Chapter Five: Safety and Security

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### Building Security

**Subject:** BUILDING SECURITY

**Purpose:** To ensure that staff are aware of the necessity of maintaining the integrity of a secure facility.

#### Security Devices

The following types of security devices are used in detention:
- Closed Circuit Television (CCTV);
- Lighting;
- Radios;
- Cellular Phones;
- Recording and Audio Devices;
- Interlocking doors, key locks, windows, and electronic controls;
- Metal detectors;
- Mechanical restraints (handcuffs, restraining belt, leg cuffs, soft restraints); and
- Fencing hardware cloth, razor wire, and sally ports.

Employees and contracted staff shall ensure:
- All doors are closed and locked when not in use to include, but not limited to: closets, offices, laundry rooms, classrooms, and storage rooms;
- All occupied and unoccupied cell room doors are closed and locked at all times;
- No door shall be propped open unless approved by the Superintendent or designee for documented extenuating circumstances. Documentation of the permission to have the door(s) propped open shall be in the logbook;
- Cell doors are opened and secured individually except during a facility emergency;
- Personal cell phones shall not be introduced into the secure area of any detention center. Any staff who has a personal cell phone in his/her possession while in the secure area of a detention center shall be subject to disciplinary action consistent with the Department’s Standard of Conduct.
- All indoor facility lights shall be kept on at all times, except for the lights in youth rooms.

#### Inspections

Each facility shall ensure the provision of a clean, safe and secure physical environment that is in proper repair and all security equipment is fully functional and operable. To accomplish this, a work order system and maintenance schedules shall be utilized.
The shift Supervisor shall conduct visual and manual inspections of security equipment at the beginning of each shift. All inspections and maintenance shall be documented in writing or electronically as an entry in FMS shift reports.

- The Supervisor shall immediately notify the Superintendent or designee when a device is found to be inoperable or has been compromised.
- All noted deficiencies are to be reported to maintenance and repaired as quickly as possible. Action to correct deficiencies in equipment considered essential to facility security shall be initiated immediately.
- The Superintendent or designee shall forward a copy of any deficiencies of the surveillance system to the Regional office. Upon the repair of the surveillance system, notification of such shall be forwarded to the Regional office.

**Security Audits**

In order to maintain appropriate security within the facility, ongoing reviews and audits of security systems, devices and procedures must be conducted quarterly, using the standardized Security/Safety Quarterly Facility Inspection form.

The Superintendent shall identify the facility staff that will complete the security audit for the first and third quarter of the calendar year. The Regional Director shall identify the non-facility staff that will complete the security audit for the second and fourth quarter of the calendar year.

Security Audit results shall be submitted to the Regional Director and the Headquarters Safety Officer within ten (10) business days of completion of the audit. Any needed corrective actions must be documented and submitted to the Headquarters Safety Officer within thirty (30) days of the date of the security audit.

Corrective actions identified in the audit that may require special funding or have other extenuating circumstances that prevent them from being completed in 30 days will be tracked by the Regional Director and will be submitted to the Headquarters Safety Officer upon completion.

**Firearm and Weapon Control**

- Firearms and weapons as defined in Chapter 790, F.S. shall not be in the possession of any facility employee while on facility property or during the performance of their job.
- Firearms and weapons may only be brought into the secure area of any detention facility by law enforcement when emergency conditions exist.
- In lieu of securing their firearms and weapons in their vehicle, law enforcement may utilize the locked facility gun cabinet if entering the secure area for non-emergency situations.
## CONTRABAND

### Purpose:
To ensure that each detention facility has a system to prevent the introduction of contraband into the program and identify contraband items.

Staff shall be diligent in their efforts to prevent the introduction of contraband into facilities. Staying alert at all times, being observant in all supervision, and the execution of appropriate search techniques will greatly enhance the ability to maintain safe and secure centers, staff and youth.

Contraband is defined as those items or materials which, either by the original design, or through alterations made to them, could be used to compromise the safety and security of the facility such as:

- Illegal items;
- Sharps;
- Escape paraphernalia;
- Drugs, to include prescription or over the counter medications;
- Tobacco products;
- Electronic or Vaporless Cigarettes;
- Non-state issued electronic devices;
- Unauthorized food or beverage;
- Metals;
- Cell phones;
- Keys; or
- Any item deemed unsafe or a threat to facility security.

Notices shall be prominently posted advising youth, staff and visitors that as per Florida Statute 985.711 it is a 2nd or 3rd degree felony, punishable by a term of up to 15 years, for the introduction of contraband into a secure detention facility.

The facility Superintendent may authorize the introduction of an electronic device into the secure area by a visitor if the device is issued by the visitor’s employer for the purpose of conducting official business, (Department of Children and Families, Law Enforcement, etc.) This authorization shall not be extended to individuals such as vendors, parents or guardians.

Officers and other facility staff (including contracted staff and volunteers) are prohibited from introducing any item into the secure area without authorization from the Superintendent or
designee. Any item or situation, which may compromise safety or security, shall be reported immediately to the on-duty Supervisor. The introduction, removal or possession of certain unlawful articles and the associated penalties are outlined in Florida Statutes, Chapter 985.4046.

All employees, visitors, vendors, and contracted providers shall be searched prior to entering the secure area. Personal cell phones and electronic devices capable of taking pictures or video are prohibited in the secure area. Any and all medications are prohibited in the secure area. This includes all prescribed and over the counter medications. (aspirin, acetaminophen, ibuprofen, allergy pills, vitamins, topical creams, etc.). All personal items such as lunch bags, totes or briefcases will be searched prior to entrance into the secure area. Only those items that are needed to complete daily work duties shall be taken into the secure area.

The following procedures are to be followed upon discovery and confiscation of contraband:

- All contraband shall be documented in the logbook;
- An incident report identifying findings and the disposition of the contraband shall be completed;
- Law enforcement shall be contacted if any found item would be considered illegal as defined in Florida Statutes, or if there is evidence of any type of unlawful activity.
- Items that may be used as evidence shall be secured by the discovering officer and hand-delivered to the Supervisor. The shift Supervisor shall document the chain of custody for the items and give the information to the responding law enforcement officer.
- The CCC and the Regional Director or designee shall be notified.

At the discretion of the Superintendent, contraband that is not illegal shall be discarded, returned to its original owner, mailed to the youth’s home or stored and returned to the youth upon release. In all instances involving the confiscation of contraband that is illegal, the confiscated item(s) shall be turned over to law enforcement authorities and a criminal report filed.

Youth shall have in their possession or available to them, only those items that are authorized by the Superintendent. Any other item shall be considered contraband.

- Hygiene items shall be removed from the youth’s possession after each use. Officers shall maintain an awareness of any item, regardless of how insignificant it may seem, that may compromise safety or security.

Reading materials may be permitted in the youth’s room if the youth’s behavior is appropriate.

- Reading materials shall be free of sexual and violent content, and shall not promote substance use, human trafficking or gang-related activities.
- Youth in confinement for disciplinary reasons shall be permitted to have only educational reading materials.
- All reading materials shall be reviewed prior to issuance.
- All reading materials shall be accounted for and logged at time of issue and when collected;
- Officers shall be vigilant with the supervision of youth with reading materials recognizing that reading materials may be used to damage property or cause harm to self or others.
Detention Center Superintendent: | Review Date: | Section: 5.03
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Subject: COOP PLAN/EMERGENCY PLAN

<table>
<thead>
<tr>
<th>Purpose:</th>
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<tr>
<td>To ensure that each detention facility has a planned and comprehensive approach to effectively manage emergencies and disaster events, including those that require the detention facility to relocate its youth and staff while maintaining operations, safety and security.</td>
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The Superintendent shall oversee the development of an Emergency Plan and a COOP Plan that are coordinated or one (1) comprehensive plan that incorporates both.

