
 SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURES MANUAL	Chapter: Operations	Policy No: 8.812
	Subject: Monitoring Youth	Date: 5/10/2000 Pages: 4
Program:	Juvenile Intake & Assessment Center	 Deputy Director of Juvenile Services
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POLICY:

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall provide the appropriate level of monitoring for all youth in the physical custody of JIAC.

APPLICATION:

All Department of Corrections Juvenile Intake and Assessment Center staff

PURPOSE:

To ensure the safety of youth, staff and others in the JIAC facility, to maintain appropriate control of the facility, to decrease possible escape attempts and to avoid damage to facility property.

DEFINITION:

As used in this document, the following shall apply:

Ask Suicide Screening Questions(asQ) Suicide Risk Screening Tool developed by National Institute of Mental Health (NIMH) (8.804.3)

High Watch A heightened level of monitoring requiring documentation of behavioral observations on the suicide watch documentation form (8.812.1) every 10 minutes for the duration of time the youth is at JIAC.

Precautionary Watch This level of watch includes staff monitoring with a heightened awareness that the youth may have a history of suicidal behaviors, potential risk factors or identified mental health concerns.

Suicide Watch An intensive monitoring process for a youth who may be at risk for self bodily harm or self injury.

PROCEDURE:

- I. General Monitoring Duties
 - A. The assigned intake worker shall be stationed in any area occupied by youth in order to provide monitoring at all times that youth are in the physical custody of JIAC.

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- B. Any time that a youth is placed in a holding room, a staff shall be responsible for monitoring the youth to ensure the youth's safety.
- C. Staff shall ensure that all youth remain in the youth waiting area unless accompanied or continuously monitored by another JIAC staff member.
- D. Staff shall ensure that:
 - 1. Youth do not touch each other;
 - 2. No youth has access to any JIAC phone;
 - 3. No youth has access to any JIAC computer or other electronic equipment;
 - 4. Youth do not sit directly next to each other;
 - 5. Youth are removed from common areas when staff use force or restraints on another youth to limit exposure to potentially traumatic incidents;
 - 6. No youth has the opportunity to damage JIAC property or its facility; and,
 - 7. No youth enters the public hallway or access to any exit in the JIAC building without staff being present.
- E. Staff shall ensure that talking among youth is held to a minimum and shall stop any talking that, in the opinion of staff, has the potential to escalate problematic behavior in the youth population.
- F. Staff shall not leave a youth unattended in any private office. When meeting with a youth in an office and it becomes necessary for the staff to leave the office, the youth shall be directed to the youth waiting area.
- G. Any time that staff accompanies a youth anywhere in the facility, the staff shall follow the youth (rather than lead) so that visual contact can be maintained at all times.

II. Restroom Monitoring Duties

- A. The youth restroom in the intake area shall remain locked to maintain safety and to prevent the youth from disposing of any items during intake.
- B. Staff shall conduct the appropriate search (in compliance with JIAC Policy 8.809) prior to giving the youth permission to go to the restroom.
- C. When a youth is given permission to go to the restroom, a JIAC staff member shall direct the youth to the restroom.
- D. After the youth exits the restroom, JIAC staff shall scan the restroom for damage or contraband. Any damage noted and deemed to have been caused by the youth shall be reported to the intake specialist/lead staff for investigation.

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III. Suicide Precaution Monitoring Duties

- A. All staff are responsible to know the warning signs / symptoms of suicide and shall have training in suicide awareness and established suicide watch procedures.
- B. Any youth who demonstrates an expressed intent or action to harm themselves will require special care, attention, protection and will be taken seriously. Any staff who observes signs / symptoms of suicide risk shall place the youth on suicide watch which shall require increased monitoring.
 - 1. When a youth reports CURRENT feelings of suicide (i.e., verbal report, on the MAYSI-2 Suicide Ideation Secondary Screening questions, or answers “Yes” to question five (5) on the asQ, imminent risk has been identified). For youth with imminent risk, JIAC staff shall:
 - a. Place the youth on HIGH watch with documentation of behavior at least every 10 minutes on the Suicide Watch Documentation Form (8.812.1) for the duration of time at JIAC.
 - b. Vary the time between the documented checks to avoid predictable intervals.
 - c. Never leave the youth alone (youth on HIGH watch are to be monitored at all times).
 - d. If youth is being placed at a facility (Juvenile Detention Facility, Juvenile Residential Facility or the Wichita Children’s Home), provide a completed and signed Medical/QMHP Release to Juvenile Intake and Assessment Center (8.804.2) and the MAYSI-2 Scoring Summary.
 - e. If youth is being released, notify the caregiver and recommend immediate transport to COMCARE Crisis.
 - 2. When there is evidence or a report of PREVIOUS suicidal feelings (i.e., verbally, on the MAYSI-2 Suicide Ideation Secondary Screening questions, or youth answers “Yes” to any of the first four (4) questions on the asQ, potential risk has been identified). For youth with potential risk, JIAC staff shall:
 - a. Place the youth on PRECAUTIONARY watch; and,
 - b. Notify the caregiver at the time of release.
- C. Staff will make a determination of any item restrictions for the youth dependent on the location where he or she is held. Restrictions may include the following.
 - 1. No shoes, belts, jackets with drawstrings, or any personal property for a youth placed in a holding room to monitor suicide risk.

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2. No blanket for a youth monitored for suicide risk in the youth waiting area (unless it is a safety blanket or “all-in-one” bedding obtained from the detention facility).
 3. Finger foods only if a food tray is provided.
- D. Youth who are in holding rooms will be pat-searched to identify any contraband that could be used to harm self. If the routine pat search at intake has already been conducted, staff shall visually inspect clothing to ensure the youth’s safety. A safety gown may be obtained from the detention facility if needed.
- IV. Youth on suicide watch who are placed in holding rooms, shall have monitoring documentation on the Suicide Watch Documentation form (8.812.1) and will not require duplicate tracking on the Holding Room Observation Log (8.810.1). Staff shall indicate time in the holding room on form 8.812.1.
- A. Staff shall keep a written record of any instructions given by a mental health professional on the Suicide Watch Documentation form (8.812.1) and include this information in the youth’s intake.
 - B. Youth shall remain on suicide watch until released to a responsible adult.
 - C. Staff shall provide a full verbal report to any adult who assumes the supervision of the youth or any adult who the youth is released to as well as any additional instructions received from a mental health professional.