



CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Patrick Escamilla	Administrator
John Shoemaker	Detention Manager
Tim Oberheide	Program Manager
Brent MacDonald	Detention Supervisor

Chapter

1

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Records

Chapter	Subject	Policy #	Page
RECORDS	The Detention Log	1.1	1 of 2

1.1 THE DETENTION LOGS

- I. **POLICY:** A daily record of staff attendance, juvenile admissions and releases, significant events and inter-staff communications are maintained in the Detention Logs. The Detention Logs are maintained continuously, on a shift to shift basis. The Detention Logs are legal documents, subject to subpoena and court review.

Information to be included in the Detention Logs include, but are not limited to, population counts, key counts, ward checks, medical instructions, behavior problems, transports, visitation, admissions, releases and unusual events or incidents, and movement in and out of the Detention area. The information included should be brief and may make referral to other documents. (Observation Reports, etc) Any movement in or out of the Detention area should be logged.

At the beginning of each shift, staff enters in the daily log, the date, times for shift, and detention staff on duty. All keys and restraining devices will be accounted for. Staff will review pertinent Detention Log entries since their last shift worked; review all medical information and the scheduled events.

II. **PROCEDURES:**

A. Intake Log

1. Intakes and releases
2. Shift entry
3. Staff on duty
4. Staff communication
5. Sick calls/Medical information—red ink
6. Significant events

B. Main Control

1. Key counts
2. Nurse sign-in/sign-out
3. Visitors, mentors, NA/AA
4. Significant events
5. Population counts at beginning and end of shift

Chapter	Subject	Policy #	Page
RECORDS	The Detention Log	1.1	2 of 2

C. Unit Logs

1. Ward checks
2. Information specific to youth in pod
3. Staff communication re: program
4. Programming events
5. Other relevant items

D. The Lead Worker

1. Ensures individual Detention Log entries are complete, accurate, and appropriate.

E. Administrative Review

1. The Detention Manager/Supervisor will periodically review the log books for compliance, adequacy, and actions being taken.

F. Detention Logs are kept as permanent record. The Detention Manager files and stores Detention Log books as they become full.

NOTE: Log entries are factual, behavior specific descriptions of events. Entries should not reflect speculation and/or opinion. All entries should be signed or initialed by the writer.

Chapter	Subject	Policy #	Page
RECORDS	Observation Reports	1.2	1 of 2

1.2 OBSERVATION REPORTS

- I. **POLICY:** An Observation Report is written any time there has been a significant incident involving actions, events, or circumstances which deviate from the norm. The report is written by the staff reporting the incident and initially reviewed by the Lead Worker or Temporary Lead Worker.

- II. **PROCEDURES:**
 - A. An Observation Report form is used to document significant incidents.
 1. Provides the "who, what, where and when" information.
 2. Relates facts rather than opinions.
 3. Attaches supporting information or documentation as necessary.
 4. The Detention Officer signs and dates the report and includes following:
 - a. Title of incident; officer's first and last name; date; time of occurrence; full name(s) of person(s) involved; full name(s) of witness; rule violation; report narrative; action taken; copies distributed.

 - B. It is the responsibility of each Detention staff to be vigilant and responsible for reporting of incidents occurring at the facility.

 - C. Observation Reports are completed regarding events related to, but not limited to, these general categories: Behavior, Intake, Medical, Physical Force, Property Damage, Privilege Loss, Threat, Security and Other. A list (not all-inclusive) of events which require an Observation Report is included at the end of this section.

 - D. Detention staff on duty, who are primarily involved in a significant incident, are to complete a thorough, accurate and concise report of events in writing prior to departure from a duty shift on which the incident occurred. These reports are to be recorded in the log book.

 - E. Detention staff or Lead Worker ensures the Observation Report is sent to the records unit or assigned Probation Counselor before the end of the assigned shift.

NOTE: EMERGENCIES SHALL BE REPORTED IMMEDIATELY TO THE DETENTION MANAGER/SUPERVISOR OR ADMINISTRATOR.

Chapter	Subject	Policy #	Page
RECORDS	Observation Reports	1.2	2 of 2

F. The Lead Worker:

1. Reviews Observation Reports and ensures they are accurate and complete.
2. Reviews Observation Reports for appropriate intervention level.
3. Reviews and confirms dispositions.
4. Obtains supplemental reports for investigation when necessary.
5. Routes copies to the Probation Counselor, Supervisor, or Detention Manager.

G. The Detention Manager or Supervisor:

1. Reviews all observation reports.
2. Ensures administrative follow up actions as necessary.
3. Ensures follow up actions are satisfactory and complete.
4. Files completed reports.

