

2051 SUPERVISOR DOCUMENTATION	
Chapter: Sununu Youth Services Center	Section: Safety and Security
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: May 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): _____ Bridges' Screen(s) and Attachment(s): _____

In order to ensure that the John H. Sununu Youth Services Center (SYSC) maintains accurate and up-to-date information about the juveniles who are residents of SYSC, including the residential unit to which each resident is assigned and the physical location of the resident, SYSC shall maintain the following records in the Supervisor's Office: (1) Roster Board and Roster Binder, (2) Supervisor Communications Log, (3) Resident Watch Log, (4) Appointment Calendar, (5) Facility Master Schedule, and (6) Staff Leave Board. It is essential to ensure the accuracy and integrity of resident movement and census data. All resident movement and count/census information from the residential units shall be documented on the Unit Resident Movement Report on an up-to-the-moment basis. In addition SYSC staff shall use the Incident Reports to track residential and institutional incidents of interest and complete said reporting in a manner that the incident is documented prior to the originating staff has completed their shift.

Purpose

The purpose of this policy is to establish the Procedures for the SYSC Main Lobby and Reception.

Policy

- I. Resident Roster Board and Roster Binder: A Roster Board shall be installed in the Supervisor's Office and the Roster Binder shall be maintained in the Supervisor's Office. Both the Roster Board and Roster Binder shall contain only residents currently housed within SYSC.
 - A. The Roster Board shall provide the following information:
 1. Name,
 2. Age/date of birth,
 3. Ethnicity,
 4. Committing/detaining court,
 5. Juvenile Probation and Parole Officer,
 6. Date committed or detained.
 7. Date of majority,
 8. Assigned location of the resident within SYSC

9. Location/status of any committed or detained resident not residing at SYSC, including, but not limited to, residents on:
 - (a) Furlough
 - (b) Administrative furlough to an alternative placement
 - (c) Medical furlough
 - (d) Administrative release to parole
 - (e) Parole
 - (f) Escape/Abscond
 - (g) Other
 - B. The Roster Binder shall contain the SYSC Admissions Form for each resident. The Roster Binder enables the Supervisor to have pertinent information on all residents at SYSC, which is especially valuable during any emergency.
 - C. The Supervisor or their designee shall update the Roster Board and Roster Binder immediately upon notification of any change to the SYSC resident roster and insure the Roster Board and Roster Binder is updated prior to relief of their shift and SYSC Roll Call.
- II. Supervisor Communications Log: The Supervisor Communications Log shall be administered in the following manner:
- A. The purpose of the Communications Log is to document information for Supervisors to ensure the safety, security, and good order of the facility including critical incidents, staff sick calls, assignments, and other pertinent information.
 - B. The Communications Log shall be kept in the Supervisor's Office in a logbook.
 - C. Entries in the Communications Log shall be made only by Supervisors and Administrators and shall be written legibly in pen.
 - D. Entries in the Communications Log may include information about residents and building/campus operations and identify necessary follow-up actions or decisions. Access to the Communication Log shall be as authorized by Supervisors.
- III. Resident Watch Log: The Resident Watch Log is administered in the following manner:
- A. The purpose of the Resident Watch Log is to track the name and location of all residents on watches while residing at SYSC. The Resident Watch Log shall:
 1. Be kept in a logbook.
 2. Include the following information:
 - (a) Name of resident.
 - (b) Date and time the watch was initiated.

- (c) Location of the resident.
- (d) Watch category and level.
- (e) Name of staff who initiated the watch.
- (f) Date and time of any change authorized in a watch.
- (g) Name of staff who initiated a change in a watch.
- (h) Indication of date/time watch was discontinued and by whom.

- B. Entries in the Resident Watch Log may be made only by the person initiating /changing a watch and shall be written legibly in pen as soon as possible, but before the end of their shift.
- IV. Appointment Calendar: Security Office shall maintain an Appointment Calendar to assist with scheduling and to track all resident on-campus and off-campus appointments.
- V. Facility Master Schedule: Security Office staff shall maintain the Facility master Schedule and insure it is accurate on a daily basis.
- VI. Resident Movement Tracked: All resident movement shall be documented on the Unit Resident Movement Report by the Unit Manager or designee. The Unit Resident Movement Report from the prior day shall be submitted to the Supervisor shortly after the thirds shift Roll Call. The Unit Resident Movement Report shall be verified with the first physical count of the day shortly after midnight.