

CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT:

**EVALUATION AND ON-SITE VISIT
AT THE
CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY**

**PREPARED AND SUBMITTED BY
CIIC STAFF**

March 29, 2006

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**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE
EVALUATION AND ON-SITE VISIT TO
CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY**

DATE OF ON-SITE VISIT: August 25, 2005

TYPE OF ON-SITE VISIT: Announced

CIIC MEMBERS AND STAFF PRESENT: Shirley Pope
Adam Jackson
Carol Robison
Rich Spence

**DEPARTMENT OF YOUTH SERVICES
AND FACILITY STAFF PRESENT:**

Demita Perry, Superintendent; Larry Alessio, Deputy Superintendent of Direct Services; Carla French, Executive Secretary; Dave Blackburn, Deputy Superintendent of Indirect Services; Steve Dix, Deputy Superintendent of Program Services; Gary Mohr, DYS Deputy Director of Operations; Nathan Minard, Legislative Liaison for DYS

AREAS AND ACTIVITIES INCLUDED IN ON-SITE VISIT

The on-site visit included CIIC presence in the administrative area, each of the housing units, the recreation facilities, Ralph C. Starkey High School, health care services unit, and food services facilities.

STATUTORY REQUIREMENT – ATTENDANCE AT GENERAL MEAL

The lunch menu during the onsite visit consisted of chili, baked potato, green beans, salad bar, cookies, and white and chocolate milk. Flavor was acceptable, perhaps somewhat bland, and portions were adequate. The options at the salad bar were good. The staff menu at the facility is identical to the youth menu.

The majority of youth were not reluctant to talk with CIIC staff during the lunch period. The acoustics within the cafeteria made it somewhat difficult to carry a conversation without raising one's voice and in that regard, communication was somewhat stressful.

During the noon lunch period, youth reported that the food is usually relatively good, but they do not like some of the meals. Youth reported that they did not like pork chops or Chinese food, and that the turkey bacon was green.

Two housing units eat at one time, thus 48-60 youth are in the cafeteria at one time. The café has a seating capacity of 108.

STATUTORY REPORT ON YOUTH GRIEVANCE PROCEDURE

In order to provide youth with improved communication as it relates to the grievance process, a kite system was implemented at the Circleville Juvenile Correctional Facility. Also, requests for interviews are made using a form, which is available to youth. Thus, youth must put their concerns in writing.

There are no full-time grievance officers. The ACA Administrator handles the grievances and an Administrative Assistant serves as a substitute. The Superintendent at CJCF reviews grievances daily and meets with each youth who files a grievance.

FACILITY PROFILE AND OVERVIEW

The Circleville Juvenile Correctional Facility is a maximum-security facility among the youth facilities under the authority of the Ohio Department of Youth Services. As published in the facility's information book, the facility opened on October 18, 1993. The Circleville facility originally operated as a general population facility; however, it quickly became the reception and orientation facility for the agency. The facility operated as a reception center until June 30, 2001, and at that time, it began housing the state's population of adjudicated juvenile sex offenders. (Most of the youth who were at the Opportunity Center when it closed have been relocated to CJCF.) Youths are sent to this facility from reception based on their score on a juvenile sex offender assessment tool they are given at the reception center. Only youth who score as high-needs sex offenders are sent to Circleville for sex offender programming.

The current capacity of the facility is 144, ages 12 to 21 years. The facility administration is making an effort to eliminate double bunking of offenders by maintaining at or below capacity.

The facility is located on 42 acres in Pickaway County. Eighteen acres lie within the perimeter fence and the remaining acres lie outside the fence. There are 7 buildings within the perimeter fence: 6 youth living units located within 3 separate housing buildings, 1 administration building, 1 education building, 1 food service building, and 1 maintenance/storeroom building. Youth are assigned to a housing unit based upon age, emotional and social maturity, and cognitive defects. There are 2 Social Workers assigned per unit and around-the-clock supervision is provided by correctional officers.

Information provided to CIIC from the agency reveals that the Circleville facility focuses on constructive involvement between staff and youth to facilitate change. Daily youth

schedules are structured to include peer groups, education and recreation, social interaction, and community service.

Family visitations with immediate and custodial family are encouraged and visitation is scheduled on Saturdays and Sundays during designated morning and afternoon hours. Special visits may be scheduled during other times of the week with approval and under the supervision of the youth's Social Worker and/or Unit Administrator. While the youth is on intake, only his immediate family may visit. As youth progress to upper levels in their classification, they may apply for additional visitation privileges that include additional family members and additional visitation appointments.

Telephone privileges are afforded to youth using pay phones in each housing unit. Calls are limited to two, 10-minute calls per week; and as with visitation, additional use of this privilege may be earned by progressing favorably through the Youth Behavior Management Privilege System.

MAINTENANCE PROJECTS

Provided to CIIC in the Circleville information book at the on-site visit were summaries of the various projects completed, projects planned and funded, and projects requested from capital funds.

The following projects were listed as those projects that have been completed since the October 2002 ACA audit: vehicle sally port, security improvement, roof security improvements, new telephone system, HVAC replacement (in certain buildings), food service building HVAC, new carpet (in certain areas), tool cages with mesh fabric walls, storeroom security gates, security camera installation, hot water tank installation, parking lot and walkway repaving, kitchen equipment replacement, and career tech updates in the form of electrical, network, and computer upgrades.

The following projects were identified as those that have been planned and funded: vulnerability assessment review, career tech horticulture program greenhouse, roof replacement/repair, sound absorption, gymnasium lighting, and new carpet and tile flooring replacement (in certain areas).

The following project requests have been submitted for consideration in the FY 2007-2008 Capital Budget: switch gear relocation, fiber optic cabling, lighting replacement (in certain buildings), ball field lighting, security improvement, construction of a pole building, heating system boiler replacement (in specific buildings), HVAC replacement (in specific buildings), interior yard drainage, gymnasium painting and new scoreboards, and replacement of MTI electrical panel board.

ACCREDITATION

At the time of the onsite visit, Circleville Juvenile Correctional Facility had just completed and passed its fourth accreditation inspection and evaluation with scores of 100% on mandatory standards, 100% on medical standards, and 98.5% on non-mandatory standards. The accreditation process is completed every three years.

MISSION

As published in the Circleville Juvenile Correctional Facility information book, the Mission Statement adopted by the facility is to protect the citizens of Ohio by housing juvenile sex offenders in safe, secure, and sanitary conditions. The employees of CJCF work together in delivering innovative treatment and educational programs designed to provide the necessary skills to prevent recidivism and to become contributing members to their community upon release.

HISTORY - Operational Changes

A synopsis of key changes and accomplishments within Circleville Juvenile Correctional Facility over recent years was provided to CIIC during the entrance conference verbally as outlined in the following bulleted list.

- The Circleville facility was the state's youth reception center until 2002. The reorganization within the state agency's use of its facilities was designed to decrease costs. The school and property at the old Riverview School for Girls reportedly needed to be upgraded and at that time a determination was made to make the Scioto facility the reception center for both male and female youth and to make the Circleville facility an all-male facility.
- Reduction in agency staff in 2004. The 14 staff (6%) who were eliminated were eight social workers and six regular staff.
- Additional program space was created through the removal of vacant offices in Fall 2003.
- Implementation of a Graduate Work Program (GWP) was completed in Summer 2004. The GWP is designed for youth who finish their education and are subsequently employed in an area of the facility and receive pay for their work.
- Approval of a horticulture program in Summer 2004, with the greenhouse completion scheduled for August 2005.
- Establishment of Unit Management, applicable to staff organization, which took effect in Summer 2004.

- Participation in the Department of Youth Services' Ohio High School Athletic Conference Interscholastic Sports Program for basketball and softball in the winter of 2005.
- Installation of metal mesh tool storage areas in Maintenance, Food Service, and general Storeroom in Spring 2005.
- A *Family Linkage* initiative has been designed and implemented so that family members may join youth in planned events or activities at the facility. Among the activities that have been hosted at Circleville are a fishing outing at the pond on the property, family cookouts, an Easter program, a dramatic play, and special visits or events with family such as a pizza social, and an actual graduation ceremony and typical graduation celebration.

POINTS OF PRIDE

At the on-site visit, several changes prevalent at the Circleville facility were presented to CIIC as 'Points of Pride' under three areas or headings in a PowerPoint presentation. The "Points of Pride" are indicative of an awareness and effort to establish and maintain a culture that is directed toward positive personal change in the youth who have been committed to the facility. The three headings under which the 'Points of Pride' were presented are *New Initiatives*, *Education*, and *Community Service*.

- ***New Initiatives***
 1. *Victim awareness programming* was implemented. Victim awareness equates to one form of restorative justice by trying to transform the offender prior to release back to society.
 2. *Sex offender curriculum* in school and subsequent reduction in length of commitments. Sex offender programming is delivered in either the school or in the housing unit, and is scheduled within the youth's school day. Sex offender programming has contributed toward a reduction in the average length of youths' commitment. The sex offender programming reportedly involves re-education and re-socialization through the Youth Behavior Management System to encourage offenders to eliminate thinking errors by replacing them with new ways of thinking that result in new responsible behaviors.
 3. *Video conferencing* in order to expand and enhance family visits and conferences. Video conferencing was implemented as a means to involve youths' families in the youth's planning and programming and to help reduce travel demands on families. Both families and parole officers engage in teleconferencing at specific sites at the DYS regional offices.
 4. *New kite system* in addition to the existing grievance system was implemented into the youth grievance procedure. The kite step provided for an immediate

response from staff to a youth complaint within five working days of filing a complaint. The kite system is now the front line for youth to communicate with staff and administration and is used prior to using the grievance procedure. Staff maintains a log to track kites and monitor it so that no more than five days lapse before a response is made. In practice, staff try to resolve issues through effective interaction and interface with youth prior to the use of the kite system. The administrative staff walk the grounds as often as possible with a specific purpose of interfacing with youth and youth may request an interview with administrative staff.

5. *Addition of extra meal options* that expand the breakfast and lunch menu. A fruit and cereal breakfast bar and a soup and salad lunch bar has been created and remains in operation in food services to increase meal options in addition to the regular meal that is served to youth residents. The regular menu provides for a 3600 calorie per day diet. The new food bars offer youth multiple options to ensure that they receive all the food components.
- **Education.** Educational accomplishments reportedly include (a) progressively larger number of high school graduates with statistics showing 16 graduates in 2003, 28 graduates in 2004, and 42 graduates in 2005, (b) achievement by two youth of composite scores of 30 on the ACT test, and (c) achievement of ACT scores in the middle to upper 20s by several youth.
 - **Community Service.** Community service participation such that youth realize some sense of restorative justice and service commitment to a local community. Even though the local community expressed an initial reluctance to engage with youth who were committed due to sex offenses, strides have been made. Reportedly, youth committed to the Circleville facility completed community service hours totaling 43,611 in 2003, 66,850 in 2004, and 79,152 in 2005. Community service projects reportedly included providing educational aids to inner city schools and other miscellaneous services to support Crayons to Computers, First Night Columbus, Children's Hospital, and Riser Nursing Home.

It was also relayed during the entrance conference that there have been efforts to improve the daily quality of life for youth at Circleville, and thus, favorably impact the culture within the facility. Cited at the onsite visit as quality-of-life upgrades, were (a) increased number of single room assignments for high profile youth, (b) improvements in unit life to include unit-level programs and daily access to a variety of services, (c) improvements in teacher-student ratios, and (d) creation of smaller peer groups.

PROGRAMS

Youth Employment, Work, Career, Vocational, and Rehabilitative Programming

Graduate Work Program (GWP). The Graduate Work Program allows youth who have graduated from the school to work in paid positions in the facility's operations. The positions are not state positions; rather the work offers youth an opportunity to stay engaged in a productive manner during some of the hours that they are not participating in some other programming.

Career-Based Intervention (CBI). Career-Based Intervention (CBT) was described as being much like the Graduate Work Program (GWP) at Circleville Juvenile Correctional Institution. The difference between the two is that CBT youth are not school graduates, yet they are still allowed to work within the confines of the facility. Phases within the CBI program are indicated on youth badges by a color system: first red, then green, and finally blue. Clips on the ID badge/Phase card show the youth's privilege level: white, red, or blue.

Horticulture Program. The horticulture program, which is relatively new to the facility and operates under educational services, will provide youth with opportunities to learn landscaping and raise and sell poinsettias and other plants. It was noted that youth complete some landscaping of the yard and grounds and that youth must be part of the Graduate Work Program (GWP) in order to be permitted to work in the yard. Youth yard workers wore red vests and are paid 37 cents per hour. Wages are set at a consistent rate so that there are no increase incentives in place in the pay structure for youth.

New Programs. New programs are under development in the area of sex offender programming. Identified in the Circleville facility's information book as upcoming sex offender programs are (a) Life Skills/Independent Living, (b) Substance Abuse Education and Awareness, and (c) Parent Education.

Sex Offender Programming. Under a previous sex offender program, only thinking skills were taught, and instruction was delivered in a vertical manner from instructor to youth. It was felt that the manner of instruction did not prepare youth to understand the underlying issues leading to a sex offense. The old system provided instruction in nine modules over a 24-30 month period.

The new, now current, method of instruction known as the Correctional Life Long Learning, or CELL, program has been in place for one year and is geared for high-needs offenders. It is theory and research-based, but instruction is delivered in a textbook format in three modules over a 15 to 18 month period, thus, offering more concentration over a shorter period of time compared to the old program. The sex offender program offered at Circleville is the same program that is offered at Ohio River Valley, except that the program delivered at the Circleville facility is customized for high needs youth, while the program delivered at Ohio River Valley is customized into five modules for moderate-needs youth, due to the level of offenders who are committed to each of those

facilities. The Circleville facility maintains an ongoing evaluation of the CELL program. The CELL program is different from the Polaris program and different from sex offender programming in the adult system.

