


Weapons

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

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| POLICY NUMBER: | DCFS/JJS 200.04 |
| EFFECTIVE DATE: | January 30, 2023 |
| APPROVED BY: | Sharon Anderson, Deputy Administrator – DCFS  |
| DATE: | 12/29/2022 |
| SUPERSEDES: | DCFS/JJS 200.04 Weapons Policy effective August 2, 2016 |
| APPROVED BY: | Dr. Cindy Pitlock, Administrator – DCFS  |
| DATE: | 12/30/2022 |
| REFERENCES: | Tool Control (DCFS/JJS 200.06); Incident Reporting (DCFS/JJS 300.07); Juvenile Work Crew Programs (DCFS/JJS 400.03) |
| ATTACHMENTS: | None |

I. SUMMARY

The Division of Child and Family services prohibits weapons on the grounds of state juvenile facilities, except in emergency situations.

II. PURPOSE

To ensure safety and security of a state juvenile facility.

III. DEFINITIONS

As used in this document, the following definition shall apply:

A. Weapon Locker: A secure and protective container for a firearm or weapon.

B. Weapon:

1. Any type of firearm (including pistol, revolver, or rifle), knife (including bowie knife, switchblade knife, ballistic knife, or any knife having a blade of two inches or more), or razors (including straightedge and blade).
2. Any type of wood or metal sticks, clubs, bats, knuckles, nun chucks, chains, or disks.
3. Any type of projectile missile, dirk, dart, stun gun, or taser.

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4. Any type of explosive or incendiary material or substance which has been constructed, altered, packaged, or arranged in such a manner its ordinary use would cause destruction or injury to life or property.
5. Any type of ammunition or element used to make or use a weapon.

Excludes:

1. Instruments or items used in the classroom, for sports, and for vocational training such as, but not limited to culinary, auto shop, and horticulture.
2. Equipment assigned to facility staff which is part of their uniform.

IV. GENERAL PROCEDURES:

- A. Weapons are not permitted in or on the grounds of a state juvenile facility.
- B. Facility and Youth Parole staff shall sign an acknowledgement form indicating the facility is to be free from weapons.
 1. Acknowledgement form shall be maintained in staff training files.
- C. Weapon lockers shall be made available for securing items meeting the definition of a weapon.
- D. Facility and Youth Parole staff shall ensure visitors are notified of the Division's policy related to weapons prior to entry into the facility.
- E. Refer to Tool Control (DCFS/JJS 200.06) for use of tools and items for vocational training.
- F. Refer to the Juvenile Work Program (DCFS/JJS 400.03) for use of tools and items which may be needed for work programs.
- G. In the event of an emergency, law enforcement response staff may possess their weapons throughout the course of the emergency.
- H. Weapons found on facility property are considered contraband and shall be handled as such. Refer to Incident Reporting (DCFS/JJS 300.07).
 1. The superintendent or designee shall complete an incident report if a weapon is found on facility grounds.
 2. The Deputy Administrator may require a root cause analysis to investigate how a prohibited weapon came to be on the property and any potential security lapses.

V. SECURING WEAPONS

- A. Law enforcement personnel, including county probation staff and Youth Parole staff, who visit during non-emergency incidents, shall secure any item meeting the definition of a weapon in their vehicle or a weapons locker.

VI. REFUSAL TO SURRENDER A WEAPON

- A. Individuals who refuse to properly surrender a weapon will be denied entry into the facility.

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- B. Facility staff who attempt to enter with a prohibited weapon shall be denied entry and immediately be referred to the superintendent or designee for disciplinary procedures.
 - 1. Law enforcement may be notified by the superintendent or designee.

VII. STANDARD OPERATING PROCEDURES

- A. Each facility shall create Standard Operating Procedures consistent with this policy to include:
 - a. Process for training staff and completing acknowledgement forms regarding the facility being weapon free.
 - b. Establishing weapon lockers and process for securing weapons for law enforcement during non-emergency visits.
 - c. Process for notifying visitors of the Division's policy related to weapons prior to entry.
 - d. Identification of equipment issued to facility staff as part of their uniform to delineate from prohibited weapons.
 - e. Process for denying facility entry to staff and visitors who refuse to properly surrender a weapon.
 - f. Facilities may include a list of sports equipment, programming materials, and vocational items within their Standard Operating Procedures to delineate from prohibited weapons.
- B. The Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy to include:
 - a. Identification of equipment issued to Youth Parole Counselors as part of their uniform to delineate from prohibited weapons.
- C. This policy shall be reviewed every two years, or sooner if deemed necessary.