


DETENTION STANDARDS – COMPLIANCE COVERSHEET

Security	
<p><u>Standard</u> <u>8-5-17</u> MANDATORY</p>	<p>(a) Written policy, procedure, and practice provide that the use of physical force or physical restraint is not used as a means of punishment or reprisal toward a juvenile and includes the following:</p> <p>(1) Staff uses the minimal degree of force necessary to maintain the custody, control, safety, and security of the facility, juvenile, or situation.</p> <p>(2) The use of physical force is restricted to instances of:</p> <p>(A) self-protection from imminent threat of harm;</p> <p>(B) protection of others from imminent threat of harm;</p> <p>(C) prevention of self-inflicted injury;</p> <p>(D) protection of property; and</p> <p>(E) prevention of escapes;</p> <p>and then only the amount of force necessary to regain or maintain control and only as a last resort.</p> <p>(3) Facility staff shall receive regular training in the areas of:</p> <p>(A) conflict resolution;</p> <p>(B) de-escalation; and</p> <p>(C) crisis intervention;</p> <p>to ensure staff has the necessary skills to reduce the need for the use of physical force.</p> <p>(4) Facility staff receive regular training on the approved use of physical force techniques to ensure appropriate application.</p> <p>(5) For all use of physical force incidents, on-duty staff shall ensure that health care staff is contacted as soon as possible so that the juvenile's physical and emotional condition can be assessed and any injuries treated. If health care staff is not on-duty at the time of the use of physical force, health-trained on-duty staff shall:</p> <p>(A) contact the on-call health care staff as soon as possible following the use of force; and</p> <p>(B) provide the health care staff with detailed information regarding any injuries or complaints by the juvenile.</p> <p>(6) Health care staff shall assess the juvenile's injuries or complaints, or both, and determine whether the juvenile needs to be seen immediately or can be seen during the next scheduled sick-call. In the event that a juvenile is injured and contact cannot be made with health care staff, on-duty staff will follow established procedures to obtain necessary medical evaluation and treatment.</p> <p>(7) A written report is prepared following all uses of physical force by each staff involved in the incident, prior to the end of the shift, and submitted to facility administrator for review.</p> <p>(b) This is a mandatory standard.</p> <p><i>Comment 1: De-escalation techniques should be used as the first level of intervention and use of physical force only used when other techniques are unsuccessful.</i></p> <p><i>Comment 2: Physical restraint is the professionally trained restraint techniques the use a person's physical exertion to completely or partially constrains another person's body movement without the use of mechanical or chemical restraints.</i></p>

DETENTION STANDARDS – COMPLIANCE COVERSHEET

<u>Documentation Demonstrating Compliance</u>	Title, page number, and section of <u>Policy</u> demonstrating standard compliance: Policy 9.13
	Title, page number, and section of <u>Procedure</u> demonstrating standard compliance: Procedure
	Title of document demonstrating <u>Proof of Practice</u> : <i>(Suggested document(s): Statute or Articles of Incorporation; Certificate of Existence)</i> 1. Training Curriculum 2. Training Records 3. Incident Report 4. Medical Assessment

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
Staff Signature and Date: <div style="border: 1px solid black; padding: 5px; display: inline-block;">  2015 </div>	Auditor Signature and Date: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached)	<input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable
NOTES:	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	

POLICY NUMBER	PAGE	RELATED STANDARDS
9.13	1 of 4	ACA 3A-16-18, 27, 28, 30 IND 8-5-14; 8-5-17; 8-5-18

CHAPTER 9	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
Security and Control	

SUBJECT
Use of Force

POLICY

To prevent the possibility of serious injury to staff and juveniles, only the minimal amount of force necessary shall be used to control a juvenile or situation in the facility. The use of force resulting in injury to staff or juveniles and the use of mechanical restraints shall be fully documented and reported

PROCEDURES

Authority

Only the Director may authorize the use of force. Staff so authorized should use reasonable force when an escape is in progress or when danger to persons or property are present. In an emergency where prior authorization is not possible, a staff member shall use reasonable force and must later justify his/her actions in a written report.

Levels of Non-Deadly Force:

Force, security equipment, and restraint equipment are intended to be used only as control measures and only when absolutely necessary. They are not intended and shall never be used as a means of punishment. Immediate medical attention shall be given to both staff and juveniles in injuries are sustained during use of force or restraint equipment. The following levels of force are authorized under the described circumstances.

Verbal Persuasion/Commands

Verbal persuasion/commands shall be repetitive and precede physical handling of detainees. Use loud, clear, and brief commands directing detainees in question to stop negative actions/misbehavior to perform in a desired manner.

Physical Handling

The first level of force available to a staff member is the use of his/her hands; (soft empty hand). A firm grasp is justified to subdue unruly juveniles, separate participants in a fight, and in defending self, staff, juveniles, or other persons. It also may be used to move juveniles who fail to comply with lawful orders. As with any type of force, the amount of physical handling used shall be only as much as is reasonable and necessary under the circumstances to regain control of combative juveniles.