The three phases constituting the CELL Sex Offender program are Introduction, multiple Components, and Relapse Prevention. The Introduction or Phase I lasts 90-120 days (three to four months) and includes pre and post-tests that are formatted to pass a youth to the next step or require repeating a module so that the sequential instruction is not compromised. The Components comprising Phase II require approximately five to eight months to complete, and also requires a minimum passing score to advance to the third component. Finally, the Relapse Prevention or Phase III lasts approximately four to six months. It was noted that the most important part of the program is relapse prevention. Youth go through the three phases within an 18-month period.

Currently, youth who are deemed to require sex offender programming are entered into the program directly from their reception into the DYS system. Most youth reportedly do not receive sex offender programming while at the Scioto Reception Center. At Circleville, the Sex Offender Program is incorporated into the academic programming that youth receive, thus giving it equal emphasis, priority, and allocation of time to complete the program. Previously, youth received one period of sex offender programming per day, but under the new CELL program, youth receive two periods per day.

The CELL program was developed in the DYS Central Office with input from staff in the individual facilities. The Circleville facility employs one person to act as the sex offender specialist, among other duties. Since the CELL program is not an intensive or psychotherapy program, anyone can facilitate the program. It is a manual-driven program that is both cognitive and behavior-based. The majority of the program is delivered by the social workers, but the psychologists and psychology assistants also provide some of the programming, particularly on topics dealing with the youths' own victimization.

While the average stay at Circleville is two to three years, allowing for ample time to complete the sex offender programming, youth usually receive the program in the last months prior to their release. DYS Central Office reports that the *average* length of time for completion of the program is 8-10 months, but an offender is not released until they have successfully completed the appropriate phases of the program. As reported by the facility, in addition to sex offender programming, youth may also participate in the *Thinking for A Change* curriculum, which addresses criminal thinking in offenders. Once youth complete the CELL program, they are usually transferred to other youth facilities to deal with other issues such as substance abuse, transition to independent living, or vocational programming.

BUDGET

Budget concerns that were relayed through the Circleville facility's information book at the onsite visit include funding for capital improvements and provisions to increase the safety and security of the youth. A detailed description of the projects that have been completed, planned and funded, or submitted for future consideration from state capital funding is presented under the heading, *Maintenance Projects*, previously shown in this report.

COMMUNITY SERVICE AND COMMUNITY/BUSINESS PARTNERSHIPS

Included under the community service component at the Circleville facility is the *Community Advisory Board*, which exists to cultivate and perpetuate connections between the facility and the local community. The Board is comprised of three educational professionals, one law enforcement representative, one clergyman, three community representatives, one County Commissioner, one juvenile court representative, and two community at-large representatives (one of which is a government representative).

STAFF PROFILE, TRAINING, AND ISSUES

The Circleville facility has experienced some staff reduction, losing 14 (approximately 6%) staff through 2004. Prior to that period, during the fall of 2003, there was a reduction in staff as well. No specific explanations were offered during the on-site visit for the reduction in staff; however, the reduction in the facility's youth population and budget reductions are two factors that create an impact on staffing levels. The Circleville administration cited, for example, that the contract with an experienced staff barber was not renewed because budget cuts prevented the facility from paying his sought salary, so a less costly barber was hired as a replacement. The Department of Youth Services has been working with the youth facility labor union to deal with the issue of unlicensed professionals. New social worker hires have to be licensed, whereas, previously hired social workers are grandfathered by the union contract. As an aside, it was mentioned that since the DYS system does not actually employ a full time grievance officer on staff (except for Scioto JCF), one of the administrative staff acts as a Grievance Administrator, Assistant to the Superintendent, and the ACA Administrator; therefore, there is some representation from the union directly to the Superintendent at Circleville.

During the on-site visit, the administration relayed that there is an effort to address prevailing attitudes among staff wherever applicable so that the culture within the facility is more rehabilitative than punitive toward youth. One staff relayed during the on-site visit that the values and culture within the institution are more important than training in regard to the response that the correctional officers make to youth. Some staff opinion holds that the methods of youth intervention that reflect a good culture are more important than other training issues. One staff suggested a desire to see some form of

mentoring in place for new staff at the Circleville facility. Relevant to the discussion about staff attitude and the culture within the facility, it was noted that at Circleville older staff with preferred attitudes are paired with younger staff in an effort to handpick mentoring partnerships.

Staff operations that have direct impact on youth interaction and youth management could be affected by a newly drafted policy that eliminates the range in penalties for use of force. It was identified that there is value in addressing use of force, excessive force, and abuse as those issues relate to daily operations because the culture of the facility is linked to the level at which those methods are prevalent or absent. In the past there was a six-day period prior to a staff termination for use of force; whereas, under the new policy staff could be terminated more quickly for use of force. The Circleville Superintendent relayed that while reprimanding staff is the initial step in dealing with noncompliance, termination will follow if necessary. A no tolerance policy is in place and has a documented history.

The DYS representative suggested that values and culture must originate from within the facility, but that skills and practice must come from central agency training for consistency across the multiple state facilities. It was also suggested that clear values and definition of the culture should precede and would dominate the definition of skills and practice. Essentially, it is believed that the current administrative strategy of removing staff who continue in unacceptable practices with youth, rather than perpetuate intervention-based management, helps to create a positive cultural change for the facility.

A Department of Youth Services representative commented at the on-site visit that good staff need to intervene in daily situations and be involved in discussing their concerns, values, and the treatment of youth as they become active members of the supervisory culture within the facility.

YOUTH POPULATION

Youth Age and Population

The average age of youth residents at Circleville Juvenile Correctional Facility is 17.5 years. It was relayed at the on-site visit that youth population has declined since the fall of 2004 from nearly 230 residents to under 200 residents in the spring of 2005. A population goal has been established at 144, which was projected to be reached by October 2005 and would allow for single bunking for all juvenile offenders at the facility. At the on-site visit, the youth population was 174. Information was provided by the Department of Youth Services on the average population by institution from July 2005 through January 2006 and is shown in the following table.

**Average Youth Population by Institution
(July - December 2005 Range and January 2006 Average)**

FACILITY	LOW	HIGH	JANUARY 2006
Ohio River Valley JCF	296.7	332.4	319.0
Marion JCF	252.4	271.7	266.7
Cuyahoga Hills JCF	241.3	256.0	245.7
Scioto JCF Males	154.8	202.6	199.3
Indian River JCF	184.7	196.3	195.4
Mohican JCF	163.8	166.5	165.7
Circleville JCF	138.5	191.0	138.5
Scioto JCF Females	54.3	97.3	97.3
Paint Creek Youth Center (Lighthouse)	49.3	51.3	49.3
Freedom Center (females)	18.3	22.4	20.3
TOTAL	1678.9	1717.1	1697.3

Youth transfers account for some of the ongoing reduction in the youth population at Circleville. It was noted that currently, youth with no family may be transferred to Marion Juvenile Correctional Facility or to Mohican Juvenile Correctional Facility, placing them in a north/northeast area of Ohio. Youth may also be transferred to either Marion or Mohican if there are dual issues associated with the youth or if there is chemical dependency that must receive programming.

Youth Classification

Youth classification is established around the youth's assigned housing unit. As published in the facility's information book, youth are classified for unit placement based on their age and their need for specialized services. Ash Unit houses the mental health and special needs population – those individuals whose mental health presentation warrants separation from the general population and other youth who exhibit severe social skills and/or cognitive skill deficits requiring a highly structured and specialized environment. The remaining housing units are classified by age as follows: Elm (12-15.4 years), Walnut (15.4-17.4 years), Oak (15.5-17.4 years), Maple (17.5-20 years), and Hickory Unit (17.5-20 years). It was reported that youth attire is undergoing a change so that the color of the shirts worn by youth will reflect their classification. The current system of all youth wearing gray shirts will change to a system where youth from each unit wear a different shirt color.

Youth Census

The youth cultural and age distribution found at Circleville Juvenile Correctional Facility as of November 15, 2005 according to data submitted to CIIC from the Ohio Department of Youth Services, is shown in the following table.

Cultural Distribution of Youth as of November 15, 2005 – Circleville JCF	
Cultural Population	
White	93 (63.7%)
Black	46 (31.5%)
Hispanic	6
Asian	1
TOTAL	146
Age Distribution of Youth as of November 15, 2005 – Circleville JCF	
Age	
12	0
13	0
14	1
15	20
16	22
17	26
18	30
19	34
20	13
21	0
TOTAL	146

Youth Release

Important to the effective release of youth is ‘continuity of care’ afforded to the youth. Continuity of care may include post-release therapy, which is funded from the regional budget. Regional operations link youth with regional therapists and psychiatrists. The regions identify where services are needed and acquire the money to fund services, which are provided within the local counties.

The rules of parole are journalized by the court and provide for a continuation of care in the community.

Mental Health Caseload

Information taken from the January 3, 2006 Department of Youth Services mental health report revealed the following number of youth receiving mental health services at Circleville Juvenile Correctional Facility. As of January 3, 2006, Circleville Juvenile

Correctional Facility had 70 youth on the mental health caseload, as the following table shows.

CJCF Mental Health Caseload – Distribution by Race and Age				
Age	Total	Black	White	Other
14	1	0	1	0
15	5	1	2	2
16	12	3	9	0
17	16	4	12	0
18	14	3	9	2
19	17	2	15	0
20	5	2	2	1
TOTAL	70	15	50	5

CONCERNS AND CONTACTS REPORTED TO CIIC

Concerns. There are 33 possible categories for the types of *concerns* that youth may report to the Correctional Institution Inspection Committee. Youth contacts and the relevant concerns are held in a database maintained for the 126th General Assembly by the CIIC. Contacts received at the CIIC from inmates, families, or staff may fall into any of the 33 categories of concerns. Some contacts may include multiple types of concerns while other contacts may report a single type of concern.

A review of the CIIC database for the period from January 1, 2005 through February 27, 2006, shows there was a total of 178 concerns system-wide (from all DYS youth facilities) represented among the reports that were made to CIIC. Of the 178 concerns system-wide, 28 or 15.7% of the concerns came from Circleville youth, parents, or staff. The 28 concerns from Circleville rank the facility second in the number of concerns reported for the period throughout the juvenile system, as shown in the following table.

Youth Concerns Submitted from Department of Youth Services January 1, 2005 through February 27, 2006	
INSTITUTION	CONCERNS
Scioto Juvenile Correctional Facility	67
Circleville Juvenile Correctional Facility	28
Ohio River Valley Correctional Facility	20
Marion Juvenile Correctional Facility	18
Mohican Juvenile Correctional Facility	15
Cuyahoga Hills Juvenile Correctional Facility	9
Paint Creek Youth Center	9
Indian River Juvenile Correctional Facility	7
Other	5
Freedom Center	0
TOTAL	178

A comprehensive subject list of concerns that may be reported to CIIC from the Department of Youth Services is found in the following table. The total number of concerns (178) that were received is shown by type in the following table for the period January 1, 2005 through February 27, 2006.

DYS Concerns by Subject from January 1, 2005 through February 27, 2006	
CONCERNS	QUANTITY
Force/Supervision	34
Staff Accountability	32
Other	19
Health Care	18
Non-Grievable Matters	9
Facilities Maintenance	8
Inmate Grievance Procedure	7
Food Services	6
Discrimination	5
Safety and Sanitation	5
Mail/Package	5
Psychological/Psychiatric	5
Institution Assignment	4
Religious Services	3
Housing Assignment	3
Telephone	3
Special Management Housing	2
Protective Control	2
Laundry /Quartermaster	2
Education/Vocational Training	2
Recovery Services	2
Recreation	1
Commissary	1
Inmate Account	0
Visiting	0
Legal Services	0
Records	0
Security Classification	0
Job Assignment	0
Personal Property	0
Dental Care	0
Inmate Groups	0
Library	0
Total	178

There were 25 concerns of several types reported from or regarding Circleville for the 13-month period January 1, 2005 through January 23, 2006. The 25 concerns for this period are shown in the following table by type of concern and frequency with which it was reported.

Concerns by Category Reported to CIIC (January 1, 2005 through January 23, 2006)	
Type/Category of Concern	Number of Reports
Health Care The specific complaints comprising the 5 reports include a. access or delay in receiving medical care – 3 b. delay or denial of medication – 2 c. improper or inadequate medical care – 2 d. eye glasses - 1	5
Force Supervision The specific complaints comprising the 4 reports include a. harassment – 3 b. other – 2 c. privacy violation – 1	4
Staff Accountability The specific complaints comprising the 3 reports include a. failure to follow policies – 2 b. failure to perform job duties – 2	3
Psychological/Psychiatrist The specific complaints comprising the 2 reports include a. psychiatric medication - 1 b. other -1	2
Safety and Sanitation Dirty living quarters/work areas – 1	1
Food Service Food portions – 1	1
Housing Assignment Unit assignment – 1	1
Inmate Grievance Procedure Other – 1	1
Non-Grievable Matters Other – 1	1

Contacts. Looking only at the data for *contacts* for the 14-month period January 1, 2005 through February 27, 2006, one would find there were 51 contacts made to CIIC from the entire DYS system and eight (8) contacts from Circleville youth, families, or staff. The seven (8) Circleville contacts represents approximately 15.7% of the total 51 contacts received, making the facility second highest in the system for the number of contacts to CIIC. The following table shows the distribution of contacts for the period.

