



**Administrative Policies and Procedures: 27.14**

<b>Subject:</b>	<b>Youth Movement, Population Counts and Reporting at Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-2A-04, 4-JCF-2A-05; <b>DCS Practice Standard:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
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 needs of individual youth, staffing patterns of individual centers, and by the path of movement of youth within the YDC.	
<b>Purpose:</b>	
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.	
<b>Procedures:</b>	
<b>A. Written local procedures for youth count</b>	<p><b>1. Requirement</b></p> <p>Each Superintendent must develop <b>local written procedures</b> for physically counting youth. The procedures must be reviewed annually and documented.</p> <p><b>2. Contents</b></p> <p>Written procedures must include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>a) Formal counts, at least one each shift;</li> <li>b) Informal counts;</li> <li>c) Emergency counts;</li> <li>d) A complete record-keeping system that includes: <ul style="list-style-type: none"> <li>◆ Results of all counts;</li> <li>◆ Name(s) of all newly committed youth;</li> <li>◆ Name(s) of all youth departing; and</li> <li>◆ Name(s) of all youth assigned to work and educational release, furloughs and other temporary absences.</li> </ul> </li> </ul>

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	<p>e) Notification of appropriate staff of increases and decreases in population shift-by shift; and</p> <p>f) The daily population report and it's transmission to central office.</p> <p><b>3. Population information maintained</b></p> <p>Information regarding population is maintained on file for three (3) years.</p>
<p><b>B. Written local procedures for youth movement</b></p>	<p><b>1. Requirement</b></p> <p>The Superintendent must establish <b>local written procedures</b> that meet the requirements for regulating youth movement. The procedures must be reviewed annually and documented.</p> <p><b>2. Contents</b></p> <p>The procedures must:</p> <p>a) Ensure that each youth at the YDC is accounted for at all times; and</p> <p>b) Describe how youth are to move from one location to another and how much supervision is required for such movement.</p>

<p><b>Forms:</b></p>	<p><i>None</i></p>
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<p><b>Collateral documents:</b></p>	<p><i>None</i></p>
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