The Superintendent shall designate an Emergency Disaster Coordinator and a COOP Coordinator (or designate one staff to assume both duties).

The emergency plan shall address, but not be limited to: fire and fire prevention/evacuation, severe weather, major disturbances, bomb threats, hostage situations, chemical spills, flooding and terrorism threats or acts.

The detention facility shall review the Emergency/COOP Plan annually and update if necessary. These plans shall:

- Address, but not be limited to, fire and fire prevention/evacuation, severe weather, major disturbances, bomb threats, taking of hostages, chemical spills, flooding or terrorism threats or acts.
- Shall be readily available to staff members, youth and visitors and shall be disseminated to appropriate local authorities.
- Specify the equipment and supplies required to maintain the continuous operations of services during an emergency or disaster, plans to ensure the provision of such, and directions as to their location within the facility (for provisions that can be kept on-site). Equipment and supplies may include, but are not limited to, food, medicine, first aid supplies, vehicles, generators, clothing, cell phones, alternative housing plans, flashlights, batteries, fire safety equipment, computers, laptops, information on computer disks that ensures care, custody and control of youth and assists in the continuous and uninterrupted delivery of departmental services and ensures public safety.
- Indicate essential or key personnel designated by the Superintendent, who shall be responsible during an emergency or disaster for ensuring that the detention facility remains operational and responsive to the needs of the youth as well as continues to ensure the safety of youth, staff and the public.
- The Superintendent and the detention facility’s Emergency Coordinator shall ensure
that all detention facility staff, including the essential personnel, are trained in the detention facility’s COOP Plan and understands their specific responsibilities or job tasks as they relate to the plan.

- Youth shall receive adequate instruction on what is expected of them during an emergency or disaster situation.
- The detention facility’s Emergency Coordinator shall make quarterly inspections of all emergency/disaster equipment to maintain facility readiness to respond to an emergency or disaster. Deficiencies identified during this process shall be reported to the Superintendent and designated staff that shall ensure timely corrective actions.
- A minimum of two (2) annual COOP drills shall be conducted; at least one (1) drill shall be completed prior to the beginning of hurricane season. Additional drills may be conducted to ensure that the detention facility maintains readiness to respond to an emergency or disaster. Deficiencies identified during this process shall be reported to the Superintendent and designated staff that shall ensure timely corrective actions.

The detention facility’s emergency plan shall include a fire evacuation and prevention plan that addresses, but is not limited to, the following:

- Monthly fire drills (with procedures being approved by local fire officials) conducted under varied conditions and on all shifts.
- Approval of the fire evacuation and prevention plan by local fire officials.
- The facility exit signs shall be properly positioned, clear and distinctly and permanently marked in order to ensure the timely evacuation of youth and staff in the event of fire or other emergency.
- Evacuation egress plans shall be conspicuously posted in the facility and readily available to staff members, youth and visitors. These plans shall clearly mark the location of fire extinguishers, first aid supplies, emergency exits and other emergency equipment.
- The State Fire Marshal and local fire official shall be contacted by the Superintendent and requested to review all policies and procedures that are related to fire safety and protection annually. The local fire official shall provide a written approval of the fire drill procedures.
- Fire safety inspections, corrective actions, fire drills and results of periodic fire safety inspections by designated staff are documented.
- Annual inspections of the facility by the State Fire Marshall, followed by implementation of corrective action to remedy deficiencies.
- Prohibition of smoking in the facility.
- Training for youth on fire drill and facility evacuation plans.
- Training for staff on fire prevention and fire extinguishing procedures from local fire department personnel or vendor.
- Designation of key staff and their roles and responsibilities during actual and simulated fire events.

The detention center’s Emergency Plan shall include plans to manage a potential major youth disturbance. A major youth disturbance is defined as an out-of-control situation typically initiated by a youth that negatively affects a majority of the general population and cannot be contained through regular staffing patterns or other normal measures. Law enforcement may have to be called to control the youth and to provide for the safety and security of the facility. Planning for a potential major youth disturbance shall address, but not be limited to, the
following:

- Staff training on the warning signs that generally precede escalation of behavior and potentially a major disturbance; as well as training on what to do in this type of situation.
- Compliance with PAR policy that authorizes the least amount of physical force necessary to control the situation.
- Notification to the Regional Director as soon as possible and compliance with CCC policy.

The detention center’s Emergency plan shall include preparedness for severe weather addressing, but is not limited to, the following:

- Emergency equipment and supplies.
- Staff training on what to do in preparation for, during and after severe weather.
- Staff and youth training on safety procedures during severe weather, including youth and staff seeking shelter in a building away from windows, preferably in a hallway or against side walls.
- Mobilization of the facility’s COOP.

In the event a bomb threat is received, staff shall respond in a professional expedient manner to ensure the situation can be resolved with minimal personal injury and property damage. All bomb threats shall be treated as though a bomb is present. All exercise drills shall be taken seriously and security shall be maintained.

If a bomb threat is received by telephone, the individual receiving the call shall:

- Not hang up.
- Record relevant information including the date and time, a description of the caller’s voice, the caller’s exact words and any background noise.
- The staff member shall ask the caller what kind of bomb is involved, where it is located and what time it is set to detonate.
- Try to keep the caller on the phone as long as possible, talk in a normal tone and remain calm.
- Ask the caller to repeat the message and attempt to document exactly what is said.
- As soon as feasible, the staff member shall notify the shift Supervisor.
- The master control operator shall report the incident by dialing 9-1-1 and have an officer, assigned by the Shift Supervisor, direct emergency vehicles to facility entrance and assist the responding law enforcement or explosive ordinance team member with entering the facility.
- There shall be no use of radios and cellular phones in the facility until an investigation into the bomb threat is complete and the facility is deemed safe.
- The master control operator shall direct all visitors to leave the facility immediately.
- The Supervisor shall alert staff members of the situation by going to each area and informing staff members. If the Supervisor determines that an evacuation is the appropriate course of action, he/she shall have all persons evacuate the building in accordance with the facility’s evacuation plan.
- Staff shall ensure all youth are counted and are present. Staff shall notify the Supervisor, or designee, of missing persons and execute a search for missing individuals. All televisions and radios shall be turned off.
- Any search for explosive devices shall be conducted by emergency response staff. If a bomb or suspected bomb is found, the area shall be evacuated immediately consistent
with established evacuation plans.

The responding Hazardous Materials Unit, operating in accordance with its procedures, shall be in charge of the area. Upon arrival of the civil authorities, staff shall follow their directions as they relate to evacuation and handling of any device located. No one shall return to any building unless authorized by law enforcement and approved by the Superintendent or designee.
**Subject:** DIGITAL VIDEO RECORDING SYSTEM (VIDEO CONTROL FOR INCIDENTS)

**Purpose:** To ensure that each facility has a Digital Video Recording (DVR) System in place to record incidents and to assist in the management of youth.

Strategically placed surveillance cameras in the facility help to monitor the safety and security of youth and officers. Surveillance cameras, however, will not be used as a substitute for direct officer supervision.

A priority will be placed on the repair/replacement of any defective surveillance camera. Superintendents, or their designee, must review a minimum of one (1) hour of random Digital Video recordings each week, including vehicle recordings. Digital Video recordings must also be reviewed for PAR actions and incidents, as necessary.

Master Control monitors and controls the Digital Video Recording System.

