

Rule 5. Security

210 IAC 8-5-1 Control center

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 1. (a) Written policy, procedure, and practice provide that there is sufficient space for a twenty-four (24) hour control center for monitoring and coordinating the following facility systems:

- (1) Internal security system.
- (2) External security system.
- (3) Communications system.
- (4) Safety alarms and detection system.
- (5) Other mechanical and electrical systems.

(b) The control center provides staff access to a washbasin and toilet or plans exist for staff to access a near-by washbasin and toilet.

210 IAC 8-5-2 Facility perimeter

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 2. (a) Written policy, procedure, and practice provide that the facility's perimeter is controlled by appropriate means to:

- (1) Ensure that juveniles remain within the perimeter; and
- (2) Prevent access by the general public without proper authorization.

(b) Pedestrians and vehicles enter and leave at designated points within the perimeter.

210 IAC 8-5-3 Emergency preparedness MANDATORY

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 3. (a) Written policy, procedure, and practice provide that there is a manual containing all emergency preparedness policies and procedures to ensure the facility's security, with detailed instructions for implementing these procedures. Such situations may include, but are not limited to, the following:

- (1) Severe weather.
- (2) Natural disasters.
- (3) Escapes.
- (4) Riots.
- (5) Hunger strikes.
- (6) Disturbances.
- (7) The taking of hostages.

(b) The plan covers the following:

- (1) The identification of key personnel and their specific responsibilities during an emergency or disaster situation.
- (2) Mutual aid agreements with other agencies or departments.

- (3) Transportation to pre-determined evacuation sites.
- (4) Notification to families.
- (5) Any special arrangements necessary for youth with disabilities.
- (6) Immediate release of youth from locked areas in case of an emergency, with clearly delineated responsibilities for unlocking doors.
- (c) All facility staff are trained in the implementation of the written emergency plans.
- (d) The emergency manual is available to all staff, and staff is required to review the manual at least annually. The emergency manual is reviewed at least annually and updated, when necessary.
- (e) A critical incident report shall be completed for all emergency response incidents.

210 IAC 8-5-4 Post assignments

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 4. Written policy, procedure, and practice provide that direct supervision staff is posted in or immediately adjacent to juvenile living quarters to permit staff to have personal contact and to observe, hear, and respond promptly.

210 IAC 8-5-5 Written job description

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 5. (a) Written policy, procedure, and practice provide that there are written job descriptions for each position in the facility.

(b) There are written operational shift assignments or post orders that state the duties and responsibilities for each shift assignment and post in the facility.

(c) The shift assignments and posts are reviewed at least annually and updated, if necessary.

210 IAC 8-5-6 Juvenile control

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 6. Written policy, procedure, and practice provide that no juvenile or group of juveniles is given control or authority over other juveniles.

210 IAC 8-5-7 Detention staff log

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 7. Written policy, procedure, and practice provide that detention staff on each housing unit, on each shift:

- (1) Maintain a permanent log; and
- (2) Prepare shift reports that record:
 - (1) Routine information;

- (2) Emergency situations; and
- (3) Unusual incidents.

210 IAC 8-5-8 Security Inspections

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 8. Written policy, procedure, and practice provide:

- (1) Supervisory level staff:
 - (A) Conduct a daily inspection of all areas of the facility, including areas occupied by juveniles and unoccupied areas; and
 - (B) Submit a daily written report to their supervisor; and
- (2) The facility administrator, or designee, and a second intermediate-level or higher-level supervisory staff conduct and document visits to the facility's living areas at least weekly to:
 - (A) Encourage informal contact with staff and juveniles;
 - (B) Provide guidance to staff; and
 - (C) Informally observe the living and working conditions.

210 IAC 8-5-9 Daily count

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 9. (a) Written policy, procedure, and practice provide that the facility has an accountability system for physically counting juveniles and maintains a daily population report on every juvenile in the facility. The daily population report includes the following information:

- (1) Number of juveniles in the facility on a given day.
- (2) Names of juveniles.
- (3) Identifying numbers.
- (4) Housing assignments.
- (5) Date and type of admission.
- (6) Number of releases.
- (7) Number of accumulated days of stay per juvenile recorded.
- (b) The facility's formal count is taken and recorded daily at mid-night.
- (c) There is at least one census count or formal count taken per shift, each day.