Pepper Spray (OC-10)

Pepper Spray may be used by Detention Officers (who are trained and certified in its application) only in situation when juveniles demonstrate physical aggression towards staff or other juveniles and verbal commands and (soft) empty hand control has proven ineffective to control manage the juvenile(s).

Pepper spray is never to be used as punishment nor will its use be threatened. This does not preclude the use of a warning due to the juveniles(s) demonstrated pattern of aggression towards staff and/or the use of multiple restraints previously.

1. A one-second burst to the eyes from the distance of two to three feet is appropriate with the juvenile's immediate decontamination following application.
2. Decontamination consists of a shower with cool water and/or compress.
3. Blot the affected area with cool wet towels but do not rub the skin.
4. Issue clean clothing and clean bedding if necessary.
5. Monitor decontamination effects. Anyone not improving within one-hour seek immediate medical attention.
6. Juvenile will receive medical assessment from medical staff. If after hours, juvenile will be seen immediately next day.

The use of Pepper Spray though the door will only be used for the juvenile(s) that have a demonstrated pattern of aggression toward staff and/or the use of multiple restraints previously. This use must be authorized by at least two of the following individuals:

- DOD/ADOD
- Director of Mental Health/Social Services
- Forensic Diagnostician, and/or
- Executive Director

If during business hours, the Supervisor must consult with at least two of the above.

If after business hours, one of the above individuals must be reached via pager and/or cell phone.

Authorized Restraint Equipment

Handcuffs (non-hinged), leg shackles, flexible plastic ties, and Black and Grey Restraint chairs.

The use of a mechanical restraint should NEVER be used as punishment nor be used to secure anyone to any fixed object and be limited to the following situations:

1. PROTECTION of a juvenile from self-injury
2. PREVENTION of injury to others
3. PREVENTION from property damage
4. PRECAUTION against escape during transfer
5. For medical reasons under medical staff direction

All restraints other than handcuffs and leg shackles require immediate approval of the Supervisor. All mechanical restraint use (other than handcuffs and leg shackles) shall not exceed ONE HOUR. When a juvenile is placed in the restraint chair the Assistant Director/Director of Detention, the Director of Mental Health/Social Services, and the Executive Director is to be contacted as soon as possible. After one hour in the restraint chair, the shift supervisor must "consult" with the Assistant Director/Director of Detention, the Director of Mental Health/Social Services, and the Executive Director to receive guidance

in how to handle the current situation in the safest manner possible.

No juvenile shall be restrained on their stomach for longer than ONE MINUTE and then in a transfer process to a less restrictive position.

All restraints of less than one hour must be documented in the pod logbook. Restraint use exceeding one hour require documentation of the “consults” with the Directors and the times noted in an Incident Report and dispositioned by the Supervisor.

Circulation checks must be conducted with all restraints used. The Supervisor or their designee will conduct circulation checks every fifteen minutes and must be documented in the pod logbook and unusual events log in the Control Room.

Deadly Force

Deadly force is that force which will likely cause death or serious bodily injury. It may only be used at the last resort to prevent acts which would result in death or severe bodily injury to yourself or another person (co-worker/detainee).

Use-of-Force Reports

The Asst./Director of Detention should be notified immediately in writing when any type of force is used. A dated, detailed, and signed written report, prepared by the staff member who employed force, shall be completed **no later than the conclusion of that shift** and shall include the following information:

1. An accounting of the events and alternatives leading to the use of force used by staff member(s) participating in the incident.
2. An accurate and precise description of the incident and reasons for employing force by staff member(s) participating in the incident.
3. A description of the restraining devices, if any, and the manner in which they were used.
4. A description of the injuries suffered, in any, and the treatment given and/or received.
5. A list of all **participants** and witnesses to the incident, each individual involved at anytime will write an Incident Report. These reports are to be given to the supervisor **no later than the conclusion of that shift**.

Medical Assessment

For all use of physical force techniques, on-duty staff shall ensure that health care staff is contacted as soon as possible so that the juvenile’s physical and emotional condition can be assessed and any injuries treated. If health care staff is not on-duty at the time of the use of physical force, health-trained on duty staff shall:

1. Contact the on-call health care staff as soon as possible following the use of force; and
2. Provide the health care staff with detailed information regarding any injuries or complaints by the juvenile.

Health care staff shall assess the juvenile’s injuries and/or complaints and determine whether the juvenile needs to be seen immediately or can be seen during the next scheduled sick-call. In the event

that a juvenile is injured and contact cannot be made with health care staff, on-duty staff will follow established procedures to obtain necessary medical evaluation and treatment.

Supervisor's Investigative/Reporting Responsibility

When alleged excessive force is suspected, staff member(s) may be suspended until an investigation is completed by Police and/or Child Protective Services, and/or JJC Director of Security.

