

## 1.5.H.1 Juvenile Services Safety Guidelines

### I Policy Index:



**Date Signed:** *January 20, 2022*  
**Distribution:** *Public*  
**Replaces Policy:** *N/A*  
**Supersedes Policy Dated:** *01/28/2021*  
**Affected Units:** *Division of Juvenile Services*  
**Effective Date:** *January 26, 2022*  
**Scheduled Revision Date:** *December 2022*  
**Revision Number:** *15*  
**Office of Primary Responsibility:** *Director of Juvenile Services and DOC Administration*

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### II Policy:

The safety and security guidelines established in this policy will be followed by staff assigned to the Division of Juvenile Services. Staff working in correctional environment and interacting with offenders will be cognizant of the potential dangers inherent in working in such an environment and take appropriate steps to keep themselves, the public and offenders safe.

### III Definitions:

#### **Juvenile Services Staff:**

Employees or contractual employees of the Department of Corrections who are responsible for the supervision of juvenile offenders, pursuant to SDCL § 26-11A-12. Includes Juvenile Corrections Agents (JCAs) and Area Supervisors.

#### **Mechanical Restraints:**

Handcuffs, leg irons and belly chains, transport belts (leather or chain).

#### **Offender:**

For purposes of this policy, an offender is a juvenile on DOC supervised aftercare.

#### **Weapon of Opportunity:**

An item found in the general area not designed for, but that could be used to implement force, e.g. fire extinguisher, tire iron, baseball bat, golf club, hard cover book, clip board, etc.

### IV Procedures:

#### **1. Safety Committee:**

A. The Director of Juvenile Services and area supervisors will regularly appoint staff to the safety committee as necessary.

1. The safety committee will be comprised of at least one staff member from each region.

2. The Director will appoint a chairperson.
- B. The committee will meet semi-annually, at a time and place determined by the chairperson. The committee will help organize staff training to be presented at staff conferences.
- C. The committee is responsible for disseminating safety information to staff. Staff suggestions for safety related topics, issues or requests may be directed to the committee and copied to the regional supervisors.
- D. The committee will review this policy annually and forward suggestions for changes to the Director at least one (1) month prior to the scheduled policy revision date.
- E. The Director will forward suggestions for changes to the DOC Policy and Compliance Manager.

## 2. Safety Precautions:

- A. Safety precautions and equipment approved for use by staff include the following:
  1. Cell phones will be carried by JCAs and area supervisors at all times while on duty.
    - a. Cell phones will be set up with a speed dial (one touch button) to contact emergency personnel. Staff will ensure office staff have their current cell phone number.
    - b. Cell phones will be kept charged and in operating order while on duty.
  2. Mechanical restraints will be in operating order and readily available to staff (See DOC policy 1.5.H.2 [Juvenile Offender Transport and Use of Restraints by Staff](#)).
    - a. Each JCA office will be assigned at least two (2) full sets of mechanical restraints available for use.
      - 1) A full set of mechanical restraints shall include: handcuffs, leg irons and transport belts.
    - b. At least one (1) full set of mechanical restraints will be carried in each JCA and area supervisor's assigned state vehicle.
    - c. At least one (1) full set of mechanical restraints will remain in the JCA office at all times and shall be stored in an area readily available to office staff.
    - d. Staff will receive training on the appropriate use and application of mechanical restraints. Training will be documented in the staff member's training file.
    - e. Staff will maintain a handcuff key on their person at all times while on duty.
  3. A flashlight will be issued to staff upon request.
  4. Disposable safety gloves will be provided by the DOC and issued to staff as needed. Gloves must be worn when collecting a urine sample (See JCC OM 6.4.G.4 [Urinalysis Testing](#) and DOC policy 1.3.A.8 [Offender Drug Testing, Sanctions & Treatment](#), while conducting searches or when handling any item that may be contaminated by blood or other bodily fluids (See DOC policy 1.4.E.8 [Blood-Borne Pathogens and Infectious Disease Management](#)). Universal precautions shall be applied at all times. Staff are responsible for ensuring they have an adequate supply of safety gloves

