

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

**SAFETY CHECKS IN JUVENILE DETENTION AND ASSESSMENT CENTERS (JDACs) AND
TREATMENT FACILITIES (TFs)**

Title 15, Section 1328

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To set forth guidelines for conducting safety checks at the JDACs and TFs. Supervision is not replaced, but may be supplemented by an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior, and to summon aid in emergencies. This process will help ensure the safety, security, and well-being of all youth.

Definitions:

Safety Checks: Direct visual observation of a youth during a room check or bed check.

Guard 1: A system utilizing data collection devices and programmed buttons interfaced with computer programming and technology to accurately capture the date and time safety checks and supervisor rounds are conducted. The Guard 1 System will display in red any safety checks exceeding fifteen (15) minutes.

PIPE: The Guard 1 data collection device.

Buttons: The Guard 1 System utilizes three types of buttons each having its own unique identifier:

- A. Officer Button - A metal control nodule (inserted in a plastic tab), assigned to an individual staff, which verifies or confirms who conducted a safety check (or round).
- B. Location Button - A nodule mounted or affixed to a specific site, area, room or other key point within the facility.
- C. Incident Buttons - Used to record a specific observation, incident, or event. The following types of incident buttons are designated:
 1. In Button - Used to record when a youth is placed or observed in a room.
 2. Out Button - Used to record when a youth is removed from or out of a room.

Button Sequence: A specific sequence must be followed when conducting safety checks. The sequence of button scanning is Officer, Location, and Incident (OLI).

Docking Station: The Guard 1 data transfer port used to download the recorded safety checks.

Well-Being Report: A report generated from the Guard 1 System which provides Supervisors the ability to accurately analyze compliance with the safety checks procedure.

Responsibilities:

I. Probation Correction Officer (PCO):

A. Conducting Safety Checks:

1. Shall conduct safety checks of youth once every fifteen (15) minutes during the hours when youth are asleep, in their rooms, confined in holding cells, or confined to their bed in a dormitory. If the youth is placed on Suicide Observation Status (SOS), Medical

- Watch, Individualized Treatment Watch (ITW), etc., staff shall follow the respective timing guidelines set forth in the applicable procedures.
2. Shall only suspend a safety check when a youth is out of their room.
 3. Shall conduct the fifteen (15) minute safety checks using random or varied intervals. Department-issued timers are a tool to assist staff in completing timely safety checks. These timers are only a reminder, not a sole choice to maintain accurate safety checks. These timers are to be set and/or re-set at different times within the fifteen (15) minute minimum standard and shall not be loud enough to forewarn youth of the upcoming safety check.
 4. Shall avoid announcing the commencement of safety checks.
 5. Shall notify the area Supervisor immediately if there is insufficient staff to complete safety checks.
 6. Shall retrieve the PIPE device and register their assigned Officer Button prior to conducting a safety check. There will be a beep for each time a button is registered properly. Staff shall register each occupied bed Location Button on the wall and the corresponding In/Out Incident Button as applicable.
 7. Shall visually verify the occupant(s) of each room are present, safe, and not in crisis and/or experiencing any observable trauma.
 8. Shall ensure the youth are not engaging in any activity that is dangerous or self-harming.
 9. Shall, when youth are sleeping or lying on their bed, stop at each room window to ensure the youth's head and neck region is visible and observe physical and/or audible signs (such as the rise and fall of the youth's chest, snoring, movement, etc.) that would indicate the youth is not experiencing an obvious medical emergency.
 10. Shall, at any time, and during all shifts, whether the youth is sleeping or not, have a clear view of the youth. If a clear view of the youth is not possible, the youth shall be directed to move into the officer's view and/or remove the obstruction.
 11. Shall, once they have completed the safety check with the PIPE System, dock the PIPE until a beep is heard. This shall be completed at the conclusion of each safety check.
 12. Shall, every hour and during all shifts, switch out and/or relieve Individual Treatment Watch (ITW)/Constant Watch staff.
- B. If the Guard 1 System is down or not available in an area where youth are secured (e.g. Clinic or Court holding rooms):**
1. Shall document safety checks on the Safety Check Log (Attachment B).
 2. Shall legibly print their first initial and last name on the log.
 3. Shall legibly document the actual time the safety check is completed with their initials in blue or black ink on the Safety Check Log (Attachment B).
 4. Shall record the time utilizing the department provided wall mounted clock and in 24 hour clock format (e.g. 0532, 1738, etc.).
 5. Shall ensure the safety check log is kept stationary and visible at all times.
 6. Shall place the Safety Check Log (Attachment B) in the respective binder once the Guard 1 System is restored, at the end of shift, or when a youth is no longer secured in the area.
- C. When a Safety Check is Missed:**
1. Shall complete an interoffice memo which includes the date and time of the missed safety check, the reason for the missed safety check, and all staff on the unit responsible for completing the safety check.
 2. Shall submit the Missed Safety Check memo to the Supervisor by end of the shift.