Contacts from the Department of Youth Services January 1, 2005 through February 27, 2006	
INSTITUTION	CONCERNS
Scioto Juvenile Correctional Facility	17
Circleville Juvenile Correctional Facility	8
Ohio River Valley Correctional Facility	6
Marion Juvenile Correctional Facility	5
Indian River Juvenile Correctional Facility	5
Cuyahoga Hills Juvenile Correctional Facility	4
Mohican Juvenile Correctional Facility	3
Other	2
Paint Creek Youth Center	1
Freedom Center	0
Total	51

GRIEVANCE SUMMARY FOR JULY 2005

Circleville Juvenile Correctional Facility maintains records monthly to show each grievance that is filed within the facility. This information was provided to CIIC for the month of July 2005 as a representative month of grievances. A summary of the July 2005 grievances is provided in the following table, with grievances ranked by the type of grievance that was filed. Of the 32 total grievances that were filed during July 2005, 23 grievances or nearly 72% were shown as resolved by August 12, 2005, the date of the onsite visit.

Circleville Juvenile Correctional Facility – Grievance Summary for July 2005			
Grievance Type or Issue	Number Grievances Filed per Type	Total Resolved @ Date of Onsite Visit	Resolution Summary or Synopsis
Copy of YBIR was NOT supplied	3	3	(a) YBIR was removed. (b) YBIR was reduced and will be removed. (c) Investigation revealed no YBIR had been issued.
Verbal abuse or ridicule (by staff)	3	1	(a, b) Referred to Operations for Incident Report and Investigation. (c) Staff/Youth discussion resulted in YBIR removal.
Verbal threat (by staff)	2	unknown	(a) Referred to Operations Incident Report and Investigation. (b) Threat came from OSHP Trooper; JCF Supt. has no authority over state patrol.
	Number	Total	

Grievance Type or Issue	Grievances Filed per Type	Resolved @ Date of Onsite Visit	Resolution Summary or Synopsis
Verbal reprimand (by staff)	1	1	Issue about shirt worn by youth – resolved through discussion.
Clothing and shoes issue or quality	2	2	(a, b) Clothing issue/insufficient quantity was brought up to standard issue.
Shoes – poor quality	1	Unknown	No action taken on shoe issue because shoes are purchased on State Contract – youth appealed.
Room location – denied choice	2	2	(a, b) Youth cannot pick rooms (rooms are assigned).
Entire unit is inappropriately affected by one youth's behavior	2	2	(a) Suicide observation of whole unit after serious incident - until non-suicide determination is made. (b) Youth claims of unwarranted mistreatment were dismissed without discipline and youth claiming it is no longer an issue.
Youth denied personal property	2	2	(a) Youth may access paperwork, other property accessed on a schedule. (b) Youth denied personal items from room; youth admitted being out of control.
Denial of Honor Roll party or Honor Roll certificate (as retaliation)	2	2	(a) Youth admitted calling staff an obscene name. (b) Youth will receive Honor Roll Certificate.
Unnecessary strip search	1	1	Staff-Youth discussion brought resolution.
Staff lies on write-ups	2	2	(a) Staff-Youth discussion brought resolution. (b) YBIR was removed.
Phase system may have problems	1	Unknown	System is such that youth try to improve behavior to earn privilege.
Laundry was missing	1	1	Clothing was found and returned.
Denial of legal counsel.	1	Unknown	Youth are to receive calling rights to attorney.
Denial of group session.	1	Unknown	All youth must attend group session/treatment.
Denial of additional privileges	1	Unknown	Staff makes determination regarding upgrades in privileges.
Denial of Bible study attendance	1	1	Youth will be allowed to attend Bible Study.
Idleness/lack of activities	2	2	(a) Youth get work assignment and are not being denied work. (b) GWP Coordinator will try to find other job duties for idle youth.
Non-response or slow response to kites	1	1	Kites were not picked up for a week or more, but that issue has been resolved.
TOTAL	32	23	

ON-SITE VISIT: CONFERENCE AND WALK-THROUGH

ENTRANCE AND ENTRY CONFERENCE

The entrance into the facility was brief and included a metal detector check and an unescorted walk into the administrative office area and the conference room adjacent to the Superintendent's office.

A PowerPoint presentation was provided to CIIC staff during the entrance conference. The presentation displayed recent modifications within the facility under the heading of *Changes* within the facility, and accomplishments identified as *Points of Pride* under the three main headings: *New Initiatives*, *Education*, and *Community Service*. The details

that constitute the *Changes* and *Points of Pride* are presented in the early part of this report under the heading *History – Operational Changes*. In summary, the ‘changes’ that were identified by the Circleville administration at the on-site visit were numerous operational modifications. The modifications range from staff reduction and staff reorganization to youth program enhancements. Program enhancements provide youth with additional participation in existing activities and an introduction of new programs.

The ‘points of pride’ accomplishments were identified in the areas of New Initiatives, Education, and Community Service. Other facility highlights were shown under Family Linkage, Community Advisory Board, and Quality of Life Up-Grade. Details of the ‘points of pride’ are also found under *History – Operational Changes*.

Superintendent Concerns/Issues

There were five concerns relayed to CIIC during the entrance conference. First, support from the Department of Youth Services Central Office is sought for capital projects. Second, a conscientious commitment is needed to assure the safety, health, and transformation of youth. Third, fourth, and fifth, it was acknowledged that while the perception is that the facility has a very good union relationship, some staff perpetuate an attitude and a management style toward youth that tends to deter the desired cultural changes.

Youth Discipline and Management

As published in the facility’s information book, a behavior management level system at Circleville allows youths to have privileges according to an assigned level. There are three categories within which youth are classified: Phase I, II, or III. Within each of these categories (levels), there are specific privileges allowable and accessible. Youth are expected to receive ‘basic’ privileges through completion of programming, and in addition, youth may earn additional and/or exceptional privileges as progression is made in programming, behavior, school, recreational participation, etc. The youth’s Treatment Team plays an instrumental role in making determinations relevant to progress gained and the achievement of additional and exceptional privileges. The additional and exceptional privileges are intended to serve as incentives.

At the entrance conference, the subject of how staff may respond to youth behaviors emerged. The concept of having sanctioned response ‘tools’ was addressed between CIIC staff and a representative from the DYS Central Office. It was noted that specific responses should be available to staff for use in a progressive manner to administer discipline in situations where youth are acting outside acceptable behavioral norms. Acceptable staff responses may include ‘use of force’ options, but should not include any actions that constitute ‘abuse.’

MEDICAL and MENTAL HEALTH CLINIC and SERVICES

Medical Services

As published in the facility's information book, the medical clinic at CJCF provides assessment, triage, and continuity of care for youths. Among the medical staff reported at the time of the on-site visit were multiple nurses (both full-time and part-time), a physician, a psychiatrist, and a dentist. At the on-site visit, the medical clinic appeared to be clean and organized. The clinic is located in the west part of the administrative building. The on-site visit revealed a medical facility that includes a youth waiting room, administrative office, treatment and examination rooms, storage and lab room, and four other enclosed offices. The youth waiting room featured a brochure rack with pamphlets on disease prevention and health practices. The administrative office is an area that can be locked and is used by the nurses. The administrative office features a large picture window allowing observation of the waiting room. The treatment area is an area surrounded by a privacy curtain and the examination room is a separate and fully walled room featuring locked cabinets and providing for privacy. The examination room includes a chair used for optometry examinations. The storage and lab room is a separate room that may be locked and contains numerous cabinets for supply storage. Lab work is processed at Corrections Medical Center (CMC). Along a hallway within the medical unit are four other offices that may be locked and are used by the dentist and the psychiatrist for exams and appointments, for taking x-rays, and for storage.

The contracted medical physician reportedly meets with youth twice per week and is scheduled for an eight-hour day, but stays as long as needed to see all youth who have made appointments.

The nurse to youth ratio is one nurse to 24 boys. There are reportedly no contract nurses employed at the Circleville facility. Nurses are scheduled for sick calls two to three days per week and one to two evenings per week. There is nurse coverage and pill distribution throughout the weekend as well, plus coverage for emergency situations as needed. Pill call takes place in the cafeteria.

Youth are summoned to the medical services unit according to individual schedules, so that medical appointments are kept with respect to assigned programming and youth are not pulled from a class or other required instruction. The 'line-of-sight' method is used to ensure that summoned youth walk directly to the medical unit and back to their scheduled programming location on the campus. (See section on 'Youth Tracking' for more information.)

Youth Medications

There were 61 youth reportedly receiving psychotropic medications at the time of the on-site visit. Fifty of those youth were reportedly taking psychotropic medications prior to their transfer to Circleville Juvenile Correctional Facility.

Medications, which are pre-packaged into individual packets per each youth's prescription, are received at the Circleville facility from the Department of Mental Health Central Pharmacy in Columbus.

Pill call was observed at the on-site visit in the cafeteria. The morning pill call is reportedly the busiest one, with 60 to 70 youth receiving medications at that time. The noon distribution is the lightest time. In the evening, a nurse visits each housing unit and distributes medications.

Mental Health Services

One psychiatrist reportedly meets with youth by appointment every Wednesday and on alternate Thursdays. As with medical appointments, mental health appointments are scheduled so as to avoid pulling youth out of school classes or away from their programming. At the time of the on-site visit, there were 61 youth on the mental health caseload. Of those youth, 50 of them came to the Circleville facility already on medications and 11 youth were placed on medications after being committed to Circleville. The facility reports that there have been periods of time when 90% of the youth population has been on psychotropic medications.

In past years, as published in the information book, CJCF mental health staff included a psychologist supervisor, four psychology assistants, and a contract psychiatrist. Among the disorders that youth present are Bipolar Disorder, Post Traumatic Stress Disorder, Clinical Depression, and Attention Deficit Hyperactivity Disorder. Other types of psychological disorders prevalent among youth are anxiety disorders, psychotic disorders, and impulse control problems. The most significant diagnosis at CJCF is Conduct Disorder, which does not always require mental health intervention, yet demands focused attention. Reportedly, mental health services are comprised primarily of individual psychotherapy, group therapy, crisis intervention, assessments, and consultation with staff and other professionals.

OTHER SERVICES

Religious Services

Although the on-site visit did not include a discussion or observation of the religious services component, information on the religious services at CJCF was provided in the published information book. As published, the facility has a fulltime Chaplain who provides religious inter-denominational services, religious counseling, and the recruitment and supervision of community volunteers. An inter-denominational service is provided on Sunday mornings, with the assistance of volunteers; and two Bible studies are available during the week. The Chaplain arranges for special menus to meet religious dietary restrictions and also provides special holiday programming, intercession programming, and religious plays.

Recreation and Community Services

As published in the information book, all youth have the opportunity to participate in a daily recreation program consisting of one hour of large muscle and one hour of leisure recreational activity. The recreation department also provides ongoing intramural activities that include basketball and baseball, and non-competitive sports activities. Community service activities are available to all youth and are completed in units, recreation areas, or the gymnasium. Community service is designed to provide a component of restorative justice to the commitment experience.

TRACKING YOUTH MOVEMENT

One aspect of campus security is maintained through the use of a ‘line of sight’ system, whereby individual or small groups of youth who are enroute between buildings located on the campus, are continuously observed. It was noted during the on-site visit, that youth did not predominantly walk with their hands behind their backs, as was the practice in the past in the youth facilities. It was relayed that some youth retain the practice, although it is not a requirement between buildings.

The facility uses the ‘line of sight’ method of tracking youth as they move (walk) from building to building across the campus. For example, the tracking or locator system is used when youth have appointments to meet the physician or a nurse. The corrections officer assigned to the medical services unit refers to a locator list and advises the medical staff of a youth’s location on the campus. Essentially, staff at the departure building radios staff at the receiving building as each youth walks between the buildings and both staff visually ‘track’ the youth as he walks, thus, eliminating the need for staff to actually walk with each youth as they are in transit. Upon arrival, the staff in the receiving building radios back that the youth has arrived. The system is used to monitor youth movement as a security measure and also as a way of building self-discipline in the youth, according to one agency representative.

HOUSING UNITS

The six housing units at Circleville Juvenile Correctional Facility are located in three buildings (two units per building) on the west side of the compound. All units have the same architectural design. Basketball courts separate the three buildings. Buildings are relatively new and are clean and well maintained. The south side of the compound contains two basketball courts, soccer goals, and a baseball diamond.

As published in the facility’s information book received at the on-site visit, once youth are assigned to a housing unit based on their current age, they are given a specific room assignment. Room assignments take into consideration the recommendations from the initial Sexual Assault and Victimization Assessment that is given at reception, a review of the youth’s file and an interview with the youth. Room changes within a unit are

subject to an assessment prior to the room being changed. If a youth moves to another unit based on age, the room assignment procedure is again followed to ensure the safety of the youth and his peers on the unit.

Circleville Juvenile Correctional Facility operates under a unit management system that fosters teamwork. This system encourages staff to create programs to deal with the problems exhibited by their populations and to collaborate in solving problems. Accordingly, housing units are managed and operated through the use of a *unit plan* that is consistent among all the units, but allows for variations that make the plan functional for each unit. One of the key components to the unit plans, making the plans operationally functional, is the coordination of details pertaining to youth programming among all of the other units. Simply, unit schedules must be compatible so that there are no conflicts or omissions in the delivery of services or programming to youth. Units are operated such that youth are not permitted to be in their rooms unless by permission or during night sleep hours. Otherwise, youth must remain in their pods when they are not attending programming.

Each unit is staffed with two juvenile correction officers per shift, with an additional correctional officer (to total three COs) on occasion on the first shift. Each unit has two social workers, one psychology assistant and one secretary.

