

	Facility-Level Order:		NSD Order #: 06/15	Page 1 of 2
	Non-Secure Detention/SEEDS			
	Subject: Alarm Systems			
	Related Standard:			
	OCFS Regulation:			
Approved: (Signed) Stephanie Prussack Associate Commissioner Detention			Effective Date: 06/17/15	
New []	Revised [X]: <u>6/17/15</u> Originally issued: 3/30/06 (DJJ) Previously revised: 8/15/07, 9/22/08 & 12/4/09 (DJJ)		Supersedes []: _____ _____ _____	

Latest revision is underlined

I. Purpose

To ensure all non-secure detention facilities follow the same protocols for alarming their facilities.

II. Policy

It shall be the policy of all non-secure detention facilities that the facility remains alarmed whenever youth are present inside the facility.

III. Procedures

- A. Each Facility Director shall ensure that their alarm system is maintained in good working order.
- B. Each Facility Director shall ensure that the alarm system is checked a minimum of three times daily. As part of every shift change or upon returning to a facility when a shift change occurs off-site, the alarm system shall be checked for functionality. Depending on the alarm system, this can usually be done through a system check via the alarm panel.
- C. If the alarm panel indicates that all doors and windows are not alarmed, the specific area shall be checked and another systems check shall be conducted again. If the problem is not rectified and/or the system is not functioning properly, then any issues shall be immediately reported to the Facility Director, the NSD Operations Liaison and MCCU.

An immediate decision shall be made as to whether additional security precautions (such as, but not limited to holding over additional staff, posting staff differently, changing youth rooms, or moving youth until the defect in the alarm system is repaired) shall be implemented. This decision shall be made between the NSD Operations Liaison and the Facility Director.

- D. The check of the alarm system shall be recorded in the facility logbook by the individual conducting the check and the date, time and condition of the system shall be recorded.
- E. Each Facility Director shall ensure that the alarm system is engaged whenever youth are in the facility and that there are no delays set on any of the doors or windows.
- F. All facility staff shall be trained in the use of the alarm system. Training shall be documented and kept in each staff member's personnel file with a copy of such training available on site.
- G. Each facility staff member shall be trained on how to enter and leave the facility when the alarm is engaged.
- H. All security pass codes and methods of disengaging the alarm shall be kept confidential and every precaution shall be made to keep this information from the youth.
- I. Pass codes shall be changed whenever the system's security has possibly been compromised.
- J. Under no circumstances shall the facility alarm system be turned off during any time of the day when youth are in the facility. Disengaging the alarm system due to shift changes, climate control, and excess traffic in and out of the facility is strictly prohibited.
- K. Each facility shall ensure that their alarm systems are inspected and maintained by their alarm system company as often as recommended by the company for each system.
- L. Under no circumstance shall a door or window be bypassed in the alarm system while youth are in the facility.
- M. Anytime an alarm or warning signal goes off, staff shall immediately stop all movement. One staff member shall respond to the area of the alarm to ascertain why the alarm went off. The doors or windows shall be examined for any evidence of tampering.
- N. Each facility shall designate a secure place within the facility and all youth shall be brought there and an immediate head count of all youth taken to ascertain whether all youth are accounted for.
- O. Staff is to check all the windows and doors to ensure all are secure before allowing youth to leave the secured area and resume normal programming.