Chapter	Subject	Policy #	Page
RECORDS	Events Which Require An Observation Report	1.3	1 of 2

1.3 EVENTS WHICH REQUIRE AN OBSERVATION REPORT

YOUTH BEHAVIOR

Physical or sexual assault.

Major rule violation (or behavior resulting in a youth receiving privilege loss)

Criminal actions

Suicide or suicide attempt

Unauthorized absence, escape or attempted escape

Lost or damaged personal property

Threats (To staff or other residents)

INTAKE

Problems with referral agents, parents or legal guardians, and others

Significant procedural errors

Weapons, drugs or drug paraphernalia

MEDICAL

Serious injury, illness or death of youth or staff. Anytime a youth is refused admittance without a medical authorization (under the influence of intoxicants, or drugs not prescribed by a physician)

Document medical service received outside of Detention

PHYSICAL FORCE

All occasions

Any use of restraints used on resistive or uncooperative youth.

***Note: Situations involving cooperative youth; i.e. normal court/medical transports DO NOT require a written Observation Report.

PROPERTY DAMAGE

Public property damage by youth or staff

Accidents involving Clark County vehicles

Chapter	Subject	Policy #	Page
RECORDS	Events Which Require An Observation Report	1.3	2 of 2

SECURITY

Escape or attempted escape
Discovery of contraband
Riot or hostage taking by youth
Use of weapons within the facility
Fire

OTHER

Procedural variations
Complaints by parents or legal guardians
Complaints by youth's Attorneys
Natural disasters
Safety matters / Injury
Problems related to Detention staff
Events considered media-sensitive
Reading youth correspondence
Citizen complaint

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
RECORDS	Detention File	1.4	1 of 1

1.4 DETENTION FILE

- I. **POLICY:** A Detention file is maintained by the facility for each youth admitted. The Detention file contains necessary administrative, legal and personal information, and is updated when required. The Detention file is used by staff to help manage the youth's detention episode and as reference material.
- II. **PROCEDURES:**
- A. The Detention file is assembled by a detention staff when a youth is admitted. It is updated by Detention staff as required, throughout the youth's stay in Detention.
- B. The Detention File consists of:
1. Initial Intake
 2. Probable Cause Form
 3. Property Inventory Sheet (upon release)
 4. Temporary Pass Orders (if any)
 5. Observation Reports
 6. Signed Detention Rules Group Quiz
 7. Medical Consent Form
 8. Mental Health Screen
 9. Chronos
 10. Alert sheet if necessary
- C. The youth's Detention file shall be maintained in a secure area during a youth's stay in Detention.
- D. Strict confidentiality of all records shall be ensured within the constraints of the law.
- E. Medical files will be stored in a secure area.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
RECORDS	Confidentiality Policy	1.5	1 of 3

1.5 CONFIDENTIALITY POLICY

All Detention records are confidential under RCW 13.50.050 (3) and shall be released only under the following conditions:

I. Release of Records to a Juvenile or Parent (RCW 13.50.100)

- A. A juvenile, his or her parents, the juvenile's attorney, and the juvenile's parent's attorney shall, upon request, be given access to all detention records and information (except as noted below) that pertain to the juvenile unless the Administrator determines that release of this information is likely to cause severe psychological or physical harm to the juvenile, or his or her parents.
- B. Written permission by the juvenile is required to release any information or record pertaining to the provision of counseling, psychological, psychiatric, or medical services to the juvenile.
- C. Any juvenile or his or her parent denied access to any records following the Administrator's determination under subsection (1) may file a motion in juvenile court requesting access to the records. The court may specify terms and conditions for release of information.

II. Release to Persons Referred to in Records (RCW 13.50.020 (5) and (8))

A person referred to in detention records is entitled to inspect the record, unless it is determined to be in the best interest of the juvenile that the records remain confidential. Any person denied access may file a motion in juvenile court requesting access to the records.

III. Release to Juvenile Justice and Care Agencies (RCW 13.50.050 (4))

Records may be released to other participants in the juvenile justice and child care system without consent of the juvenile only when:

- A. The participant is pursuing an investigation or case involving the juvenile, or
- B. The participant is assigned the responsibility of supervising the juvenile.

IV. Procedure for Releasing Records

All requests for records shall be approved or disapproved by the Administrator or designee on the basis of the criteria set forth in Section I. In case of doubt, the Administrator or designee shall consult with the Prosecuting Attorney. If the request is approved, the persons making the request may visually inspect the

Chapter	Subject	Policy #	Page
RECORDS	Confidentiality Policy	1.5	2 of 3

record, and, at the discretion of the Administrator or designee, may make copies of the record. A Record of Information Release Form shall be maintained.