5. A first aid kit will be kept in each state vehicle used to transport offenders and each Division of Juvenile Services office.
    - a. Area supervisors will ensure a complete first aid kit is issued to each vehicle. An adequate stock of replacement first aid supplies should be kept on hand or accessible.
    - b. Staff removing/using supplies from the kit is responsible for promptly replacing used supplies and checking the kit for any expired items. First aid kits will be inspected by the JCA or area supervisor periodically.
    - c. All JCAs and each Division of Juvenile Services office will be issued a Narcan kit. Kits will be securely stored in an area readily accessible to staff. Narcan must be carried by juvenile services when contacting offenders and shall be kept in a pelican case (See DOC policy 1.3.A.16 *Staff Use of Naloxone*). Lost, damaged, expired or depleted kits will be reported to the area supervisor and promptly replaced.
  6. Staff will immediately report all missing, damaged or malfunctioning safety equipment or keys to the area supervisor, who will review the report and rectify any deficiencies or complete any replacements in a timely manner. The reporting staff member should be notified when the deficiency or replacement has been resolved.
  7. Staff will retain their DOC-issued ID card/badge in their immediate possession at all times while on duty.
- B. As needed or as circumstances warrant, juvenile services staff will request assistance from other DOC staff and/or law enforcement when preparing to contact an offender with a history of violence against staff, assaultive or threatening behaviors of if others associated with the juvenile (family member or friends) have displayed similar behaviors in the past.
1. Assistance may be requested during general field work, home visits, when an offender is or will be detained, during transport or other situations at the staff member's discretion.
- C. Staff will refer to DOC policy 1.5.H.2 *Juvenile Offender Transport and Use of Restraints by Staff* for procedures involving the safe transport or restraint of a juvenile offender.

### **3. Awareness in the Community:**

- A. When making contact with an offender, staff will always approach the scene cautiously and be aware of the following:
1. Other individuals in and around the scene, or individuals who leave or approach the scene.
    - a. Staff should make note of individuals who are around the scene, as they may pose a threat to the staff member.
    - b. Staff should pay special attention to any alcohol or drugs that may be present or suspicious activity by nearby individuals.
    - c. Staff should avoid physical confrontations with the offender or other individuals when possible, particularly if backup is not readily available or present.
    - d. Staff should scan the scene for the presence of any weapons, including weapons of opportunity.

2. Any vehicle(s) associated with the offender, family member(s), friend(s) or acquaintance(s) of the offender should be noted. Vehicles may contain weapons or individuals who may wish to interfere with the staff member during the performance of their duties
  3. The physical layout of the area and a planned egress if a problem develops.
  4. The street address or other landmarks at or near the scene, should it become necessary to contact law enforcement for assistance.
  5. Signs a dangerous animal, e.g. an aggressive dog.
  6. Any items/objects/weapons that may pose a threat or danger to staff or others.
- B. Staff should be aware of and familiar with the history and background of the offender.
1. Staff will have at least some knowledge of the offender's history of violence, drug or alcohol abuse, mental health issues, etc.
  2. Staff must be prepared to deal with any acquaintances, friends, family or others who may interfere with the staff person's job duties.
- C. If staff feel threatened or believe they are or may be in an unsafe situation, he/she is always authorized to:
1. Immediately leave the scene.
  2. Request backup, including requesting assistance from law enforcement.

#### **4. Office Safety:**

- A. To prevent theft, misuse or access by unauthorized persons, all firearms located in the office shall remain under the direct control of the staff member, which shall include being secured in a threat level II holster or properly secured, such as a lock box or other secured space.
1. Personal firearms stored in vehicles on property owned, leased or occupied by the DOC must be secured as follows:
    - a. In a locked vehicle; and
    - b. Stored in such a way that it cannot be identified as a firearm from outside the vehicle; and
    - c. In accordance with South Dakota law.
  2. Staff must immediately report to their supervisor, any firearm that is lost or stolen on DOC grounds where offenders are or may be present, including leased or occupied the DOC where offenders may gain access to the property, (i.e. a parole or JCA office) to their immediate supervisor.
- B. Each staff member is responsible for maintaining his/her individual office/work area in the safest possible condition.
1. Staff will maintain an area free of non-essential items that could become a weapon of opportunity; e.g. golf clubs, baseball bat, unsecured restraints, etc.