1. Juvenile(s) and or staff shall receive immediate medical services and such documented in and Incident Report by the **Supervisor**, he/she shall notify the Asst./Detention Director. If JJC medical staff are not present/cannot provide adequate care, the Supervisor shall notify Emergency Medical Services 911.
2. **Supervisors** are responsible for ensuring photographs are taken of all injuries, the scene, and that reports are submitted by all individuals involved (participants, witnesses) **prior to the end of the shift** in which the incident occurred.
3. **Supervisors** are responsible for ensuring that all documentation is completed and notifying Child Protective Services/Institutional Neglect and Abuse **prior to the end of the shift** in which the incident occurred.
4. Pictures and copies of all Incident Reports should be forwarded to the JJC Security Director by the next working day. This matter is of such a serious nature that disciplinary measures will be initiated immediately if steps are not strictly adhered to.

Review of Incidents


The following is a list of incidents that are to be reviewed with the closed circuit camera system immediately after the incident or the next business day:

1. Use of Pepper Spray
2. Assaults on Staff/Detainees
3. Use of Restraints (this includes mechanical restraints, restraint chairs, and/or body guard restraints)

The Shift Supervisor will review the incident report and/or any video footage that is available for the incident. After their review the Shift Supervisor will determine if the use of force/restraints were justified and/or appropriate.


The review of video footage will be documented on the Integrator or Independent Log tablets located in the Supervisors/ADOD office. The documentation will be detailed concerning the footage viewed and the Shift Supervisor will **notify** the DOD/ADOD of their findings for administrative review via e-mail or voice mail message.


4-28-98	5-29-98	10-6-06	
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-10-15	S. Coleman




SECURITY AND CONTROL

CHAPTER 9


- 
- #### Chapter 9.1 Control Center
- ♦ No Detention officers are allowed in the Control Room
 - ♦ Door is to remain locked at all times
 - ♦ Manned 24 hours a Day
 - ♦ No more than 3 officers AT ANY TIME unless authorized by Asst./Director of Detention


- 
- #### Chapter 9.1 Control Center
- ♦ No unauthorized persons shall be allowed in the Control room





Chapter 9.1 Control Center


Major Responsibilities of Control Staff


- 
- #### Chapter 9.1
- ♦ Control Staff Duties:
 - ♦ Operate telephone during all hours and direct calls appropriately (probation, administration, police, etc.)
 - ♦ Issue appropriate keys from the operations key board located in the control room (eg. Water Key)

- 
- #### Chapter 9.1
- ♦ Control Staff Duties:
 - ♦ Maintain contact with staff (via radio, intercom, page, and telephone)
 - ♦ Control access into and from the facility
 - ♦ Contact police, rescue, and/or fire department for assistance when directed by Supervisor or if circumstances warrant

- 
- #### Chapter 9.1
- ♦ Control Staff Duties:
 - ♦ Maintain list of all detention staff phone numbers
 - ♦ Operate public address system and maintain Control center Log Book


- 
- #### Chapter 9.1
- ♦ Control Staff Duties:
 - ♦ Must Check:
 - Communication System
 - Surveillance System
 - Emergency Signal Systems
 - Electronic Security gate

- 
- #### Chapter 9.1
- ♦ Control Staff Duties:
 - ♦ Notify Supervisor of trouble signals from any of the monitoring systems
 - ♦ Maintain information on juveniles security, releases, personal properties, and movements




Chapter 9.1

- ♦ Control Staff Duties:
- ♦ This Includes:
 - Fire detection/Smoke Alarms
 - Emergency alert scan system
 - Emergency gates
 - Two way radio console
 - VCR
 - Closed circuit monitors




Chapter 9.1

- ♦ Control Staff Duties:
- ♦ Disturbances – The Control Officers will be notified first. They immediately notify the Supervisor and appropriate staff




CHAPTER 9.2

**DETENTION
PERIMETER SECURITY**




Chapter 9.2

- ♦ Security Doors:
- ♦ Only AUTHORIZED persons allowed through security doors
- ♦ Check closed door routinely
- ♦ Security doors kept locked at all times
- ♦ Unoccupied storage areas kept locked at all times




Chapter 9.2

- ♦ Security Doors:
- ♦ No firearms/weapons in Detention at any time. (storage vaults provided)




Chapter 9.2

- ♦ Perimeter Security:
- ♦ Check areas for contraband PRIOR to taking detainees to outdoor recreation areas
- ♦ Staff to detainee ratio outside is 1:6. staff shall be stationed between detainees and doors




Chapter 9.3

**JUVENILE
SUPERVISION AND
MOVEMENT**




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Officer should know location of assigned juveniles at all times
- ♦ Juveniles will **NEVER BE LEFT UNATTENDED** in any areas inside or outside the facility. Juveniles will not be placed in authority over other juveniles




Chapter 9.3

- ♦ Movement Supervision:
- ♦ One Officer should have visual contact with each detainee
- ♦ Do not leave assigned areas without being properly relieved and/or informing Supervisor




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Always know the exact number of juveniles assigned to you
- ♦ If a juvenile leaves an area, all appropriate staff should be notified.