V. Court Ordered Requests

Any court order requiring production of records shall be referred to the Administrator or designee who shall direct any legal questions to the Prosecuting Attorney.

VI. Other Requests

All other requests for records shall require a signed Release of Information from the youth.

VII. Inquiries about Detained Youth

Parent/Guardian and Law Enforcement Inquiries

Detention staff may release the following information to parents/guardians and law enforcement officials who are inquiring about a detained youth:

- A. Whether or not the youth is in custody.
- B. The name of the counselor assigned to the youth.
- C. The date, time, and place of the Detention Hearing.
- D. The alleged offense.
- E. Criminal History

VIII. Parents of Victims or Victim Inquiries, and Release of Information Prior to the Filing of Charges.

Inquiries regarding charges, hearing dates and the like by the alleged victim, the victim's parents or public should be directed to the Prosecuting Attorney's office or assigned Probation/Parole Counselor during regular working hours. The Prosecuting Attorney and/or Probation Counselor in this circumstance have a complete record of the allegation and are able to verify victim information prior to releasing information.

Chapter	Subject	Policy #	Page
RECORDS	Confidentiality Policy	1.5	3 of 3

IX. Release of Information after Arraignment

Detention staff may release the following information to individuals who are inquiring about a detained youth after formal arraignment of the alleged offense.

- A. Whether or not the youth is in custody.
- B. The name of the probation counselor assigned to the youth.

Chapter	Subject	Policy #	Page
RECORDS	Shift Duty Checklists	1.6	1 of 1

1.6 SHIFT DUTY CHECKLISTS

I. POLICY: Day Shift Duties, Swing Shift Duties and Graveyard Shift Duties are detailed on checklists. Checklists provide officers with a list of duties and tasks, cleaning requirements and Intake duties to be accomplished during their shift.

II. PROCEDURES:

The Lead Worker refers to the Shift Duties Checklists as a guide to complete shift requirements.

Chapter	Subject	Policy #	Page
RECORDS	Detention Forms Management & Maintenance	1.7	1 of 1

1.7 DETENTION FORMS MANAGEMENT AND MAINTENANCE

I. POLICY: Detention forms are produced, distributed and employed to enhance the efficient operation of the Detention Facility. Forms are reviewed periodically, or as needed, to avoid duplication and ensure efficiency.

II. PROCEDURES:

- A. The Detention staff, revise and maintain stocks of Detention forms and records so they are readily accessible to staff.
- B. The Detention staff maintains a Current Forms Folder listing all current Detention forms in use. This folder includes samples of all forms.

Staff recommends any necessary changes on forms to the Detention Manager/Supervisor.

Chapter	Subject	Policy #	Page
RECORDS	Case Records Maintenance	1.8	1 of 2

1.8 CASE RECORDS MAINTENANCE

I. POLICY: Juvenile records are clearly identified and stored in a secured area.

II. PROCEDURES:

A. The Detention Manager:

1. Determines the content and format of juvenile case records, including:
 - a. The Detention Record Files
 - b. Medical information
 - c. Personal Property Inventory
 - d. Daily Logs
 - e. Observation Reports
 - f. Grievance and disciplinary record/Incident Reports
2. Coordinates the development of juvenile case record materials with other Juvenile Court personnel.
3. Limits access to records to:
 - a. The youth who is the subject of the record and his/her counsel.
 - b. The parents or guardian of the youth named in the record and their counsel.
 - c. Judges prosecutors and law enforcement officers when essential for official business.
 - d. Staff of the Juvenile Court administration with authorized access to juvenile case records.
 - e. Others granted special access by the Juvenile Court.

Chapter	Subject	Policy #	Page
RECORDS	Case Records Maintenance	1.8	2 of 2

- B. Records are stored in the basement in the Detention File area. The files and file cabinets are confidential.
1. A youth's records shall be maintained in a secure area, both during and after a youth's detention.

Chapter	Subject	Policy #	Page
RECORDS	Detention Register- Day Sheet	1.9	1 of 1

1.9 DETENTION REGISTER- DAY SHEET

I. **POLICY:** The Detention Facility shall keep an accurate record showing the location of youth at all times. The Detention Manager or Supervisor shall designate staff to maintain a Detention Day Sheet identifying the location of the youth in the facility or if temporarily out of the facility or other location; the Day Sheet lists identifying room assignment and current presence in the facility during the 24 hour day. This information shall be readily accessible in the Intake Log Book.