- C. Staff will arrange personal offices in a manner that provides an unobstructed exit in the event of an emergency.
- D. Staff will always keep personal safety in mind when meeting with offenders.
  - 1. Staff will not meet with an offender behind a closed door, unless there is window in the door that provides a clear line of sight into the office.
  - 2. During a closed-door meeting with an offender, at least one (1) other staff person must be present in the office, AND the person must be able to provide immediate assistance if needed. The staff member will notify office staff in advance of any closed-door meeting with an offender to ensure staff are available.
  - 3. If a staff member must meet with an offender behind closed doors, and the office does not have a window that provides a clear line of sight, at least one other staff member must be present in the office during the meeting.
- E. State equipment will be kept in good working condition and accessible to staff.
  - 1. Equipment not in good working condition will be repaired, replaced or disposed of utilizing the established an approved state procurement and surplus procedures. Expired equipment will be replaced as necessary and properly disposed of.
  - 2. Surplus equipment or equipment that is no longer necessary should be declared surplus.
- F. Offenders and visitors will remain under the supervision of staff when in a Division of Juvenile Services office.
- G. Each office shall appoint a staff member who is trained in the safe handling procedures of mail and who understands the importance of safe mail handling procedures to process mail received within the office. Staff should wear approved protective gloves when opening mail or packages. Unauthorized individuals should not process mail.
  - 1. If suspicious mail or a package is encountered, law enforcement will be contacted.
  - 2. Suspicious mail may include, but is not limited, to any mail or package that has:
    - a. Protruding wires, strange odors, leaking any substance, paper that is stained or discolored, or the envelope or package contains any unidentified substance, i.e. powder, liquid, residue, etc.
    - b. A city or state in the postmark that does not match the return address or no return address.
    - c. An unusual weight, given the size of the mail, or packages/envelopes that are rigid, bulky, lopsided or oddly shaped.
- H. When suspicious or dangerous mail is detected, staff shall maintain a safe distance between themselves and the mail/package. Staff should remain a safe distance from the item.
- I. Exposure to certain hazardous materials or drugs is dangerous. Exposure can include contact with skin or inhalation of the substance. Staff will follow the guidelines listed in the [Risk Management Bulletin Issue 43: Anthrax Threat Guide for South Dakota](#) when there is reason to

suspect the staff member may have had direct contact with a hazardous material or drug. Persons who may have been exposed to the substance should be isolated. All persons in the area should wash their hands with soap and water. If any person experiences health issues that may be related to the exposure, emergency medical services should be contacted immediately.

- J. Theft of mail is a federal crime. Staff shall report suspected mail loss to their supervisor. Staff will be assigned to investigate the possible loss and will report any confirmed losses to Postal Inspector, as required by federal law, by calling 877-876-2455 or providing written report to: [United States Postal Inspection Service \(uspis.gov\)](https://www.uspis.gov)
- K. To the extent reasonably possible, staff will limit meetings with offender in the office to regularly scheduled office hours, when other staff are present in the office.
  - 1. Office hours will be clearly posted in a public area of each office.
  - 2. If a staff member must meet with an offender outside of the regularly posted office hours, the staff member will arrange, when possible, to have another DOC staff member or a member of law enforcement present.
  - 3. Staff will always arrange have staff backup if they anticipate problems with the offender/parent or guardian.
  - 4. If a problem arises during any meeting that threatens the safety of staff, offenders or others, staff will request assistance immediately from DOC employees or call 911 to summon law enforcement.
- L. Each office will implement an emergency response system. Staff assigned to the office shall be knowledgeable of emergency response plan for the office.
- M. Staff assigned to the office will be familiar with the following:
  - 1. Basic functions of the electrical and plumbing system.
    - a. Location of electrical panels/fuse/breaker box and how to reset any tripped circuits.
    - b. Location of the main water shut off valve and water heater(s) and how to shut off the water in an emergency.
    - c. The location of emergency telephone numbers, including the building manager/maintenance office, in the event of an electrical, water, gas or other utility issue and how to report utility and maintenance issues or interruptions.
  - 2. Location of fire extinguishers, smoke/carbon monoxide detectors and providing regular maintenance and inspection.
    - a. Each office shall designate a staff member who is responsible for regular inspection and testing of smoke/carbon monoxide detectors in on a regular basis. Testing should be documented.
    - b. Detector batteries will be replaced a minimum of once each year.
    - c. Fire extinguishers will be checked monthly by designated staff and recertified annually by a certified extinguisher service agent. Any extinguisher that reads "discharged" must be serviced or replaced immediately.

