



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1328**

Topic Safety Checks

Policy The purpose of this policy is to establish a requirement for staff to ensure that all youth are safe, and that the facility is secure by conducting periodic visual safety checks for all youth, and for creating and maintaining a log to document all safety checks (15 CCR 1328).

1. Safety checks, direct visual observation shall be conducted at least every 14 minutes on an irregular (staggered) schedule so youth cannot predict when the checks will occur and more frequently if necessary.
2. The safety checks shall be conducted during hours when youth are asleep or when youth are in their rooms, confined in holding cells, or confined to their bed in a dormitory (15 CCR 1328).
3. Safety checks shall be conducted by direct visual observation and include observation of skin, breathing, and movement to confirm that movement is not of a dangerous or emergency-related nature.
4. Cameras and monitors may supplement the required visual observation safety checks, but they shall not replace the need for direct visual observation.
5. All safety checks shall be documented with the actual time the check is completed.

See Procedures Manual on Safety Checks for further information.