II. **DEFINITIONS:**

Alphabetical Computer Listing: A complete alphabetical listing of all youth officially assigned to the facility and their movement in and out of the facility.

Population Day Sheet; A complete listing of all youth officially assigned to the facility, any temporary releases, and their room assignment within the facility.

III. **PROCEDURES:**

A. Detention Staff:

1. Immediately record all movement of youth in and out of the facility in the Detention Log Books, C3MS, and JCS.
2. Conduct cell checks at the specified times of day.
3. Review the Log Books and Day Sheet.

Chapter

2

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Safety & Emergency Procedures

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Toxic, Caustic, and Flammable Materials	2.1	1 of 3

2.1 TOXIC, CAUSTIC AND FLAMMABLE MATERIALS

- I. POLICY: Many common cleaning and maintenance materials can be hazardous when improperly used. Seemingly harmless items may be dangerous. The use, storage and inventory of all caustic, toxic and flammable materials are strictly controlled.

- II. DEFINITIONS:
 - A. Caustic Material: A burning, corrosive substance with the capacity of destroying or eating away by chemical reaction.

 - B. Toxic Material: A substance with the capacity to, through chemical reaction or mixture, produce possible injury or harm to the body, by entry through the skin, digestive tract or respiratory tract. The amount of toxins is dependent on the quantity or type of material absorbed, as well as the rate, method and site of absorption.

 - C. Flammable Materials:
 1. Flash Point: The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid.

 2. Flammable Liquid: A substance having a flash point below 100 degrees Fahrenheit and classified as a Class I Liquid.

 3. Combustible Liquid: A substance having a flash point at or above 100 degrees Fahrenheit and classified by flash point as Class II, III A or III B Liquid.

- III. PROCEDURES:
 - A. General:
 1. Most common products are labeled with the following information:
 - a. Container contents
 - b. Potential hazards (health, fire, reactivity, etc.)
 - c. Special instructions
 - d. Protective measures
 - e. Basic First Aid

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Toxic, Caustic, and Flammable Materials	2.1	2 of 3

2. Most potentially hazardous products provided by authorized vendors come with a Materials Safety Data Sheet (MSDS). The MSDS provides additional information, not found on the label. MSDS are located in each Unit Control and Detention Intake. MSDS can also be located on the Clark County Intranet.
 3. MSDS includes the following information:
 - a. Name of chemical manufacturer, physical and chemical properties.
 - b. Reasons why the substance is hazardous.
 - c. Directions for safe use of the product (protective equipment, proper handling and storage, emergency and first aid procedures).
 4. MSDS are not required for most common, household cleaning agents.
 5. Hazardous and potentially hazardous products frequently used in Detention are:
 - a. Household Insecticides
 - b. Cleaning Fluids
 - c. Pharmaceuticals
 - d. Chlorine
 6. When purchasing, efforts are made to replace a hazardous substance with one less hazardous in nature or less likely to be abused in a Detention setting.
 7. Flammable, toxic, and caustic materials are stored in secure areas that are inaccessible by youth.
 8. Inventory control ensures continuous and accurate inventory of hazardous and potentially hazardous materials.
 9. Youth do use cleaning products during the daily cleaning routine, but are under the supervision of Detention staff and do not have access to or use of any items listed as hazardous and potentially hazardous, caustic, flammable or toxic materials
- B. All Detention Staff:
1. Know which cleaning materials are potentially hazardous and how to use them safely.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Toxic, Caustic, and Flammable Materials	2.1	3 of 3

2. When applicable, refer to Material Safety Data Sheet (MSDS) before using potentially hazardous materials.
3. Use potentially hazardous cleaning materials only for tasks which require them.
4. Before using potentially hazardous materials:
 - a. Remove things which could burn, explode or react dangerously with cleaning materials.
 - b. Remove food, clothing, furniture or other items in the work area which might become contaminated.
 - c. Know where emergency showers and eye washers are located.
 - d. Ensure safety equipment is nearby and ready for use.
 - e. Check for adequate ventilation.
 - f. Inform other staff of location and activity.
5. When someone is exposed to a hazardous material:
 - a. GET PROMPT MEDICAL ATTENTION. Contact Jail Medical or call 911.
 - b. Check the MSDS for first aid instructions.
 - c. When there is no MSDS, follow general guidelines:

Skin Exposure: Remove contaminated clothing and rinse skin with water for 15 minutes.

Eye Exposure: Flush with water (including under eye lids) for 15 minutes.

Inhalation: Get person into fresh air immediately. Employ artificial respiration when necessary.

