STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
1500 Jefferson Street, SE ● P.O. Box 40975 ● Olympia WA 98504-0975

February 12, 2024

TO: All Green Hill School and Echo Glen Children's Center Employees
All Green Hill School and Echo Glen Children's Center Contractors/Volunteers
All Green Hill School and Echo Glen Children's Center Visitors

FROM: Felice Upton, Assistant Secretary, Juvenile Rehabilitation Felice J. Upton

SUBJECT: Point of Entry Screening, Prohibited Items, and Visitation Memo

EFFECTIVE: February 12, 2024

In order to promote the safety of youth, staff, visitors, contractors, and volunteers in our secure facilities, I am issuing this memo to reinforce existing requirements outlined and issued on December 16, 2022, titled, *Safety Welfare checks, Prohibited Items and Searches*, and outline new requirements that will be formalized in an upcoming Juvenile Rehabilitation policy. In the event anything in this memo conflicts with current Juvenile Rehabilitation (JR) policy or local standards, this memo supersedes.

Cooperation with this memo is critical for the safety of all and individuals out of compliance will be held accountable.

POINT OF ENTRY SCREENING:

General Requirements-

All staff, contractors, visitors, and volunteers will participate in the Point of Entry (POE) screening process upon arrival to Green Hill School (GHS) and Echo Glen Children's Center (EGCC). Screenings will be conducted in a professional and thorough manner, belongings will be handled in a respectful way, and confidentiality will be maintained regarding sensitive and/or medical issues. Screening includes:

Body Scan (Millimeter Wave Scanner), per posted protocol:
Body scanner randomizer will be maximized within allowable capacity.

- Use of randomizer for body scan for facility and contracted education staff.
- All visitors, volunteers and contractors will participate in the body scan screening process at each visit.
- Items removed and placed in bag scanner tray:
  - Outer clothing (coat, jacket, blazer, vests)
  - Items in pockets, pockets turned inside out.
  - Large jewelry, glasses, cufflinks

Bag Scanner:

- All bags and personal items (purses, lunch boxes, backpacks) will be placed in the bag scanner for screening.
- All coats, shoes and items from pockets will be placed in bag scanner for screening, regardless of if participating in the body scan screening process.
- Bags must meet the allowable size limit of 10in x 16in x 24in or 3840 cubic inches. A bag measuring tool will be used to determine compliance with size limit. If a bag exceeds the limit, individuals will be asked to return the bag to their vehicle.
- Bags will not be permitted for visitors or volunteers without prior written permission. Lockers will be available to secure necessary items but visitors are encouraged to not bring anything to the facility.

Individuals who do not comply with the above requirements will not be allowed access to the facility, notification to the Superintendent will occur immediately for follow up action which may include termination of employment, contract, services, or future visits. An incident report will be completed by the POE staff.

PROHIBITED ITEMS:

Drugs, weapons, and alcohol are not permitted at any time.

Staff and Contractors:

- Prescriptions or over the counter medications are not permitted with exception of the following:
    - Staff may bring personal prescriptions and over-the-counter medication in sufficient quantity to sustain two shifts. These items will be secured in a locker in the POE area and are not permitted further onto campus.
    - Staff must inform their supervisors if taking any prescription or medication that require larger doses or may cause side effects that could affect their performance.
- Staff and Contractors assigned to or temporarily working in a JR facility are prohibited from bringing the following items into the secured facility:
    - Personally owned restraint devises, restraint device keys, or radio equipment.
    - Personal tools, knives, box cutters, similar cutting instruments, or any similar items that could be misused to jeopardize safety and security.
    - Electronic devices or materials, that when used, could lessen alertness or reduce the ability to immediately respond to an emergent situation and/or interfere with their ability to effectively complete their job duties, unless required to perform the essential functions of their job and pre-approved by the Superintendent or designee. Examples include laptops or tablets.
    - Audio and video recordings or games that are rated R, X, or NC-17, or pornographic material of any kind.
    - Thumb drives, memory cards or other digital storage equipment without pre-approval.
    - Cables
- Staff and Contractors may bring personal cell phones and smart watches into GHS and EGCC until further notice, however the following restrictions apply:
    - Cell phones and smart watches must e stored in a secure location not accessible to youth.
    - Cell phones and smart watches may only be used while on break and not while supervising youth.
    - Pictures and videos will not be taken at any time.
    - Cell phone or smart watch content will not be shared with youth at any time.
    - Hot spots will not be activated on cell phones at any time.

Food items:

- Contractors and volunteers are prohibited from bringing in homemade or hot food. Unique events requiring hot or catered food will be pre-approved at least 30 days in advance by the Superintendent. The amount and type of food will be limited. Food is subject to the security screening process.
- Staff authorized in advance to bring food items in for meetings will be required to put the food items through the security screening process.

Smoking paraphernalia, electronic smoking, and vaping devices:

- GHS and ECGG are smoke-free campuses.

- Use of smoking and vaping devices will occur during scheduled breaks in designated areas outside of the secured perimeter.
- Staff and Contractors can secure their smoking paraphernalia, electronic smoking and vaping devices in a provided locker in the POE.

VISITORS AND VOLUNTEERS:

General Requirements-

- Visitors and Volunteers are only permitted to bring keys and identification into the POE.
- Visitors and Volunteers will be provided a locker to secure these items prior to visitation.
- Volunteers may be permitted to bring pre-approved items for the security screening process if connected to the specific service they are providing at the facility.

CONDUCT:

General Requirements-

The following is not allowed on facility grounds.

- Criminal activity.
- Staff, Contractors, Volunteers and Visitors that appear to be impaired.
- Disturbance behavior or creation of emergency situations within the facility.
    - Threatens the health and safety of anyone.
    - May result in the damage to the facility premises or equipment.
    - Is disrespectful or inappropriate towards staff, educators, contractors, volunteers or visitors.

Visitation – GHS and EGCC promote the connections between youth and their families and natural supports. Visitation is important to maintain these connections and ensuring this occurs safely is critical.

General Requirements-

- Residents are allowed up to four (4) visitors during their visit.
- Visitors will wear clothing that is not revealing in nature (exposing chest area, undergarments, stomach, midriff or back) and appropriate for the visiting environment. Shorts, dresses and skirts must reach the top of the kneecap when standing. Hoods will not be worn during visitation. Modification to clothing after screening process may result in a termination of the visit.
- A brief hug and kiss are permitted at the beginning and conclusion of the visit.
- During the visit, physical contact is not allowed.
- While seated at the table, hands must be on or above the tabletop.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and

caring interaction.

- Furnishings will be used for their intended use.
- There will be no exchange of items during visitation. Pre-approval is required for residents to give something to visitors and will occur outside of the visitation room and under staff supervision.
- Visitors using the restroom during visits will be subject to the search process before re-entering the visit.
- The Superintendent or designee may establish additional requirements for the visitors.

Additional guidelines will be posted and communicated with visitors bringing small children to visits.