



MEMORANDUM


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DATE: June 7th, 2018
TO: Non-Secure Placement Providers
FROM: Lane Tobias 
SUBJECT: NSP Facility Search Policy – Inspection Addendum

This memorandum is an addendum to ACS policy #2013/01, *Non-Secure Placement: Searches of Facility Spaces*. The following directive supersedes Section V.A-C (“Inspections”) of the aforementioned policy, which can be found on pages 3-4. This guidance is identical to the parallel section in ACS policy #2018/01, *Inspections and Searches of Limited Secure Placement Facilities*.

At the direction of our partners at OCFS and due to the underlying regulations that govern Non-Secure Placement, ACS cannot alter or revise original NSP search policies without a current approved Petition Pursuant to Section 204-a of the State Administrative Procedure Act (SAPA). ACS is currently working with OCFS to remedy the discrepancy, eliminate this memorandum, replace the superseded language, and reissue the NSP policy. Until such time, please refer to this document for guidance related to staff inspections of NSP facilities.

Thank you for your continued patience as we continue to fine-tune and streamline practice to improve the lives of New York City’s most inspiring youth.

CC: Felipe Franco, DYFJ Deputy Commissioner
Sara Hemmeter, CTH Acting Associate Commissioner
Jocelyn Groden, OPPP Assistant Commissioner
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V. INSPECTIONS (SUPERSEDES SECTION V. A-C, pages 3-4)

- A. Inspections help to maintain a safe environment for staff, youth, and visitors. They promote efficient facility operations and permit for the assessment of youth behavior and staff effectiveness in the performance of duties.
- B. The purpose of inspections is to provide a clean, orderly, safe, and secure environment for youth and staff. Inspections shall include, but shall not be limited to, confirming that:
1. All interior and perimeter security devices are tested and confirmed to be in good working order including, but not limited to locks, doors, windows/screens, alarms, fences, handheld radios, cameras, and gates;
 2. All safety devices/procedures are in place and observed to be in good working order including, but not limited to, fire extinguishers, smoke/heat detectors, sprinkler heads, interior and exterior emergency lights and signs, evacuation plans, first aid kits, spill kits, and lighting;
 3. Log books and paper files are in place and accessible at appropriate locations around the facility according to ACS policy;¹
 4. All common areas and youth bedrooms are clean, neat, graffiti-free, and equipped with all required furnishings and fixtures;²
 5. Youth attire conforms to program rules and expectations;
 6. All mandated posted materials are visible and in the required places, have not been tampered with, and there are no inappropriate and/or prohibited materials posted;
 7. Furniture, equipment, and walls have not been broken and/or vandalized; and
 8. Staff and/or visitor permissible property items are securely and appropriately stored in the designated spaces.³
- C. The facility director or designee shall inspect every area in the facility a minimum of **once each week** and document the inspection in the Facility Activity/Communication Log Book.⁴ Facility areas that require weekly inspection and inventory (where applicable) by the director/designee include, but are not limited to, the following:
1. Staff office spaces;
 2. Youth bedrooms and living spaces;
 3. Kitchen and food storage spaces, including an inventory of utensils and sharp objects;⁵

¹ See ACS Policy and Procedure #2017/04, *Required Log Books and Paper Files for Juvenile Justice Placement*.

² See ACS Policy and Procedure #2016/10, *Suicide Prevention and Intervention Policy for Juvenile Justice Placement*.

³ See ACS Policy and Procedure #2015/08, *Visiting Youth in Juvenile Justice Placement Facilities*.

⁴ See ACS Policy and Procedure #2017/04, *Required Log Books and Paper Files for Juvenile Justice Placement*.

⁵ Kitchen utensils and sharp objects include metal knives, forks, spoons, and sporks as well as ceramic or glass plates and cups.



4. Program spaces and classrooms, including an inventory of compasses, scissors, and other items used for academic, vocational, or artistic purposes;
 5. Staff bathrooms, youth bathrooms, and shower areas;
 6. Recreational areas inside and outside of the facility;
 7. Visitation areas;
 8. Storage spaces;
 9. Facility perimeter;
 10. Alarms, cameras, and other security systems;
 11. Interior windows, doors, and fire escapes;
 12. Medical and clinical spaces, including medication storage lockers; and
 13. Intake, reception, and/or admission areas.
- D. A supervisory staff member shall conduct an inspection and inventory (where applicable) of every area in the facility a minimum of **once every 24 hours** while on duty, and document the outcome of this inspection in the Facility Activity/Communication Log Book.
- E. A direct care staff member shall inspect every area in the facility to which they are assigned a minimum of **once per shift**, and document the outcome of each inspection in the Facility Activity/Communication Log Book. If youth safety and facility security may be compromised and staff cannot conduct an inspection of the area to which they are assigned, this must be documented in the Facility Activity/Communication Log Book.
- F. Any areas in need of improvement identified during any inspection must be documented in the Facility Activity/Communication Log Book and, where applicable, report and document such issues immediately pursuant to ACS policy.⁶ Staff shall report any areas of improvement as soon as feasible to a supervisor and/or the facility director prior to the end of the shift. The facility director shall oversee the initiation and implementation of any subsequent corrective action.⁷

⁶ See ACS Policy and Procedure #2015/03, *Contraband Policy for Juvenile Justice Placement Facilities*.

⁷ A corrective action can include, but is not limited to, the repair or replacement of damaged items within the physical plant, as well as supervisory efforts to improve staff and/or youth compliance with milieu expectations.

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