- d. Flammable materials should not be stored in an office unless the material is essential to office operations. Excessive quantities of such materials will not be stored in the office. Flammable items will be stored in an approved location, and as recommended by the manufacturer.
3. Emergency exit routes and emergency plans.
    - a. To facilitate unobstructed exit from the office/building, entryways, emergency exit doors and emergency routes will be free of any hazards or obstructions
    - b. Emergency exit signs will be visible and in working order (properly illuminated and in good repair).
    - c. Doors in an evacuation route will remain unlocked from the inside (may lock from the outside).
    - b. In the case of a fire or fire alarm, all doors should be closed upon staff exiting the area.
  4. Security and safety concerns. Offender bags, back packs, purses, jackets, packages, etc. may be restricted or prohibited beyond the public area of the office. Visitors and offenders may be asked to store personal belongings in their vehicle. All items brought into the office are subject to search.
    - a. Staff is authorized to conduct a search of an offender's personal possessions for the purpose of maintaining and preserving the safety of the offender, staff and others in the area; to prevent the concealing of weapons, and/or detect the presence of any controlled substance(s).
    - b. Offender personal property will not be willfully or wantonly discarded, damaged or misplaced by staff during the search.
    - c. Any contraband discovered during a search will be confiscated and documented on a report to be submitted to the area supervisor.
  5. Staff may limit the number of offender friends/family/ acquaintance accessing the office at one time.
- N. Each office will establish emergency evacuation protocols to efficiently and safely evacuate those in the office in the case of an emergency (DOC policy 1.1.C.16 [Active Assailant](#) ).
- O. Staff will adhere to the following records management practices:
1. Staff will follow JCA Operations Memorandums 6.1.E.2 [Organization of Files](#), 6.1.E.4 [Monthly Reporting Procedures](#) and 6.1.E.8 [Records Retention](#).
  2. Offender records will be stored in a locked cabinet or locked office at the end of the workday, or when not under the immediate control or supervision of staff to prevent unauthorized access to protected personally identifiable information (PII) that may be contained in the record(s). Only authorized staff shall have access to offender files and records. Computers will not be left unattended if the password protection mode is not enabled (See DOC policy 1.1.C.12 [Staff Use of State Computer Equipment and Technology](#)).

## 5. Emergency Procedures:

- A. Each office will have evacuation plans posted in a visible area. Plans must show the location of emergency exits, evacuation routes, the location of fire extinguishers and other emergency equipment for that area.
- B. Evacuation drills will be conducted as often as deemed necessary by the Director of Juvenile Services, as directed by the State Fire Marshal's Office, or as required by the JCC Safety Committee. Drills will be documented, including any issues identified that require resolution.
- C. Area supervisors will develop an emergency response action plan for each field office. The plan will include procedures to evacuate the office, contact of local law enforcement and report incidents to the DOC administration, as required.
- D. In the event an office must be evacuated, staff's first responsibility is preservation of life.
- E. In the event of an assault or attempted assault of a staff member (See DOC policy 1.5.H.3 [Use of Force-Juvenile Services](#)):
  - 1. Local law enforcement will be contacted.
  - 2. Medical services will be provided as necessary. The victim will fill out a BHR [First Report of Injury](#) form and sent to the Office of Risk Management and supervisor.
  - 3. An Incident Report will be provided to the Director of Juvenile Services.
  - 4. DOC administration will be notified in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration and Office of Risk Management](#).
- F. In case of inclement weather, staff will refer to the state policy on inclement weather (See Bureau of Human Resources policy [Emergency Office Closing Policy](#)).
- G. Medical emergencies encountered by staff during work hours will be handled within the scope of training and ability of responding staff. Staff are granted general immunity from liability for providing or attempting medical assistance in good faith (See SDCL § 20-9-4.1).
  - 1. If an offender presents symptoms or a condition that staff believes requires emergency care or medical intervention, i.e. an unresponsive offender, staff will immediately call 911 (See DOC policy 1.4.E.6 [Death of an Offender or Unresponsive Offender](#)).
  - 2. Offenders requiring basic medical attention (administration of basic first-aid) may be cared for by a family member or transported to a medical provider by a family member. If a family member is not present, staff may offer/administer basic medical assistance or call 911. Staff shall contact the offender's emergency contact as soon as practical following or during the medical emergency.
  - 3. Staff involved in a medical emergency will document the incident on an Incident Report and forward this to the area supervisor.

