I. PURPOSE:

This policy provides directives for OYA staff when supervising and accounting for OYA offenders in OYA facilities.
II. POLICY DEFINITIONS:

**Intersex:** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

**Transgender:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

III. POLICY:

Facility staff are responsible for the supervision and control of offenders within the perimeter of the facility and facility offenders who are temporarily in the community.

Staff will use an interactive model of supervision and control of offenders which involves participation, role modeling, coaching, teaching, and shaping offender behavior in a safe and caring environment.

Facility staffing plans related to offender supervision are established and adjusted to provide adequate levels of staffing and video monitoring to ensure staff and offender safety. These plans are reviewed at least annually by facility administrators, in consultation with the OYA PREA Coordinator, and adjusted when needed within the resources available to the facilities.

IV. GENERAL STANDARDS:

A. Supervision standards

1. Staff are responsible for knowing and performing offender supervisory responsibilities within the scope of their duties.

2. Staff will provide direct line-of-sight supervision of offenders whenever possible. Supervision of offenders via video monitors is not a substitute for direct supervision.

3. Staff must know the whereabouts and number of offenders under their direct supervision at all times.

4. Living unit recommended minimum staff-to-offender ratios are –

   a) Weekdays

      (1) 1:25 on night shift;

      (2) 2:25 on day shift; and

      (3) 3:25 on swing shift.

   b) Weekends, non-school days, and holidays
(1) 1:25 on night shift;

(2) 3:25 on day shift; and

(3) 3:25 on swing shift.

5. Staff-to-offender ratios for specific activities and locations in facilities will be delineated in local operating protocols for each facility.

6. Staff must be vigilant and observe offender interactions and group activities to:

   a) Ensure offenders are not abused or exploited, physically, emotionally, or sexually;

   b) Ensure offenders are not creating disorder to distract from other inappropriate activities;

   c) Assist in problem-solving, de-escalation, and interventions to minimize conflicts, injury, or damages;

   d) Provide positive feedback and interactions to individual offenders; and

   e) Accurately document interactions as appropriate in unit logs or Youth Incident Reports.

7. Supervising offenders who are alone in rooms with closed doors

   a) Staff must complete staggered visual checks on an offender at least every 15 minutes (to avoid developing a check pattern) when an offender is placed alone in a room with closed doors and no video surveillance if the offender was placed in the room for reasons unrelated to the offender's behavior or conduct. The visual checks must be documented in writing.

   b) An offender confined alone in a locked room because of the offender's behavior or conduct is considered in isolation. Staff must follow OYA policy II-B-1.2 Use of Time-out, Isolation, and Special Program Placements when supervising an offender who is in isolation.

8. Single-staff coverage may occur when one staff member remains to supervise offenders while another staff temporarily leaves the area. Staff supervising offenders alone must keep a radio on their person and must notify the control center when they begin and end their single-staff coverage.
9. For safety reasons, one staff may not supervise one offender without other staff or offenders within sight and hearing.

10. Staff must work as a team when supervising offenders, maintaining good communication with each other in person or by radio or phone in order to ensure safety and security.

11. Staff must position themselves apart from each other when supervising groups of offenders.

12. Staff must limit their time in control rooms, ensuring that at least one staff is interacting in the milieu with the offenders at all times.

13. Staff must never allow offenders to supervise or control other offenders.

B. Supervisory staff facility rounds

1. Facility management staff must conduct unannounced rounds to every living unit and program area of the facility to enhance offender supervision, and identify and deter safety and security issues. The rounds must be conducted on differing shifts.

2. Staff must not alert other staff members that the management staff rounds are occurring, unless such announcement is related to the operational functions of the facility.

3. The management staff must document their rounds in JJIS Unit Logs (e.g., keyword "walkthrough").

C. Staff gender announcements

1. Staff of the opposite gender of offenders (opposite-gender staff) must announce their presence when entering an area where offenders are likely to be performing bodily functions; or revealing their genitalia, breasts, or buttocks while changing clothes or showering.

2. Opposite-gender staff must announce their presence when entering a living unit dormitory or sleeping area.

   If the staff member is assigned to work in the living unit dormitory or sleeping area, the announcement may occur one time at the beginning of the staff member's work shift.

