

2052 JUVENILE SUPERVISION, MOVEMENT, AND COUNTS

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):

SYSC is an architecturally secure facility. In order to promote safe and orderly operations the SYSC staff will use a combination of supervision, inspection, accountability, and clearly defined policies and procedures.

Purpose

To ensure juvenile and public safety, juvenile will never be left unattended in any area inside or outside the facility. Intensive staff supervision is intended to complement the architectural security at the Sununu Youth Services Center (SYSC) and to promote a positive relationship between staff and juveniles as the primary means of control.

Policy

- I. Unit Supervision: The youth counselors in each unit shall be aware of the location of all juveniles at all times. This shall be accomplished in one of two ways: Direct visual observation or accounted for on the Daily Unit Movement Report. Youth Counselors shall maintain direct visual observation of all residents within their area of control. The Unit Manager or designee shall maintain up-to-the moment movement of all residents from their unit on the Daily Unit Movement Report. Youth Counselors shall not leave their area of responsibility without first informing the Supervisor.
- II. Movement Supervision within the Facility: When moving juveniles from one area of the facility to another the staff will have the residents form a single line and walk to the right of the hallways. A physical count shall be conducted before leaving the Unit and when the group arrives at its destination. Again, all movement shall be documented on the Unit Daily Movement Report.
- III. Movement Supervision Outside the Facility: Youth Counselors will explain clearly the expectations for resident behavior to any resident going outside the SYSC facility. (i.e., the Fitness Facility or Softball Field). Youth Counselors will maintain constant visual contact with residents while they are outside the facility. In the event that a resident is leaving or returning to the area for an official and authorized reason the Youth Counselors will coordinate a staff escort to ensure adequate supervision of the group.
- IV. Juvenile Supervision: Under no circumstances shall any resident or group of residents be given authority over any other resident or group of residents at any time.
- V. Gender of Staff – There must be at least one staff member on duty of the same gender as the residents in each Building at all times.
- VI. Resident Movement Documentation: In keeping with the need to know where residents are at all times, all resident movement shall be monitored by staff in the following manner:

- A. Operations Log – All resident movement within the facility shall be tracked by Central Control and documented on the Daily Unit Movement Report by the Unit Manager or designee. Central Control will be notified of all internal movement.
- B. Central Control Authorization – Individual or groups of residents may not move within or without the SYSC facility without prior authorization from the Central Control.
- C. External Movement Tracked (Central Control) – Although Central Control is to be informed of and shall authorize any resident movement, Central Control does not create or maintain a written record of internal resident movement.
 - 1. External Residential Movement – Any resident movement outside the facility is tracked by Central Control and documented on the Daily Unit Movement Report by the Unit Manager or designee. Central Control will be notified of all external movement. This includes court appointments, medical appointments, furloughs (for job, family visit, etc.), any release or discharge, and any other resident movement on or off campus.
 - 2. Daily Resident Movement Report Required – The date and time of all residents within and without the facility, as well as the resident's name, and the date and time of the resident's return, shall be documented.
 - 3. Notice – Appropriate advanced noticed and a call just prior to movement shall be given to Central Control.
 - 4. External Resident Movement – Furloughs and releases must be documented on the Daily Resident Movement Report and with the appropriate email notifications (SYSC Intake/Release Notification Group).