DVR’s will be configured to save a minimum of 30 days of video.

Video of any incidents of PAR’s, staff or youth injuries and other CCC-relatable incidents must be maintained for review by Headquarters.

Digital video recordings must be reviewed for every PAR incident at the facility by an administrator. The review, to include what was seen in the video, must be documented by the administrator on the PAR Report.

If a DVR breaks and cannot be repaired, the hard drive must be removed and maintained prior to the disposal of the DVR.
Subject: DRILLS

Purpose: To establish a procedure for conducting drills to address COOP, Escapes, Fire, Medical and Suicide Prevention.

**Continuity of Operations Planning (COOP) Drills**

Each detention center shall have a planned a comprehensive approach to effectively manage emergencies and disaster events, including those that require the detention facility to relocate its youth and staff while maintaining operations, safety and security. The facility must be prepared to initiate its procedures with very little notice.

The total number of drills must be, at a minimum, two per year. At least one drill shall be conducted prior to the start of hurricane season which begins June 1. This drill does not have to be a hurricane scenario-type drill. Additional drills may be conducted to ensure that the detention facility maintains readiness to respond to an emergency or disaster. Deficiencies identified during this process shall be reported to the Superintendent and COOP Coordinator who shall ensure timely corrective actions.

**Escape Drills**
The facility shall conduct and document quarterly mock escape drills.

**Fire Drills**
Fire drills will be conducted at least monthly by each shift. Each drill will be conducted on a random basis to ensure personnel familiarization with fire equipment and evacuation procedures.

**Medical Drills**
Medical drills shall be conducted on a quarterly basis on each shift on each shift.

**Suicide Prevention Drills**
Suicide Prevention Drills shall be conducted on a quarterly basis.

Documentation of all drills will be maintained at the facility. Use attached form (Emergency Drill Reporting Form) to conduct drills.

**No youth shall be used in the simulation of any drills with the exception of fire drills.**
## EMERGENCY DRILL REPORTING FORM

**FACILITY:**

**PERSON COMPLETING FORM AND TITLE:**

<table>
<thead>
<tr>
<th>TYPE OF DRILL/EVACUATION (ATTACH SCENARIO)</th>
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<tbody>
<tr>
<td>□ QI 3.12 – MOCK SUICIDE DRILL – 2X Year - Facility</td>
</tr>
<tr>
<td>□ QI 4.24 – MEDICAL EMERGENCY DRILL – Quarterly each shift, one quarter per year must include CPR/AED demonstration</td>
</tr>
<tr>
<td>□ QI 5.14 – COOP DRILL – 2X Year - Facility</td>
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<tr>
<td>□ QI 5.15 – ESCAPE DRILLS – Quarterly - Facility</td>
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<td>□ QI 5.16 – FIRE DRILL – Monthly each shift</td>
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**EVACUATION DETAILS (IF APPLICABLE)**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>SHIFT:</th>
<th>911 Called</th>
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<tbody>
<tr>
<td>START TIME:</td>
<td>END TIME:</td>
<td>M/C Log Documentation</td>
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<td>TOTAL TIME:</td>
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<tr>
<td>MH/Medical Staff Response Time:</td>
<td>RETURN TO THE FACILITY:</td>
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**DETAILED INFORMATION ON PROBLEMS AND CONCERNS DURING THE DRILL**

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**RECOMMENDATIONS FOR IMPROVED EMERGENCY RESPONSE**

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FLORIDA DEPARTMENT OF JUVENILE JUSTICE  
____________ Regional Juvenile Detention Center  
Facility Operating Procedures

| Detention Center Superintendent: | Review Date: | Section:  
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Subject: COMMUNICATIONS

Purpose: 
To ensure that each officer has the right equipment to provide for the safety and security of youth and of staff.

- All officers must receive a radio at the beginning of each shift.
- The two-way radios will always be utilized by officers to contact the Master Control Operator for door openings.
- Anytime a confrontational situation arises between youth or youth and Officer, the Supervisor must be notified immediately via radio. A code shall be initiated via radio prior to any intervention by staff. If an officer appears to be injured or unconscious, officers shall notify master control and attend to that officer as soon as it is safe to do so.
- Proper radio procedure is imperative to a safe environment. Whenever an emergency situation arises, all officers and staff not directly involved must remain off the radio to ensure those needing radio access have it.
- Personal cell phones are prohibited in the secure area of the facility unless authorized by the Superintendent. At present only the Superintendent, Assistant Superintendent, Transportation Coordinator and Maintenance are approved to wear state issued cell phones in the secure area.

Radio Codes.
All use of radios shall be in accordance with agency and federal rules and procedures. Radio 10 codes shall be utilized for standard radio communications.

<table>
<thead>
<tr>
<th>10–4 - Acknowledged</th>
<th>10–6 - Busy</th>
<th>10–9 - Repeat</th>
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<tbody>
<tr>
<td>10–10 - On a break</td>
<td>10–12 - Official/Visitor present</td>
<td>10–14 - Escort</td>
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<tr>
<td>10–15 - Youth in custody</td>
<td>10–20 - Location</td>
<td>10–21 - Telephone call</td>
</tr>
<tr>
<td>10–22 - Disregard</td>
<td>10–23 - Standby</td>
<td>10–51 - Enroute</td>
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Color Codes
Color codes, via radio communications and/or intercom announcements, shall be utilized to announce certain emergencies to officers and other facility personnel. The communication of a color code shall include the location where the incident is occurring. The following are standardized color codes for all facilities:

- Code Blue = Officer needs assistance
- Code Red = Fire or other need to evacuate to a secure, outside area
- Code Green = Escape
- Code White = Medical emergency
- Code White, Cut Down = Knife for Life required
- Code Brown= Weather Emergency
Subject: OFFICER SAFETY

Purpose: This policy is intended to outline the conditions and preventive actions needed to ensure that safety at the Detention Center is a top priority.

The following procedures are for the safety of all staff and youth in the Detention Center. They will be strictly adhered to:

- No officer will open or enter an occupied sleeping room without a second officer present at the same location. The second officer must be no more than arms-length away at the time the room door is opened and maintain a constant visual of the officer once they have entered. During wakeup, if officers have difficulty getting a youth up, they are not to go in the room and touch the youth. If, after several verbal attempts, the youth will not wake up, the officer in charge of the post and/or the Supervisor shall be notified.
- If only one officer is present, no more than ten (10) youth are to be moved at any one time.
- The JDOS will assign a minimum of two (2) officers to each post at all times. If a PO youth is present, two (2) staff are required.
- When one or more youth are escorted, the officer will always be behind the youth to ensure they are under constant observation. If a second officer is available, that officer will lead the escort.
- The two-way radios will always be utilized by officers to contact the Master Control Operator for door openings.
- Whenever portable classrooms are in use, an officer will be positioned at each of the entrance / exit doors (staffing numbers permitting) and shall be positioned on opposite sides of the room.
- Officers shall remain standing at all times. They shall be observant and walk around when possible. Officers shall not stand with their hands in their pockets.
- Anytime a confrontational situation arises between youth or youth and Officer, the Supervisor must be notified immediately via radio. A code shall be initiated via radio prior to any intervention by staff. If an officer appears to be injured or unconscious, officers shall notify master control and attend to that officer as soon as it is safe to do so.
- Under no circumstances is one (1) officer to be left alone in a confrontational situation. Back up is to move as quickly as possible to ensure as many officers as necessary are present to adequately address the situation.
- At no time is a non-certified officer allowed to be left alone with youth.
• Officers shall not leave their assigned area without the approval of the Supervisor. If they are assigned a specific duty, they will need to ask the Supervisor who will be responsible for that duty while they are gone (i.e. logbook, room checks, etc.)

