



Administrative Policies and Procedures: 27.33-DOE

Subject:	Monitoring Locked Areas
Authority:	TCA 37-5-106
Standards:	ACA 2-9183
Application:	To all Youth Development Center Employees.

Policy Statement:

Facility buildings and all rooms therein shall be unlocked for authorized purposes only. All such buildings and rooms shall be locked when not in use.

Procedures:

A.	Each Superintendent shall establish a monitoring system ensuring daily inspection of locked areas. A written record of the daily inspections shall be made in the appropriate security log.
B.	Each staff member shall be responsible for locking all rooms, closets, and storage areas within his/her work place when not in use.
C.	Reports of the daily inspections shall be reviewed by the Youth Service Manager of Security. Doors that are found unlocked through staff error shall be reported to the supervisor of the work area for appropriate action. Defective locking mechanisms shall be reported to the maintenance department for repair.

Forms:	None
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(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)