional staff support in order to enter the room to confirm the juvenile's well-being.

2. Staff entering a room for a well-being check will softly call the juvenile's name until movement is confirmed. No physical touching shall occur.
3. Once a well-being check is complete, the Control Booth will be notified and they will then record the time and location of the check, and the name of the staff person(s) doing the check. This information will be documented in the Security Log and on any other relevant logs.

JCC–Nampa

A. Juvenile Movement and Official Visits

1. All movement, other than group movement, is to be reported to the Control Booth via radio or phone.
2. Juveniles should not be in the JCC–Nampa outdoor recreation area in the dark except in emergencies or as approved by the Superintendent.
3. Individual juveniles must meet with interns, contractors, (i.e., PSR workers, trackers, interpreters, speech therapist), law enforcement officers, legal counsel/attorney, JSCs, and religious volunteers in a room with a camera with indirect eyes-on supervision by security staff.
4.). Juveniles may be approved for movement while completing work based learning projects within the secure area (such as vacuuming the hallways on their own) and must remain within view of the camera. This travel will be limited to appropriate approved activities.

B. Lone Supervision of Juveniles Off Camera

1. In order to ensure safety and security of juveniles, staff are not to be left alone with a juvenile while away from the group or other staff except as noted below:
 - a. A juvenile's regular staff may be alone with a juvenile away from the group only as follows:
 - i. For the purpose of travel within the facility for a short period of time not to exceed five (5) minutes.
 - ii. For a meeting requiring one-on-one counseling. If one-on-one counseling does occur, the staff is to notify another staff of the meeting and location of the meeting. They are to have a radio and staff will check on them throughout the session. This

meeting is never to be conducted behind a solid closed door. If a meeting needs to be held behind closed doors, this should occur in a room with a window and a staff should be designated to complete visual checks at least every five (5) minutes while the meeting is being conducted.

2. Staff, other than the juvenile's regular program staff, that requires meeting with a juvenile, will first seek prior approval from the juvenile's supervising staff and state the nature/purpose of the meeting with a juvenile. If approved, the one-on-one meeting with a juvenile will take place only in an area with camera coverage or arrangements will be made for staff to conduct visual checks every (5) minutes for the duration of the meeting.

D. Juvenile Counts

The control booth shall initiate a juvenile count a minimum of once per shift, following an evacuation, or as deemed necessary. The count shall be recorded in the control and security logs.

E. Wellbeing Check Procedures

Wellbeing checks will be conducted anytime a juvenile is in their room.

1. A wellbeing check shall be made, at irregular intervals, not to exceed 15 minutes between checks.
2. Staff must ensure respiration as evidenced by the rise and fall of the chest, as well as ensuring visual on the face to determine skin color. If these things are not evident, staff will attempt to establish wellness by tapping on the window to solicit a response.
3. If the juvenile does not respond, or visibility is blocked, the staff will notify the Control Booth of the situation and that they require additional staff support in order to enter the room to confirm the juvenile's wellbeing.
4. Staff entering a room for a wellbeing check will softly call the juvenile's name until a response is confirmed. No physical touching shall occur unless physical intervention is necessary to assist a juvenile who is in imminent danger or unresponsive.
5. Wellbeing checks will be documented using the Guard Tour wand. If a Special Management/Close Observation Activity Log (DJC-133) is used in conjunction with Guard Tour, it must be stored in the juvenile's file.

JCC–St. Anthony

A. Juvenile Movement and Visits

1. Within a secured building, approved groups of at least three juveniles may be allowed to move out of eyes-on supervision for brief periods and for specific purposes only with specific approval from the supervising staff; if additional staff are available they should accompany the thirds
2. Probation officers or other community officials' visits with individual juveniles will be in view of the staff at the visitation site. Staff at the visitation site will be responsible for juvenile supervision and will remain responsible for supervision during visits.
3. There is to be no unsupervised movement across campus by juveniles with the exception of fourths being sent to the Food Services for Institutional Needs with security's acknowledgement that they have visual supervision. Staff may move with thirds with radio notification to security before a movement and after arriving at their destination.
4. Pre-release juveniles may be allowed to travel on their own after security's acknowledgement that they have visual supervision and appropriate notifications have been made. This travel will be limited to going to or returning from their work site, getting their release papers signed, or other appropriate "official business."

