

# Resident Room Inspections

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.1003**

**Effective Date: March 1, 2011**

**Version: 1**

Each resident is provided with an adequate supply of linen, grooming supplies and clothing. Residents are expected to keep their rooms clean and orderly. In order to guarantee that each resident's room conforms to institutional standards, staff conduct daily room inspections.

## Related Procedure

[Resident Room Inspections](#)

## Related Policy

[Resident Personal Property](#)

[Unusual Incident Report](#)

[Behavior Report](#)

[Major Discipline Review](#)

[Searches for Contraband](#)

[Facility Management and Environmental Safety](#)

## Resident Room Inspections

### Procedure from Policy 1200.1003: Resident Room Inspections

- A. Staff on all shifts inspect each occupied resident room to ensure that:
  - 1. Electrical light fixtures are not covered with any paper or other decorative material.
  - 2. Contraband is removed.
  - 3. Each resident has the standard issue of linen, bedding, toiletries and clothing.
  - 4. Beds are made, soiled clothes/linens are properly disposed of and clothing/linens are properly stored.
  - 5. Residents do not deface state property.
- B. Staff also inspect each resident's room when a resident is newly admitted, a room is empty for a period of more than forty-eight (48) hours, a resident room change occurs, or resident is discharged. Staff document this inspection on the Room Condition Report.
  - 1. Staff sign the Room Condition Report and discuss any unusual circumstances with the Unit Manager. The Unit Manager approves the report and maintains a copy.
  - 2. Reports are prepared as necessary and appropriate in conformance with DCYF Policy 1200.0823, Unusual Incident Report, DCYF Policy 1200.1305, Behavior Report, and DCYF Policy 1200.1306, Major Discipline Review.
- C. Staff ensure that residents' personal effects are stored in conformance with DCYF Policy 1200.1203, Resident Personal Property.
- D. Inspections for contraband are conducted in conformance with DCYF Policy 1200.0821: Searches for Contraband.
- E. Staff ensure that doors are secured when residents are not in their rooms and that no residents are in the dormitory area unsupervised.
- F. Staff report any problems with the physical plant or equipment to the Chief of Maintenance in conformance with DCYF Policy 1200.0718, Facility Management and Environmental Safety.
- G. Reports are prepared as necessary and appropriate in conformance with DCYF Policy 1200.0823, Unusual Incident Report, DCYF Policy 1200.1305, Behavior Report, and DCYF Policy 1200.1306, Major Discipline Review.
- H. Paragraphs A - G are consistent with American Correctional Association (ACA) Standards 3-JDF-3A-19 and 3-JTS-3A-19.