## 6. Safety Inspections of Field Offices and State Vehicles:



- A. Staff will apply reasonable care to ensure field offices and vehicles are maintained in safe, working order. Designated office staff will conduct annual safety inspections of each office and grounds.
1. Any deficiencies or unsafe conditions identified will be documented in a written report and forwarded to the area supervisor, who will notify the Director of Juvenile Services. Timely correction of the deficiency shall be implemented as deemed necessary and appropriate. Staff will utilize the BOA Incident, Accident or Unsafe Condition Report form to document the condition:  
<https://boa.sd.gov/risk-management/accident-report-nonstatevehicle.aspx>
- B. Staff are responsible for conducting general safety inspections of assigned state vehicles.
1. The purpose of the inspection is to look for:
    - a. Obvious defects that could pose a safety hazard; e.g. cracked windshield, worn out windshield wiper blades, broken or not functioning headlights or tail lights, bald or under inflated tires, etc.
      - 1) For work orders/repairs estimated to exceed \$35.00 or mechanical issues, call Fleet and Travel at 1-800-543-2372.
  2. Any deficiency that may render the vehicle unsafe to operate will be promptly reported to the area supervisor.
  3. Designated office staff are responsible for arranging for regular service/maintenance of assigned state vehicles. All staff who use a state vehicle are responsible for documenting mileage as required, cleaning the windshield after use, refueling, removing litter and trash, returning keys, and keeping door locked when not in use.
  4. In the case of an accident involving a state vehicle, staff must contact law enforcement and Fleet and Travel Management M-F 7:00 a.m. to 5:00 p.m. (605) 773-3162 or after hours at (1-800-543-2372) to generate a report.
    - a. In case of an accident resulting in a fatality, serious bodily injury or significant property damage, staff shall immediately contact Claims Associates, Inc. at 1-605-333-9810.
- C. After each offender transport, staff will check the vehicle for contraband or other items left an offender. Any contraband found will be documented.

## V Related Directives:

SDCL §§ [26-11A-12](#) and [20-9-4.1](#)

DOC policy 1.1.A.3 – [Staff Reporting Information to DOC Administration and Office of Risk Management](#)

DOC policy 1.1.C.1 – [Staff Code of Ethics](#)

DOC policy 1.1.C.12 – [Staff Use of State Computer Equipment and Technology](#)

DOC policy 1.1.C.16 – [Active Assailant](#)

DOC policy 1.3.A.8 – [Offender Drug Testing, Sanctions & Treatment](#)

DOC policy 1.3.A.16 – [Staff Use of Naloxone](#)

DOC policy 1.4.E.6 – [Death of an Offender or Unresponsive Offender](#)

DOC policy 1.4.E.8 – [Blood-Borne Pathogens and Infectious Disease Management](#)

DOC policy 1.5.G.3 – [Use of Force – Parole Services Staff](#)

DOC policy 1.5.H.2 – [Juvenile Offender Transport and Use of Restraints by Staff](#)

DOC policy 1.5.H.3 – [Use of Force-Juvenile Services](#)

JCC OM 6.1.E.2 – [Organization of Files](#)  
 JCC OM 6.1.E.4 – [Monthly Reporting Procedures](#)  
 JCC OM 6.1.E.8 – [Records Retention](#)  
 JCC OM 6.4.G.4 – [Urinalysis Testing](#)  
 BHR policy – [Emergency Office Closing Policy](#)

## VI Revision Log:

### New Policy March 2006:

Removed Revisions from 2006-2009.