Ingested: Call Poison Control.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Minor Emergencies	2.2	1 of 4

2.2 MINOR EMERGENCIES

I. POLICY: Detention staff follows specific procedures in minor emergencies to control situations and protect the safety of staff and youth.

II. DEFINITION:

A. Minor Emergency: Minor emergencies do not necessarily require the assistance of persons from outside the facility and include disturbances in common or housing areas of the facility, sit down strikes, hunger strikes, and medical emergencies (see policy 5.1).

B. Major Emergency: Major emergencies require the assistance of persons from outside the facility's usual staff complement and include fires, bomb threats, natural disasters, riots, hostage taking, escape, and group arrests.

C. Emergency Plans: Predetermined actions which will be taken during difficult situations to assess vital and vulnerable points, review internal and external resources, and establish command, control, communications and response procedures.

D. Emergency Response Codes and Commands: A set of codes to alert staff to an emergency in the Detention Facility or commands given for youth to follow. They include:

Code Red: All staff (except Main Control) are to respond to the emergency.

Code Blue: Medical emergency (injury/suicide attempt) Rovers and Medical personnel respond.

Code Yellow: Rovers respond to the emergency.

Drop Position: A command for youth to immediately sit on the floor with their heads down and arms around their legs.

Clear the Floor: A command for youth to stop their activity and immediately return to their cell.

III. PROCEDURES:

A. General:

1. Plans for major emergencies potentially requiring evacuation (fire, bomb threat, terrorist attack and natural disaster) are outlined in the following policies:

a. Major Emergencies, Safety Program and Evacuation Plans for Fire, Bomb Threat, and Natural Disaster (2.3)

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Minor Emergencies	2.2	2 of 4

- b. Fire Drills and Fire Safety Equipment (2.4)
 - c. Emergency Procedures due to Terrorist Attack (2.7)
 - 2. Plans for other major emergencies are outlined in the following policies:
 - a. Riot and hostage - Chapter Two, section five (2.5)
 - b. Escape - Chapter Three, section fourteen (3.14)
 - c. Group arrests in Intake - Chapter Four, section eleven (4.11)
 - 3. In minor emergency situations:
 - a. The Lead Worker deploys Detention staff as necessary to contain the incident; and
 - b. Notifies the Detention Manager/Supervisor as soon as possible and completes an Observation Report.
 - c. Whenever practical, the Detention Officer in Main Control is the command center in an emergency. This individual coordinates communications by radio, intercom and telephone.
 - d. Whenever a staff is injured, the employee or the Lead Worker, if the employee is unable, completes an Accident Report Form and an Observation Report. (Contains all appropriate information for accident report and treatment).
- B. When Emergency Medical Care is required:
- 1. Staff notifies the Main Control Room Officer of a Code Blue and the location and injury or illness with as much detail as possible. Staff is to request the Main Control room officer call 911 if it appears the injury is life threatening.
 - 2. The Lead Worker/Detention Officers and Nurse (if available) who respond assesses the illness or injury.
 - 3. In case of the Nurse's absence Jail Medical is to be notified and requests the nurse to come to the Detention Center.
 - 4. If the youth or staff can be treated on site this is accomplished.
 - 5. If outside medical care is required and authorized by the medical provider and the medical condition permits, the Supervisor/ Lead Worker/Detention Officer arrange transportation by county vehicle or guardian if appropriate.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Minor Emergencies	2.2	3 of 4

Note: The parent/guardian is to be notified concerning the medical emergency and condition of the youth.

6. If medical staff determines a person cannot be moved conventionally and hospitalization is required, the Lead Worker/Detention Officer requests ambulance service or 911 Emergency Medical Service.

NOTE: A list of emergency telephone numbers is maintained in Main Control.

C. To Control Disturbances in Open Areas of the Detention Facility, staff:

1. Separate misbehaving youth from non-participating youth.
2. Use emergency response codes and commands as necessary.
3. Isolate and confine key individuals.
4. Award consequences and counsels the participants as necessary.
5. Restore programs for other youth as soon as practical.

D. To Control Disturbances in cells, staff:

1. Move non-participating youth away from the area.
2. Uses emergency response codes and commands as necessary.
3. Observes the participating youth in their cell(s) and determines the most effective approach. **When physical restraint is necessary, MORE THAN ONE STAFF IS TO PARTICIPATE.**
4. Follow written policy in use of restraint and Pro-Straint chair.