The age of youth is the dominant criteria by which youth are assigned to units, except for the youth who qualify for housing in the special needs and mental health unit.

Each unit includes a separate isolation room that is used on occasion to stabilize youth behavior or for medical isolation as may be prescribed following an injury. Also, the isolation room is available for use as a suicide-watch room if the psychiatrist makes that determination. Youth in isolation are checked every 15 minutes and logs are maintained. The isolation cell in Walnut Unit, for example, is wet and it appeared to be clean. Youth placed on suicide watch are provided with suicide shorts and a blanket and they are checked at 10-minute intervals unless the psychiatrist determines more frequent checks are needed.

Security within the units is provided through a system of 36 cameras throughout the six housing units.

Commissary items are reportedly ordered from the units and delivered to the units from the storeroom. There is no commissary on the campus from which youth purchase items.

Walnut Unit

The Walnut Unit architecture, which is identical as that of the other housing units, is comprised of two wings that house up to 48 youth between ages 15 to 17. The population in Walnut Unit was 27 at the on-site visit, thus youth were predominantly single-bunked. Within the unit, there are four pods (A-D), two upper and two lower. Youth do not move among the pods, rather they stay in their own pod. In a central area, at a middle level

with respect to the upper and lower youth levels, there is a semicircular desk or station for correctional officer use. Half-flights of stairs provide access to each of the four pods, thus, the architecture gives the feeling of three levels within units. Each of the four pods per unit has six rooms, two bathrooms with a shower, and two game tables in the center of the pod. A separate walled, room is used as a youth television-viewing room, although it primarily exists for CO use and for delivering programming to youth on unit.

One staff relayed that she perceives her job as a mix of tasks including finding resources for youth, acting as a counselor occasionally, and monitoring their daily behaviors and activities. She relayed that while there is an 'isolation' room practice of using 'time outs' has been discouraged and some measures or forms of staff control, such as checking hands, has been eliminated. When a youth is placed in the isolation room, the youth is checked every 15 minutes and released immediately upon restoration of 'normal' behavior.

The area between pods is used for team meetings and additional staff offices. A wall-mounted telephone and a locked grievance box were available for youth use in the central area. Walnut Unit appeared to be clean.

Walnut Unit has one wall designated as the "Wall of Fame" on which notices, certificates, and diplomas representing youth accomplishments and successes are posted.

At the on-site visit, the CIIC memorandum was not observed, but staff assured CIIC staff that it would be posted. Likewise, there was no evidence of the DYS attorney name being posted for youth to access legal assistance.

Youth rooms in Walnut Unit appeared to be relatively clean and contained the bed, a room chart to show how the room should be organized, a speaker and light switch, and an open wall-mounted cabinet with two shelves to store youth personal items. The mattresses were clean, although showing first signs of cracks in the vinyl.

The bathrooms in Walnut Unit appeared to be clean, but the showers could have been cleaner. Ceilings had received some patchwork. Unit staff spray or apply the cleaners and youth only attend to the wiping and scrubbing of the bathrooms.

At the on-site visit, one staff relayed that most of the youth in the Walnut Unit are wards of the state because they do not have family ties. Staff also relayed that the most frequent issues discussed by youth are when they will be released and where they will go. Common reentry locations for youth include halfway houses, foster homes, homeless shelters (if youth are age-appropriate), or to a relative.

Unit staff indicated that there are occasionally minor youth-on-youth assaults, but those assaults were not usually gang-related because youth gang presence is not a key issue at the Circleville facility.

Staff relayed that the sexual behavior at Circleville has been consistently and relatively minimal, and that the newspapers have blown it out of proportion.

One staff was observed at the on-site visit, as CIIC staff departed from the unit, to openly yell at a youth in a reprimanding and commanding manner.

Oak Unit

CIIC staff made a brief walk-through of Oak Unit, which was not occupied at the time of the on-site visit as youth were at their lunch period. The unit is architecturally identical to Walnut Unit and appeared to be clean.

Butler Unit

The Butler Unit is designed architecturally the same as Walnut Unit and houses youth aged 15 to 17. At the time of the on-site visit, all boys from Butler were out of their cells and were sitting at the tables waiting to move on to their next scheduled activity or program. It was noted at the on-site visit that the bathrooms in the unit were very clean and contained no mold. The boys clean the bathrooms, but staff spray the chemicals and boys do the actual cleaning, rather than to handle chemical containers. There are two bathrooms per pod, allowing for a ratio of three boys per bathroom in Butler Unit.

The central desk and area of the unit that is accessed by the Correctional Officers is equipped with a radio for use at staff discretion, a microwave oven for staff use, extra food and snacks for youth, and a rack of stackable trays containing a variety of forms for youth use. Forms noted at the on-site visit included medical appointment request forms, and green kite forms. Youth are required to ask for forms from the staff.

There were *no copies of the Youth Grievance Forms* noted within the unit at the onsite visit and there was no CIIC Memorandum posted. However, posted signs did include one on Youth Rights and a schedule for the unit.

Maple Unit

The Maple Unit, which has the same architectural design as the other units, houses older boys aged 18 to 20 years old. A large schedule of youth activities was posted on the unit wall. The schedule included activities from time of waking until time of sleeping. One of the bathrooms on the unit was inspected and it appeared to be in clean condition.

The environment within the unit was noisy with conversation among youth.

Elm Unit

The Elm Unit is designed to accommodate handicapped youth with a ramp and also with restrooms that are wheelchair accessible.

One Unit Administrator relayed that the noise level is high and stressful producing much echo and poor acoustics. A second issue relayed by staff is the lack of staff accommodations in the unit.

Each of the youth rooms contained a shelf and a window. Beds were neatly made.

One youth was in Elm Unit at the time of the onsite visit. This youth was reading a book because he did not have an academic class.

Ash Unit

Ash Unit is architecturally the same design as the other units, with youth being single-bunked. Ash Unit is designated for youth with special needs and mental health issues, including those with mental retardation and developmental disabilities. At the time of the on-site visit, there were 19 youth residing in a single-bunked environment within Ash Unit. At the on-site visit, there were four youth sitting in the television room waiting for the correctional officer. Youth reported that they liked the unit staff.

Reportedly, less than one third of the facility's youth receiving mental health treatment combined with mental health medication are housed in Ash unit; yet it was reported that approximately 75% of the Ash residents were on some form of medication. Of the overall youth population at the Circleville facility, nearly 61% of youth were on psychotropic medications specifically.

After an average stay in Ash Unit of 15-22 months and stabilization, youth may transfer to another unit within the Circleville facility or to a different youth facility. Operational details and programming components that are provided to the youth in Ash Unit include some of the following services, which may vary slightly from the services that are provided in other housing units.

- Treatments that are designed and delivered to reach individuals who have a level of understanding that is lower than the norm. In some cases, programming may reportedly make use of some of the Leap Frog products and programs, which have proven to be effective in some cases.
- Clinical team meetings are designed for each specific youth and meet once every two months. Treatment teams typically include a psychologist, teacher(s), social worker, unit administrator, and guidance counselor. The team, particularly through the involvement of the psychologist, commonly renders a treatment plan that addresses the youth holistically.
- A mini-treatment plan, acting as a sub-plan to the overarching treatment plan, may be formed by the social worker.
- Placement upon release of youth from Ash Unit may be to a group home. (One youth reportedly was sent prior to the on-site visit to Children's Hospital Adolescent Psychiatric Unit from the Circleville facility.)
- Youth in Ash Unit have an individual Case Manager.

Staff within Ash Unit relayed that the biggest issues that they face are related to having youth on medications and to dealing with the specific behaviors of the youth in the special needs categories. Staff also relayed that their greatest need is for additional funding to supply more programs and activities that are developmentally appropriate for this group of youth in their care and under their supervision. Youth relayed appreciation for the unit staff.

The restroom in the unit included a toilet and also a shower. The youth rooms included a bunk and shelf for personal hygiene items. Overall, the youth rooms appeared to be stark and bare.

LAUNDRY ROOM

Clothes are sent to a central laundry room and washed three times each week. In the past, each housing unit had a separate laundry room, however, only the unit for mentally ill youth currently maintains its own separate laundry room. The room is needed in that unit due to the prevalence of bed-wetting that reportedly occurs due to some of the mental illnesses.

CAFETERIA/DINING HALL

The central cafeteria appeared to be much like other cafeterias in other youth facilities. The acoustics and much talking in the area during the meal, however, caused the need to speak very loudly to be heard, which contributed to a high noise level. In spite of the noise level, youth appeared to be relaxed in their demeanor while eating. Youth are given 35 minutes to eat their meals. A locked grievance deposit box is located on one of the walls in the cafeteria. Youth workers fill certain jobs in both the cafeteria and in the kitchen.

During the breakfast and lunch meals, youth who are taking medications are required to report to the medication distribution window (pill call) in the cafeteria and receive their medications directly from a nurse. Youth are identified prior to receiving medications by their badges. The file for each youth receiving medication at pill call is taken to the pill call window prior to the meal period and the file is marked that the youth received and took the medication. Medications taken in the evening are delivered to boys in their units by nurses.

The cafeteria has two televisions mounted on two walls. The televisions serve only as message monitors rather than entertainment programming. In addition to the two television screens, the cafeteria also includes two wall-mounted fans in each of two corners, one floor fan, and five surveillance cameras.

KITCHEN

The kitchen and dishwasher room were very clean and hairnets were required of all who entered the food preparation area, including CIIC staff during the on-site visit. Food servers and other kitchen staff and youth workers wore gloves as well. There were multiple water mats in areas where water could potentially be on the floor. Separate storage rooms and/or bins are kept locked for the safe containment of knives, tools, pantry foods and ingredients, and mops or other cleaning items. Tools and other items are stored using a chit or shadow system. The kitchen recently installed a new vacuum pressure can opener, which operates without a sharp cutting edge, at a cost of \$369.11. The refrigeration system includes three walk-in refrigerators with temperatures being checked on each shift, and a separate freezer dedicated solely for longer storage of items in the ingredient room. Generators are in place to maintain operations if there is a power failure. The kitchen is designed with a separate dishwasher room.

Youth workers in the dishwasher room relayed that their daily schedule included working in the kitchen for half a day and going to school for half a day. They received 50 cents per hour for the dishwasher duties. They felt that they were treated in an acceptable manner by the kitchen staff. At the on-site visit, there were two youth from the Career-Based Intervention program working as dishwashers.

Kitchen staff relayed that attention to food preparation details include weighing and measuring meat portions to be certain that a minimum of three ounces of meat are served per portion. Often more than the minimum amount is served, but never less than the minimum. There were 19 kitchen staff and eight (per shift) youth workers employed in the kitchen at the time of the on-site visit. Youth work on a schedule, are paid for their work, and are required to log in and out of the kitchen.

Youth workers reportedly present no problems for staff, train well in the processing of some of the food and use of the tools, and generally do a good job in the kitchen. There are two types of youth kitchen workers: youth who are in a Career-Based Intervention (CBI) program and those who are engaged in a Graduate Work Program (GWP). Youth in the CBI program work as well as go to school and those in the GWP have already completed school, so they work extended hours. However, some Circleville staff relayed that they were not comfortable with allowing sex offenders to work in food service.

EDUCATIONAL SERVICES

The Ohio Department of Youth Services school system, which includes the *Ralph C. Starkey High School* at Circleville Juvenile Correctional Facility, is approved as a charter school by the Ohio Department of Education and therefore, completed class credits can be transferred to a public school when a youth is released.

Educational services are made available to youth through the *Ralph C. Starkey High School*, which is a fully accredited high school that operates within the institution. In addition to offering the high school diploma, a General Equivalency Diploma (GED) academic option is provided to youth, and several middle school classrooms are offered for students who have not yet obtained high school status. The current reported GED pass rate averages 90% of the youth who complete the program and take the test.

The mission of the school as stated in the Student Handbook is to "...serve the citizens of the State of Ohio by providing educational programs and services to help youth develop the competencies needed to re-enter their home communities as productive citizens."

Numerous classrooms and teachers were observed during the on-site visit. The school principal and numerous educational administrators provided comments descriptive of the educational programming in place at the youth facility. It was noted that the sex offender programming is incorporated into youth schedules so as not to conflict with the scheduling of their academic courses.

At the entrance hallway to the school complex, there is a large bulletin board used to draw recognition to graduates and to the Honor Guard, special events in the school calendar, and also to enumerate the school rules and violations carrying disciplinary action. There were 42 youth who graduated from the high school program in 2005. Photos of graduates as individuals and in attendance at the graduation ceremony and reception party were included among the bulletin board graphics.

Per the *Student Handbook*, youth are expected to walk single file with their hands behind their backs in the hallways of the school. Also, any items that a youth brings into the school must be authorized by staff escorting the youth and must be carried in the youth's hands. The handbook also includes information on the dress code, contraband, restroom policy, daily school schedule, map of the building, vocational areas and enrollment in vocational classes, the Student Code of Conduct, general information on the General Education Diploma (GED), honor or merit roll, student awards, disciplinary procedures, time-out, grade placement and credits earned, library rules, and numerous forms that are relevant to the subjects in the handbook.

Academic Classes

Academic classes range in size from eight to a maximum of 15 youth per class. Vocational classes are held to a maximum of 12 students per class. The on-site visit included observation of the following academic classrooms and adjacent areas of the school.

1. The hallways are light and bright and painted in beige and mint green.
2. *History/Social Studies* - This class was studying about a space station through a Discovery channel video that coordinated with the material in a text that the students were reading.