II. Probation Corrections Supervisor I (PCSI):

- A. Shall review the Guard 1 System's safety activity log (i.e. Location Inspection, Log, Well-Being) ensuring staff have completed the safety checks in accordance with this procedure.
- B. Shall print a copy of the Well-Being-Late Checks Only report from the Guard 1 System by the end of shift to determine if there were any missed safety checks.
- C. Shall, if a safety check is missed, initial the missed safety check on the Well-Being-Late Checks Only report and direct staff to complete an interoffice memo including the date and time of the missed safety check, the reason for the missed safety check, and all staff on the unit responsible for completing the safety check. Submit both the print out of the Well-Being-Late Checks Only report and the interoffice memo to the Watch Commander/Treatment Facility Supervisor.
- D. Shall assign staff to complete safety checks in the event of a critical incident or emergency (e.g., Code Red, Code Blue, etc.).
- E. Shall ensure that ITW/Constant Watch staff is switched out/relieved with a new ITW/Constant Watch staff every hour during all shifts.

III. Watch Commander (WC)/Treatment Facility Supervisor (TFS):

- A. Shall review missed safety check interoffice memos and Well-Being-Late Checks Only reports.
- B. Shall document the missed safety checks in the Missed Safety Check Log (Attachment A) binder in the WC/TFS office. Shall ensure all staff's names are included.
- C. Shall attach the Safety Check interoffice memo and Well-Being-Late Checks Only report to the missed Safety Check Log.

IV. Division Director I/II:

- A. Shall conduct a weekly review of the Missed Safety Check Log (Attachment A) binder in the WC's office.
- B. Shall document such review on the log contained in the binder.

Guidelines:

- A. All unit staff shall actively participate in safety checks.
- B. Critical incidents and emergencies may delay the completion of timely safety checks, however, it is every staff member's responsibility to understand the gravity of safety checks and ensure they are completed as soon as it is safe to do so.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities Title 15, Section 1328

References:

Procedures:

Incident Reports

Roles and Expectations of a Probation Correction Officer (PCO) Title 15, Section 1322

Suicide Prevention Program

Medical Watch

Individualized Treatment Watch

Issued by: 
Tracy Reece, Chief Probation Officer

4/6/21
Date

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- Revised: January 13, 2015
- Revised: August 4, 2015
- Revised: February 21, 2018
- Revised: May 5, 2020
- Revised: July 24, 2020
- Revised: April 6, 2021

Attachments:

- A – Missed Safety Check Log
- B – Safety Check Log

**San Bernardino County Probation
Juvenile Detention and Assessment Center**

MISSED SAFETY CHECK LOG

Facility: _____

Date	Staff's Name	Unit	Reason	Copy to Staff's PCSI?	W/C Initials & Date	DD Initials & Date
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Codes/Emergency <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		