E. To Control Sit-Down Strikes, staff:

1. Uses emergency response codes and commands as necessary.
2. Divides the Group.
3. Isolates the leader(s).
4. Talks to the group leaders to determine reasons for the strike.
5. Initiates resolution procedures when possible.
6. Notify parent/guardian of participating youth.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Minor Emergencies	2.2	4 of 4

F. To Control Hunger Strikes, staff:

1. Notifies the appropriate medical provider.
2. Talks with group leaders to determine reasons for the strike.
3. Initiates resolution procedures when possible.
4. Offers food at each meal to participating youth.
5. Documents the circumstances in the Unit Control Log.

G. Power Outage

1. All youth are to be locked in their cells and Pod Officers are to check that all doors are secure.
2. Meals for youth housed in C and D pods will take place in the MPR. Movement to the MPR will take place using the west stairwell.
3. Detention Officers assigned to Unit Control 1 and 2 are to check the doors (i.e.: exit doors to stairwells, food service door) on their respective floors to ensure they are secure.
4. Lead Workers or Shift Leaders are to check the Intake area and all exterior doors to ensure that they are secure.
5. All non-court personnel (counselors, attorneys, parents) will be denied entry into Detention while the lockdown is in effect. If visitation is scheduled to occur during a lockdown, every effort should be made to contact the parents/legal guardians and notify them of the cancellation.
6. Detention Officers will be instructed to switch their radios to channel 2 until power is restored.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Major Emergencies: Safety Program and Evacuation Plans for Fire, Bomb Threats and Natural Disaster	2.3	1 of 4

2.3 MAJOR EMERGENCIES: SAFETY PROGRAM AND EVACUATION PLANS FOR FIRE, BOMB THREATS AND NATURAL DISASTER

I. **POLICY:** Detention staff follows specific procedures when responding to emergencies to control the situation and protect the safety of all staff and youth.

A. Annual Fire Safety Inspection

The Detention Facility administration will ensure annual fire-safety inspection by the City Fire Marshall. The results of that inspection will be in writing and kept in administration files.

1. The Detention Manager shall arrange for an annual fire-safety inspection with the City Fire Marshall.

II. **PROCEDURES:**

A. General:

1. The Detention Manager is responsible for developing and implementing the Emergency Evacuation Plan (EEP). Familiarity with the EEP and procedures to be followed are included in the orientation of all new staff. Provisions for follow up or procedural changes are made in coordination with the Fire Department.
2. A copy of the EEP for fire, exits and emergency equipment is posted in the Detention Intake and Unit Controls. A copy is given to all staff during orientation.
3. Yearly inspections will be conducted by the Vancouver Fire Department to ensure that fire/life hazards are minimized and the fire alarm system and fire suppression equipment are in proper working order.

B. Fire Emergency Response Procedures

1. It shall be the responsibility of the staff to ensure:
 - a. The lives of the youth are protected if a fire or other emergency event should occur.
 - b. Staff is familiar with the location of fire alarm pull stations, fire detector units, fire suppression equipment such as extinguishers and security keys.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Major Emergencies: Safety Program and Evacuation Plans for Fire, Bomb Threats and Natural Disaster	2.3	2 of 4

- c. Staff maintains a high awareness of their responsibilities with regard to fire emergencies.
2. Upon a fire alarm activation, staff should quickly check the area to verify the existence, severity, and the extent of the fire. This information needs to be immediately reported to the Main Control.

Upon discovery of a fire, activation procedures will be initiated.

1. The Main Control officer calls 911, identifies self, agency, nature of emergency and report any available information about the origin and severity. A description of the situation should include:
 - a. Severity
 - b. Location and size
 - c. Color of smoke
2. If the fire is in a cell, evacuate the detainee and secure the door to prevent spreading of the fire. If possible, attempt to extinguish the fire with available fire extinguishers.
3. If the fire is contained in one area, secure doors to prevent spreading of fire. If possible extinguish the fire with available fire extinguishers.
4. A partial evacuation may be conducted or be a first option. Evacuate youth to, 1) emergency exit stairwells, 2) intake holding rooms/area, 3) 2nd floor recreation area, 4) hallway to courtrooms (second floor), or 5) alternate pod.
5. If evacuation of the building is required, staff shall:
 - a. Obtain a set of security keys from Intake Control/Unit Control or Pod. **A single security key is located in each Pod in the water closet next to the shower. This key is housed in a locked security box. This key is only to be used during an actual evacuation of the youth from the facility.** Each box is sealed to ensure that it has not been inappropriately accessed.
 - b. Obtain a list of the youth in detention. This can be the detention day sheet or the computer printout.
 - c. Secure hand cuffs/daisy chains. Daisy Chains are located in the two emergency exit stairwells and in red duffel bags (one for each pod)

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Major Emergencies: Safety Program and Evacuation Plans for Fire, Bomb Threats and Natural Disaster	2.3	3 of 4

located in each Unit Control and Intake janitor's closet. These are to be used for all youth. Secure up to 10 youth (by the right wrist) to each chain using the tie strap. Only secure youth in an actual emergency.