**October 2010:** Revised formatting of Section I. Deleted the “or” when referencing both JCAs and area supervisors when appropriate throughout policy.

**December 2011:** Added definition of Weapon of Opportunity. Added “and safety equipment to be used as directed or needed by” to Section 2 A. Added 1) “A set of mechanical restraints include: handcuffs, leg irons and belly chains” to Section 2 A. 2.a. Added e. “JCAs will maintain a handcuff key on their person at all times while on duty” to Section 2. A. 2. Added “JCAs and area supervisors are responsible for ensuring they have an adequate supply of disposable gloves” to Section 2 A. 4. Deleted “that the first aid kits” and Replaced with “an adequate stock of replacement first aid” and Deleted “current” from Section 2. A. 5. Added b. to Section 2. A. 5. Added 6. JCAs shall immediately report all missing or damaged equipment or keys to the area supervisor” to Section 2 A. Added “malfunctioning” to section 2 A 6. Added “JCAs will carry their department-issued ID card at all times while on duty” to Section 2 A 7. Deleted “utilize” and Replaced with “obtain assistance from” and Deleted “back-up as situations dictate” and Replaced with “the need and circumstances warrant whenever conducting an offender visit” in Section 2 B. Added 1. “Assistance may be called during the course of general field work, random home visits, when an offender is detained, during transports and other situations at the JCAs or area supervisors discretion” to Section 2 B. Renumbered subsections that follow. Deleted “a JCA or area supervisor does not utilize a “back-up” and Replaced with “it is not practical to obtain assistance” and Added “provide appropriate notification” to Section 3 B. 2. Deleted “destination” and Replaced with “scene” and Added “approach the scene cautiously and” to Section 3 A. Added “or individuals who leave the scene when the JCA/area supervisor approaches” to Section 3 A. 1. Deleted “and what their state of mind is” and Replaced with “the scene as they could pose a threat to the JCA/area supervisor during the performance of their duties” to Section 3 A. 1. a. Deleted “in the area” and Replaced with “or suspicious activity taking place at the scene or in the immediate area” to Section 3 A. 1. b. Deleted “make a determination if there is likely to be a confrontation” and Replaced with “be cautious of possible confrontations with the offender of other individuals who may be at the scene” to Section 3 A. 1. c. Added d. “JCAs/area supervisors should visually scan the scene for the presence of any weapons or items that may be used as a weapon” to Section 3 A. d. Deleted “Suspicious” and Replaced with “Any” and Added “at the location that are known to belong to the offender, family members or friends or acquaintances of the offender. Vehicles may contain weapons, or other individuals who may try to interfere with the JCA/area supervisor during the performance of their duties” to Section 3 A. 2. Added 4. “The street address should law enforcement be called upon to respond and/or assist the JCA/area supervisor.” in Section 3. Deleted “a wild animal with rabies, etc.” and Replaced with “or other items/objects that may pose a threat or danger to the JAC/area supervisor or offender. Added “mental health” to Section 3 B. 1. Added “not carried on their person secure in a gun safe or approved storage area/container to prohibit access of these items by an offender or visitor. Under no circumstances will duty firearms be left unsecured” to Section 4 A. 2. Added a. b. c. to Section 4 A. 3. Deleted “When meeting with” and Deleted “may have his/her individual office door open or closed, depending on his/her comfort level with the offender and Replaced with “shall keep their personal safety in mind and use discretion when meeting with offenders in their individual offices” in Section 4 B. 3. Added “or contains any powdery substance/residue.” to Section 4 D. 3 a. Added “Offender access to field offices before or after normal office hours is discouraged” to Section 4 E. 2 Added “that threatens the safety of staff, the offender or others” to Section 4 E. 4. Added “Maintenance of extinguishers” and “(in the case of leased office space, these items may be the responsibility of the landlord). to Section 4 G. 2. Added “on a regular basis” to Section 4 G.2. a. Added “at a minimum of