210 IAC 8-5-10 Juvenile movement

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 10. Written policy, procedure, and practice provide that staff:

- (1) Control and supervise all individual and group juvenile movements to and from:
 - (A) Living units;
 - (B) Programs;
 - (C) Work assignments; and

- (D) Court; and
- (2) Maintain a daily report on juvenile movement.

210 IAC 8-5-11 Transportation procedures

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 11. (a) Written policy, procedure, and practice provide that there are guidelines to govern the transportation of juveniles:

- (1) Outside the facility;
- (2) From one jurisdiction to another; and
- (3) To court.

(b) Staff may use restraint equipment during transports to prevent injury or escape. Staff do not use belly belts or chains or leg restrains on pregnant girls. Staff do not handcuff youth together during transportation or restrain youth to the vehicle, other than a seatbelt.

(c) The guidelines are available to all personnel involved in transporting juveniles.

(d) Staff involved in transporting juveniles are required to be aware of and review the guidelines at least annually.

210 IAC 8-5-12 Control and distribution of security equipment

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 12. (a) Written policy, procedure, and practice provide a system to govern the control and distribution of all security equipment, including mechanical and chemical restraint equipment and supplies and radios.

(b) Security equipment is stored in a secure but readily accessible location outside of the juvenile housing areas.

(c) The accountability system provides for, but is not limited to, the following:

- (1) Restraint equipment is stored and issued in a manner that its location can be easily determined upon immediate notice.
- (2) A log is maintained to record each restraint device, including mechanical, chemical, and radios.
- (3) A log is maintained to record the name of the employee possessing the equipment.
- (4) The restraint logs are reviewed at least quarterly by a designated individual.
- (5) Restraint equipment is maintained in operable conditions or is removed from the inventory.
- (6) Corrective action is initiated, when necessary.

210 IAC 8-5-13 Electronic restraints

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 13. Policy, procedure and practice prohibit the use of all types of electronic restraints, such as tasers or electric shocking devices, within the juvenile detention facility.

210 IAC 8-5-14 Mechanical restraints**Authority: IC 11-8-2-5; IC-31-31-8-2****Affected: IC-31-31-8**

Sec. 14. (a) Written policy, procedure, and practice prohibit the use of mechanical restraints for punishment, discipline, or treatment.

(b) Mechanical restraints may be used when the juvenile is:

- (1) A danger to himself, herself, or others; or
- (2) During de-escalation when other techniques were attempted and not successful.

(c) Mechanical restraints may be applied only with the approval of the facility administrator or designee, and continued use must be reviewed by such staff every fifteen (15) minutes.

(d) Staff must remove the mechanical restraints at:

- (1) The earliest possible time;
- (2) When the juvenile is no longer a danger to himself or herself or others; and
- (3) No longer than two (2) hours after application of the restraints.

210 IAC 8-5-15 Chemical agents and equipment MANDATORY**Authority: IC 11-8-2-5; IC-31-31-8-2****Affected: IC-31-31-8**

Sec. 15. (a) Written policy, procedures, and practice provide the level of authority, access, and conditions required for the availability, control, and use of chemical agents and equipment. The use of chemical agents, including pepper spray, tear gas, and mace, is prohibited, except by law enforcement or specifically trained staff in emergency situations. Authorization from the facility administrator or designee shall be obtained prior to use of a chemical agents by staff.

(b) The accountability system for chemical agents should include, at a minimum, the following:

- (1) Personnel using chemical agents to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the tour of duty.
- (2) All persons contaminated in an incident involving the use of a chemical agent must receive an immediate decontamination, medical assessment, and treatment.
- (3) Chemical agents and equipment related to its use are inventoried at least monthly to determine their condition and expiration dates.
- (4) If chemical agents are issued as duty equipment and carried during the shift, canisters must be weighed at the time issued and when returned, as well as after each use, to account for the chemical agent.

(c) A critical incident report shall be completed following all incidents involving the use of chemical agents.

210 IAC 8-5-16 Four or five point restraints MANDATORY**Authority: IC 11-8-2-5; IC-31-31-8-2**

Affected: IC-31-31-8

Sec. 16. (a) Written policies, procedures, and practice provide that if any type of four (4) or five (5) point restraints, with arms, head, and legs secured to a fixed object, is used with a juvenile, advance approval must be obtained from the facility administrator or designee.

(b) Four (4) or five (5) point restraints must only be used as a behavioral health intervention of “last resort” and only when:

- (1) The intervention is necessary to ensure the physical safety of the juvenile; and
- (2) Other less restrictive interventions have been tried and found to be ineffective; or
- (3) A juvenile’s resistance to less restrictive intervention is reasonably anticipated.