- d. Youth detained on first floor of the detention center will be evacuated from the exit that is the furthest from the fire. Available fire exits are the west emergency stairwell area, visitation entrance or police officer entrance.
 - e. Youth detained on the second floor of the detention center will be evacuated from the exit that is furthest from the fire. Available exits are the north emergency stairwell to 12th street and the second choice the west emergency stair well.
 - f. Station a staff person at the door of the exit farthest away from the fire.
 - g. Remove all the youth from rooms in or near the fire area first and direct them to assemble at the appropriate exit.
 - h. **Instruct youth that if they have to go through smoke, stay low or crawl on the ground to stay under the smoke. If possible, youth and staff should use a wet towel or shirt to cover their mouths.**
6. Lead Workers will ensure that all rooms have been visually checked to assure all youth have been moved. Cell doors can remain unlocked after checking rooms to verify no one is in the room.
 7. Staff may secure blankets located in the North Stairwell storage area for youth, if youth are exposed to the elements once evacuated.
 8. A head count will be conducted and verified with the Main Control. Unaccounted youth must be located. If not found, the missing person report needs to be given to the Fire Department upon their arrival.
 9. Once all youth and staff are out of the building, staff will be positioned to maintain security and make every possible effort to prevent escapes during an emergency. However safety of the youth and staff has precedence over security.
 10. Staff will escort; detained youth to the Clark County Jail Booking/Parking Garage or the parking lot of the Federal Building north of the detention center.
 11. Upon arrival the Fire Department assumes command.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Major Emergencies: Safety Program and Evacuation Plans for Fire, Bomb Threats and Natural Disaster	2.3	4 of 4

12. The Administrator and Detention Manager shall be contacted as soon as possible and advised of the situation.
13. Detention Staff prior to leaving shift shall complete an Observation Report.
14. Statements to the press will be made only via the Administrator or Detention Manager.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Fire Drills and Fire Safety Equipment	2.4	1 of 4

2.4 FIRE DRILLS AND FIRE SAFETY EQUIPMENT

I. POLICY: Fire Safety Codes

Administration of the Clark County Juvenile Court will ensure the safety and well-being of the youth and staff by strictly adhering to local and state fire codes.

II. PROCEDURES: Fire Safety Codes

- A. The Detention Facility administration will facilitate a working relationship with the local Fire Marshall to ensure compliance with fire safety codes.
- B. The Detention Facility administration will ensure an annual review of all facility fire safety policy and procedure by the City Fire Marshall/Fire-Safety Officer.
- C. The Detention Facility will be inspected at least once annually by appropriate governmental officials to facilitate fire safety, health, and sanitation compliance.
- D. The Detention Facility administration shall inspect the facility at least once each week for safety and fire prevention policy compliance.
- E. The Clark County Detention Center is a NON-SMOKING facility.
- F. The Detention Facility furniture and furnishings are kept at minimum levels and fire retardant rated where possible.

III. POLICY: Fire Safety Equipment Testing

The administration of the Clark County Juvenile Court will facilitate fire and safety practices to help ensure the safety of staff, youth and visitors.

IV. PROCEDURE: Fire Safety Equipment Testing

The Detention Facility administration shall ensure the availability of appropriate fire safety equipment in the facility.

- A. Fire hoses and appropriate extinguishers are located within the Detention Facility at appropriate locations. Fire extinguishers are checked monthly to ensure they are charged and in working order.
- B. Smoke detection devices are located within the Detention Facility at appropriate locations.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Fire Drills and Fire Safety Equipment	2.4	2 of 4

- C. The Detention Facility maintains emergency facility **SECURITY KEYS** at the following locations:
 - 1. Main Control Room, Unit Control Room, Individual Pods, Property Room, Intake Janitor's Closet.
- D. Detention Facility administration will ensure semi-annual inspection of all fire safety equipment by the Fire Marshall's office.