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Juveniles must receive permission to move ANYWHERE for any reason
- ♦ Count detainees periodically to ensure all juveniles are present (informal counting)




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Juveniles march single file, no speaking, hands clasped behind their backs
- ♦ One officer positioned behind the group. One toward the middle of the line during marching




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Head counts should be conducted PRIOR to exiting the pod and when RETURNING to the pod




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Horseplay between staff and juveniles is prohibited (only physical contact should be for medical reasons, pat downs, and to control aggressive/combative juveniles)




Chapter 9.3

- ♦ Movement Supervision:
- ♦ Pat Downs are conducted prior to entering the pod to ensure safety and security




Chapter 9.3

- ♦ Juvenile Supervision:
- ♦ Always supervise juveniles in custody
- ♦ You are responsible for safety, maintaining order, and protection of property



Chapter 9.3

- ♦ Juvenile Supervision:
- ♦ Juveniles (on GenObs) in rooms – welfare checks must be conducted every 15 minutes (or more frequently)
- ♦ **AND DOCUMENTED**



Chapter 9.3

- ♦ Juvenile Supervision:
- ♦ Juveniles (on SP status) – Must be checked every 4 minutes (or more frequently) and DOCUMENTED on the SP Sheet

Chapter 9.3

- ♦ **GENDER OF STAFF:**
- ♦ Must be 2 staff members of EACH GENDER on duty at all times

Chapter 9.3

- ♦ **GENDER OF STAFF:**
- ♦ Female officers supervise both male/female detainees, but should not enter occupied male cells (except in emergency with male officer present)

Chapter 9.4

- ♦ **Shift Assignment Post Orders**
- ♦ Use facility post order to familiarize yourself with the duties of each shift
- ♦ Post orders shall be kept in each pod desk and the Control Room

Chapter 9.5

COUNT PRINCIPLES AND PROCEDURES

Chapter 9.5

- ♦ **Principles of Counting:**
- ♦ Informal counts – done periodically throughout the shift, not reported to Control, log in Pod log
- ♦ Supervisors must be aware of changes that affect count (intakes, release, hospital admissions, etc.)

Chapter 9.5

- ♦ **Principles of Counting:**
- ♦ Counts must be made
ACCURATELY
VISUALLY
PROMPTLY

Chapter 9.5

- ♦ **Principles of Counting:**
- ♦ **OFFICIAL COUNT:**
 - Conducted once a shift (usually at the beginning)
 - All movements must **CEASE** during official counting
 - Do a physical **HEAD COUNT**
 - Report physical head count to Control Room

Chapter 9.5

- ♦ **Principles of Counting:**
- ♦ **OFFICIAL COUNT:**
 - If discrepancies exist, a recount should be called
 - No count is cleared until errors have been corrected

Chapter 9.5

- ♦ **Principles of Counting:**
- ♦ **EMERGENCY COUNTS:**
 - All juveniles returned to housing areas and counted
 - Taken after major disturbances have been brought under control

Chapter 9.6

TRANSPORTATION

Chapter 9.6

• Transportation:

- 2 Staff members accompany the vehicle
- Search vehicle for contraband
- Restrain juvenile with handcuffs, shackles, and seat belt
- No Juvenile drivers, do not transport in open truck beds

Chapter 9.6

• Transportation:

- Supervisor ensures detainee is dressed appropriately for the weather (clothing is searched prior to being given to the juvenile)

Chapter 9.7

INSPECTIONS AND LOGS

Chapter 9.7

• Supervisors:

- FILL OUT:

- Daily inspection of residence sheets
- Daily security, sanitation, and fire inspection slips
- Daily logs: Prison Control Room (on Queue)
- Supervisor shift activity report
- Unusual activity log (on Queue)

Chapter 9.7

• Inspections:

- Visual inspections should detect:
 - Bent or spread bars
 - Broken welds
 - Cracked window panes
 - Steel fitting, screws, bolts
 - Evidence of tampering or weakness

Chapter 9.7

• Inspections:

- Visual inspections should detect:
 - Unaccounted for or unmarked tools
 - Graffiti
 - Fire Hazards

Chapter 9.7

• Living Quarters:

- Inspected for hazards by D.O.'s at beginning of shift (or first available opportunity); report hazards immediately

Chapter 9.7

• Other Areas:

- Areas such as the medical section, property room, dining hall should be inspected (assigned C.O.'s)

Chapter 9.7

- Administrative Visits:
- Informal visits should be made by the A.D.O.D./D.O.D. to pods and classrooms once weekly

Chapter 9.8

SEARCHES

Chapter 9.8

- Reasons for Searches:
- Discover hazards to health and safety
- Prevent introduction of weapons/contraband into the facility
- Detect the manufacture of weapons, etc. within the facility
- Discover/suppress trafficking between juveniles and staff
- Check for malicious waste or destruction of facility property

Chapter 9.8

Follow the
S.T.O.P.S.
guidelines when doing
ANY
SEARCH

Chapter 9.8

S.T.O.P.S.

