

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<u>POLICY NUMBER:</u>  <b>303.00</b>	<u>PAGES:</u>  <b>3</b>
<u>CHAPTER:</u> <b>Institutional Operations</b>	<u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter § 49-2-903; ACA 3-JDF-3A-10/11/12; Prison Rape Elimination Act (PREA), §§115.313 and 115.315</b>		
<u>SUBJECT:</u> <b>Patrols and Inspections</b>			
<u>DATE:</u> <b>July 1, 2016</b>			

### PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to ensure timely patrols and inspections are conducted and documented by staff.

### CANCELLATION

This policy has been revised and supersedes Policy 303.00 dated July 1, 2015.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

### DEFINITIONS

**Unannounced Rounds:** An unexpected facility tour to identify and deter sexual abuse and sexual harassment. These rounds will be conducted by the Facility Superintendent/Director or Facility Department Heads which must include the resident living areas.

### PROCEDURES

1. Upon entering a housing unit or any area where a resident may be showering, performing bodily functions or changing clothing, staff of the opposite gender shall announce their presence, except in exigent circumstances, or when such viewing is incidental to routine cell checks. Staff will give notification of cross-gender supervision at the beginning of each shift and when there is a change in staff gender within the unit.
2. Supervisory staff will conduct a daily patrol, including holidays, weekends and night shifts, of all areas occupied by residents and document the results in the shift log.
3. Unoccupied areas shall be inspected weekly.

Chapter	Subject	Policy #	Page
Institutional Operations	Patrols and Inspections	303.00	2 of 3

4. Matters requiring further attention (e.g., staff and resident concerns; faulty, unsafe, or dirty conditions) shall be reported to appropriate personnel in writing for review and further action.
5. The Facility Superintendent/Director or designee, and designated department heads/intermediate supervisors will visit the facility's living and activity areas at least weekly to encourage informal contact with staff and residents and to informally observe living and working conditions.
  - a. Arrangements shall be made for residents to have informal access to key staff.
  - b. Residents' informal access to key staff can be achieved through staff visits to the housing units, educational areas, recreational areas, and other areas in the facility where residents can be contacted during the day or evening.
  - c. Unannounced rounds: Facility Superintendent/Director and/or Department Heads shall conduct and document unannounced rounds in all resident living areas to help identify and deter staff sexual abuse and sexual harassment.
    - i. The unannounced rounds will cover all shifts and all areas of the facility. At least four unannounced rounds must be conducted every month at each facility, with two between the hours 5:00 p.m. and 11 p.m. and two between 12:30 a.m. and 5:00 a.m. Staff are prohibited from alerting other staff prior to such rounds.
    - ii. During normal business hours supervisory staff will conduct unannounced rounds as part of their normal duties.
    - iii. All such rounds must be documented via the shift log in OIS.
6. The Chief Security Officer or qualified designee will ensure at least weekly inspections and any maintenance of all security devices and corrective action is initiated through a work order in OIS when necessary. The results of all inspections shall be submitted in writing to the Facility Superintendent/Director and/or the officer in charge of security.
  - a. There shall be a weekly inspection to ensure that all bars, locks, windows, doors, and other secure devices are fully operational. This includes, but is not limited to, radios, metal detectors, room entry gear seal, flashlights, restraints, suicide gear, etc.
  - b. Emergency keys shall be checked at least quarterly to ensure they are in working order.
  - c. All emergency exits, including those that are electronically controlled, will be tested monthly.
7. Vehicle Searches
  - a. All vehicles (excluding facility vehicles) entering a secure perimeter will be logged in by control prior to entering the facility.

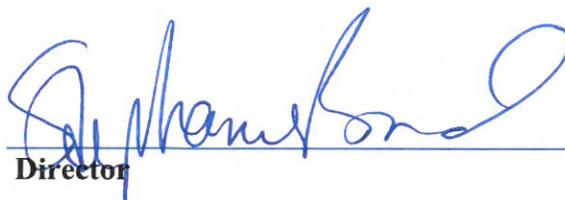
Chapter	Subject	Policy #	Page
Institutional Operations	Patrols and Inspections	303.00	3 of 3

- i. Central Control will identify drivers prior to facility access.
    - ii. Destination will be notified of each visiting person or delivery by control.
    - iii. Delivery vehicles will be held until staff is available to supervise delivery.
    - iv. Visiting personnel will be held until receiving staff acknowledges the visit.
  - b. All Division of Juvenile Services vehicles will be searched by the driver prior to leaving any secure perimeter of a facility.
  - c. All vehicles (excluding DJS vehicles) will be searched by a staff member prior to exiting the secure perimeter.
    - i. Central Control will notify staff to initiate search of exiting vehicle.
    - ii. Searching staff will notify Central Control upon completion of search.
  - d. Searches include the cab of a truck or passenger area of a car, truck bed, trunk, trailers, cargo areas and the undercarriage of commercial trucks.
  - e. Any vehicle under constant supervision by a staff person while in the secure perimeter of a facility can be excluded from an exit search.
8. Perimeter Patrols-The Shift supervisor will ensure that:
- a. A patrol of all exterior doors on each shift is conducted and documented on the shift log in OIS.
  - b. A patrol of all perimeter fences, parking lots and security gates occurs daily and documented in the shift log in OIS.
9. Staff will not notify other units, areas, and/or personnel that an inspection or patrol is in progress, unless such announcement is related to the legitimate operational functions of the facility.
10. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

### RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
 Director

7/1/16  
 Date