• Officers that are assigned youth must maintain an accurate count of every youth under their supervision.

• Proper radio procedure is imperative to a safe environment. Whenever an emergency situation arises, all officers and staff not directly involved must remain off the radio to ensure those needing radio access have it.

• All officers and staff must maintain control over facility keys.

• Every sleeping room must be searched for contraband on each awake shift. In addition, every room is to be searched when a youth is released and prior to placing a youth into confinement.

• All eating utensils are to be counted prior to issuing. All utensils are to be counted again and returned to the kitchen when the meal is complete.

• Youth never hand out utensils.

• Youth never handle any cleaning chemicals.

• All meal containers used for youth in confinement must be checked for utensils after the meal.

• Whenever a security concern or unsafe condition exists, officers and/or staff must complete a work order to ensure it gets corrected. If the condition is non maintenance related the Superintendent must be advised in writing.

• All doors in the facility are to be locked. This includes sleeping rooms, post exits, storage, restrooms, classification (Portables when not in use) and any other door in the secure area.

• Officers and staff must remain within camera observation as much as possible.

• Personal cell phones are prohibited in the secure area of the facility unless authorized by the Superintendent. Only the Superintendent, Assistant Superintendent, Transportation Coordinator and Maintenance are approved to wear state issued cell phones in the secure area.

• Personal medication of any kind is prohibited in the secure area of the facility. Medication may be secured outside of the secure area of the facility.

• All efforts shall be made to verbally de-escalate the youth prior to any type of physical intervention as dictated in the Protective Action Response Rule.

• Staff shall be aware that any Code Blue occurring outside the main walls of the facility, e.g. on the recreation field, in the sally-port, in a portable classroom, etc. may be an incident caused by youth to create a diversion to enable an escape.

In the event an officer calls a Code Blue the following procedure shall be implemented:

• The officer making the determination shall announce over the radio or intercom the code and the location.

• The master control operator shall immediately communicate Code Blue and the location to all staff.

• All non-essential movement in the facility shall stop.

• All available officers shall respond to the location.

It is imperative that communication between officers is clear. Officers responding to the code shall ensure that the following occurs:
- Youth in the area of the incident shall be instructed to sit down or stand against the wall and not to move. There shall be no talking.
- Youth may need to be secured in their rooms. This shall be a decision based on the individual incident.
- At least one officer shall monitor the group during the code.
- If youth are secure in their rooms, room checks shall continue on schedule.
- Officers shall immediately determine the level of intervention required to control the youth and shall act accordingly.
- When the situation is under control, the Supervisor or designee shall conduct a count of the youth assigned to the area where the incident occurred.
- Once it is determined that all youth have been accounted for, the Code Blue shall be cleared.
- The shift commander, or designee shall contact master control and inform them that the Code Blue - all Clear.
- The master control operator shall communicate to all staff: Code Blue-Clear.
- The lead officer on the mod shall ensure that all documentation (time of code, participants, level of intervention, time code was cleared, and any consequences of the code; behavioral or medical) is noted in the logbook and entered into FMS.
- Officers shall complete all paperwork (Protective Action Response Report) appropriate to the incident as either a participant or a witness and submit it to the shift Supervisor for review.

**Mechanical Restraints**

- Mechanical restraints may not be used as a method of restraining youth, with an exception for transportation of youth. In exigent circumstances, the use of mechanical restraints for youth behavior may only be used with the approval of the Regional Director.
- Whenever mechanical restraints are used, a report shall be completed and submitted for review. The only exception to this requirement is when mechanical restraints are used to transport youths outside the secure area of the facility.
- Mechanical restraints shall be used when transporting youths outside the secure area of the facility. If handcuffs are used on pregnant youth, they shall be cuffed in front. Leg restraints, waist chains, soft restraints, and the restraint belt shall not be used on pregnant youth. Restraints may not be used on a youth who is known to be pregnant during labor, delivery, and postpartum recovery.
- Mechanical restraints shall not be used as a means of discipline.
- Officers will not carry mechanical restraints on their person.
Subject: HEAD COUNTS

Purpose: Head counts are necessary for officers to know the exact number and location of youth under their supervision at all times.

Head counts shall be taken, called into Master Control, and documented, at a minimum:

- At the beginning and end of each shift;
- Following any emergency to include power outages, evacuation due to emergency drills and any code called outside the secure walls. In the event a code is called in any location outside the main walls of a facility, it is critical that all youth counts are reconciled prior to the movement of any group of youth;
- Prior to and following routine group movement;
- Any time a population change occurs;
- Randomly, at least once on each shift.

Staff shall not include youth in the count who are not physically present with the staff person at the time of the count (i.e. court, clinic, confinement).

There shall be no youth movement during counts until Master Control confirms the counts, reconciles the count and authorizes facility activity to resume. In the event the count cannot be reconciled the following steps shall be taken:

- All movement in the facility shall stop.
- A JJIS printout of the population shall immediately be distributed to all lead officers.
- Lead officers on the mod shall do a face to face roll call verifying all youth assigned to their mod.
- If it is determined that a youth cannot be located, escaped procedures shall commence.

At the discretion of the Superintendent or designee, visitors may be asked to exit the secure area of the facility during shift change or to cease any non-essential movement.
**Subject:** FIRST AID/FIRST AID KITS/SUICIDE RESPONSE KITS

**Purpose:** To ensure that First Aid Kits are secured and strategically placed throughout the facility and in all facility vehicles.

**First Aid Kits**
First Aid Kits are to be used in the event of an emergency and may be used as needed by trained staff. The Designated Health Authority or designee shall approve the first aid kits.

A monthly inventory shall be made on each kit to ensure each kit is maintained. If for any reason a kit is used, notification by memo or e-mail shall be forwarded to medical and designated staff to ensure replacement of items used.

Each First Aid Kit shall contain at least the following:
- Sterile gauze pads;
- One-inch tape;
- Eye rinse solution;
- Disposable gloves;
- Band-aids;
- One way CPR barrier mask;
- Small bio-hazard waste disposal bag;
- Sterile saline for cleaning wounds; and
- Anti-bacterial hand washing material.

**Suicide Response Kits**
Each Superintendent shall ensure that all required locations, per rule, contain a Suicide Response Kit. Each kit shall contain, at a minimum:
- “Suicide Rescue Tool”
- Wire cutters
- Needle nose pliers
- One-way CPR mask, microshield or face shield
- Non-latex gloves
- First aid supplies

Each kit shall:
- Be housed in a clear plastic container or similar container,
- Have a number seal which staff shall log into the appropriated log books at the beginning of each shift
Have an inventory attached to it

Each Superintendent shall:
- Ensure that all staff with youth contact:
  - Know the location of the kits
  - Know how to use each item—possibly with a demonstration during the next drill
  - Test the “Suicide Rescue Tool” to ensure it operates as intended and replace if necessary.

All facilities shall have youth specific emergency medication (i.e. epipen) and emergency rescue tools (including knife for life) available for use in the event of an emergency. All staff coming into contact with youth must know the location of all emergency response equipment and be trained in their use.

The medical protocols and standing orders shall provide staff direction for first aid care.

In the event that emergency first aid or medical care is necessary, staff shall write an incident report and forward a copy of the report to the nurse for proper recording in the youth’s medical file. This report shall be made after the emergency has been appropriately handled.