- S - Systematic
- T - Thorough
- O - Objective
- P - Professional
- S - Safety Conscious

Chapter 9.8

- Strip Searches:
- Conducted by Supervisors and/or C.O.'s
- Only done by D.O.'s at the direction of the Supervisor

Chapter 9.8


- Strip Searches:
- CRITERIA:
- Current/Past charges violent or drug related
- Pat down reveals contraband
- History of Contraband while detained
- Any time REASONABLE SUSPICION EXISTS based on facts presented and inferences based on facts
- When in Doubt, ASK THE SUPERVISOR

Chapter 9.8

- Strip Searches:
- Have juvenile remove clothing and hand it to you
- Search clothing thoroughly
- Have females lift breasts, males lift genitalia
- Check backside
- Have juvenile squat and cough
- Remove bandages in presence of the nurse
- Return clothing to the juvenile


Chapter 9.8

- Body Cavity Exam:
- Only done when there is probable cause upon direction of the Director of Detention
- Only trained medical staff may conduct a body cavity search




Chapter 9.8

- ♦ **Patdown Searches:**
 - Conducted upon arrival to JIC
 - Conducted upon return to the Pod (from dining hall, gym, nurse's station, visitation, court, etc.)
 - Inform juvenile of search and have them assume the pat down position (kneeling with their hands interlocked on top of their head)




Chapter 9.8

- ♦ **Patdown Searches:**
 - Look in juvenile's mouth, placing your hand on top of the juvenile's interlocked hands
 - Have juvenile run their hands through their hair
 - Have juvenile assume standing pat down position (back of hands on the wall, leaning forward with legs spread apart, feet behind hips and further than shoulder width apart)




Chapter 9.8

- ♦ **Patdown Searches:**
 - Check:
 - Collar
 - Sleeves
 - Pocket
 - Shoulders
 - Underarms
 - Bra band and under breasts (for female detainees)
 - Waist band
 - Outside of legs




Chapter 9.8

- ♦ **Patdown Searches:**
 - Check:
 - Inside of legs to groin area (pat down when placing hand between legs, using forearm for search)
 - Ankles
 - Feet and toes
 - Shoes (should be to the side of detainees)




Chapter 9.8

- ♦ **Room Searches:**
 - Should be conducted at beginning of shift or first available opportunity
 - Each room should be searched before a new juvenile is placed in that room
 - Secure day room door
 - Remove detainee from room (ring key) and close door
 - Put down detainees
 - Turn on cell light




Chapter 9.8

- ♦ **Room Searches:**
 - Have detainee be seated where he/she can be seen from the cell (any movement of the detainee during room search results in an automatic level four)
 - Enter room and secure door behind you
 - Search following S.T.O.P.S. guidelines
 - Prior to exiting, ensure detainee is still seated




Chapter 9.8

- ♦ **Room Searches:**
 - Use intercom to exit room
 - Return detainee to cell
 - Continue with next room
 - **REMEMBER...** *The quality of your search ensures our safety!!!!*




Chapter 9.8

- ♦ **Room Searches:**
 - Search systematically
 - Inspect **ENTIRE** area
 - Mattresses
 - Light fixtures
 - Cabinets
 - Sinks
 - Toilets
 - Windows
 - Personal items




Chapter 9.8

- ♦ **Room Searches:**
 - Leave the room the way you found it (do not intentionally discard, break, or misplace juveniles' belongings)




Chapter 9.8

- ♦ Search General Areas
 - Dayrooms, Multipurpose rooms, bathrooms searches by D.O.'s
 - Other areas searched by C.O.'s




Chapter 9.8

- ♦ Visitors
 - May be required to submit packages, handbags, and briefcases for search
 - No more extensive search than electronic device or frisk search will be conducted on visitors (may deny visit if reasonable suspicion of contraband)




Chapter 9.8

- ♦ Visitation Search
 - Searched immediately before and after visitation commences
 - All juveniles frisked after visitation




Chapter 9.8

- ♦ Contraband
 - All contraband is to be turned over to the Supervisor
 - Log in log book, write an incident report




Chapter 9.9

KEY CONTROL




Chapter 9.9

- ♦ Handling of Keys
 - Juveniles never handle keys
 - Keys are in staff possession at all times (secured to belt or in front pocket)
 - Confirm number of keys when exchanging keys from one staff member to another
 - Do not inform juvenile of key functions number of keys




Chapter 9.9

- ♦ Handling of Keys
 - Keys are exchanged hand to hand (Do not throw keys)
 - Do not force/repair damaged locks or keys (inform Supervisor and stop using Key)




Chapter 9.12

FIREARMS AND OTHER SECURITY EQUIPMENT



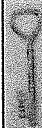
Chapter 9.12

- ♦ Availability
 - All security equipment (including pepper spray) must be authorized by the director




Chapter 9.12

- ♦ Handcuffs and Shackles:
 - Stored in safe location and counted daily by Supervisor
 - Everyone must carry handcuffs.




