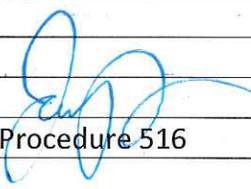




VERMONT

DEPARTMENT FOR CHILDREN AND FAMILIES
Woodside Juvenile Rehabilitation Center

516

Chapter:	Safety and Security	
Subject:	Locked Doors	Page 1 of 1
Approved:	Jay Simons, Director 	Effective: 4/20/2018
Supersedes	Woodside Policy and Procedure 516	Dated: 2/2002

Purpose

To require that certain doors in the building remain locked in order to ensure resident, staff and Woodside safety and security.

Policy

The following doors shall remain locked:

- Entrance doors from central hallway into resident units.
- Unit office doors;
- Sally port doors from resident units into the small and large recreation yard;
- Front door and kitchen sally port doors;
- Sally port doors connecting administrative area to secure area;
- Laundry room doors when population and/or contents of laundry so dictate (e.g. volatile / suicidal population and bleach or other potentially harmful substances present);
- Staff bathrooms;
- Closet doors;
- Nurse's station when not in use;
- Downstairs janitor's closet when not in use;
- Both doors to the large gym;
- Door from dining room into the kitchen;
- All classroom doors when not in use.
- Any office door in the administrative area will be locked when they contain where resident or staff files are kept.