B. Protocols for Movement

1. The sending staff will notify the receiving staff by phone or radio, stating the number of juveniles being transferred.
2. The receiving staff must verbally grant permission for the transfer.
3. The sending staff will report the transfer to security by radio.
4. The sending staff with acknowledgement from security of their visual supervision then may initiate the transfer but retains responsibility until the receiving staff acknowledges arrival of the juveniles.
5. The receiving staff will conclude the transfer by notifying the sending staff and security of the juvenile's arrival.
6. When dark, all juvenile movement will require a security escort whenever possible. This will include 30 minutes before sunset. Security will determine when an escort is needed.
7. The education office shall also monitor all juvenile movement during the school day.

C. Transfer of Responsibility for Juvenile Supervision

In all cases where supervision of juveniles is transferred to department employees who are not facility staff, this transfer must be communicated to

security, identifying the staff assuming supervision, their location/destination, and the juvenile(s) involved.

D. Conducting and Recording Juvenile Counts

1. At 8:00 A.M. Monday through Friday, Education staff will record a count for each group and verify their location.
2. At 4:00 P.M. each day the front desk will call each group and request a count. The location should also be verified during this time. This count must also include all groups/individuals on off-campus activities. If contact at the required time on an off-campus activity is difficult, alternatives will be discussed before leaving campus and arrangements will be made to accommodate the required notification. The OS2 will record the information on the "Juvenile Count" form.
3. For the 4:00 P.M. count, after all juveniles are accounted for the front desk OS2 will distribute the form via e-mail to "JCCS Daily Count."
4. Staff on each living unit will count all juveniles in their group anytime they are moving on or off cottage. These counts will be logged in the living unit security log.

E. Observation of Juveniles During Sleeping Hours – All Cottages

1. All cottages will conduct routine radio checks every half hour throughout the night. These checks will be initiated from the radio base station on Owyhee, and the other cottages will respond accordingly. The Owyhee staff initiating the radio check will ensure that all contacts and responses are appropriately logged. If a cottage fails to respond, a second radio check is done. If they still fail to respond a phone call is made to the cottage. If no response, security will be dispatched to that cottage. All additional contact attempts are documented in the Owyhee Security Log.
2. Staff have to be able to either see the juveniles and/or hear what is going on in the sleeping areas.
3. If a disrupting activity occurs in the dorm area/individual room during the sleeping hours, staff will advise a back-up person/security that the disruption has occurred and either request permission to enter the dorm/individual room or wait for backup/security to arrive before entering the area. The only exception to this would be in the event of life-threatening emergency such as a suicide attempt, profuse bleeding, etc. In this event, security would be notified that staff are entering the dorm/individual room and that back-up is needed immediately.
4. Staff will be expected to be in the observation area during the juvenile's sleeping hours. The observation area is defined below for each specific living unit.

5. Should staff find it necessary to leave the observation area, security must be notified the time out and time in must be logged in the security log, as well as the reason for leaving. Time away from direct observation of juveniles should always be kept to a minimum (no longer than five minutes). Any absence from the assigned observation area for five minutes or longer, security must be contacted and arrive on the unit to relieve the requesting staff.
6. Visual observation of juveniles will occur in an intermittent fashion not to exceed 15 minutes and will be documented in the security log or other approved document. The observation is to verify the wellbeing of the juvenile.

F. Observation of Juveniles During Sleeping Hours – Specific Cottages

1. Targhee/Centennial/Caribou – The assigned night staff, assisted by security, is to conduct security count checks of juveniles a minimum of three times throughout the night. Security log entries must be made documenting these checks. Security staff will remain in the observation/booth area, and the cottage staff will enter the dorm and physically confirm the wellbeing of each juvenile each time security comes on the cottage to assist with security count checks. At the time of shift relief the oncoming duty staff will conduct a security count check of the juveniles.
2. Bitterroot – The assigned night staff, assisted by security, is to conduct security count checks of juveniles a minimum of three times throughout the night in addition to monitoring the live video streaming. Security staff will remain in the observation area and the cottage staff will enter the dorm and physically confirm the presence of each juvenile each time security comes on the cottage to assist with security count checks. There are two dorms on Bitterroot. When both dorms are being used, staff will be expected to position themselves in the hallway between the two dorms for ongoing observation. The wellbeing checks conducted at the 15 minute intervals will be conducted by looking through each dorm door to observe the juveniles. At the time of shift relief the oncoming duty staff will conduct a security count check of the juveniles.
3. Owyhee – The assigned night staff will report a verified juvenile count to security staff a minimum of three times throughout the night. At the time of shift relief the oncoming duty staff will conduct a security count check of the juveniles.
 - a. Owyhee will provide two staff for observation of the juveniles during sleeping hours. These staff will alternate throughout the shift with one staff answering facility phone calls, initiating cottage radio checks, operating facility security gate, and providing back-up if room entry is needed.

