



STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE
FACILITY SECURITY AUDIT AND SAFETY INSPECTION

FACILITY:					
SECURITY AUDIT AND SAFETY INSPECTION CONDUCTED BY(S):					
DATE AND TIME INSPECTION STARTED:					
DATE AND TIME INSPECTION COMPLETED:					
SECURITY AUDIT/SAFETY INSPECTION					
DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
CCTV/Surveillance					
All cameras are fully operational.					
All camera angles are optimal for observation of youth, staff and grounds.					
All cameras views are clear with no obstructions.					
All DVRs are operational.					
All DVR's were verified to ensure they are maintaining recordings of at least 30 days or longer.					
All video monitors are operational.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Radios/Communication					
All staff on shift have operational radios.					
All radios are fully functional and none need repair.					
All radios are accounted for and inventoried.					
Intercom system is fully operational.					
Telephone system is fully operational.					
Keys /Locks/Doors					
Daily/shift-to-shift accounting of the keys was conducted.					
All unassigned keys and staff personal keys are secured and are inaccessible to youth.					
All key rings are tamper proof.					
All key rings are properly labeled and numbered.					
All staff on duty have keys necessary to ensure safety and security.					
All staff on duty have keys to access egress exits.					
All facility locks are operational and are working properly.					
All doors are maintained and secured properly.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Metal Detectors					
"Walk through" metal detector(s) is operational.					
All "handheld" metal detectors are operational.					
The metal detectors (walk-through and/ or handheld) are located near the entrances to the secure area.					
Random video reviews and/or observations were conducted of the use of the walkthrough and/or handheld metal detector(s) and were used in conjunction with the program's FOP for the prevention of contraband.					
Mechanical Restraints (If Applicable)					
All mechanical restraints are securely stored and accounted for.					
All mechanical restraints are fully operational.					
Mechanical restraint keys are restricted to authorized staff only.					
Sally Port (If Applicable)					
The sally port is secured.					
The sally port gate is undamaged and operational.					
The sally port intercom system is undamaged and operational.					
The sally port has adequate camera coverage.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Sally Port (If Applicable/Cont.)					
The sally port area is clean, free of trash, debris, and free of any major conditions that could jeopardize security or safety.					
Transportation					
All vehicles are operational and in good working order.					
Vehicles received Preventative Maintenance at appropriate intervals.					
All seat belts are operational.					
Each vehicle has a seat belt cutter, window punch, emergency kit(s) which is secured, but available to staff.					
Youth Rooms/Living Areas/ Bathrooms					
The interior of youth rooms/ living area is free of trash, debris, and graffiti.					
Youth rooms/ living area/ bathrooms were inspected daily to ensure they are organized, in order, and clean.					
All air grates are in place, safe, secured and unobstructed.					
All doors are able to open and close, are in good repair, and unobstructed.					
All locks are properly operating, in good repair, and unobstructed.					
All windows are secured, in good repair, and unobstructed.					
All observation windows in the youth doors allow for clear viewing.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Youth Rooms/Living Areas/ Bathrooms (Cont.)					
All toilets, sinks, and shower fixtures are in good working order, free of leaks, clean, and mildew free.					
Floors are clean and free of trash and debris.					
PREA curtains/partitions are in place as required and are in good repair.					
All furniture, desks, TVs, carts, etc., are in good repair, free of dirt, and graffiti.					
Paint on the walls, doors and ceiling is in good condition, and free of graffiti.					
Room/common area searches were routinely conducted and documented for the previous week for safety and security purposes.					
All areas are free of vermin or pests.					
Drains are clean and are in good working order.					
Showers are clean, graffiti, and mildew free.					
All cleaning tools (brooms, mops) and other objects that may be used as weapons are secured and stored under lock and key.					
Classroom /Education Areas					
Classrooms/education areas are clean, free of trash, debris, graffiti, and in order.					
The classroom(s) are free of any major conditions that could jeopardize security or safety.					
All furniture, desks, TVs, carts, etc., are in good repair, free of dirt, and graffiti.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Classroom /Education Areas (Cont.)					
Paint on the walls, doors and ceiling is in good condition, and free of graffiti.					
All doors, locks, and windows are secured, in good repair, and unobstructed.					
Lighting in the classroom/education areas are fully operational and unobstructed (Note any lighting in need of repair).					
Kitchen/Dining Room					
The dining room and kitchen area is clean, in order, free of trash, debris, and graffiti.					
Paint on the walls, doors and ceiling is in good condition, and free of graffiti.					
All furniture, tables, desks, etc., are in good repair, free of dirt, and graffiti.					
All tools and utensils utilized in food service (knives, etc.), are securely maintained and accounted for on a daily basis.					
All doors, locks, and windows are secured, in good repair, and unobstructed.					
All areas are free of vermin or pests.					
Lighting in the kitchen/dining room areas is fully operational and unobstructed. (Note any lighting in need of repair).					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Other Areas					
All doors, locks, windows are secured, in good repair, and unobstructed.					
Paint on the walls, doors and ceiling is in good condition, and free of graffiti.					
Lighting in other areas is fully operational and unobstructed (Note any lighting in need of repair).					
Grounds					
Facility grounds are free of any major conditions that could jeopardize security or safety.					
Facility grounds are free of trash and debris.					
Exterior Structure					
The exterior of the building(s) is free of any major conditions that could jeopardize security or safety.					
The outside of the physical plant is free of trash and debris.					
The exterior of the building(s) is clean.					
Paint on the exterior building walls and doors is not chipped or peeling and in good condition with no graffiti present.					
Sheds, portables and storage units are safe, free of leaks, penetrations or signs of vermin or rodents.					
Exterior building lighting is fully operational, unobstructed and in good working order.					
Perimeter/Fencing					
The Security Fencing/No climb is in good repair and intact, if applicable.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Perimeter/Fencing (Cont.)					
Perimeter lighting to include parking lot is fully operational, unobstructed and in good working order. (Note any lighting in need of repair).					
The pedestrian gate intercom system is undamaged and operational.					
The parking lot is free of trash and debris.					
All program and personal vehicles are locked and secured.					
Chemicals and Storage					
All chemical inventories are current.					
All SDS documentation is readily accessible to employees for all hazardous chemicals in the facility.					
All areas and buildings have been inspected including closets and storage areas to ensure no hazards are present. (i.e. flammable refuse, items that could be used as a weapon, structural damage, student personal items).					
All chemicals are properly stored under lock and key and not accessible to youth.					
Tool and Sensitive Item Control					
Tools are properly secured under lock and key and not accessible to youth unless authorized and supervised.					
Daily inventories are being conducted on all Class A tools and monthly inventories conducted on all Class B tools.					

