



**Administrative Policies and Procedures: 27.24**

<b>Subject:</b>	<b>Inspections and Visits of Living Units and Activity Areas in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-2A-11, 4-JCF-2A-12; <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>	
The Youth Development Center (YDC) Superintendent/designee, children's services managers, and designated department heads shall make visits to the YDC facility living units and activity areas at least on a weekly basis. Supervisory staff shall conduct daily inspections of all areas occupied by youth.	
<b>Purpose:</b>	
To provide guidelines for conducting visits and daily inspections, including holidays and weekends, of all areas occupied by youth and submit a daily report to supervisory staff.	
<b>Procedures:</b>	
<b>A. Written local procedures</b>	Each Superintendent/designee must develop local procedures to ensure visits to units and activity areas are conducted. The procedures must be reviewed annually and documented.
<b>B. Weekly visits</b>	<p><b>1. Weekly visits</b></p> <p>To encourage informal contact with staff and youth and to informally observe living and working conditions, the following staff must make weekly visits:</p> <ul style="list-style-type: none"> <li>◆ Superintendent/designee;</li> <li>◆ Children's services managers; and</li> <li>◆ Designated department heads.</li> </ul> <p><b>2. Areas to be visited</b></p> <p>Visits must be made to the following facility areas:</p> <ul style="list-style-type: none"> <li>◆ Living units;</li> <li>◆ Work areas;</li> <li>◆ Educational/vocational areas; and</li> </ul>

	◆ Recreational areas.
<b>C. Weekly inspections to unoccupied areas</b>	Supervisory staff shall conduct a weekly security inspection to unoccupied areas. This inspection is documented in the daily report prepared by the designated supervisor.
<b>D. Daily inspections</b>	Security supervisory staff must conduct daily inspections, including holidays and weekends of all areas occupied by youth. This inspection will be documented in the daily report to their supervisor including matters that may require further attention (e.g., youth or staff concerns, unsafe or unsanitary conditions, etc.).

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