Shall it be necessary to transport a youth for off-site medical services, all orders and follow-up instructions from the off-site provider shall be delivered to the facility nurse for proper implementation and scheduling of and follow-up appointments. The parents or legal guardians of the youth shall be notified as soon as possible in the event of emergency medical treatment.

Emergency numbers (i.e. poison control, fire department, etc.) and 911 posters are to be posted, at a minimum, in the Supervisor’s office, medical office, master control, mod sub control areas and the kitchen.

In the event emergency medical services are required, staff shall request such services by calling 9-1-1.
- Any detention facility staff, contracted employee, teacher or volunteer has the right and responsibility to contact 9-1-1 (emergency services), without supervisory approval, if they feel a potentially life-threatening situation exists.
- If a staff determines it is necessary to call 9-1-1, they shall notify the Supervisor and Master Control as soon as it is reasonably safe to do so. This shall allow the facility time to prepare for the arrival of emergency services and ensure that the first responders do not waste time in locating the source of the emergency.
- The Superintendent or designee shall ensure that emergency use of 9-1-1 procedures are posted near telephones and throughout the facility. They shall also ensure that staff are trained or instructed on how and when to use these procedures.
- On-duty medical staff shall respond and render medical care until EMS arrives. Master Control shall ensure that staff members are in place to expedite access to the injured youth by EMS.

All staff who are trained and certified in CPR techniques are to be notified that failure to provide emergency care, including CPR, to a youth as needed is subject to disciplinary action and/or criminal proceedings.
Subject: ESCAPE & ESCAPE PREVENTION

Purpose: To ensure that each facility is prepared to address youth escapes, escape notifications and prevention.

While each facility is equipped with technology to assist in the prevention of escapes or attempted escapes, they can only be prevented if staff remains alert and attuned to the moods, attitudes and behaviors of the youth.

The following is a list of behaviors that could be indicative of a potential problem:

- Groups of youth getting together and whispering or talking very low;
- Youth who have received bad news (i.e. sentence to commitment, negative information from home, etc.);
- Cliques of youth developing;
- One youth, usually a leader, going from one youth or group to another;
- A youth or group of youth closely scrutinizing staff movements;
- A youth or group of youth becoming overly polite or unusually irritable;
- Some youth withdrawing from the main group;
- A youth becoming overly inquisitive or observant of staff routines, facility operations or procedures and the physical makeup of the facility, facility layout, transportation information or any suspicious or irregular questions;
- Youth not participating in usually popular activities;
- A very high level of tension;
- Change in eating and exercise habits;
- Unusually quiet behavior; and
- Casual attempts to conceal areas of escape.

If an attempted escape occurs, the main concern of staff is to maintain control of the remaining youth. If an escape attempt occurs:

- Staff shall immediately alert other officers by announcing a Code Green and the location over the radio;
- Master Control shall communicate Code Green to all other staff and specify the location;
- All available officers shall respond and provide assistance in maintaining control of the group or apprehending the youth attempting to escape;
- All movement in the facility shall cease. Youth counts shall be conducted;
- All youth shall be returned to their mods upon authorization from the shift Supervisor and clearance from master control. Youth may be placed in lockdown status at the
discretion of the Supervisor. In the event this movement cannot occur for security reasons, all youth are to be instructed to sit down at their current location. The Supervisor shall determine when it is appropriate to resume the daily schedule.

Any attempt by staff at apprehending the escaping youth shall be done only if the remaining youth are under the direct supervision of another officer. If this procedure is not followed, it is quite possible that an escape involving one youth could develop into a situation in which a number of youth escape.

If staff can physically intervene in stopping the youth from escaping, he/she shall do so by securing the youth. If the youth resists, the officer shall use the DJJ approved Protection Action Response (PAR) techniques to control the youth.

If the escape attempt occurs during transportation, the transporting officer shall:
- Ensure the remaining youth are secured before apprehension attempts are made;
- Not chase the youth into traffic;
- Use DJJ-approved techniques to control the youth;
- If the youth attempts to escape during transportation while the vehicle is moving, the transporting officers shall attempt to pull safely to the side of the road and stop. Apprehension attempts shall be made without jeopardizing the safety of officers and the remaining youth.

Local law enforcement shall be contacted and advised of the attempted escape.

Following an attempted escape, the facility’s administration shall review all aspects of the attempted escape, and submit a corrective action plan to the Regional Director for review and approval.

The attempted escape shall be documented in the logbook and a detailed incident report shall be completed.

Shall a youth successfully escape, staff shall comply with the actions described above as well as the following actions:
- Local law enforcement shall be contacted immediately and advised of the escape. The reporter is to provide as much information about the youth as possible (height, weight, hair color, scars, tattoos), clothing description, potential destinations, etc. A photograph may be provided to law enforcement for identification purposes.
- The facility Superintendent shall be notified of the escape attempt at the earliest possible time. If the escape occurs at a time when facility administration is not on duty, the shift Supervisor shall be responsible for contacting (either by cellular or home telephone) the on-call administrator.
- The Superintendent or designee shall immediately contact the Regional Director.
- The following shall be notified within two (2) hours of the escape:
  - Central Communications Center;
  - Chief Probation Officer;
  - Parent/Guardian;
  - State Attorney, who shall make every effort to notify the victim, material witnesses, parent(s) or guardian(s) of a minor who is a victim or witness, or immediate relatives of a homicide victim of the escapee; and
• The court having jurisdiction over the youth.
• The bedding and clothing of the escaped youth shall be confiscated and made available to law enforcement.
• The escape shall be documented in the logbook and a detailed incident report shall be completed.
• Upon apprehension, the Superintendent, Regional Director, State Attorney and Judge, parent/guardian, Juvenile Probation Officer, Chief Probation Officer and local law enforcement shall be notified of the youth’s return to the facility.

All staff shall be trained in escape prevention annually. The facility shall conduct and document quarterly mock escape drills.
Subject: SEARCHES

Purpose: To ensure that contraband is located and identified for the safety and security of youth and staff.

All searches shall avoid using unnecessary force, embarrassment or indignity to those being searched.

Searches shall take place no more frequently than necessary to control contraband or to ensure safety. The results of any search shall be documented in the designated logbook, in FMS and on the shift report.

Law enforcement shall be contacted if any item found would be considered as illegal as defined in Florida Statute, or there is any evidence of any type of unlawful activity.

Staff shall prepare youth prior to the initial frisk search or any strip search by explaining the purpose and procedure of the search while assuring youth of his/her safety. Throughout the search, staff shall avoid using unnecessary force and shall treat youth with dignity and respect to reduce youth’s stress and embarrassment.

The types of searches authorized are as follows:

- An **electronic search** consists of the use of an electronic walk-through or hand-held wand device to locate metal objects. This search shall be conducted during admission and following any transport.
- A **facility search** consists of an inspection of the physical plant and property including the youth’s sleeping quarters.
- A **frisk search** consists of a search through clothing and shall be conducted by staff of the same sex as the youth being searched.
- A **strip search** consists of a visual check of a youth without clothing. A strip search shall be conducted in a private area with two (2) staff members present, both of the same sex as the youth being searched. If two (2) staff of the same sex as the youth are not available, one (1) staff of the same sex as the youth may conduct the strip search while a staff of the opposite sex is positioned to observe the staff person conducting the search, but cannot view the youth.
- Staff shall **not** search or physically examine a transgender or intersex youth for the sole purpose of determining youth’s genital status. If the youth’s genital status is unknown,
• it may be determined during conversation with the youth, by reviewing medical records, or if necessary, by learning that information as part of a broader medical exam conducted in private by a medical practitioner.
• A cavity search consists of the examination of the youth’s body cavities. Body cavity searches shall be approved by the Superintendent or designee only when it is strongly suspected that a youth has concealed contraband in a body cavity. Only trained medical personnel in an emergency room setting must conduct any body cavity search. Detention staff is not authorized to conduct a cavity search of a youth other than a visual search of the oral cavity.