Chapter 9.12

- ♦ Pepper Spray:
 - Must be certified to carry
 - Once certified, you WILL carry pepper spray while on duty




Chapter 9.13

USE OF FORCE




Chapter 9.13

- ♦ Authority:
 - REASONABLE FORCE shall be used
 - Must be able to justify your actions in a written report



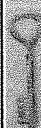
Chapter 9.13

- ♦ NON-DEADLY FORCE:
 - Never used as punishment
 - Immediate medical attention given to staff or detainees who are injured
 - Only a means to CONTROL the juvenile




Chapter 9.13

- ♦ FORCE CONTINUUM:
 - OFFICER PRESENCE
 - DIRECT VERBAL COMMANDS
 - SOFT EMPTY HAND
 - HARD EMPTY HAND
 - OC-10 PEPPER SPRAY RESTRAINT DEVICES
 - DEADLY FORCE (FORCE NECESSARY)




Chapter 9.13

- ♦ OC-10 Pepper Spray:
 - Must be authorized to carry
 - Used ONLY when a detainee displays ASSAULTIVE/COMBATIVE BEHAVIOR
 - A one second burst to the facial area from a minimum distance of three feet is appropriate
 - Immediate decontamination following application:
 - > Decontamination consists of a shower with soap and water and/or antidote
 - > If hot affected area with soap and water, remove the soap
 - > Remove all clothing and wash it thoroughly



Chapter 9.13

- ♦ Pepper Spray:
 - The use of pepper spray through the door will not be used for:
 - ♦ Inmates who have demonstrated a pattern of aggressive behavior
 - ♦ The use of multiple restraints previously
 - ♦ The use MUST be authorized by at least four of the following:
 - Chief of Jail
 - Deputy Chief of Jail
 - Deputy Sheriff
 - Deputy Jail Supervisor
 - Deputy Sheriff



Chapter 9.13

- ♦ Pepper Spray:
 - During business hours, the Supervisor must consult with at least two of the above
 - After business hours, one of the above individuals must be reached via pager and/or cell phone

Chapter 9.13

♦ Authorized Restraint Equipment:

- Handcuffs (non-hinged)
- Leg Shackles
- Flexible plastic ties, Black and Gray Restraint chairs, and Body Guard
 - The use of mechanical restraints will **NEVER** be used as punishment
 - To secure anyone to any fixed object

Chapter 9.13

♦ Authorized Restraint Equipment:

- Be limited to the following situations:
 - PROTECTION of a juvenile from self-harm
 - PREVENTION of injury to others
 - PREVENTION from property damage
 - PRECAUTION against escape during transfer
 - For medical reasons under medical staff direction

Chapter 9.13

♦ Authorized Restraint Equipment:

- All restraints other than handcuffs and leg shackles require immediate approval of the Supervisor. All mechanical restraint use (other than handcuffs and shackles) shall not exceed **ONE HOUR**. When a juvenile is placed in the restraint chair the Assistant Director/Director of Detention, the Director of Mental Health/Social Services, and the Executive Director is to be contacted as soon as possible.

Chapter 9.13

♦ Authorized Restraint Equipment:

After ONE HOUR in the restraint chair:

- The Supervisor will "consult" with Asst. Director/Director of Detention, Director of Mental Health/Social Services, and the Executive Director (as required).
- If juveniles shall be restrained so they remain for longer than ONE HOUR, then record in a restorative program.
- All restraints shall be documented in a post notebook, and an incident report will be filed in the incident, including time and location from the director's.
- Custodian should will be conducted with all restraints used.
 - The Supervisor or their designee will conduct observation checks every 15 minutes and document in the post notebook.

Chapter 9.13

♦ Use of Force Report:

- The Asst. Director of Detention should be notified immediately in writing when any type of force is used. A dated, detailed, and signed written report, prepared by the staff member who employed force, shall be completed **no later than the conclusion of that shift** and shall include the following information:

Chapter 9.13

♦ Use of Force Report:

- An understanding of the events and alternatives leading to the use of force used by staff members participating in the incident.
- An accurate and precise description of the incident and reasons for employing force by staff members participating in the incident.
- A description of the restraining device, if any, and the manner in which they were used.
- A description of the injuries suffered, if any, and the treatment given and received.
- A list of all participants and witnesses to the incident; each individual involved at incident will write an incident Report. These reports are to be given to the supervisor no later than the conclusion of that shift.

