



Administrative Policies and Procedures: 27.14 Draft

Subject:	Youth Movement, Population Counts and Reporting at Youth Development Centers Reporting of Youth Movement and Population Counts
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-2A-04, 4-JCF-2A-05; DCS Practice Standard:8-306; COA: PA-JJR 14.03
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
Each Youth Development Center (YDC) shall establish a system to physically count youth at the facility. and Movement of youth shall be regulated by the security personnel for the safety needs of each individual needs of individual youth, staffing patterns of individual centers, and by within the path of movement of youth within the YDC.	
Purpose:	
To provide guidelines for staff to physically count youth and regulate all movement of youth from one location to another. including individual and group juvenile movement to and from work and program assignments.	
Procedures:	
<p>A. Written local procedures for youth count Youth Count Procedures</p>	<p>1. Requirement</p> <p>1. Each Superintendent must develop local written follows written procedures for physically counting youth within the YDC. The procedures must be are reviewed annually and documented in the facility log book.</p> <p>2. Contents</p> <p>2. Written procedures must include, at a minimum, the following:</p> <ul style="list-style-type: none"> a) Formal counts, at least one each shift; b) Informal counts; c) Emergency counts; d) A complete record-keeping system maintained in the Central Operations Center (COC) that includes: <ul style="list-style-type: none"> ◆ Results of all counts; ◆ Name(s) of all newly committed youth;

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27.14

	<ul style="list-style-type: none"> ◆ Name(s) of all youth departing; and ◆ Name(s) of all youth who are on trial home visit assigned to work, and educational release, furloughs and other temporary absences. <p>e) Notification of appropriate staff of increases and decreases in population shift-by shift; and</p> <p>e) The daily population report and it's transmission to central office.</p> <p>3. Population information maintained</p> <p>Information regarding population is maintained on file for three (3) years.</p>
<p>B. Written local procedures for Youth Movement procedures</p>	<p>1. Requirement</p> <p>The Superintendent must establish local written procedures that meet the requirements for regulating youth movement. The procedures must be reviewed annually and documented.</p> <p>2. Contents</p> <p>The procedures must:</p> <p>The procedures:</p> <ul style="list-style-type: none"> a) Ensure that each youth at the YDC is accounted for at all times; and b) Describes how youth are to move from one location to another and how much the supervision is required for such movement.

<p>Forms:</p>	<p><i>None</i></p>
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<p>Collateral documents:</p>	<p><i>None</i></p> <p>YDC Local Procedures</p> <p>Daily Population Report</p>
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<p>Glossary</p>	
<p>Term</p>	<p>Definition</p>
<p>Counts</p>	<p>For the purpose of this policy only; a system(s) of verifying the total facility population, including the accountability of youth inside and outside of the facility and/or housing unit. Results are recorded on a daily count sheet/log.</p>
<p>Formal Count</p>	<p>Counts that are conducted, in an organized manner, at specified times of the day or night. A minimum of two counts per shift is completed.</p>
<p>Informal Count</p>	<p>Counts made while youth are working, engaged in daily living, or recreational activities. These counts are called at irregular times.</p>
<p>Emergency Count</p>	<p>Counts are taken any time a youth is suspected of being missing and/or for security purposes.</p>
<p>Major Movement</p>	<p>Major Movements include any group of youth, which encompasses the majority of the population transferring from one building to another through any building (e.g., school, fire drill).</p>