3. *Economics* -- The economics class was engaged in a project of comparing the costs of racecar (NASCAR) competition with and without a sponsor. Each student made a paper car, which the student colored with crayons or markers. Cars were submitted in a class contest and judged on creativity and artistic appeal. While the academic value of making a paper car was not made evident at the on-site visit, the study of the economics of a business venture seemed to offer notable and positive academic value.
4. *Physical Education* – Youth have scheduled access to the gymnasium, including a full basketball court for large muscle exercise. The gymnasium has bleachers on one side and a locked ‘Recreation Department’ room on another side. There is no first aid station within the gymnasium complex, but a First Aid Kit is on-site. If a medical emergency occurs, a nurse is dispatched and comes to the gymnasium on a golf cart. At the time of the on-site visit, youth were in the gymnasium shooting hoops during one of their recreation periods.
5. *Special Education Classroom* - Special education programming is usually provided on a one to one teacher to student ratio, although occasionally a session may have a teacher working with six or eight students. There were four special education teachers at the time of the on-site visit, with one additional teacher to start employment after the date of the visit. At the time of the On-site visit, there were 83 youth with an Individual Education Plan (IEP) as required under federal law.
6. *English/Language Arts* - The instructor was working on a letter-writing exercise and dictionary exploration. This instructor maintained an engaging instructional style and demeanor with youth, calling for them to use a dictionary to identify the meaning of words.
7. *Title I Math* and *Title I English* - One instructional area is used for both the remedial math and language arts instruction. Each subject is given a separate seating arrangement, but at opposite ends of the room. The room is similar to a portable classroom that is attached to the main building. At the time of the on-site visit, the walls appeared to be unfinished without being fully covered with drywall or other interior finishing materials. A small number of students were receiving instruction during the on-site visit. The Title courses do not count towards earning credits to graduate. The advantage to youth in taking the Title I Math course is the individualized help they receive in building basic math skills.
8. *Administrative Office Technology (AOT)* – The MS Office Certification program is considered to be a vocational program, but it is taught by a certified Microsoft Master Instructor within the academic building at the youth facility. At the onsite visit there were 12 students in the afternoon class. Twelve additional students are offered the class in the morning session. In the fall of 2005, student testing for MS Certification was anticipated. The curriculum was in the process of being certified at the time of the on-site visit. Components of the MS Certification program reportedly include keyboarding, Word, Excel, and PowerPoint. No mention was made of Microsoft’s Access program. Students work at computer workstations, while only staff have access to the printer. In this class, youth also receive instruction in a curriculum called “Job Smarts,” where they learn how to

complete a variety of work-related forms such as a W2 Tax Withholding Form and other work-related documents.

9. *General Math* -- The general math class was engaged in a stock market project that entailed purchasing exercises and a student competition to earn the greatest return on hypothetical investments. The youth appeared to be motivated and keenly interested in the competition component of the stock market curriculum. Each youth is given a hypothetical \$100,000 to start the competition and each week the four different stock markets are consulted and the youth may buy, sell, or trade stocks. Gains and losses are recorded. Students consider the 52-week high and 52 week low and form individual strategies in making buy, sell, or trade decisions. The top ten 'investors' are rewarded at the end of the competition.
10. *Library* – The library contains 7,000 to 8,000 titles and looks like a typical school library. While there is no youth access to the Internet, there are computer terminals available to youth, and one of the officers helps the librarian load select sites onto the *Intranet* for youth to access. Youth are given library privileges once per week as part of their English class and also once per week with their unit. It was observed that youth were not required to walk with their hands behind their backs in the library.
11. *Physical Science* – Science is taught at the seventh, eighth, and ninth grade levels and includes subject-units that are appropriate for those levels. A standard science textbook published by the Glencoe McGraw-Hill Publishing Company is used as a base for physical science instruction; plus individual science projects are integrated into the science curriculum.
12. *Biology* -- Teacher-prepared packets complement the instruction of topics. Each September, the biology teacher coordinates an annual Science Fair. Biology students are offered 20 projects from which to choose.
13. *Art* – An art class is offered among curriculum options. Student drawings and paintings were displayed on the classroom walls. One of the art students had applied for admission to The Ohio State University. Youth maintain their collective pieces in a portfolio, typical of art students in any high school art program.

Vocational Programming

Within the range of academic programming that a youth may avail are three vocational tracks: *Administrative Office Technology (AOT)*, *Career-Based Intervention (CBI)*, and a *Horticulture Management Program*. The horticulture program is a relatively new vocational option and will be available to youth in the near future. A greenhouse is being built by Ohio Prison Industries (OPI) workers on the Circleville campus. The hiring of an instructor for the horticulture program is pending.

In-School Suspension (ISS)

School discipline is addressed through in-school suspensions (ISS) lasting 15 minutes in a one-on-one classroom with any available teaching or academic staff. At the on-site visit, CIIC observed an In-School Suspension in progress in a separate room within the

high school where a teacher was talking with a disruptive student. The ISS is operated like a time-out, with a teacher trying to counsel or mediate the student about their disruptive behavior. The goal of the session is to release the student back to the classroom within 15 minutes; however, if a student is too disruptive, he is sent back to his unit and does *not* return to class. The mediating teacher or staff makes the determination regarding the youth's readiness to return to his class or go to his unit.

Guidance Department

Guidance counselors make the initial determination to place students in a high school program or the GED program. Guidance counselors administer the GED test, with a pass rate that averages 90%. An effort exists in the guidance department to find any "lost" high school credits that the youth may have earned from high schools or other institutions prior to entering the DYS system. Each student's academic track is designed as an 'Individual Career Plan,' and meetings are held in the full-time Guidance Counselor's office. The school maintains a counselor to student ratio of approximately one counselor to approximately 170 students. Guidance counselors update youth files, including credits earned, at least twice per year. High school credits toward completion are earned at a rate of one-eighth credit for every 20 days of classes. Youth typically earn six credits per year, with 20 credits required for graduation. In addition to the above services, the guidance counselor maintains a career plan for each youth.

Records and Attendance Office

It was noted to CIIC staff at the onsite visit that the attendance records of youth at the Circleville facility is the best in the state system because all youth attendance is carefully monitored and if a youth does not show up for an assigned class, staff will locate the youth and 'bring' him to class. There are very few excuses that are accepted for not attending an assigned class. A "Daily Skippers" report is maintained each day. The report typically identifies one or two youth per week who have "skipped" a class. It was suggested that approximately 10% of the youth actually cause 90% of the problems of this type. As an incentive, units that go 80 days without "skippers" are given a party at the end of the year.

Student Council

A Student Council is in place at Circleville, which offers an opportunity for youth to serve as representatives of the youth population and to contribute to the ongoing development and monitoring of the issues comprising the academic dimension of the correctional facility.

RECREATION SERVICES

Youth at Circleville have an opportunity to engage in basketball as a recreational sport. The basketball team from the facility competes against teams representing seven area high schools. In the past, the team competed against teams from other youth facilities.

YOUTH COMMUNICATION

Youth offered the following comments to CIIC staff during the on-site visit. Comments have been clustered by topic as much as possible.

Sexual Activity

- One youth relayed that the issue of sex among youth is real and ‘bad.’ He shared his opinion that staff indirectly promote sexual activity. In one instance, 3-4 youth were caught in sexual contact and were still permitted to work. Even though the youth’s levels were taken and their programming reverted back to basics, they were still permitted to remain employed in their jobs, which he believes indirectly promotes acceptance of their behaviors. He added that the presence of these offenders still on their jobs bears a negative response from other youth, who are trying to rehabilitate from sexual misconduct. He relayed that the rationale that there is a shortage of workers, which is used to permit these youth to retain their jobs, is not acceptable.
- One youth relayed that if someone is caught having sex with another youth, they are allowed to keep their privileges; but if a youth violates another rule, they lose their privileges, which is not fair. There are really no gangs in the facility, except for the “queens,” who are boys who want to act like females and form sort of a group. Some of the youth are concerned about consensual sex that occurs in the pods, usually in youth rooms or in the showers. They relayed that some youth change their mind about having sex once the act begins, but are convinced to complete the act. They relayed that the problem is that some staff trust youth and do not monitor the pods as strictly as they should and youth take advantage of the situation. Even though the amount of sex has decreased with single rooms, it still occurs.
- One youth relayed that sexual activity among youth is a problem at Circleville and that it occurs in rooms and sally ports. Youth reported that the staff do not care and even allow it.
- Youth relayed that there is some sexual activity among youth and some staff overlook it. Sexual encounters reportedly have taken place in the school, hugging in the hallways, classrooms, bathrooms, under the tables in the pod, outside in the yard when staff have their backs turned. Reportedly, some staff are weak and get manipulated by youth into showing favoritism and becoming close to youth so as to allow pay offs for snitching.

Youth and Staff Assault – Use of Force

- One youth reported that he was assaulted by a staff who hit him in the head and that two staff would not allow him to go to the nurse. Reportedly, there was

questioning, but the youth was not believed. Also, the youth reportedly was offered an opportunity to take a polygraph, but never was given one.

- One youth claimed that at some time in the past a youth died from a trauma blow to the head and subsequent headache that persisted for two or three days.
- One youth reported that he was assaulted by a staff who hit him in the head and that two staff would not allow him to go to the nurse. Reportedly, there was questioning, but the youth was not believed. Also, the youth reportedly was offered an opportunity to take a polygraph, but never was given one.

Youth-on-Youth Assault

- One youth relayed being on unit restriction while an incident of one youth ‘assaulting’ another youth with soap in a sock is under investigation. The youth anticipated that he would be receiving counseling from a Social Worker and then likely a Psychiatrist.
- Youth acknowledged that if a youth is assaulted, there is some retaliation and “they” will get you.
- Fights reportedly evolve around city or geographic orientation among youth.
- One youth relayed that some youth will threaten others, even in front of Juvenile Corrections Officers.
- A youth relayed that there is some youth fighting, but it is limited.

Staff – Youth Communication

- One youth relayed that youth will express their ideas and issues with staff at Circleville Officers more readily than at other facilities. Since Superintendent Perry took over the facility, the environment has reportedly become less chaotic.
- One youth relayed that there is sensitivity to the true needs of youth, for example, if a youth needs shoes, the Superintendent would step in and address the issue.
- One youth relayed that he felt that some staff bring their personal problems to work, that sometimes their problems are held under cover, but that there have been times when staff were not discrete about their problems.
- One youth reported that he was verbally addressed in an inappropriate manner by a Juvenile Corrections Officer when the youth asked for an explanation regarding denial of permission to use the bathroom.
- One youth identified that the best staff are not in their jobs just for the money; rather, they engage in talking with youth instead of merely sitting idly. Also the best staff acquire activities, like board games, for the youth.
- One youth relayed that an officer verbally abuses youth, but that the youth do not report it because they are afraid they will get on the officer’s bad side.
- One youth identified two officers who are the best and added that one of the officers got the youth to pray. The youth identified that good officers listen to the youth and show youth that they care.
- One youth relayed that the staff and youth are on the same page regarding following policy and procedures. He indicated that new policies benefit both youth and staff.

- A youth relayed that kites do not work because even though the staff responds, the problem does not get solved.
- A youth relayed that one of the juvenile correctional officers is non-responsive to youth requests to use the bathroom, making youth wait for extended lengths of time (one hour), and then when responding to a call light, still makes a youth wait.
- A youth relayed that he would rather be at the Scioto facility because he felt that a lot of staff at the Circleville facility do not listen well nor do they try to help.

Youth Management

- A youth in one of the units relayed that there needs to be more discipline in the facility, and that the correctional officers currently allow juveniles to “power thrust” other juveniles.
- Two youth relayed that some youth do not follow directions, causing problems.
- One older youth was dressed indicating that he was undergoing disciplinary restrictions. He relayed that his quick temper has been problematic for him, factoring into the numerous fights that he has engaged in over the past months. In addition to clothing restrictions, he relayed that he must remain free of write-ups or his restrictions and punitive requirements will be extended. He added that while he is still entitled to recreation, he must take it alone.

Education – Academic and Vocational

- One youth relayed his plans to attend one of the larger state universities in Ohio to study computer engineering upon his release.
- One youth relayed that the English program was not good enough because all they did in the class was read Harry Potter.
- A youth relayed that he would like to see the institution have some form of music program and indicated that he likes to play guitar and thought that a youth band would be good for the residents.
- One youth relayed his joy at having recently completed his high school requirements and receiving a high school diploma.
- A youth reported that there are some good academic programs such as the computer-based instruction (CBI) courses available to pre-graduates and also courses available through the Graduate Worker Program (GWP). However, he would like to have more vocational courses and programs offered, such as the automotive track that is available at Indian River Juvenile Correctional Facility.
- Positive comments were relayed by a few youth who had started their academic programming. They indicated that the school is good and that they attend eight academic periods a day, just like a regular high school.
- A youth cited two people as favorite instructors at the school and said that the staff in the entire facility has been very generous in offering wisdom and knowledge to get youth through their commitment.
- One youth reported favorably that the teachers are open to informal discussions.

Youth Programming

- One youth relayed that he has daily meetings with his social worker and is completing anger management programming.

- Multiple youth relayed that they wished that they were offered more life skills courses and assistance; although one youth acknowledged that he felt that he had learned more social skills while at Circleville than at another facility.
- A youth relayed that he thought his programming had been good, that he has learned how to control his behavior, and that his education and life skill programming are making a positive difference. He relayed having been in a private facility in Cincinnati prior to being committed to the Circleville facility.
- One youth relayed that he had been defiant and disrespectful and had been wearing an S and P jumpsuit. Now that he was in a program, he had cleaned up voluntarily. He reportedly had unit details, privileges, and responsibilities. He reportedly exercised the role of helping others, volunteering; and now sees his reward as a chance to go home.
- One youth relayed that he wants to be involved in more programs.
- Multiple youth relayed that they like the phase and level program, their treatment is appropriate and good, and the staff is good.
- A youth reported that the work programs are good and that they get credit in school for working in the Career—Based Intervention (CBI) program. One youth relayed that he had earned seven credits in a year while going to school and that he needed twenty credits to graduate.
- One youth relayed that youth have increasingly been given more things to do and that youth are held accountable for their actions.

