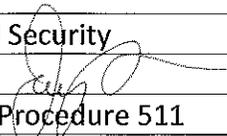




VERMONT

511

DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Safety and Security	
Subject:	Night Shift Safety and Security	Page 1 of 2
Approved:	Jay Simons, Director 	Effective: 3/5/2018
Supersedes	Woodside Policy and Procedure 511	Dated: 2/2001

Purpose

Night shift staff are responsible for the health and safety of the residents while maintaining the security of the facility. Night shift staff facilitate resident use of unit bathrooms, pass over the counter medication and wake residents for additional reasons. All these can require opening a resident's door on the night shift. This policy articulates the procedures which have been established to ensure safety and security of all residents and staff.

Policy

When the residents are in their rooms for the night, staff on duty must activate the resident room door alarm system on the units from 2300 to 0700 hours (Night Shift). If it becomes necessary for staff to release a resident from his/her room or open the door for any reason on either East or West units, the following procedures must be followed.

Procedure

- Only one resident at a time in the facility can exit their room to use a bathroom on the night shift.
- Only one resident room door at any one time in the facility can be opened on the night shift.
- Staff (in the unit where the resident door is to be opened) must notify staff on the opposite unit (observing staff) via radio that a resident will be coming out of his/her room or they are opening a resident room door. Staff will identify the room to be opened, i.e. G1. Front desk staff will note this interaction on the radio and will turn their attention to the appropriate monitor to observe the unit on which the door is being opened.
- Staff on the observing unit will enter the unit hallway where they can directly observe the other unit and make notification that he/she is in position to maintain observations.
- The staff opening the resident door will enter the unit office and secure the office door. Staff will then unlock the resident's door using the control panel in the office.
- When the resident exits their room to use a bathroom, it must be the bathroom that can be observed from the opposite unit. Front desk staff will continue to monitor the resident's actions via camera monitoring system.
- After the resident returns to his/her room, staff will verify the room door is secured via the office control panel. Staff will then go to the resident door and perform a physical



check of the youth's door to verify the door is secure. Staff will inform the front desk and the staff on the opposite unit via radio that the resident is secured in their room.

- If a resident's door needs to be opened for any other reason, night staff will wake the Operations Supervisor for assistance.
- Staff will **not** open North Unit doors without Operations Supervisor approval UNLESS there is an emergency that requires immediate life-saving action. If an emergency that requires immediate life-saving action staff will make an emergency radio call prior to unlocking the door. Under non-emergency circumstances a second staff member must be present when a North unit door is opened during the night shift.