
YTC Late Night Shift Security

1312.1 PROCEDURE

1312.1.1 YOUTH OUT OF ROOMS/LEAVING ROOM ON LATE NIGHT SHIFT

At 10:00 pm, youth's room doors in the cottage should be secured by officers. No youth shall be permitted to exit their room unless there is a health and safety situation that requires immediate attention or an emergency. This is done for the safety and security of the institution, employees, and youth. During these situations, Central Control must be immediately notified via handheld radio of the emergency.

1312.1.2 CENTRAL CONTROL DUTIES

To efficiently regulate and monitor youth in the cottages during the late-night shift, Central Control shall:

- (a) Contact each cottage nightly shortly before 10:00 pm and confirm their count and that all youth have been secured in their rooms
- (b) Remain vigilant and attentive to their touchscreens, the campus radio, and intercoms, and be alert to medical emergency calls or other calls for assistance

1312.1.3 MEDICAL EMERGENCY PROCEDURES – LATE NIGHT SHIFT

Officers shall adhere to the following procedures for handling a medical emergency on the late night shift:

- (a) Immediately announce "Medical emergency, (Cottage Name)" two (2) times in succession over the campus radio. Central Control shall then immediately announce "Medical emergency" over the Public Announcement system and again over the campus radio followed by the announcement of the official time of the medical emergency. Medical Staff will immediately respond to the emergency as soon as the announcement is transmitted
- (b) Wait outside the youth's room where the medical emergency occurs until the arrival of a second officer
- (c) When another officer arrives, when safe to do so, open the youth's room door
- (d) The officers present shall proceed inside and provide first aid and/or CPR, if needed and when safe to do so, until the arrival of Medical Staff
- (e) Upon the arrival of the Watch Commander and Medical Staff, the cottage officer shall continue to assist the Watch Commander's direction
- (f) Upon the resolution of the medical emergency, the officer shall complete an Incident Report and submit it to the Watch Commander for approval before the end of the shift. The Watch Commander shall approve any deviation from this practice