Youth Scheduling

- A youth reported that youth at Circleville have increasingly been given more things to do and that youth are held accountable for their actions.
- One youth reported that since Superintendent Perry came to Circleville, the environment has become more productive, it is easier to get through programs, youth have somewhat more freedom, and youth do not feel as locked down compared to the environment under previous Superintendents.
- One youth who had been at Circleville for ten months relayed that they do morning work like cleaning their room and pod prior to going to school.
- Youth relayed that they are only in their rooms when they sleep and when there is a treatment team working with other youth in the unit on Wednesdays.
- Youth relayed that there is idle time and that they wished for some weights or exercise machines to enable a work out.

Unit Housing

- One youth relayed that he had no recommendations for changes, except that he would like to have a swimming pool at the facility.
- Youth relayed that they like having their own rooms as opposed to living in a dorm arrangement because there are less fights and disagreements and that there is greater control in a single-room arrangement.
- Youth relayed that staff in Ash Unit is the best in the facility because there is respect, a lot of leisure time, and recreation is provided to the youth.

- One youth relayed that the environment in Maple Unit is chaotic and hectic, especially on second shift. Youth relayed that they believe this environment is perpetuated because two of the officers came from the adult system and do not know how to control the environment or the unit. As an example, there were three youth locked up during the previous evening, as reported by the youth. A third officer, however, did have knowledge of how to manage the unit environment in a more effective manner.

Safety

- A youth reported that safety is overall good at the Circleville facility.

Medical

- Youth reported that medical services are poor on the weekends because even though youth sign up for sick call, the staff will not take youth on the weekends. The weekend nursing staff is one or two nurses compared to a weekday nursing staff of two or three nurses.

Commissary

- A youth relayed that staff steal commissary items when items are sent from the commissary to the unit for distribution to the youth. Youth have noticed that their accounts are charged for items that they do not receive, like Camay soap in one case; and youth suspect that the Correctional Officers are taking it.

Clothing

- One youth reported that the shoes do not last and that he could not get new shoes until he got his hair cut according to policy. He relayed that the hair cut issue is not written in policy and that his hair is already short.

Grievance Procedure

- A youth relayed having filed a grievance on the officer who is non-responsive to youth needs, but that nothing happened. The grievance was reportedly filed two weeks ago, yet the youth still waited for a response. The schedule for grievance response is supposed to be 10 days.

Religious Services

- One youth relayed that the staff brings a 'good' element to the facility. He relayed that he is learning new life skills, that one of the staff had introduced him to God and that the chaplain had also been influential in his development and personal changes. The youth quoted scripture to CIIC staff.

Food

- A youth reported that the food is excellent, there is a good salad bar, and they have good-sized portions of food.

Visitation

- A youth relayed that he felt there should be more than two visits per month.

Transfers

- Youth relayed their dissatisfaction that the Department of Youth Services does not contact their families when they are being transferred from one unit to another, and that the omission causes problems.

Re-Entry Placement

- Youth relayed that the placement process should be hastened. Youth realize much idle time as a result of the slow pace of the placement process. One youth was still waiting for his placement process and release to be completed more than two months after he had completed his programming.

STAFF COMMENTS*Transforming Youth through Programming*

- One staff relayed that the more aggressive youth are not assigned to the Circleville facility; rather those aggressive youth are residing at the Marion Juvenile Correctional Facility. Staff elaborated that there is a sincere effort to change kids' lives at the Circleville facility. Structure and treatment programs are implemented and followed night and day at the Circleville facility.

Youth Privilege System

- Staff reported that a system allows youth opportunities to earn privileges.

Programs that Encourage Communication

- One frequent staff challenge is finding time to do all that could be done through youth programs and to engage in meaningful communication with the youth.

Challenges of Special Needs Youth

- Staff relayed that their greatest *challenge* is dealing with the behaviors of special needs youth, especially those youth who are taking prescription medications.
- Staff relayed that their greatest *need* is for additional funding to provide appropriate programming to youth who are considered to have special needs and who require special programming that is appropriate to their developmental level and takes their special needs into consideration.

Gangs

- Unit staff relayed that there were no true gang problems at the Circleville facility, but there is minor assaultive behavior.

Sexual Activity

- Staff relayed that the sexual behavior at Circleville has been relatively consistent, and that the newspapers have blown it out of proportion.
- Staff relayed that a key component to managing youth sexual behaviors is maintaining single-bunking arrangements.

**AMERICAN CORRECTIONAL ASSOCIATION (ACA)
STANDARDS AND RECOMMENDATIONS**

The Department of Youth Services notified the Correctional Institution Inspection Committee on January 30, 2006 that the Circleville Juvenile Correctional Facility had received approval for re-accreditation from the American Correctional Association in the preceding week.

Circleville Juvenile Correctional Facility provided the following responses to the ACA standards survey. The survey was developed by CIIC staff based on **excerpts** from selected ACA Standards and ACA Commentary on particular standards in the 2003 publication. The survey was left with the Assistant Superintendent with the request that appropriate staff with expertise in the particular areas respond to each item with "Yes" or "No" and/or clarification regarding compliance. The survey was intended solely as a method of obtaining information relevant to operations and conditions.

AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS/RECOMMENDATIONS For Juvenile Correctional Facilities	
CATEGORY and STANDARD	RESPONSE
I. Administration and Management	
A. General Administration	
Policy and Goal Formation	
10. A Community Advisory Committee, representative of the community, serves as a link between the program and community, to advise on policy and problems in facility operation.	Yes Quarterly Meetings
11. Employees participate in the formulation of policies, procedures and programs through meetings, suggestions, programs, and staff councils.	Yes DYS Policy 101.03
Policy and Procedure Manuals	
17. Policies and procedures for operating and maintaining the facility are specified in a manual accessible to all employees and the public reviewed annually and updated.	Yes
18. A manual of Standard Operating Procedures is available to employees, reviewed and updated annually.	Yes On-line availability
19. New and revised policies and procedures are disseminated to staff, volunteer, and when appropriate, to juveniles prior to implementation.	Yes
Channels of Communication	
20. Regular meetings between Superintendent and department heads and key staff are conducted at least monthly.	Yes Monthly meetings

CATEGORY and STANDARD	RESPONSE
21. Central Office meets with Superintendents at least annually.	Yes With Director Stickrath
Monitoring and Assessment	
23. There is a system to monitor space requirements, operations, and programs through inspections and review by the Superintendent or designee at least annually.	Yes
24. The Superintendent submits a written report of the facility's activities at least quarterly to Central Office, including major developments, major incidents, population data, assessment of staff and juvenile morale, major problems, and plans to solve them.	Yes Monthly reports
Public Information	
26. Requests from Legislators, executives, and juvenile justice components for information on operations or specific juveniles are responded to promptly by designated staff with due regard to privacy protection statues. Full and prompt cooperation with requests is necessary to maintain integrity and credibility.	Yes All requests for public information are referred to Central Office.
B. Fiscal Management	
Budget Preparation	
04. Facility staff participate in preparing the budget request to define needed resources and to understand constraints and priorities.	Yes
05. The superintendent participates in budget deliberations of Central Office.	Yes
Commissary	
17. A Commissary/Canteen is available where juveniles can purchase approved items not furnished by the facility. Restrictions are placed on purchase amounts. Means of purchase other than cash are used.	Yes We have a Swanson contract.
C. Personnel	
Staffing Requirements	
04. Staffing requirements ensure that juveniles have access to staff, programs, and services.	Yes
06. The vacancy rate among staff who work directly with juveniles does not exceed 10% for any 18-month period.	Yes
Selection and Promotion	
08. All personnel are selected, retained, and promoted on the basis of merit and qualifications.	Yes We have contract requirements for bargaining unit.
Probationary Term	
12. Probationary periods range from six months to one year.	Yes
Criminal Record Check	
15. A criminal record check is conducted on all new employees to identify convictions that could affect an employee's job performance.	Yes By Central Office
Physical Exam	
16. Employees with contact with juveniles receive a physical exam prior to job assignment and re-examination per need or schedule.	Yes

CATEGORY and STANDARD	RESPONSE
Drug Free Workplace	
17. A drug free workplace is provided.	Yes
Compensation and Benefits	
19. Compensation and benefit levels are comparable to those for similar occupational groups in the state or region.	Yes
Code of Ethics	
23. A written Code of Ethics prohibits employees from using their position to secure privileges for themselves or others and engaging in conflict of interest. The Code is available to all employees.	Yes
Confidentiality of Information	
24. Employees, consultants, and contractors are informed in writing about policies on confidentiality of information and agree in writing to abide by them. What types of information are confidential, what can be shared with staff, and what can be communicated to persons outside the facility are specified.	Yes
D. Training and Staff Development	
Training Plan	
03. The facility's training plan is developed by an Advisory Training Committee of staff representatives of departments. They meet at least quarterly to review progress and resolve problems, and provide a written record of meetings to the Superintendent.	Yes
Training Evaluation	
04. The facility's training plan provides on-going formal evaluations. A written report is prepared annually.	Yes
Training Resources – Reference Services	
05. Library and reference services are available to complement the training and staff development program. Materials are readily accessible to staff.	Yes
Space and Equipment	
06. The necessary space and equipment for staff training are available. Classrooms for 20-30 students are easily accessible, free from distracting noise or obstruction by juveniles.	Yes
Administrative Staff	
08. Forty hours of training in addition to orientation training in the first year of employment, and 40 hours of training each year thereafter is provided.	Yes
Juvenile Care Workers	
09. All new juvenile care workers receive an additional 120 hours of training in the first year of employment, and an additional 40 hours each subsequent year. Training includes: Security, Supervision, Suicide Signs and Precautions, Use of force, Report Writing, Juvenile Rules, Juvenile Rights and Responsibilities, Fire/Emergency Procedures, Safety Procedures, Key Control, Interpersonal Relations, Social. Cultural Lifestyles of Juveniles, Communication Skills, First Aid/CPR, and Counseling Techniques.	Yes 120 hours at the Training Academy and 40 hours on-the-job training at the facility.

CATEGORY and STANDARD	RESPONSE
Minimum Training Hours	
11/12 Minimum training requires Clerical: 40 pre-service, 16 first year, 16 each year thereafter. Support: 40 pre-service, 40 first year, 40 each year thereafter. Professional: 40 pre-service, 40 first year, 40 each year thereafter. Child Care: 40 pre-service, 120 first year, 40 each year thereafter. Administrative: 0 pre-service, 80 first year, 40 each year after.	Yes
E. Records	
Transfer of Records	
04. Where statutorily required, judicial, law enforcement, correctional and social service authorities involved with the case should be supplied information without consent forms being required.	Yes
07. The institution should establish to limit access to records to persons and public agencies that have both a "need to know" and a "right to know," and can demonstrate that access to such information is necessary for juvenile justice purposes. Written guidelines should regulate juvenile access to records.	Yes
F. Information Systems	
Research Activities/Institution Support	
02. The facility or Central Office supports, engages, and uses research activities relevant to programs, services, and operations.	Yes
Juvenile Participation	
06. Consistent with statutes, individuals and agencies may have access to records for purpose of research, evaluation, and statistical analysis in accordance with a formal written agreement that authorizes access, specifies use of data, and ensures confidentiality. Access to records for legitimate research purposes should only be hindered to the extent necessary to protect confidentiality.	Yes
G. Citizen Involvement and Volunteers	
Program Coordinator	
01. There is a staff member responsible for operating a Citizen Involvement and volunteer Service Program for juveniles.	Yes Chaplain
II. PHYSICAL PLANT	
B. Size, Organization, and Location	
Staff/Juvenile Interaction	
01. Physical plant design facilitates personal contact and interaction between staff and juveniles.	Yes
02. Staff offices are in living units readily accessible to juveniles.	Yes
Facility Size	
03. Living units have no more than 25 juveniles each. The facility has a maximum capacity of 150.	Yes
05. Special purpose facilities do not exceed 50-bed capacity.	Yes 264 noted and population as of 2/1/06 is 138

CATEGORY and STANDARD	RESPONSE
Rated Capacity	
08. The number of juveniles does not exceed the facility's rated bed capacity.	Yes 264 noted and population as of 2/1/06 is 138
09. The facility is located to facilitate use of community-based services and continued contact between youths and family.	Yes
10. The facility is designed so that juveniles can be grouped according to a classification plan, for example, separating younger and older juveniles, and juveniles with serious personal injury offenses.	Yes
C. Housing	
01. Living units are primarily single bed sleeping rooms. Multiple occupancy rooms do not exceed 20% of the bed capacity of the unit.	Yes 144 design and population as of 2/1/06 is 138
02. Rooms or sleeping areas require: One occupant per 35 square feet per occupant. Two to do occupants, with 35 square feet per occupant. If more than four are in an area, partitions are required. There is no less than seven feet of usable, unencumbered space.	Yes
03. Each sleeping room has at a minimum (a) sanitation facilities with access to toilet use without staff assistance 24 hours per day, (b) wash basins with hot and cold water, (c) a bed, desk, hook, or closet space, chair, or stool, (d) natural light within 20 feet of the room, (e) appropriate temperatures, (f) variety of space, surface textures and colors, (g) the beds are off the floor and have a clean, covered mattress with blankets as needed.	No Youth must request staff assistance to be released from their room on 3 rd shift to go to the restroom.
Dayrooms	
04. Dayrooms are adjacent to sleeping areas, but separated by a wall. They provide 35 square feet per juvenile.	Yes
Furnishings	
05. Dayrooms provide seating and writing surfaces for every juvenile using the dayroom at one time.	Yes
Toilets	
06. Toilets are provided at one per 12 juveniles in male facilities, and one per eight in female facilities. Urinals may be substituted for up to ½ of the toilets in male facilities.	Yes
Wash Basins	
07. Washbasins are provided at a minimum of one per 12 occupants.	Yes
Showers	
08. Juveniles have access to operable showers with temperatures controlled hot and cold running at a minimum of one shower for every eight juveniles. Thermostats control temperatures from 100-120 degrees.	Yes Unit Elm
Housing for Handicapped	
09. Handicapped juveniles are housed to provide safety and security. Rooms are designed for their use and integration. Programs and activities are accessible.	Yes

