**Section 411.180 Security Procedures**

a) The secure child care facility shall maintain a security manual that, at a minimum, shall contain policies and procedures related to: counts, child or youth movement, transportation, contraband control, facility inspection, child, youth and visitor searches, security post descriptions, escape and emergency plans, use of force, use of restraints and behavioral management and intervention techniques, control of caustic, flammable and toxic materials, facility program schedule, classification policies, discipline, confinement, key and tool control, mail, visits, use and storage of security equipment, crisis instructions and suicide prevention, investigations, and reporting of unusual incidents. The facility shall have the security manual readily available for inspection upon request by the Department.

b) The staff control room, described in Section 411.600 of this Part, shall serve as the facility command and communication center and may serve as the point of issue for facility keys and security equipment.

1) The facility shall have a communication system between the control room and all children's and youths' living, activity, and program areas. This may include an intercom or closed circuit television system.

2) The control room may also serve as the point of control of the fire alarm system, staff and visitor sign-ins, and mail.

c) The facility's perimeter shall be controlled by appropriate means to ensure children and youth remain within the facility perimeter and to prevent access by the general public without proper authorization.

d) The facility shall prohibit any children or youth, or group of children or youth, from having control or authority over other children or youth.

e) Staff shall control children's and youth's access to all areas of the facility.

f) Access to supplies shall be determined by the secure child care facility director based on operational needs.

g) The shift supervisor shall conduct a security inspection each shift of all areas within the facility occupied by children and youth. All other areas and security devices shall be inspected by designated staff each week.

1) The supervisor shall document in the shift log that he or she conducted the security inspection of all areas within the facility occupied by children and youth during the shift and the results of that inspection.

2) The weekly inspection reports shall be submitted to the facility director on report forms that contain, but are not limited to:

A) A list of all items or areas to be inspected and an indication that each item or area was inspected;

B) Any deficiency detected;

C) The name of the staff conducting the inspection;

D) Whether the inspection is a shift or weekly inspection; and

E) The date and time of the inspection.

3) Areas or items to be inspected daily and included in the weekly report shall include, but not be limited to:

A) Living and activity areas;

B) Yard and open areas;

C) Walls, fences, and all perimeter areas;

D) Windows and screens;

E) Grilles;

F) Doors and locks;

G) Vent ducts;

H) Walls and ceilings;

I) Tunnel entrances;

J) Video systems; and

K) Metal detectors.

h) Unusual incidents shall be reported in accordance with Section 411.500 of this Part. Persons injured in an incident shall be provided with immediate access to medical services.

i) Contraband shall be prohibited within the facility.

j) The facility shall establish a log to record in sequential chronological order all actions that result in the placement of a child or youth on room restriction, time-out restriction to his or her room for purposes of regaining control, placement in locked seclusion, placement on suicide precautions, or use of physical or mechanical restraint. The log shall include the date, name, type of action, time action was imposed, time action was withdrawn, the reason, and authorizing staff name. All entries shall be signed and dated. The log shall serve as the central register for all actions taken to address mental health issues, suicidal behavior, or behavior modification plans. Logs shall be retained for at least two years.

k) Routine information, emergency situations, and unusual incidents that occur on each shift shall be recorded in a permanent bound shift log.

1) All log entries shall be dated and signed by the person responsible for the entry.

2) The log shall be reviewed and the review acknowledged by each succeeding shift supervisor.

3) Shift logs shall be retained for at least two years and shall be available for inspection by the Department.