Frisk searches shall be conducted, at minimum, as follows:
• Prior to admission;
• On all youth returning from a supervised activity away from the facility, such as a court appearance, a medical or mental health appointment;
• Prior to and after transportation;
• When deemed appropriate by the shift Supervisor;
• Reasonable suspicion that youth is harboring contraband.

Strip searches shall be conducted during admission or if there is a reasonable suspicion that a youth is harboring contraband. If a strip search is conducted at any time other than at admission, an incident report must be completed.

Room searches shall be conducted during the first two shifts (morning and afternoon) or if there is a reasonable suspicion that a youth is harboring contraband in room.

Recreation Field searches are to be conducted once during each shift and prior to any outdoor exercise.

Perimeter searches, outside the fence line, include parking lots searches shall be conducted once during each shift.

Staff and Visitor Searches shall be conducted on everyone that enters the secure area (including detention, education, medical, mental health staff, provider staff, visitors etc.) These searches will be conductive by using a walk through metal detector and/or a metal detector wand. Staff, provider staff and visitor’s bags, handbags, jacket pockets and any other extraneous items shall also be searched. Staff and visitors are not authorized to bring keys, cell phones, medication, sharp objects or flammables into the secure area of the facility.
Subject: KEY CONTROL

Purpose: To ensure the proper usage, storage and general security of any detention facility key is maintained in the facility.

The Superintendent shall outline a system of key control that addresses assignment, tracking, storage, disposal and replacement of lost or damaged keys, including keys to the center’s vehicles. Each facility is responsible for maintaining inventory and control of all facility keys.

Procedures shall provide a clear line of accountability and shall address, but not be limited to the following:

- Issuance of keys to staff and contracted personnel;
- Staff responsibilities regarding key assignments;
- Inventory and tracking of keys;
- Secure storage of keys when not in use;
- Key restrictions;
- Key markings and identifiers;
- Key and key ring types used in the facility;
- General procedures and prohibitions regarding keys within the facility.

All keys shall be placed on a tamper-resistant key ring designed to inhibit the removal of keys.

Emergency key rings shall be maintained separately from other facility keys in master control and are in a secure location designated by the Superintendent. These keys shall be notched or otherwise identifiable by touch.

- The keys on these rings shall provide egress through facility exterior doors providing access to evacuation areas.

A key inventory shall be maintained by the Superintendent or designee at all times. The inventory shall account for all key rings by:

- The ring number (i.e. ring #1, ring #2);
- The number of keys on each ring;
- The capability of each key; and
- To whom (or where) each key ring is issued.

Key rings not issued shall be included on the inventory and shall be maintained in a secure key
box in a location designated by the Superintendent.

Emergency key rings shall be included as part of the facility key inventory.

The issuance of the key(s) and key rings shall be documented on each shift. At a minimum, the following information shall be documented:
- Date of issue;
- Time of issue;
- Name of person receiving the key ring;
- Time returned; and
- Name of staff issuing the key ring.

Keys may not be duplicated without authorization from the superintendent.
- Duplicated keys shall be included on the key inventory;
- Any duplication of keys shall be documented in the key inventory.

All employees who are issued keys shall:
- Receive key control training prior to receiving facility keys;
- Be responsible for the security of those keys and be able to account for those keys at all times during their work schedule;
- Carry issued keys on their person at all times;
- Not allow youth to handle facility keys;
- Not remove the keys from the facility or the facility grounds without authorization from the Superintendent;
- In the event staff have mistakenly left the facility with keys and key ring, staff shall contact the shift Supervisor immediately and shall be required to return the ring to the facility within two (2) hours;
- Shall immediately upon first knowledge, report lost key rings to the Supervisor on duty. This shall be done in a manner in which a youth would not overhear. The Supervisor shall:
  - Ensure that all youth and non-essential movement within the facility stops;
  - Notify the Superintendent and/or designee immediately; and
  - Initiate a search for the keys to be conducted by officers, which may include electronic and strip searches of youth.

Damaged keys shall be reported to the immediate Supervisor who shall complete a maintenance request for replacement:
- Keys created for the replacement of damaged keys shall be marked identically to the key being replaced;
- The maintenance staff or other staff as designated by the Superintendent shall ensure that damaged keys are destroyed; and
- The replacement of damaged keys shall be documented in the maintenance log.

Personal keys/key rings belonging to employees or anyone entering the secure area shall be secured prior to entering the secure area.
FLORIDA DEPARTMENT OF JUVENILE JUSTICE
___________ Regional Juvenile Detention Center
Facility Operating Procedures

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<thead>
<tr>
<th>Detention Center Superintendent:</th>
<th>Review Date:</th>
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<td>5.13</td>
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Subject: HOSTAGE SITUATIONS/BOMB THREATS

Purpose: To ensure that in the event of a bomb threat or hostage situation, staff shall respond in a professional, expedient manner to ensure the situation can be resolved with minimal personal injury and property damage.

<table>
<thead>
<tr>
<th>HOSTAGE SITUATIONS</th>
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<tbody>
<tr>
<td>Each facility must have a plan in place that addresses hostage situations. In the event a hostage situation occurs, the following procedures are to be followed:</td>
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<tr>
<td>• If hostages are involved in an escape or other situation, staff shall do nothing that shall, in any way, endanger the safety of the hostages.</td>
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<tr>
<td>• The nearest officers shall notify Master Control of the hostage situation, giving the location and number of youth involved.</td>
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<tr>
<td>• Master Control shall contact 9-1-1. If the incident occurs outside the facility, the officers involved will also contact 9-1-1 and Master Control.</td>
</tr>
<tr>
<td>• The Shift Supervisor shall immediately notify the Superintendent or designee of a hostage situation.</td>
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<tr>
<td>• If directed by administration, staff shall attempt to verbally intervene using calming non-confrontational language. The Superintendent or designee shall notify the Detention Regional Director.</td>
</tr>
<tr>
<td>• All youth not involved in the situation shall be moved to the nearest secure area. The area in which the hostage has been taken shall be secured until a trained law enforcement negotiator arrives.</td>
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<tr>
<td>• The CCC shall be contacted according to the reporting guidelines.</td>
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<tr>
<th>BOMB THREATS</th>
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<tr>
<td>All bomb threats shall be treated as though a bomb is present. All exercise drills shall be taken seriously and security shall be maintained.</td>
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</table>

If a bomb threat is received by telephone, the individual receiving the call shall:
| • Record relevant information including the date and time, a description of the caller’s voice, the caller’s exact words and any background noise. |
| • The staff member shall ask the caller what kind of bomb is involved, where it is located |
and what time it is set to detonate.