CATEGORY and STANDARD	RESPONSE
Special Management Housing	
10. When there is a temporary Security Room separate from the living area, it is equipped with plumbing and security furniture. The room requires close staff observation.	We do not have females.
11. If a facility houses male and female juveniles, space is provided for coeducational activities. Coeducational programs are preferred for normal growth and development through opportunities to socialize with peers of both genders.	Yes
D. Environmental Conditions	
Housing Area	
01. All housing areas provide lighting to a minimum of 20-foot candles at desk level and in personal grooming areas, natural light from an opening or window with view to outside within 20 feet of the room, other lighting by tasks, access to drinking fountain, heating, ventilation, and acoustics to ensure healthful and comfortable conditions.	Yes
03. Noise levels do not exceed 70 DBA (a scale) in daytime and 45 at night.	Yes
Indoor Air Quality	
04. Circulation is at least 15 cubic feet of outside or re-circulated filtered air per minute per occupant.	Yes
Heating and Cooling	
05. Temperatures are appropriate.	Yes
E. Programs and Services	
Mechanical Equipment	
01. Total indoor activity area provides space equal to 100 square feet per juvenile.	Yes
02. Outdoor and enclosed exercise areas are provided to ensure each juvenile is offered one hour of access daily. – Enclosed areas are available in inclement weather. – Outdoor areas provide 15 square feet per juvenile using the area and not less than 1,500 square feet. – Indoor areas in facilities of 100 or more juveniles provide: 15 square feet per juvenile using the area. – Minimum ceiling height of 18 feet. – Not less than 1,000 square feet.	Yes
03. Sufficient space is provided for a Visiting Room or areas for contact visiting.	Yes
Dining	
05. There is at least 15 square feet of floor space per person using the Dining room. Space is provided for group dining except for security or safety purposes.	Yes
Food Service	
06. The food preparation area includes a space for food preparation based on population, type of food preparation, and methods of meal service.	Yes
07. Provisions exist for adequate food storage/loading, and garbage disposal.	Yes

CATEGORY and STANDARD	RESPONSE
Sanitation and Hygiene	
08. Toilet and washbasins are available to Food Service staff and juveniles in the food preparation area.	Yes
Housekeeping	
09. Adequate space is provided for janitorial closets accessible to living and activity areas, with a sink, cleaning implements, and ventilation.	Yes
Clothing and Supplies	
10. Space is provided to store and issue clothes, bedding, and cleaning supplies.	Yes
Personal Property	
11. Space is provided for storing personal property of juveniles safely and securely.	Yes
G. Security	
Control Center	
01. In secure facilities, space is provided for a 24-hour control center with access to a sink and toilet.	Yes
Perimeter Security	
02. The facility's perimeter is controlled to provide that juveniles remain within the perimeter and access by the public is prevented.	Yes
III. OPERATIONS	
A. Security and Control	
Security Manual	
01. A Security and Control Manual is available to all staff and is reviewed/updated annually.	Yes
02. The facility has a communication system between the Control Center and living areas.	Yes
03. The facility maintains a daily report on juvenile population movement.	Yes
Care Workers	
04. Care workers are located in or adjacent to living areas to hear and respond to emergencies.	Yes
07. When males and females are housed in the facility, at least one male and one female staff member are on duty at all times.	We do not have females.
08. No juvenile or group of juveniles is given control or authority over other juveniles.	Yes
Patrols and Inspections	
10. Supervisory staff conduct a daily inspection including holidays and weekends. A written daily report is submitted to their Supervisor. Unoccupied areas are inspected weekly.	Yes Shift reports are forwarded to Superintendent and Deputy superintendents.

CATEGORY and STANDARD	RESPONSE
11. The Superintendent or designee visits the living and activity areas at least weekly (a) to encourage informal contact with staff and juveniles and (b) to observe conditions.	Yes
Counts	
13. There is at least one juvenile count per shift	Yes
Restraints	
16. Instruments of restraint are never applied as punishment. They are applied only with the approval of the Superintendent or designee.	Yes
17. The facility maintains a written record of routine and emergency distribution of restraint equipment.	Yes
18. All special incidents including use of restraints and use of force are (a) reported in writing and (b) reviewed by the Superintendent and/or Central office.	Yes
Control of Contraband	
19. Searches of facilities and juveniles to control contraband are conducted. They include avoidance of unnecessary embarrassment or indignity to juveniles.	Yes
20. Body cavity inspections are conducted only (a) when there is reason to do so, (b) when authorized by the Superintendent or designee, and (c) when done by medical staff.	Yes
21. Visual body cavity inspection is conducted (a) on a reasonable belief the juvenile has contraband, (b) by trained staff in private, and (c) by members of the same sex.	Yes
26. Chemical agents are used only with authorization of Superintendent or designee.	We do not use chemical agents.
Security Equipment	
28. Personnel using chemical agents and/or force to control juveniles submit written reports to Superintendent or designee no later than the conclusion of shift.	We do not use chemical agents.
29. Persons injured in an incident receive immediate medical exam and treatment. Immediate exam and treatment are required in use of force or chemical agent incidents.	Yes
Use of Force	
31. Use of force is restricted to (a) justifiable self-defense, (b) protection of others, (c) protection of property, (d) prevention of escape – as a last resort, (e) never as punishment. A written report is prepared following all uses of force and submitted to administrative staff for review.	Yes
C. Rules and Discipline	
Rules of Conduct	
01. A system of rewarding positive behavior of juveniles is provided.	Yes

CATEGORY and STANDARD	RESPONSE
02. Rules of juvenile conduct specify prohibited acts and penalties for degrees of violation, and are reviewed or updated annually.	Yes
03. A Rulebook of offenses, penalties, and disciplinary procedures is given to each juvenile and staff. A staff member or translator assists the juvenile in understanding the rules when needed.	Yes
05. There are written guidelines for informally resolving minor juvenile misbehavior, such as smoking, out of place, or refusal to obey.	Yes
06. Prior to room and /or privilege restriction, the juvenile has the reasons explained and an opportunity to explain the behavior.	Yes
07. During Room Restriction staff contact and interaction is made at least every 15 minutes to solve problems and determine release time.	Yes
08. Room Restriction for minor misbehavior is short in duration, from 15 to 60 minutes, specified at the time of assignment.	Yes
Criminal Violations	
09. Where a juvenile allegedly commits an act covered by criminal law, the case is referred to court or law enforcement officials for consideration of prosecution.	Yes
Disciplinary Reports	
10. Staff prepare a disciplinary report when they have a reasonable belief that a juvenile committed a major violation of rules or reportable minor violations. The report is forwarded to the Supervisor.	Yes
Pre-Hearing Detention	
12. When an alleged rule violation is reported, an investigation is begun within 24 hours of the report and is completed without unreasonable delay.	Yes
13. When a juvenile has been charged with a major violation requiring confinement, the youth may be confined up to 24 hours.	Yes
14. A juvenile charged with a major violation is given a written copy of the violation within 24 hours of the infraction. The hearing may be held within 24 hours with the juvenile's consent.	Yes
Disciplinary Hearing	
15. Juvenciles charged with rule violations are scheduled for a hearing no later than seven days excluding weekends and holidays, after the violation. Juvenciles are notified of the time and place of the hearing at least 24 hours in advance.	Yes
Conduct of Hearing	
16. Hearings are conducted by an impartial person or panel. A record is maintained for at least six months.	Yes
18. Juvenciles have an opportunity to make a statement and present evidence at the hearings and can request witnesses. Reasons for denial of the request are stated in writing.	Yes

CATEGORY and STANDARD	RESPONSE
19. Juveniles may request any staff member to represent them at disciplinary hearings and to question witnesses. Staff representatives are appointed when juveniles are not capable of collecting and presenting evidence on their behalf.	Yes
Review	
23. Review of all hearings and dispositions is made by the Superintendent or designee.	Yes
Appeal	
24. The juvenile has the right to appeal the decision to the Superintendent or designee. Juveniles have up to 15 days to appeal. The decision is made within 30 days. The juvenile is notified of the results. Decisions are made based on (a) Substantial compliance with standards and procedures. (b) Based on substantial evidence. (c) Sanction proportionate to the rule violated.	Yes
D. Juvenile Rights	
Access to Courts	
01. Juveniles have access to courts.	Yes
Access to Counsel	
02. Juveniles have access to <i>counsel</i> . Assistance is provided to juveniles in making <i>confidential contact</i> with their attorneys and their authorized representatives. Confidential contact includes telephone, uncensored correspondence, and visits.	Yes
03. Juveniles are not subject to discrimination based on race, religion, national origin, sex, or handicap.	Yes
Access to Programs and Services	
04. There is equal access of male and female to programs and services in co-ed facilities.	We do not have females.
05. Juveniles have reasonable access to the general public through the media.	Yes
Protection from Harm	
06. Juveniles are protected from abuse, punishment, injury, disease, property damage, and harassment. Administrative segregation should be used to protect juveniles from themselves or others.	Yes
07. Due process safeguards are provided prior to transfer to a more restrictive program or secure facility, except in emergencies including: written charges, staff representative, rules of evidence, right to present evidence and call witnesses, right to be present at hearing unless harmful to hear testimony, impartial notice of decision, record of hearing.	Yes
Freedom in Personal Grooming	
08. Freedom in personal grooming and dress is provided except when a valid interest justifies otherwise.	Yes

CATEGORY and STANDARD	RESPONSE
Grievance Procedure	
09. A written grievance procedure is available to all juveniles with at least one level of appeal, to include: (a) written responses and reasons for the decisions, (b) response in a reasonable time limit with responses to emergencies, (c) supervisory review of grievances, (d) participation of staff and juveniles in design and operation of the procedure, (e) access to all juveniles with guarantees against reprisals, (f) applicability over a broad range of issues, (g) means of resolving questions of jurisdiction.	Yes
<i>E. Special Management</i>	
Admission and Review	
01. Special management with services and programs for juveniles with serious behavior problems and those requiring protective care is provided. An individual program plan is developed for youth in special management. Youth may be separated from general population in a Special Unit to allow for individual attention.	Yes
02. Placement may be immediate with review in 72 hours.	Yes
03. There is a maximum of five days of confinement in a Security Room for any offense.	Yes
04. Juveniles in confinement are checked visually by staff at least every 15 minutes and visited at least daily by staff. A log is used to record who authorized the confinement, visitors, person authorizing release and time of release. A visit means entry into the room or removal of the juvenile for discussion or counseling.	Yes
05. Juveniles in confinement are afforded living conditions and privileges equivalent to general population. Exceptions are justified by clear and substantial evidence. The following are provided: 70 square feet of floor space, food, clothing, exercise, services and privileges as those in population, unless written justification otherwise.	Yes
IV. FACILITY SERVICES	
<i>A. Food [Indirect Deputy supervises the Food Service Manager]</i>	
Dietary Allowances	
04. Dietary allowances are reviewed at least annually by a dietician.	Yes
Menu Planning	
05. Food Services staff develop planned menus. FS staff follow the schedule. Food flavor, texture, temperature, appearance, and palatability are considered.	Yes
06. The Food Service plan provides a single menu for staff and juveniles.	Yes
Special Diets	
07. Special diets are provided as prescribed by medical and dental staff.	Yes
08. Food is not used as a disciplinary measure.	Yes
09. Special religious diets are provided.	Yes

CATEGORY and STANDARD	RESPONSE
Health and Safety Regulations	
10. All Food Service staff are in good health and free of communicable disease, and open, infected wounds. Staff have clean hands and nails, wear hairnets or caps, wear clean and washable garments, use hygienic food handling techniques.	Yes
Inspections	
11. Weekly inspection of all food service areas are conducted regarding (a) sanitation (b) temperature control for all foods (c) daily checks are made of refrigerator and water temperature by staff.	Yes
12. Shelf goods are maintained at 45 degrees to 80 degrees, refrigerated foods are maintained at 35-40 degrees, and frozen foods are maintained at zero or below degrees.	Yes
Meal Service	
13. Staff supervise juveniles during meals.	Yes
14. At least three meals are regularly provided in a 24-hour period; At least two meals are hot; there are no more than 14 hours between the evening meal and breakfast.	Yes
15. Food service staff receive a pre-assignment medical exam and periodic re-exams. Food handlers wash their hands on reporting to duty, and after using the toilet. Workers are monitored daily for health and cleanliness.	Yes
B. Sanitation and Hygiene	
Sanitation Inspections	
01. Weekly sanitation inspections of all facility areas are conducted. A written report on deficiencies is submitted to the Administrator.	Yes
Housekeeping	
05. Vermin and pests are controlled.	Yes
06. There is a written housekeeping plan for the facility, with a definite cleaning schedule and duties that are supervised.	Yes
Clothing and Bedding Supplies	
07. The stored supply of clothing, linens, and bedding exceeds the maximum population.	Yes
08. The issue of clothing and bedding is recorded and juveniles are held accountable.	Yes
10. Three complete sets of clean clothing are provided per week.	Yes
Bedding and Linens	
12. Suitable clean bedding and linens are provided including: two sheets, pillow, pillowcase, one mattress, and blankets to provide comfort. Linen is exchanged at least weekly.	Yes