(c) A juvenile should never be restrained face-down, hog-tied, or in a spread-eagle manner, and no restraint should be placed around the juvenile’s neck.

(d) Restraints may only be applied by staff trained in their use.

(e) The health care authority or designee must be notified as soon as possible and no later than fifteen (15) minutes after restraint application to:

- (1) Assess the juvenile’s medical and mental health condition; and
- (2) Advise whether the juvenile should be referred to a medical or mental health unit or facility for emergency treatment.

(f) When a juvenile is restrained in a four (4) or five (5) point position, the following minimum procedures will be followed:

- (1) Direct visual observations by staff must be continuous.
- (2) Medical or health-trained staff must visually monitor the juvenile’s condition, at least every fifteen (15) minutes.
- (3) Restraint procedures are in accordance with guidelines approved by the designated health care authority and the mental health care authority.
- (4) Four (4) or five (5) point restraint of a juvenile must be ended at the earliest possible time. If the restraint is necessary beyond one (1) hour, a medical therapeutic restraint order must be obtained from a qualified mental health professional.

(g) A critical incident report shall be completed for all incidents involving a four (4) or five (5) point restraint of a juvenile.

210 IAC 8-5-17 Physical restraint MANDATORY

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 17. Written policy, procedure, and practice provide that the use of physical force or physical restraint is not used as a means of punishment or reprisal toward a juvenile and includes the following:

- (1) Staff uses the minimal degree of force necessary to maintain the custody, control, safety, and security of the facility, juvenile, or situation.
- (2) The use of physical force is restricted to instances of:
 - (A) Self-protection from imminent threat of harm;
 - (B) Protection of others from imminent threat of harm;

- (C) Prevention of self-inflicted injury;
- (D) Protection of property; and
- (E) Prevention of escapes;

And then only the amount of force necessary to regain or maintain control and only as a last resort.

- (3) Facility staff shall receive regular training in the areas of:
- (A) Conflict resolution;
 - (B) De-escalation; and
 - (C) Crisis intervention;

To ensure staff has the necessary skills to reduce the need for the use of physical force.

(4) Facility staff receive regular training on the approved use of physical force techniques to ensure appropriate application.

(5) For all use of physical force incidents, on-duty staff shall ensure that health care staff is contacted as soon as possible so that the juvenile's physical and emotional condition can be assessed and any injuries treated. If health care staff is not on-duty at the time of the use of physical force, health-trained on-duty staff shall:

- (A) Contact the on-call health care staff as soon as possible following the use of force; and
- (B) Provide the health care staff with detailed information regarding any injuries or complaints by the juvenile.

(6) Health care staff shall assess the juvenile's injuries or complaints, or both, and determine whether the juvenile needs to be seen immediately or can be seen during the next scheduled sick-call. In the event that a juvenile is injured and contact cannot be made with health care staff, on-duty staff will follow established procedures to obtain necessary medical evaluation and treatment.

(7) A written report is prepared following all uses of physical force by each staff involved in the incident, prior to the end of the shift, and submitted to facility administrator for review.

210 IAC 8-5-18 Incident reports

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 18. (a) All significant incidents, including, but not limited to, the non-routine use of restraint equipment and the use of physical force, are reported in writing prior to the end of the shift, dated, and signed by the staff person reporting the incident.

(b) A copy of the report is placed in the juvenile's case record and is reviewed by the facility administrator, or designee, and the parent agency on the next business day.

210 IAC 8-5-19 Search policy

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 19. (a) Written policy, procedures, and practice provide for searches of:

- (1) Juveniles;
- (2) The facility; and
- (3) Visitors;

In accordance with applicable law to control contraband and provide for its disposition.

(b) The facility posts search policies at the facility's:

- (1) Entrance;
- (2) Intake or admissions area; and
- (3) Visiting areas.

(c) The procedures are made available to staff and juveniles. Staff is required to be knowledgeable of the procedures and review procedures at least annually. The procedures are reviewed annually and updated, if necessary.

210 IAC 8-5-20 Strip search and visual inspection

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 20. (a) Written policy, procedure and practice provide that strip searches and visual inspection of juvenile private body cavities be conducted on a reasonable belief that the juvenile is carrying contraband or other prohibited material.

(b) Strip searches must be conducted by trained personnel of the same gender as the person being searched.

