



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

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

Procedure

Tyler Supervision Scanner Room Safety Checks

1328 PURPOSE AND SCOPE

This policy provides general guidance regarding the use of the Tyler Supervision system used to document the completion of room Youth Safety Checks.

Youth Safety Checks must be completed 24 hours per day, whenever youth are confined in their room. Each shift, the Lead Staff or designee will assign a staff member to each side of the Unit as responsible for Youth Safety Checks. The Lead Staff or designee will document the staff assignment in the green log book. There will be three hand-held scanners per unit, one for each side and an extra scanner to be used in case one of the other scanners are not properly functioning. Scanners should be counted with equipment at the beginning and end of each shift. Staff may be assigned to either one side or both sides of the unit, depending on staffing patterns. Anytime a youth is secured in their room, the assigned staff will conduct safety checks according to Detention policy timeframes, listed below:

Staggered intervals not to exceed 15 minutes

Staggered intervals not to exceed 5 minutes for youth on suicide watch. ALL staff assigned to a particular unit, on any shift, are responsible for knowing the classification status of all youth in the unit, including youth on suicide watch, mental health observation, etc.

Youth Safety Checks are done by first entering the personal numerical pin assigned to the staff member responsible for room checks.

This will “sign in” the staff member assigned to perform checks. Staff must visually confirm face and skin on each youth during checks to ensure Health and Welfare.

When conducting checks, staff must walk to the room, view the youth through the window, and scan the appropriate barcode with the handheld device.

From a random starting point, staff must check each room, continuing in numerical order, until every occupied room has been checked.

Youth that are not in their rooms do not need to have their room scanned.

At five minutes prior to the end of the shift, the Lead Staff or designee will ensure the handheld scanner is exchanged with the next shift

The Staff or designee of the next shift will assign the scanner to their shift and each assigned employee will then enter their personal numerical pin number.

In the event the handheld scanner is not operating properly, the Lead or designee will initiate Youth Safety Check documentation on paper logs listed above per policy timeframes until the system is operational. The Lead Staff or designee must also notify the Juvenile Hall Superintendent, the On-Duty Officer of the Day (OD), and their assigned unit Institution Services Manager (if it is a different person from the OD).

In the event the Downloader is not functioning, the Lead Staff will ensure the pipe is downloaded in another unit until it is repaired.

It is the responsibility of the unit Institution Services Manager (ISM) to ensure that all assigned staff are trained in all components of the handheld scanner system. The unit ISM will ensure that maintenance and service requests are submitted to the Juvenile Hall Superintendent or the assigned designee in a timely manner. The unit ISM is required to complete weekly random checks of staff's compliance with Youth Safety Checks and respond to any emails or notification from the system of non-compliance.

Institutions Services Managers or lead staff shall review and initial the Unit Log at least three times per shift

See Policy Manual on Safety Checks for further information.