CATEGORY and STANDARD	RESPONSE
Bathing and Personal Hygiene	
13. An approved shower schedule allows daily showers and showers after strenuous exercise.	Yes
14. On admission, each juvenile is given: soap, toothbrush, toothpaste/powder, comb, and toilet paper. Shaving equipment is made available on request. Special hygiene needs of females are met.	Yes
15. Hair care services are available.	Yes
C. Health Care	
Responsible Health Authority	
01. The facility has a designated Health Authority with responsibility for Health Care. Final medical judgments rest with a single designated physician.	Yes
03. (a) The Health Authority meets with the Superintendent quarterly. (b) The Health Authority submits to the Superintendent: Annual; statistical summaries and quarterly reports on the Health Care delivery system and health environment. (c) The report addresses the effectiveness of the system, description of health environmental factors in need of improvement, changes, and recommended corrective action.	Yes
05. Health Care policies are reviewed annually and revised as needed, with signature of reviewer and date.	Yes
Unimpeded Access to Care	
07. (a) There is unimpeded access to Health Care and a system for processing complaints on Health Care. (b) Policies are communicated orally and in writing to juveniles on arrival and the language is easy to understand. (c) No member of the correctional staff approves or disapproves requests for sick call.	Yes
08. A physician is available once per week to respond to juvenile complaints regarding service they did or did not receive from medical staff.	Yes
09. (a) Medical complaints are monitored and responded to daily by medically trained personnel. (b) Sorting and allocation of patients to treatment is conducted by medical staff. (c) Control of access is maintained by an RN.	Yes
10. Facilities with more than 25 juveniles have a Central Medical Room with exam facilities.	Yes
Administration of Treatment	
15. If facilities house females, obstetrical, gynecological, family planning, and health education services are provided.	No We do not house females.
Mental Health Services	
16. Mental health Services are provided by qualified staff.	Yes
Health Trained Staff	
17. A health-trained staff coordinates the health delivery services under joint supervision with the Responsible Health Authority and Superintendent.	Yes

CATEGORY and STANDARD	RESPONSE
18. Activities are in place to detect, diagnose, treat, and refer juveniles with mental health problems and provide a supportive environment during all stages of commitment.	Yes
Health Screening and Exams	
22. Medical, dental, and mental health screening are performed by health trained or qualified Health Care staff on all juveniles on arrival.	No Completed at reception facility.
23. Program staff are informed of juveniles' special medical problems and any physical problems that might require attention.	Yes
Dental Screening and Exam	
26. Dental care is provided under the direction and supervision of a licensed Dentist, and includes (a) screening on admission, (b) hygiene service in 14 days of admission, (c) exam within seven days of admission, (d) treatment not limited to extractions.	Yes
First Aid	
28. Care Worker staff and other staff are trained to respond to health related situations in a four-minute response time.	Yes
Sick Call	
30. Sick call for non-emergency service is conducted by qualified medical staff. Medium sized facilities of 50-200 juveniles hold Sick Call at least three times per week. Facilities with over 200 juveniles hold Sick Call a minimum of five times per week.	Yes
Special Needs	
31. A Special Health Program is provided for juveniles requiring close medical supervision including those with (a) seizure disorders, (b) potential suicide, (c) chemical dependency, (d) psychosis	Yes
Chronic and Convalescence	
32. Chronic care, convalescent care, and medical preventive maintenance are provided when indicated.	Yes
Prostheses and Orthodontic Devices	
33. Medical and dental prostheses are provided when the juvenile's health would otherwise be adversely affected as determined by the Physician.	Yes
Use of Restraints	
35. Policy and procedure govern use of restraints for medical and psychiatric purposes, with authorization needed, when, where, and how restraints may be used, and how long.	Yes
Health Education	
36. Programs and training are provided for the development of sound habits and practices regarding personal hygiene include (a) dental, (b) sexual, (c) bathing, (d) change of clothing, (e) eating habits, (e) exercise, (f) rest, (g) smoking, (g) alcohol, (h) drugs.	Yes

CATEGORY and STANDARD	RESPONSE
37. There is a written Suicide Prevention and Intervention Program reviewed and approved by a medical or mental health professional including (a) staff training, (b) intake screening, (c) identification, (d) supervision.	Yes
38. There is written policy on HIV+ juveniles including (a) when and where tests are conducted, (b) safeguards, (c) when and under what conditions they are to be separated from population – if necessary, (d) staff and juvenile training procedures, (e) issues of confidentiality.	Yes
39. Policy and procedures address management of serious and infectious diseases including (a) ongoing education for staff and juveniles, and (b) control, treatment, and prevention strategies such as screening and testing, special supervision and/or special housing arrangement, protection of confidentiality, and media relations. TB, Hepatitis B, and AIDS require special attention.	Yes
40 Medical exams are provided when staff or juveniles are suspected of a communicable disease.	Yes
41. Screening, care and/or referral for care of the mentally ill or retarded juveniles are provided. Admission to appropriate health care facilities in lieu of detention is sought for all mentally ill and retarded juveniles.	Yes
Chemical Dependency	
42. Detoxification from alcohol and drugs is provided under medical supervision.	Yes
43. Clinical management of chemically dependent juveniles includes (a) diagnosis by a physician, (b) determination whether non-pharmacologically supported care is required, (c) treatment plans implemented by a multi-disciplinary team, and (d) referrals to community resources on release.	No We do not have programs. Youth are referred to Mohican.
Research	
46. Under no circumstances is a stimulant, tranquilizer, or psychotropic drug administered for program management and control or for experimentation and research. Such drugs are dispensed only when clinically indicated as one facet of a program of therapy. Such drugs are not allowed for disciplinary reasons. Long-term use of minor tranquilizers is discouraged.	Yes
V. JUVENILE SERVICES	
A. Reception and Orientation	
03. Programs for juveniles during orientation period are provided. Orientation programs include interviews, testing, information on programs and services, reading materials, religious services, exercise, and work assignments.	No These services are at reception.
New Juveniles	
04. New juveniles receive written orientation materials. When literacy problems exist, a staff member assists the juvenile in understanding material.	Yes
B. Classification	
Classification Plan	
01. A Classification Manual contains policies and procedures made available to all staff involved in classification and is reviewed and updated annually.	Yes

CATEGORY and STANDARD	RESPONSE
02. There is a written plan for classifying juveniles that considers (a) level of risk, (b) types of housing required, and (c) participation in facility and community programs.	Yes
Classification Status Reviews	
03. A written plan for classification specifies criteria and procedures for determining and changing the status of a juvenile. There are due process safeguards when classification reviews involve an increase in custody level or transfer to another facility or program that would adversely affect the juvenile.	Yes
04. The classification plan provides program and status review at least monthly, with outcome documented.	Yes
05. An individualized, documented program includes (a) measurable criteria of expected behavior and accomplishments, and (b) a time schedule for achievement.	Yes
07. Classification of juveniles with special needs is provided, including (a) drug and alcohol abusers, (b) emotionally disturbed, (c) mentally retarded, and (d) mentally ill. Special needs youth are identified by number, type, and frequency of commitment. Special programs are instituted.	Yes
08. Initial classification is completed within two weeks of admission and (a) in one week of transfer to another facility, (b) they are assigned a program appropriate to their needs and interests, and (c) at initial classification, each juvenile is assigned to a staff member or unit team to ensure supervision and personal contact.	Yes
09. There is a written plan for transfer to secure facilities with objectives, methods, and monitoring and evaluation mechanisms, reviewed and updated at least annually.	Yes
C. Social Services	
Scope of Services	
01. A social services program is provided with a range of resources to meet the needs of juveniles, including individual, group, and family counseling, drug and alcohol treatment, and special offender treatment.	Yes
02. Staff identify the collective service needs at least annually. Special programs to meet the needs of juveniles with specific types of problems are provided. Special programs include drug abusers, alcoholics, mentally ill, retarded, and gifted youth.	Yes
Program Coordination and Supervision	
03. The Social Services Program is administered and supervised by a qualified and trained person in a social or behavioral science, with a graduate degree in Psychology, Social Work, or Counseling.	Yes
04. Counseling personnel are available at ratio of one to 25 juveniles at a minimum, to provide counseling and social services. The decision to participate is made by the juvenile.	Yes

CATEGORY and STANDARD	RESPONSE
05. Staff are available to counsel juveniles at their request, with provisions for emergency, 24-hour coverage.	Yes
06. Access to mental health counseling and crisis intervention is provided as needed, including group and individual counseling.	Yes
07. Social services staff share information and coordinate efforts with Care Workers.	Yes
Counseling for Pregnant Juveniles	
08. Comprehensive counseling and assistance is provided to pregnant juveniles in planning for their child.	No We do not have females.
<i>D. Academic, Vocational Programs, and Work</i>	
Comprehensive Education Program	
01. There is a comprehensive education program for juveniles.	Yes
02. The following programs and services are provided. (a) Reception and orientation. (b) Evaluation and classification. (c) Educational programs. (a) Vocational/Job training. (b) Religious services and counseling. (c) Social services. (d) Psychological and psychiatric services. (e) Medical and Dental Health Care (programs to educate). (f) Athletic, recreational and leisure time activities. (g) Community groups. (h) Mail and visitation. (i) Access to media, legal material, attorneys, and courts. (j) Pre-release orientation and planning.	
03. Education/vocational training and work opportunities are available to all except when there is substantial evidence to justify otherwise.	Yes
04. Educational/vocational counseling is provided for placement suited to their needs, with curriculum integrated to job assignments.	No Deleted standard.
05. Each juvenile is assessed in terms of academic, vocational, and personal needs.	Yes
06. Juveniles without basic literacy skills are required to attend remedial education classes daily on regular school days.	Yes
07. Prevocational training programs are integrated with academic programs and relevant to vocational needs of the juvenile and to job opportunities in the community.	Yes
08. Provision is made to meet educational and vocational needs of juveniles who need special placements due to physical, mental, emotional handicaps, or learning disabilities.	Yes

CATEGORY and STANDARD	RESPONSE
09. Community resources are used for vocational training programs.	Yes Community Advisory Board Committee
10. The facility uses academic and vocational programs in the community for selected juveniles.	No Deleted Standard
14. There is an annual evaluation to measure the effectiveness of educational and vocational training programs against performance objectives, and submitted to the Superintendent for review.	Yes
15. The juvenile training and work programs use the advice and assistance of labor, business, and industrial organizations. Advisory Boards or joint councils exist for that purpose.	No Deleted Standard
Juvenile Compensation	
16. Juveniles employed in the community are compensated at the prevailing rate.	No Youth are not permitted off grounds for employment.
17. Juveniles are not required to participate in uncompensated work assignments unless related to housekeeping, maintenance, personal hygiene, vocational or training programs, or community service.	Yes
18. Juveniles are not permitted to do work prohibited by child labor laws.	Yes
<i>E. Library</i>	
Comprehensive Library Services	
01. Library Services provides: (a) Materials to meet needs of users. (b) Logical organization for convenient use. (c) Information services to locate facts. (d) Advisory services. (e) Promotion of use of materials. (f) A congenial library atmosphere.	Yes
02. A qualified person coordinates and supervises library services.	Yes
05. Library services are provided and available to all juveniles.	Yes
06. The library is (a) functional in design, and (b) inviting in appearance.	Yes
<i>F. Recreation and Activities</i>	
01. A facility of 50 or more juveniles has a full time qualified Recreation Director who plans and supervises all recreational programs. There is one recreation worker for each 15 juveniles in recreation.	Yes
02. The facility staff plans and promotes activities for participation by juveniles in community programs and services.	Yes
03. Juveniles have access to recreational opportunities and equipment, including outdoor exercise.	Yes

CATEGORY and STANDARD	RESPONSE
04. Written recreation schedules are provided for constructive leisure time and activities, allowing for at least two hours on weekdays and three hours on weekends, excluding TV.	Yes
05. A variety of equipment is provided for indoor and outdoor recreation.	Yes
06. At least one hour per day of large muscle activity is provided. At least one hour per day of structured leisure time activities are provided. Organized and supervised recreation with one staff per 15 juveniles is provided as follows: (a) at least two hours on weekdays, and (b) at least three hours on weekends excluding TV time.	Yes
<i>G. Religious Programs</i>	
01. The facility has a qualified staff person who coordinates religious programs.	Yes
03. Space is available for religious services.	Yes
04. Juveniles may participate in religious services and counseling on a voluntary basis.	Yes
<i>H. Mail, Telephone, and Visitation</i>	
11. Written regulations on visiting should be made available to all juveniles and visitors.	Yes
12. Provision is made for visits in pleasant surroundings with minimum surveillance to ensure privacy.	No
13. Visiting permits informal communication including physical contact. Devices that preclude physical contact are avoided for substantiated security risk.	No No physical contact is permitted.
<i>I. Release</i>	
Release Preparation	
01. Written policy provides all juveniles with access to a release preparation program.	Yes
Temporary and Graduated Release	
03. Policy includes graduated release through a systematic decrease in supervision and increase in responsibility as part of the classification program. Provision is made for (a) work/study release, (b) extended visits to family and community, (c) placement in a pre-release center or halfway house. Supervision is decreased and progress evaluated on behavioral criteria, not sentence, time served, or subjective judgments on attitude.	No