Chapter 9.13

♦ Injury/Allegations:

- Supervisor must be notified
- Supervisor notifies Asst. Director/Director of Detention and CPS (Child Protective Services)
- Asst. Director/Director will notify CPS
- Staff member may be suspended until investigation is complete


CHAPTER 9.14

FACILITY SECURITY THREATS

CHAPTER 9.14


♦ DISTURBANCE OR RIOT CONTROL

- Supervisor will notify A.D.O.D. as soon as possible
- Remove non-participating juveniles (secure in cells or in unaffected areas)
- Separate members of the group
- If physical force is necessary, more than one officer should be present




CHAPTER 9.14

- ♦ **SIT DOWN STRIKES**
 - Divide group
 - Determine reasons for strike and attempt to resolve




CHAPTER 9.14

- ♦ **HUNGER STRIKES**
 - Offer food at each meal and document
 - Notify Nursing, Social Services, Mental Health staff, and Probation Officer




CHAPTER 9.14

- ♦ **HOSTAGES**
 - NO TRADES will be made
 - No risk a juvenile has a complete set of keys
 - Do nothing to excite the juvenile(s)




CHAPTER 9.14

- ♦ **ESCAPES**
 - Attempted escape – every reasonable effort should be made to apprehend (do not engage in acts that endanger the safety of juveniles/staff)
 - CODE ORANGE shall be called (along with a CODE 100)
 - Give name, description, last known location of fleeing juvenile




CHAPTER 9.14

- ♦ **ESCAPES**
 - Supervisor shall:
 - Secure area
 - Secure/maintain control of other juveniles
 - Notify Security/Residential
 - Direct staff in pursuit
 - Order grounds/perimeter search
 - Notify Police/Medical staff




CHAPTER 9.14

- ♦ **ESCAPES**
 - Apprehend in manner that presents the least amount of risk injury to juvenile and staff; minimum amount of force necessary




CHAPTER 9.14

- ♦ **ATTEMPTED SUICIDE**
 - If hanging, cut down immediately to allow breathing
 - Administer first aid if appropriate (CPR/AED)
 - Notify medical staff
 - If injuries are life threatening, activate 8-911 EMS
 - Move to a private area if possible




CHAPTER 9.14

- ♦ **ATTEMPTED SUICIDE**
 - Keep under close and constant supervision
 - Make as comfortable as possible
 - Move other juveniles from area
 - Comply with all medical staff recommendations
 - D.O.D./Social service/M.H. Staff will notify parents and Probation Officer



CHAPTER 9.15


- ♦ **COURTROOM SECURITY**
 - **POLICY**
 - In an effort to protect and provide a safe environment for the citizens and employees of the Court the following procedures are in effect



CHAPTER 9.15

♦ COURTROOM SECURITY


- Procedures:
 - On a daily basis the Security staff will screen all those entering the building for weapons/controlband
 - Will provide along with the County Sheriff's deputy courtroom security while court is in session, one or both will be present in each courtroom while in session



CHAPTER 9.15

♦ COURTROOM SECURITY


- When a duress alarm is activated in a courtroom:
 - Control Room Officer will notify Security staff to respond to the specific courtroom
 - Front door coverage will be maintained by security
 - Responding security staff will follow the directives given by the County Sheriff's Deputy in effort to resolve the incident



CHAPTER 9.15

♦ COURTROOM SECURITY

- Incident reports will be completed by all that respond to incident, forwarded to the Director of Security
- All reports will be reviewed by Director of Security and Executive Director
- It is at the discretion of the Judicial Officer if all parties are present for "In Chamber Hearings"



CHAPTER 9.15

♦ COURTROOM SECURITY

- All detainees will come to court wearing handcuffs and shackles, escorted by security staff or detention officers
- The jury room or staff break room for visitation by parents/guardians with detainees is at the discretion of the Judicial Officer. Detention or sheriff will be notified. Level of supervision will be provided

STAFF NAME	TRAINING PROGRAM	DATE	INSTRUCTOR	RECERT	HOURS
ADAIR, BRETT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
ANDERSON, DERICK	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
CECIL, LINDSAY	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
CHAMBERLIN, MATTHEW	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
DALY, MICHAEL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
DUBOIS, JEFF	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
DUNCAN, MARIA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
GALLOWAY, BRIAN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
GOHEEN, ALYANNA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
HAILEY, BRANDON	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
HOWELL, DENNIS	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
JACKSON, MARVIN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
JONES, GEORGE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
KARLING, JUSTIN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
KENNEDY, SUSAN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
MACLEAN, CLARKE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
MAUPIN, KATIE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
PALMER, MICHAEL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
PILARSKI, MELISSA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
RAPER, AMANDA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
RHODES, MATTHEW	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
ROSE, JEREMIAH	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
ROTH, SCOTT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SCHRIEVER, SCOTT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
SIERADSKI, TYLER	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SIMMS, HEATHER	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SMITH, ROOSEVELT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
SOWERS, SHAWN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
STOUDER, ERIKA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SWAN, ADA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
TAYLOR, CLARISSA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
VANGOEY, CAROL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
WHITE, LARRY, R.	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4

ZILKE, JEFF	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON	4
WILLIAMSON, JANICE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON	4

**ST JOSEPH COUNTY
JUVENILE JUSTICE CENTER**

BEHAVIOR INCIDENT REPORT

Date/Time: January 19, 2015 at 11:28:00 AM

Location: F Pod

Type of incident: Disrespectful to Peer(s)
Disrespectful to Staff
Failure to Follow Staff Instruction
Use of Hard Open Hand