- Try to keep the caller on the phone as long as possible, talk in a normal tone and remain calm.
- Ask the caller to repeat the message and attempt to document exactly what is said.
- As soon as feasible, the staff member shall notify the Shift Supervisor.
- The Master Control Operator shall report the incident by dialing 9-1-1 and have an officer, assigned by the Shift Supervisor, direct emergency vehicles to facility entrance and assist the responding law enforcement or explosive ordinance team member with entering the facility.
- There shall be no use of radios and cellular phones in the facility until an investigation into the bomb threat is complete and the facility is deemed safe.
- The Master Control Operator shall direct all visitors to leave the facility immediately.
- The Supervisor shall:
  1. Alert staff members of the situation by going to each area and informing staff members.
  2. If the Supervisor determines that an evacuation is the appropriate course of action, he/she shall have all persons evacuate the building in accordance with the facility’s evacuation plan.
  3. Staff shall ensure all youth are counted and are present. Staff shall notify the Supervisor, or designee, of missing persons and execute a search for missing individuals. All televisions and radios shall be turned off.
- Any search for explosive devices shall be conducted by emergency response staff. If a bomb or suspected bomb is found, the area shall be evacuated immediately consistent with established evacuation plans.
- The responding Hazardous Materials Unit, operating in accordance with its procedures, shall be in charge of the area. Upon arrival of the civil authorities, staff shall follow their directions as they relate to evacuation and handling of any device located. No one shall return to any building until authorized by law enforcement and approved by the Superintendent or designee.
### Bomb Threat Checklist

| Date: |  |
| Time: |  |
| Time Caller Hung Up: |  |
| Phone number Where Call Received: |  |

#### You Need to Ask Caller:
- **Where is the bomb located?** (Building, floor, room, etc.)
- **When will it go off?**
- **What does it look like?**
- **What kind of bomb is it?**
- **What will it explode?**
- **Did you place the bomb?** Yes No
- **If not do you know who placed the bomb?**
- **Why?**
- **What is your name?**

#### Exact Words of Threat:

#### Information About Caller:
- **Where is the caller located?**

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Young</th>
<th>Elderly</th>
<th>Middle Age</th>
<th>Age:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>If yes, describe:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>No</td>
<td></td>
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#### Caller’s Voice (Check all that apply):
- Accent: Disguised, Normal
- Angry: Distinct, Ragged
- Calm: Excited, Rapid
- Clearing Throat: Laughter, Rasp
- Coughing: Lisp, Sad
- Cracking Voice: Loud, Slow
- Crying: Mad, Slurred
- Deep Tone: Nasal, Soft
- Deep Breathing: Nervous, Stutter

#### Background Sounds (Check all that apply):
- Animals
- Booth
- Clear
- Local
- Music
- Conversation
- House Noises
- Kitchen Noises
- Long Distance
- Loud
- Machinery
- Motor
- PA System
- Street
- Traffic Noises
- TV

### Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a Bomb Threat Was Received by Phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully, be polite, and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. See the contact information below.
5. If your phone has a display, copy the number and/or letters.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.

#### If a Bomb Threat Is a Handwritten Note:
- Immediately call 911.
- Handle as little as possible.

#### If a Bomb Threat Is Received by E-mail:
- Immediately call 911.
- Do not delete the e-mail.

#### Signs of a Suspicious Package:
- Excessive postage
- Incorrect titles
- Misspelled words
- Poor handwriting
- Stains
- Strange sounds
- Foreign postage
- Marked "Confidential"
- No return address
- Restrictive notes
- Strange odor
- Unexpected delivery

#### What You Should Not Do:
- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate threat.
- Activate fire alarm, touch or move suspicious package.

### Who to Contact:
- 911 and your reception desk at
- (850) 488-1850, Florida Department of Juvenile Justice, Knight Building, 2737 Centerview Drive, Tallahassee, Florida 32399
FLORIDA DEPARTMENT OF JUVENILE JUSTICE
____________ Regional Juvenile Detention Center
Facility Operating Procedures

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**Subject:** TOXIC MATERIALS

**Purpose:** To ensure the proper use, storage and disposal of chemicals including poisonous, flammable and toxic materials.

**Access to all Flammable, Toxic, Caustic and Poisonous Items**
Flammable, toxic, caustic and poisonous fluids and other dangerous substances may only be drawn or acquired by authorized personnel. Youth shall not be permitted to use, handle or respond to chemical spills. Youth shall not be permitted to clean, handle or dispose of any other person’s bio-hazardous material, bodily fluids or human waste.

A Flammable material is defined as liquids with a flash point below 100 degrees Fahrenheit.

Toxic materials are defined as substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive track or respiratory track (i.e. zinc chromed paint, ammonia, chlorine, antifreeze, herbicides, pesticides).

Caustic materials are defined as substances that can destroy or eat away by chemical reaction (i.e. lye, caustic soda, sulfuric acid).

All flammable, toxic, caustic and poisonous materials must be stored in secure areas that are inaccessible to youth. Substances that do not contain one or more of the above properties, but that are labeled “keep out of reach of children” or “may be harmful if swallowed,” may not be considered to meet the above definitions but shall be kept under strict control.

**Disposal of all Flammable, Toxic, Caustic and Poisonous Items**
The maintenance mechanic or other trained staff who have the safety equipment for diluting, handling and disposing of hazardous waste and/or solid waste shall be responsible for disposing of hazardous items and toxic materials in accordance with Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030.

The disposal of all hazardous waste shall be by one of the following methods:

- Compaction;
- Evaporation;
- Flushed;
- Incineration;
- Bio-hazardous waste contractor.
Hazardous liquid waste shall be disposed of in accordance with the manufacturers’ materials safety data sheet. Designated containers for hazardous liquid waste shall be kept in the hazardous materials storage area.

Liquid waste not resulting from work details (i.e. dirty mop water, unused beverages, etc.) shall be disposed of in the plumbing area of each housing unit that has a drain. Liquid waste resulting from work details shall be disposed of in sinks located in mop storage areas.

Kitchen liquid waste, except for grease, shall be disposed of in the kitchen drain. Grease shall be placed in a separate container for disposal.

Shall a chemical spill occur, the following actions are to be taken:

- Upon becoming aware of a chemical spill, staff shall notify Master Control of the location.
- The Shift Supervisor/Master Control shall direct the shutdown of all air handlers and ventilation systems and close all windows and doors at the direction of the on-scene Supervisor or Superintendent.
- Assistance from outside the facility shall be contacted as necessary, consistent with emergency procedures.

All poisonous, flammable and toxic materials shall be inventoried and secured when not in use. The use of hazardous materials shall be consistent with the manufacturer’s instruction and all safety precautions shall be followed.

All poisonous, flammable and toxic materials shall have the Material Safety Data Sheets (MSDS) on hand in the facility. Toxic or caustic materials shall not be allowed to enter into the facility unless a Material Safety Data Sheet (MSDS) is on file in the MSDS logbook and posted near items. A master copy of the MSDS logbook shall be maintained in an accessible binder for all personnel to review at all times.

No hazardous chemicals shall be mixed as this could result in an explosion or emission of toxic gas.

Poisonous, flammable, toxic fluids and other dangerous substances may be used only by authorized personnel.

The disposal of bio-hazardous waste shall be in accordance with county, state and federal regulations.

The disposal of bio-hazardous waste is the responsibility of the medical staff. Medical personnel are responsible for placing all bio-hazardous waste in the bio-hazardous waste container after use. Contracted bio-hazard waste personnel are responsible for disposing of the containers.

Bio-hazard spill kits shall be strategically placed throughout the facility and shall be used in the event of an emergency in which large amounts of blood, vomit or other body fluids are present and pose a threat to health of youth or staff.

- The designated medical health authority or designee shall approve of contents of the bio-hazard spill kits.
• A monthly visual check shall be made on each kit to ensure each kit is maintained.
• If a kit is used, a report shall be forwarded to medical and the Assistant Detention Superintendent to ensure replacement of items used.

All bio-hazardous solid waste such as used medical dressings and cloths or rags used to clean up contaminated areas shall be placed in tear-resistant impermeable RED bags clearly marked as bio-hazardous waste.