- b. The other staff will do routine observation wellbeing checks. These checks will begin in each day room independently as they are locked down for the evening.
 - c. Each subsequent check that evening will be only for rooms that are currently occupied. These checks will be initiated in an intermittent fashion not to exceed 15 minutes during sleeping hours. If utilized, the status will be entered in the electronic system.
 - d. During these checks if the staff is unable to verify a juvenile's presence (i.e., visible skin or movement) they will knock on the door to get the juvenile's attention. If still no verification then the staff would notify security and request the second Owyhee staff to come for back up. Once back-up is present, staff will open the individual room door to verify the juvenile's presence and wellbeing. This would be logged in the cottage security log and security would be notified when the room is again secure.
 - e. Each staff on shift will carry on their person a master key set to the building to allow them to open all doors on the cottage, including external doors, in the event of an emergency. The only exception to having two staff present when a room is opened during lock down hours would be in the event of a life-threatening emergency such as a suicide attempt, profuse bleeding, etc. In this event, security and the second Owyhee staff would be notified that they are entering the room and that back-up is needed immediately.
4. Yellowstone – Yellowstone will provide two staff for observation. The assigned night shift staff, is to conduct security count checks of juveniles a minimum of three times throughout the night. At the time of shift relief the oncoming duty staff will conduct a security count check of the juveniles.
- a. After the juveniles have been locked down, each room door needs to be physically checked to assure that it is secure. If a juvenile buzzes the booth, use the intercom to respond. Staff goes to the juvenile's door and uses the cottage key to unlock the room. The other staff on the cottage serves as a back-up to the staff that is unlocking the room. The electronic locks from the booth are not to be used. Only one juvenile per cottage is to be let out of their room at a time. The door needs to be physically checked to make sure it is secure.
 - i. When checking juveniles, staff will ensure they see the juvenile's head and face. If they are covered, staff will knock on the door or summon the other staff member to unlock the door and request the juvenile uncover their head.
 - ii. Juveniles will be allowed out of the rooms during the night to use the restroom. The time and reason for the juvenile being

out of their room and time locked back down need to be logged in the security log.

iii. Room checks are to be done at maximum every 15 minutes with no established pattern.

b. During lockdown, staff shall not open any individual room door without back-up being available and on the cottage. The only exception to having two staff present when a room is opened during lock down hours would be in the event of a life-threatening emergency such as a suicide attempt, profuse bleeding, etc. In this event, security and the second Yellowstone staff would be notified that they are entering the room and that back-up is needed immediately.

G. Security Count Checks

1. This refers to the checks made with security present to confirm the juveniles' physical presence and wellbeing at a minimum of three times throughout the night.
2. Staff members physically confirm the presence and wellbeing of each juvenile. Conduct a "skin check" and ensure that each juvenile's head is uncovered.
3. Security staff must be notified and two staff must be present anytime staff has to enter the dorm or individual room for a wellbeing check. The time, location, and the name of the person doing the wellbeing check are noted in the security log and any other appropriate logs.

Reference(s): [Glossary of Terms and Acronyms](#)

Desk Manual: None

Related Policies: [Behavioral Management \(602\)](#)
[Documentation of Incidents \(600\)](#)
[Institutional Needs \(661\)](#)
[Abuse, Neglect, and Exploitation of Juveniles \(606\)](#)
[Prison Rape Elimination Act \(PREA\) Compliance \(613\)](#)
[Use of Mechanical Restraints \(603\)](#)
[Use of Radios \(683\)](#)

Related Forms: [Staff Supervised Activities in the Community Request Form \(DJC-128\)](#)