3. Staff gender announcements are only required when an opposite-gender staff enters the areas described in paragraphs 1 and 2 above and there is not already another opposite-gender staff present.

D. Supervision of offenders in restrooms and showers
1. Staff cross-gender viewing of an offender’s genitalia, breasts, or buttocks is prohibited.

2. Only a staff member who is the same gender as the offender may supervise an offender who is showering, changing clothes, or toileting.

3. Staff must supervise an offender’s restroom, toilet, and shower use in a way that respects the offender’s privacy. Staff will position themselves in a manner that allows them to oversee and hear the offender while providing appropriate personal space for the offender to complete hygiene care, and keeping the offender’s safety a priority.

4. Video monitoring is prohibited in restrooms and shower rooms.

5. Staff must give the opportunity to transgender and intersex offenders to shower separately from other offenders.

E. Offender counts

Staff are responsible for ensuring offenders assigned to their facility, area, or unit, are verified present on a consistent and random basis and are free from imminent danger and physical harm. Staff are responsible for the location and accountability of the offenders under their control at all times.

1. The following types of offender counts must be completed in each OYA facility by OYA staff as delineated in OYA facilitywide procedure FAC II-A-3.0 (Offender Counts):
   a) Facilitywide;
   b) Unit;
   c) Area; and
   d) Event.

2. Offenders must not be responsible for any part of the counting process.

F. Movement within facilities

1. Offenders will be supervised during all movements unless local protocol allows an exception, in which case:
   a) The offender must have a definite assigned destination;
   b) A staff member must be ready to assume supervision of the offender upon the offender’s arrival; and
c) Communication must occur between staff regarding the unsupervised offender movement.

2. Staff must not allow offenders to roam facility grounds at will.

3. When moving groups of offenders, staff must position themselves where they can see the entire group of offenders.

4. Staff must notify and receive authorization from the control center prior to moving a group of offenders from one area to another. Staff must notify the control center upon completion of the move.

G. Offender movement outside youth correctional facilities

1. Staff may transport an offender outside youth correctional facilities for the following reasons:

   a) Transfers to other facilities;
   
   b) Hospitalization;
   
   c) Medical appointments;
   
   d) Dental appointments;
   
   e) Court appearances; or
   
   f) As specified by the superintendent.

2. Any offender movement outside the facility related to an offender’s family member’s near death status or death (e.g. bedside visit, viewing, funeral) must be authorized by the Facility Services Assistant Director. The Facility Services Assistant Director must assess each case individually prior to denying or authorizing it.

3. Staff will follow policy II-A-3.1 (Offender Transports) when transporting offenders outside the facility.

H. Offender movement outside re-entry facilities

Offenders assigned to re-entry facilities may engage in reformation activities in the community including:

1. Work crews;
2. Employment;
3. Family visitation;
4. Recreational programs; and
5. As specified by the camp director, or superintendent.
V. MEDICAL HOSPITAL WATCHES

This section addresses offender medical hospital watches. Staff on psychiatric hospital watches must follow the psychiatric hospital’s supervision protocols.

A. Staff will maintain constant supervision of offenders during hospital stays, remaining alert and observant while maintaining control of the offender. Constant supervision requires specific documentation as delineated in OYA policy II-D-2.2 (Suicide Prevention in OYA Close Custody Facilities).

B. Staff must be patient, tolerant and respectful when communicating with hospital personnel who may not know OYA security procedures. If a matter cannot be resolved, staff must refer the hospital personnel to the officer-of-the-day (OD).

C. Upon an offender’s admittance into a hospital, staff must inform the hospital personnel (including hospital security personnel) not to communicate information about the offender’s location or identity without OYA authorization.

   1. Staff must also alert the hospital staff to the possibility of unauthorized intruders and the need to identify anyone entering the room.

   2. Staff will not share any custody, programming or personal information about the offender with hospital personnel.

D. Supervision

   1. Staff must ensure the offender is housed in a single hospital room. The offender should be kept out of sight from others (except hospital personnel) if possible.