Discarded needles, syringes, or any device capable of puncturing or lacerating the skin shall be stored in puncture-resistant RED bio-hazardous containers located in the medical clinic. When filled, the container shall be sealed and deposited in appropriate receptacle for pick-up by the facility’s bio-hazard waste contractor.

In the event a bio-hazardous clean-up is necessary in a housing unit; the material shall be placed in a RED bag and taken to the medical unit for sealing, labeling and disposal.

The Superintendent is responsible for the development of site-specific plan addressing exposure to blood-borne pathogens.
### Subject: TOOL AND SENSITIVE ITEM CONTROL

**Purpose:** To ensure that all tools and equipment related to maintenance are properly maintained, stored and inventoried.

Inspections of tool control areas are to be conducted monthly and the results of the inspections shall be submitted to the Superintendent or designee. The inspection is intended to determine the safe storage of the items as well as the adequacy of inventory procedures.

The program shall maintain a perpetual inventory of all tools, and the Superintendent or designee reviews and signs tool inventories monthly. Any discrepancies shall be immediately reported to the Shift Supervisor and the Assistant Detention Superintendent.

Tools shall be stored in a locked area when not in use.

When a replacement tool/item is received, staff responsible for that area shall properly dispose of the old/damaged item in a proper location inaccessible to youth.

Broken or defective tools shall be removed for repair or replacement. Tool replacement shall be noted in writing and verified by the Superintendent or designee. Immediately following repairs, tools are returned to the appropriate storage area and properly secured.

Staff shall positively identify repair service personnel before allowing entry into the secure areas of the facility. Service vendors are accompanied by designated facility staff at all time when in the secure area of a detention center.

When items are reported lost, or there is reasonable suspicion that a youth may be in possession of a missing item, the Shift Supervisor shall initiate a search of affected areas. When repairs are completed or work has ceased for the day, the Shift Supervisor ensures that working areas are thoroughly cleaned and inspected for contraband before allowing youth access.

Tools and equipment that can cause death or serious injury must have strict control. Officers are to use professional judgment in the identification of youth that participate in the cleaning activities.

Kitchen Knives and other Hazardous kitchen sharps shall be stored in a locked cabinet, drawer or toolbox that contains the cabinet’s inventory:
• The storage device shall be secured when not in use.

• Items being replaced or discarded shall be disposed of by the Food Service Director. Such disposal shall be noted in writing for verification by the Assistant Detention Superintendent.

• An itemized inventory of all culinary equipment including kitchen knives and other hazardous kitchen sharps upon reporting for duty. All equipment shall be accounted for prior to the departure of the kitchen staff.

The maintenance mechanic shall be responsible for establishing and maintaining an inventory of all lawn and other maintenance equipment, parts and tools and shall ensure:

• Tools shall be marked with an ID code identifying the tool as DJJ property.

• All maintenance tools shall be stored in a locked area when not in use.

• Broken or defective tools are removed for repair or replacement.

• Tool replacement shall be noted in writing and verified by an Assistant Detention Superintendent.

• Only those tools required to affect repairs are removed from the secure storage areas. Immediately following completion of repairs, the tools shall be returned to the appropriate storage area and properly secured.

Detention staff shall be responsible for security and control of tools and equipment within the facility:

• Staff assigned to facility entry points shall positively identify private contractors and repair service personnel before allowing entry into secure areas of the facility.

• The Shift Supervisor shall initiate a search of affected areas where items are reported lost or there is reasonable suspicion that a youth may be in possession of a missing item.

• When repairs are completed or work has ceased for the day, the Shift Supervisor shall ensure that working areas are thoroughly cleaned and inspected for contraband before allowing youth access.

**Youth Access and Use of Tools, Cleaning Items**

Youth are forbidden to use or access any tools, including kitchen or medical equipment.

Youth may use cleaning items such as mops, brooms, buckets and other common household items under direct supervision.
FLORIDA DEPARTMENT OF JUVENILE JUSTICE
____________ Regional Juvenile Detention Center
Facility Operating Procedures

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Subject: HOUSEKEEPING

Purpose: To ensure that the facility, including the attached buildings and grounds, are clean, landscaped and well maintained.

Furnishings shall be kept in good repair. Staff shall utilize the Work Order system to identify damage or situations needing repair or aesthetic attention.

While the Superintendent is ultimately responsible for the cleanliness and upkeep of the facility, it is also the responsibility of each and every employee to maintain the order and cleanliness of the facility. Specific duties must be assigned to each shift. The Supervisor shall ensure housekeeping tasks are accomplished and documented. The Supervisor shall inspect all areas of the facility daily to ensure all general cleaning tasks are completed, including, but not limited to:

- Emptying trash containers and replacing liners;
- Cleaning windows and other glass areas;
- Vacuuming rugs;
- Cleaning and polishing all stainless steel items;
- Cleaning, disinfecting and replenishing staff and public bathrooms;
- Dusting and cleaning furniture items;
- Waxing and buffing floors as needed.

Mod cleanliness shall be accomplished by youth assigned to the mod, under the supervision of the staff. Specific schedules for the accomplishment of each cleaning task shall be assigned as needed by the Supervisor. Staff shall be responsible for assuring that the proper cleaning product and method is used for each task.

Staff shall inspect youth housing areas to ensure:

- No contraband is present;
- Perishable foods and other items, which entice vermin, are not stored in the rooms or mod areas;
- Cell walls and windows are kept free of all objects;
- Cells and common areas are cleaned and mopped daily. Youth participate in cleaning activities but shall not be permitted to directly handle dangerous or hazardous chemicals.
Subject: HEAT STRESS

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Purpose: This procedure will clearly detail the risks to youth caused by an extreme high Heat Index during outside activities, appropriate preparations prior to taking youth outside and necessary observation and actions during outside activity.

Definitions

**Heat Index** – The “apparent temperature” that describes the combined effect of the temperature and high humidity. The higher this combination, the more difficult it is for the body to cool itself.

**Relative Humidity** – The measure of moisture in the air.

**Sun Burn** – Skin redness and pain, possible swelling, blisters, fever, headaches.

**Heat Cramps** – Painful spasms usually in leg and abdominal muscles with heavy sweating.

**Heat Exhaustion** – Heavy sweating, weakness, skin cold, pain and clammy. Very weak.

**Heat Stroke** – Indicated by high body temperatures (106 plus degrees) hot dry skin, strong pulse, possible unconsciousness. The victim will likely not sweat.

Emergency Response

Staff must observe youth closely for signs of any of the above symptoms. If they observe any youth showing signs of any of the above conditions, they shall be taken directly to the clinic to be examined by medical staff.

The Shift Supervisor and an Administrator is to be notified immediately anytime a youth suffers any of the above signs.

Cautions

The heat index is organized into four categories:

- **Extreme Danger** – heat stroke or sun stroke highly likely
- **Danger** – sun stroke, muscle cramps and/or heat exhaustion likely
- **Extreme Caution** – sun stroke, muscle cramps and/or heat exhaustion possible
- **Caution** – fatigue possible
Youth shall not be taken out if the heat index is in Extreme Caution or Danger levels. An alternative indoor activity will take place. The Supervisor shall note the weather condition(s) on the shift report.

**Hydration**
- During any outside recreation, it is very important to ensure that the youth have adequate water available to them.
- Anytime there is outside activity with youth and the heat index is in the Caution or Extreme Danger range, ice water is to be taken out.
- Youth are to have unrestricted access to the water and shall be encouraged to drink during these activities.
- After the youth enter the building, it may take an additional 30 minutes for proper cool down to occur. Youth shall continue to have access to the water fountains.