once each year, or as needed” to Section 4 G. 2. b. Added c. “Fire extinguishers should be checked monthly by staff and recertified annually by a certified service agent” and **Added** d. to Section 4 G. 2. **Added** a-c. to Section 4 G. 3. **Added** a.- d. to Section 4 G. 5. **Added** H. to Section 4. and **Renumbered** H. to I. **Added** “when not under the immediate control and supervision of staff to preclude unauthorized access. Only authorized staff shall have access to offender files and/or records. Computers should not be left unattended if the password protection mode is not enabled” to Section 4 I. 2. **Deleted** “A fire evacuation plan must be displayed in each field office” and **Replaced** with “Each area of the office will have a copy of the floor plan for that particular area posted in a manner that allows persons in the building to view the instructions indicating the location of fire exits with evacuation routes, the location of fire extinguishers and other emergency equipment for that area.” in Section 5. A. **Added** “or JCC Safety Committee to Section 5 B. **Added** D. “In the event the office is evacuated, staff’s first responsibility is to escort everyone out of the building and to a safe area.” to Section 5. **Added** a. to Section 5 E. 4. **Renumbered** subsections that follow. **Added** “staff are granted general immunity from liability for providing or attempting medical assistance in good faith” to Section 5 G. **Deleted** “needs medical treatment, family or friends may transport the offender of an ambulance can be called” and **Replaced** with “presents symptoms or a condition that requires emergency care of medical intervention, staff will immediately call 911” to Section 5 G. 1. **Deleted** “The discretion is based on the judgment of the JCC staff at the time of the medical emergency” and **Replaced** with “Offenders who require basic medical attention (administration of basic first aid) may be cared for by a family member that is present or be transported to a medical provider by family. If a family is not present, the JCA may attempt to administer some level of medical assistance or call 911. Staff shall contact the juvenile’s emergency contact person” to Section 5 G. 2. **Added** “Staff will apply reasonable care to ensure the field offices and vehicles are safe for offenders, staff and members of the public” to Section 6 A. **Added** “or unsafe condition” to Section 6 A. **Added** 1. to Section 6 B. 1. **Added** 4. 5. and 5. a. to Section 6. B. 1. **Added** “weapon of opportunity” and “or that an offender should not have access to” to Section 6. B. 1. b.

**October 2013:** Reviewed with no changes.

**October 2014:** Added term “active shooter” to policy.

**October 2015:** Reviewed with no changes.

**October 2016:** Updated language to include “Division of Juvenile Services”

**October 2017:** Added c. to Section 2 A. 5. **Deleted** “Field offices will be free of firearms, ammunition and chemical munitions, except when parole services staff are assigned to the same office” in Section 4.

**October 2018:** Deleted definition of “Black Box”. Revised definition of “Mechanical Restraints”.

**December 2019:** No changes.

**January 2021:** Added “For purposes of this policy, an offender is a” to the definition of an offender.

**Deleted** “C. Juvenile Services staff issued OC/pepper spray are required to carry water in their vehicle. Water will be used to flush the irritant from the affected person’s eyes and face.” from Section 2 and

**Renumbered** Section 2 D. to C. **Renumbered** D. a., b., and c. to D. 1., 2., and 3. per policy formatting

in Section 4 and **Renumbered** E. a. and b. to E. 1. and 2. per policy formatting in Section 4. **Added**

“identifiable” and **Replaced** “PPI” with “PII” in Section 4 O. 2. **Updated** hyperlink to the Incident,

Accident or Unsafe Condition Report in Section 6 A. 1.

**December 2021:** 4.N. Reference to DOC Policy 1.1.C.16 **Updated** to Active Assailant.

V. Related Directives - Reference to DOC Policy 1.1.C.16 **Updated** to Active Assailant.

*Doug Clark (original signature on file)*

Doug Clark, Interim Secretary of Corrections

01/20/2022

Date