Staff Involved: DO [REDACTED]
CO [REDACTED]
CO [REDACTED]
ASUP [REDACTED]

Juvenile's Involved: [REDACTED] ([REDACTED])

Nature of Incident and Details:

On this date, 1/19/2015 at 11:28am while performing my assigned in foxtrot pod, the following incident did occur. After lunch, I was engaged in a conversation with all SNU detainees when detainee [REDACTED] began to speak, detainee [REDACTED] looked at him because he was talking. Detainee [REDACTED] stopped mid sentence and stated " what the fuck are you looking at bitch" and " I'll beat you fucking ass." I immediately placed myself between the two detainees and informed detainee [REDACTED] that he was going to be removed and receive a report, and that he needed to stand up and return to his room. Detainee [REDACTED] refused to move and continued talking to detainee [REDACTED] and threatening him. Because detainee [REDACTED] would not stop, I called for assistance to foxtrot pod. CO [REDACTED], CO [REDACTED] and ASUP [REDACTED] entered fox pod and I informed them of the situation. At this time CO [REDACTED] instructed [REDACTED] to stand I placed a soft guiding hand on the detainees right shoulder. Detainee [REDACTED] stated " don't fucking touch me". CO [REDACTED] and I the applied a Hard open hand on detainee [REDACTED] and assisted him to his feet and escorted him to his room without further incident. EOR

RECOMMENDATION:

Therapeutic Rapport: Detainee [REDACTED] was not receptive to any rapport by CO [REDACTED], CO [REDACTED] or myself.

Wants to attend Misconduct Review Board: Yes XX No

Reporting Staff Member: [REDACTED]

I recommend that detainee [REDACTED] be placed on CPU.

DISPOSITION:
DETAINEE IS PLACED ON CPU.

Supervisor Name: [REDACTED]

REVIEWED BY:

 1/28/2015

Sean Coleman
Director of Detention

**ST JOSEPH COUNTY
JUVENILE JUSTICE CENTER**

BEHAVIOR INCIDENT REPORT

Date/Time: March 1, 2015 at 6:38:41 PM

Location: B Pod

Type of incident: Attempted Battery on Staff
Disorderly Conduct
Failure to Follow Staff Instruction

Staff Involved: CO [REDACTED]
ASUP [REDACTED]
CO [REDACTED]
CO [REDACTED]

Juvenile's Involved: [REDACTED] (35781)

Nature of Incident and Details:

On this date 3/1/2015 at 6:38pm while performing my assigned duties in detention, the following incident did occur. While on duty in Control 1, detainee [REDACTED] called from his intercom in Room BW2 and stated, " come take me to [REDACTED], I flooded my room." Therefore I CO [REDACTED] along with CO [REDACTED], and CO [REDACTED] entered [REDACTED] pod to remove detainee [REDACTED] from the pod and escort him to foxtrot pod. As we approached the detainees door, he was yelling and standing in his window with his shirt off. I instructed detainee [REDACTED] to have a seat so we could enter the room and place him in restraints for the escort. Detainee [REDACTED] refused all directions and stated " No fuck that." I then called for BW2 to be held open. As it I was opening the door, Detainee [REDACTED] charged out of the room. I placed a Hard open hand on his chest in an attempt to stop him from exiting the room and as I was, CO [REDACTED] administered a 1 second burst of OC-10 to detainee [REDACTED] facial area. CO [REDACTED] and I then attempted to secure detainee [REDACTED] to the floor so that he could be placed in hand restraints. Detainee [REDACTED] continued to resist and was placed back into BW2 until he was committed to comply with all staff directions. After detainee [REDACTED] continued his disorderly behavior for a few moments, he began to yell for staff and stated that he was ready to be placed in hand restraints. CO [REDACTED] and I opened BW2 once more and placed him in restraints. At this time, ASUP [REDACTED] entered Bravo pod and helped CO [REDACTED] and I escort him to the nurses station for decontamination. Detainee [REDACTED] was given ample time to decontaminate and was then escorted to Foxtrot Pod by ASUP [REDACTED]s. EOR.

RECOMMENDATION:

Therapeutic Rapport: Detainee [REDACTED] agreed with this staff that his behavior was foolish and unwarranted. Detainee [REDACTED] also stated to this staff "I aint never doin that shit again."

Wants to attend Misconduct Review Board: Yes No XX

Reporting Staff Member: [REDACTED]

I recommend that detainee [REDACTED] be placed on CPU In-Cell status.

DISPOSITION: DET. [REDACTED] IS PLACED ON CPU.

Supervisor Name:

REVIEWED BY:

 3/2/2015

Chris Meuschke
Asst. Director of Detention

USE OF FORCE MEDICAL ASSESSMENT

Type of force used:

Check all that apply

☐

Pepper Spray

☐

Physical Force

Date of Incident: _____

Time of Incident: _____

Medical Assessment:

BP _____

T _____

P _____

R _____

Nursing Comments:

Nurse Signature: _____

Date/Time: _____

Doctor Signature: _____

Date/Time: _____