DESCRIPTION	Yes	No	N/A	COMMENTS	CORRECTIVE ACTION NEEDED AND DATE TO BE COMPLETED
Tool and Sensitive Item Control (Cont.)					
Tool check-out and check-in logs are maintained for all tools issued to staff and youth and all the logs have been verified by staff.					
DESCRIPTION	Yes	No	N/A	Observations	Dates and times of video review and/ or observation
Other Security Operations					
Random video reviews and/or observations were conducted of searches of visitors, staff and youth to prevent the introduction of contraband into or while transitioning within the facility.					
Random video reviews and/or observations were conducted of youth movement within the facility to ensure youth movement was organized and orderly.					
Random video reviews and/or observations were conducted of 10-minute checks of youth to ensure compliance of 63e-7-Residential Rule (Compare with 10-Minute Visual Check Logs).					
A review was conducted of the internal alert system and verified through video review of random youth with active alerts. This is done to promote safety/security and ensure compliance with 63e-7-Residential Rule.					
A review was conducted of the facility logbook, staff schedule, briefing reports and video observations to monitor whether all units were in compliance with staff/youth ratio requirements during the week.					

DESCRIPTION	Yes	No	N/A	Observations	Dates and times of video review and/ or observation
Other Security Operations (Cont.)					
A review was conducted of each unit logbook, if applicable or shift report if the program does not maintain a logbook on each living unit that incoming staff have been briefed and/ or reviewed entries made during the previous two shifts. (Staff document their review in the logbook or shift report whichever is applicable by date, time, staff's signature. A copy of the shift report shall be maintained at each living unit for at least 48 hours).					
A review was conducted of controlled observation reports that the packet is complete, has all necessary forms, the placement was warranted, and was reviewed in a timely manner.					
The facility appropriately utilized the staff "hold over" process when it was determined staff/youth ratios would not be met on a shift during the week.					

