

	JUVENILE JUSTICE SERVICES Safety and Emergency Operations	Effective Date: 05/10/10
		Issue Date: 05/10/10
	Title: General Patrols and Inspections	
	Procedure #: P.5.14	

1. **ISSUING AGENCY** Children, Youth and Families Department (CYFD)
2. **SCOPE** Juvenile Justice Service (JJS)
3. **STATUTORY AUTHORITY** NMSA 32A-2-1, 32A-2-2.E
4. **FORMS** None
5. **APPLICABLE POLICY** **8.14.5.14 G GENERAL PATROLS AND INSPECTIONS:** Juvenile Justice Services Youth Care Specialist supervisors shall conduct regular daily patrols and inspections, including weekend and holidays, of all areas occupied by clients, and submit daily reports for managerial review. Weekly inspections shall be conducted of unoccupied areas.
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7. **DEFINITIONS** None
8. **GENERAL PATROLS AND INSPECTIONS**
 - 8.1 Each facility superintendent shall ensure a system of regular inspections and patrols of the facility grounds that includes frequently scheduled daily supervisory patrols and inspections.
 - 8.1.1 Supervisory patrols and inspections will be documented in the shift log and submitted for daily review.
 - 8.1.2 Each patrol or inspection note shall include the date, time and the name of the individual conducting the patrol or inspection.
 - 8.2 The facility superintendent shall ensure that training and mentoring by senior staff is provided to all newly hired or assigned staff on how to conduct patrols and inspections.
 - 8.2.1 Each Youth Care Specialist supervisor will be trained in how patrols and inspections are conducted and appropriately documented.
 - 8.3 The facility superintendent shall establish a post order for each post outlining the frequency of patrols and inspections required for that particular post.
 - 8.3.1 The post order shall also detail what documentation is expected in conjunction with the patrol or inspection. For example, building secure, a brief caption about the activities of clients (asleep, awake reading), the condition of the unit or equipment or any non-routine activities noted.

9. WELFARE CHECKS

- 9.1 Welfare checks are performed to assess the safety of each client. Each Youth Care Specialist shall be trained in how welfare checks are to be appropriately conducted and documented.
- 9.2 Welfare checks will be conducted in open and closed units or areas in accordance with a predetermined random schedule.
 - 9.1.1 At a minimum, welfare checks must be completed at 10 minute intervals unless more frequent observation is ordered by behavioral health, medical or supervisory staff.
- 9.3 Staff shall interact with and/or observe clients during welfare checks by checking each room or area a client is assigned to be in and looking for signs that the client is present and shows no signs of distress (this includes seeing flesh, the rise and fall of the chest and other indications it is a real human being during sleeping or non-active hours).
- 9.4 Staff shall conduct welfare checks in a professional and respectful manner to minimize disruption of client programming.
 - 9.3.1 Professional and respectful manner includes being mindful of the volume of the radio, not removing clients from pre-scheduled activities without legitimate cause and conducting business in a manner that is effective yet as least intrusive as possible.
- 9.5 All staff assigned to a facility share in the responsibility of client welfare and should use any interaction with a client as a welfare check. Any noted sudden behavior changes, odd or bizarre behaviors, indications of substance abuse or other indication that the client's mood, behavior or state of mind constitutes a threat to themselves, others or the orderly operation of the facility must be immediately reported to the shift supervisor, on-call manager in charge or other appropriate staff person.
- 9.6 During each welfare check, interior and exterior doors and windows will be checked by the Youth Care Specialist performing the check.

10. SUPERVISORY PATROLS AND INSPECTIONS

- 10.1 Supervisory patrols and inspections shall be conducted by the Youth Care Specialist supervisor assigned to the unit when on shift and by the designated shift supervisor when the unit supervisor is not on shift or available.
 - 10.1.1 Supervisory patrols and inspections shall be random checks of the status of assigned staff, determinations of the conditions and status of clients, determinations if the unit is secure [doors, cabinets and unoccupied space closed and locked], determinations if assigned staff are present at the unit or properly relieved, determinations if post orders are read and signed, determinations if electronic and alarm equipment is functioning and determinations if schedules are being adhered to.
 - 10.1.2 Supervisory patrols and inspection shall also provide the opportunity for questions and answers, general interaction between staff and supervisory personnel and general interaction between clients and supervisory personnel.
- 10.2 All supervisory patrols and inspections shall be recorded in the unit log and recorded in the supervisory log or pass-down.
 - 10.2.1 Supervisors not acting as shift supervisor shall document their patrol or inspection in the shift supervisor log prior to departing their assigned shift.
 - 10.2.2 Supervisors assigned shift supervisor duties shall document all inspections conducted in the shift supervisor log or pass-down at the time of the inspection.
- 10.3 Each post or unit shall have a minimum of one supervisory patrol or inspection per shift.

10.4 The assigned shift supervisor is responsible for patrolling or inspecting areas of the facility not in use or otherwise occupied during each shift to determine if the area is secure.

10.4.1 Patrols and inspections of space not in use or otherwise not occupied shall be documented in the supervisory log or pass-down.

10.5 The assigned shift supervisor is responsible for patrolling or inspecting the outer perimeter fence line once per shift. This duty can be delegated to any appropriately relieved specialist with the ability to complete the task. This patrol or inspection shall be to determine if any breaches in the fence line are evident and to determine if any lighting or other obstruction to views might aid in facilitating an escape.

10.5.1 Patrols and inspections of the fence line shall be documented in the supervisory log or pass-down.

11 AUTHORIZED SIGNATURE



APPROVED: _____
Dorian Dodson, Cabinet Secretary
Children, Youth and Families Department

___5/04/10___
Date