

2066 SYSC SAFETY AND SECURITY INSPECTIONS

Chapter: **Sununu Youth Services Center**

Section: **Safety and Security**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

Effective Date: **January 1, 2010**

Scheduled Review Date:

William W. Fenniman, DJJS Director

Related Statute(s): [RSA 621](#) and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **Daily Residential Building Safety & Security Checklist, Communication Log, Residential Building Safety & Security Checklist (Weekly), Operations Communication Log, Incident Report, Operations Safety & Security Checklist, Operations Office & Central Control Inspection**

Bridges' Screen(s) and Attachment(s):

To ensure the safety and security of staff, residents, and visitors, the SYSC shall conduct regular patrols and inspections of the facility and all security equipment.

Purpose

The purpose of this policy is to establish routine safety and security inspections of the SYSC facility.

Policy

- I. Residential Room Check: At the shift change between 2nd and 3rd shift, both incoming and outgoing residential staff shall conduct a residential room check of each occupied residential room, including a physical door check and a visual resident check. The checks shall be made in the following manner.
 - A. A physical door check is done by pushing and pulling the door to ensure that the door is secured.
 - B. A visual resident check is done by looking through the residential door window and confirming that the resident is in the room. Note: Staff conducting the visual resident check must see the resident's skin – for example, face, hand, foot, etc.
 - C. Once the checks are completed on each unit staff shall swipe their HID cards in each of the units HID card reader to document they made the checks.
- II. Residential Building Safety and Security Inspections: The Unit Manager of each residential building shall designate a staff to perform the daily security and safety inspections of each residential building.
 - A. Daily inspections shall be conducted at a time to be determined by the Unit Manager.
 - B. All areas of the residential building shall be inspected, including:
 1. Resident rooms;

2. Unit dayrooms;
 3. Building multipurpose rooms;
 4. Resident bathrooms;
 5. Unit Manager and Unit Counselor's offices;
 6. Storage cabinets and utility closets;
 7. Outdoor recreational area.
- C. The safety and security inspections shall include a visual check for physical damage, security breaches, environmental risks, fire risks, electrical issues, cleanliness, and other potential maintenance hazards, as well as an inventory check and inspection of all security items stored in various locked cabinets, closets, and offices (e.g., tools, scissors, nail clippers, razors, tweezers, restraints, radios, and cleaning supplies).
- D. If the Inspector discovers any security breaches or safety hazards that require further attention, he or she shall immediately address the issue by the most appropriate means, including notifying his or her supervisor and/or Maintenance, for proper follow-up action. The Inspector shall complete an Incident Report on each incident discovered.
- E. Documentation.
1. The Inspector shall use the Daily Safety and Security Checklist when conducting the inspections. These checklists shall be filled out and maintained by the Unit Manager.
 2. The Inspector shall make an entry in each unit's Communication Log, indicating that the inspection has been completed, the time of the inspection, and the person conducting the inspection.
 3. The Unit Manager shall submit the completed checklists to the Supervisor every 2 weeks on every payday Friday.

III. Facility Inspections Conducted by the Facility Supervisors:

- A. The Facility Supervisor shall conduct the following daily safety and security inspections:
1. SYSC facility at least 1-time each shift.
 2. All Residential Units at least 1-time each hour on night shift.
 3. School areas during school and all Residential Units when school is not in session at least 1-time each hour on day shift.
 4. Supervisor's Office and Central Control inspection at least 1-time each shift.
 5. Perimeter inspection at least 1-time each shift.
 6. Campus inspection at least 1-time during the midnight shift.

- B. These safety and security inspections shall include a visual check for physical damage, security breaches, environmental risks, fire risks, electrical issues, cleanliness, and other potential safety hazards.
- C. If the Supervisor discovers any security breaches or safety hazards that require further attention, he or she shall immediately address the issue by the most appropriate means. The Supervisor shall complete an Incident Report on each incident discovered.
- D. Documentation.
 - 1. The Supervisor shall utilize the Operations Safety and Security Checklist when conducting each inspection. This checklist shall be maintained in a designated binder located in the Supervisor.
 - 2. The Supervisor shall document each inspection in the Operations Communications Log, indicating that the inspection has been completed, the time of the inspection, and the Officer conducting the inspection.
- E. Facility Inspection.
 - 1. The Supervisor shall conduct and document a facility inspection twice daily:
 - (a) Once between 3 and 4 PM.
 - (b) Once between 12 and 2 AM.
 - 2. This inspection shall consist of a walk-through and visual check of each building, area, and location within SYSC.
- F. Supervisor and Central Control Inspection.
 - 1. The Supervisor shall conduct and document an inspection of the Supervisor's Office and Central Control once daily. This inspection shall consist of:
 - (a) An inventory check of all security and control items (radios, restraints, car keys, and key box).
 - (b) A Central Control function check (cameras, monitors, computers).
- G. Perimeter Inspection.
 - 1. The Supervisor shall conduct and document a perimeter inspection of the SYSC facility once daily, between 7:30 and 8 AM.
 - 2. This inspection shall consist of a complete walk-around and thorough check of SYSC's perimeter.
- H. Campus Inspection.
 - 1. The Supervisor shall conduct and document an inspection of the entire YDC Campus once daily during the 3rd shift.

2. This inspection shall consist of driving the entire campus and visually checking each building, area, and location.