   2. Staff must remove all non-essential items from the room. Staff must inspect items and food brought into the room.

   3. Staff must station themselves in a position to control entry into the room and provide direct supervision of the offender. Staff must identify all persons entering the room and document such in the hospital watch log.

   4. Staff must not allow the offender to leave the room unless escorted by staff to an appointment, or directed by hospital personnel. Staff must ensure the offender does not wander the corridors or visit with other patients.

   5. Staff must maintain constant supervision of the offender while escorting the offender to appointments, x-rays, physical therapy or other activities.
6. Facility Health Services staff must supply hospital personnel with a complete list of any food allergies or medication(s) being taken by the offender, and pertinent records related to the offender’s reason for hospitalization.

7. Staff may allow an offender to have supervised visits and phone calls with persons on the offender’s approved visiting or phone list only if approved in advance by the superintendent/camp director or designated manager.

E. Restraints

1. Staff must maintain the offender in leg restraints, unless the superintendent/camp director or OD approves any changes for the following reasons:

   a) The restraints inhibit the ability of hospital personnel to treat the offender;

   b) The offender is in surgery and sedated;

   c) There is a life-threatening medical emergency and staff must relinquish custody and control of the offender to the medical provider. In this case, staff must notify the OD as soon as possible; or

   d) The offender is from a re-entry facility.

2. The superintendent/camp director or OD may require two OYA staff present when restraints are removed. Hospital security personnel may substitute as one of the staff required if authorized by the hospital’s policy and approved by the superintendent/camp director or OD.

3. Staff must not allow an offender to be restrained to a bed or fixture;

4. Restraints used on pregnant offenders should not put the pregnant offender or the fetus at risk. Staff must remove restraints from a pregnant offender upon direction of the medical provider, and notify the superintendent or OD as soon as possible.

5. Use of restraints on offenders during active labor and delivery of a child is prohibited. Any deviation from the prohibition requires approval by the medical provider and OD, and must be based on documented serious security risks.

F. Assignment and equipment

1. Hospital watch assignments are designated as uninterruptible and staff may be unable to leave the work area for meal periods or rest periods. Staff should plan ahead and bring food and drink.
2. Staff may not have personal visitors while on duty, nor do anything that might distract from observing the offender.

3. Staff must ensure proper inventory of keys, equipment and supplies, noting any discrepancies or malfunctions in the hospital watch log. Staff must notify the facility if keys, equipment, or supplies are needed.

4. Staff assigned to hospital watch must maintain in their possession a hospital watch kit containing:
   a) A hospital watch log;
   b) Restraint key;
   c) Portable radio, case and extra battery;
   d) OYA-issued cell phone;
   e) Communicable disease kit;
   f) Evidence bag;
   g) Offender Face Sheet and information;
   h) Offender approved visiting list;
   i) Transport Authorization (YA 3015); and
   j) Emergency phone list.

VI. SUPERVISION OF OFFENDERS IN ISOLATION, SPECIAL PROGRAM PLACEMENTS, AND ON SPECIFIC SUICIDE RISK LEVELS

A. Staff will follow the provisions of OYA Policy II-B-1.2 (Use of Time Out, Isolation, and Special Program Placements in OYA Facilities) when supervising offenders in isolation and special program placements.

B. Staff will follow the provisions of OYA Policy II-D-2.2 (Suicide Prevention in OYA Close Custody Facilities) when supervising offenders on specific suicide risk levels.

VII. LOCAL OPERATING PROTOCOL REQUIRED: YES

A. Each facility must establish local operating protocols for the supervision of offenders to include:
   1. The duties and expectations of staff in control units while supervising offenders in living units;
2. Acceptable staff-to-offender ratios for supervision of offenders participating in large group activities, small group activities, recreation, and during on-site moves;

3. The duties and expectations of staff supervising offenders during school, while at on-site medical clinics, and vocational areas;

4. The circumstances in which an offender may engage in an unsupervised activity.

B. Each re-entry facility must develop local protocols that describe the following:

1. Community reformation activities that require staff supervision and:
   a) Ratios of staff-to-offender supervision;
   b) Required equipment and transportation guidelines for staff supervising the activity; and
   c) Standards for staff supervising the community activity.

2. Community reformation activities where offenders may be unsupervised.