(c) Staff shall conduct strip searches and visual body cavity searches with youth individually and in a private setting.

210 IAC 8-5-21 Body cavity search

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 21. (a) Written policy, procedure, and practice provide that manual or instrument inspection of body cavities be conducted only when there is:

- (1) A risk to the security of the facility; and
- (2) A reasonable belief that the juvenile is carrying contraband or other prohibited material.

(b) The facility administrator and designated health care authority should be notified prior to a body cavity search, when possible, or as soon as possible following the search.

(c) Only a health care practitioner may conduct physical body cavity searches (i.e., searches involving physical intrusion into a body cavity for the purpose of discovering a concealed object). Any body cavity inspection is completed in private.

(d) If the health care practitioner is not of the same gender as the juvenile, a facility staff member of the same gender must be present.

(e) Staff shall notify parents or guardians if a youth is subjected to a physical cavity search.

210 IAC 8-5-22 Chain of custody

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 22. Written policies, procedures, and practice provide that physical evidence obtained in connection with a violation of law is preserved and controlled until law enforcement is available to take control of the item(s). Minor rule violations are exempt. The written policies, procedures, and practices address the following:

- (1) Chain of custody.
- (2) Evidence handling.
- (3) Location and storage requirements.
- (4) Disposal of evidence not transferred to law enforcement.

210 IAC 8-5-23 Accountability system for keys MANDATORY

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 23. (a) Written policy, procedure, and practice provide a system to govern the control and use of keys.

(b) There is an accountability system that provides for, but is not limited to the following:

- (1) Keys are issued from a central location.
- (2) Keys are stored so that their presence or absence can be easily determined.
- (3) A log is maintained to record the following:
 - (A) The number of each key.
 - (B) The location of the lock.
 - (C) The number of keys to that lock.
 - (D) The names of all employees possessing the key.
- (4) Emergency keys are checked at least quarterly to make sure that they function properly.
- (5) Fire and emergency keys shall be labeled for easy identification of what door(s) each key opens.

210 IAC 8-5-24 Control and use of tools MANDATORY

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 24. Written policy, procedure, and practice provide a system to govern the control and use of tools, including culinary and medical equipment. Provisions are made for checking tools and utensils in and out based on their level of risk. Provisions are also in place to control their use at all times.

210 IAC 8-5-25 Facility vehicles

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 25. (a) Written policy, procedure, and practice provide a system that governs the use and security of facility vehicles. The distribution of keys and the responsibility for certain

vehicles may be assigned to different staff, but one person is responsible for the vehicle motor pool.

(b) Facility vehicles are issued only to licensed drivers and are subject to the following requirements:

- (1) Safety inspections are conducted at least annually by qualified individuals.
- (2) Routine maintenance is conducted according to an established schedule.
- (3) Mechanical and safety defects are promptly reported and repaired.
- (4) Facility staff understands and are familiar with the circumstances under which they may use personal vehicles for official use and the associated liability requirements.

210 IAC 8-5-26 Service personnel

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 26. Written policy, procedure, and practice provide that service personnel, other than facility staff, perform work in the facility only under direct and continuous supervision of facility staff in those areas permitting contact with juveniles.

210 IAC 8-5-27 Firearms

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 27. Written policy, procedure, and practice provide that firearms are not permitted in the facility except:

- (1) In emergency situations; and
- (2) Only by law enforcement.

210 IAC 8-5-28 Critical incident report procedures

Authority: IC 11-8-2-5; IC-31-31-8-2

Affected: IC-31-31-8

Sec. 28. (a) Written policy, procedure, and practice provide that the facility administrator defines "critical incidents" in writing and that a documented debriefing is conducted after such incidents. The debriefing process includes coordination and feedback about the incident with designated staff and the juvenile(s) involved in the incident and occurs as soon as possible after the incident. Staff notifies the parents of critical incidents no later than the next business day.

(b) The debriefing includes, but is not limited to the following:

- (1) A review of staff and juveniles actions during the incident.
- (2) A review of the incident's impact on staff and juveniles.
- (3) A review of corrective actions taken and still needed.
- (4) A review of available video/digital recordings of the incident.
- (5) Plans for improvement to avoid similar incidents.

(c) All related documents and recordings of critical incidents will be preserved for an established period of time.

- (d) The department's division of youth services shall be:
 - (1) Notified regarding all critical incidents; and
 - (2) Provided a copy of the critical incident report and debriefing report.