V. EVACUATION DRILL

The following is the procedure for doing an evacuation drill. (See "Fire Emergency Response Procedures")

- A. Evacuation drills will coincide with annual Suicide Prevention Updates.
 - 1. Drill for Youth in Cells
 - a. Pod staff or Rover will obtain the security key from the water closet.
 - b. The red duffel bag containing the daisy chains will be secured from the Unit Control janitor's closet.
 - c. Utilizing a group unlock or via use of security key youth on the mezzanine level will be instructed to exit their cells.
 - d. Staff will instruct youth to line up and will secure youth to the daisy chain.
 - e. Once youth are secured, youth will be instructed to sit on the floor in the drop position.
 - f. Items c – e will be repeated with youth on the main floor level.
 - g. Youth will be instructed to exit the building to the appropriate exit.
 - 2. Drill for Youth in Day Room/Out of Cells
 - a. Youth are instructed to sit in a line on the floor in drop position.
 - b. Rover using security key from Unit Control obtains red duffel bag containing the daisy chains.
 - c. Youth in drop position are secured to the daisy chain.
 - d. Youth on privilege loss are released from cells via a group unlock or security key and are given instructions to be attached to daisy chain.
 - e. Youth will be instructed to exit the building to the appropriate exit.
 - 3. Youth in Gymnasium
 - a. Youth are instructed to engage in the quiet position.
 - b. Youth are instructed to line up near the gymnasium entrance.
 - c. Youth are instructed to walk in the quiet position to the North emergency fire exit.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Fire Drills and Fire Safety Equipment	2.4	3 of 4

- d. The rover retrieves the pod security key and daisy chain and provides it to Pod Officer.
- e. Youth are secured in the hallway adjoining the emergency exit to the daisy chains.

4. Youth in Visitation Area

- a. Youth are directed to remain seated, facing the doorway (East).
- b. Intake Rover, using the security key from Intake, obtains the red duffel bag containing the Daisy Chains.
- c. Youth are secured to the Daisy Chain.
- d. Youth will be instructed to leave the building through the appropriate exit.

5. Youth in Intake

- a. Youth will be directed to exit their holding cell and line up at the Sally Port door.
- b. Intake Rover, using the security key from Intake, obtains the red duffel bag containing the Daisy Chains.
- c. Youth are secured to the Daisy Chain.
- d. Youth will be instructed to leave the building through the appropriate exit.

B. Detention Officer (ROVER)

- 1. Walk quickly through each floor opening each door to make sure no one is in any of the rooms. (This includes the kitchen/dining, break, all staff restrooms and all rooms in the intake hall). Do Not Run. Leave each door unlocked and open unless you find a fire in that room. During a fire drill re-secure the maintenance, property and laundry rooms for security reasons. Remove any persons and secure the room to help prevent the fire from spreading.
- 2. Give the head count to the Main Control Room and obtain all the handcuff/leg irons to secure youths located in Unit Control for possible evacuation of youth outside the secured area or for additional control of youth.

V. FIRE DRILLS

- B. Fire Drills will take place on a quarterly (every three months) basis with each shift.

- 1. Fire Drills do not involve evacuation of the facility.

Chapter	Subject	Policy #	Page
SAFETY AND EMERGENCY PROCEDURES	Fire Drills and Fire Safety Equipment	2.4	4 of 4

2. Fire Drills consist of reviews of procedures with staff in response to specific emergencies (natural disaster, fire, bomb threat).
3. Fire drills are documented. Documentation includes the date, shift, type of drill, and specific location of the emergency.
4. Documentation of fire drills is kept in the office of the Detention Supervisor.

July 20, 2009
Effective Date

Authorized By

Chapter

3

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Safety and Control

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Principles	3.1	1 of 1

3.1 PRINCIPLES

- I. **POLICY:** Detention staff ensures a safe, secure and orderly environment throughout the facility by being mindful of security principles and employing the procedures listed in this chapter.

- II. **PROCEDURE:**
Detention staff is mindful of the following principles and comply with the following guidelines:
 - A. Security is the responsibility of all staff.
 - B. Security is a 24 hour a day requirement.
 - C. Establish a positive and favorable relationship with youth based upon communication, respect and understanding.
 - D. Exercise Verbal Diffusion Skills and Academy Trained Tactics when dealing with aggressive individuals.
 - E. Be alert and use good observation skills. Know the youth and be aware of individual and group moods, actions and intentions.
 - F. Be thorough and systematic when searching youth for contraband.
 - G. Supervise and control youth activities at all times.
 - H. Frequently inspect rooms, common areas and potential hiding places for contraband.
 - I. Communicate security observations to the Lead Worker and to following shifts.
 - J. Practice good security communications. Do not allow youth to have information that may be used to the staff's disadvantage.
 - K. Know the techniques for physical intervention, personal defense and how to employ security hardware.
 - L. Always have back-up staff available when dealing with potentially aggressive youth.
 - M. When in doubt, ask for assistance from the Lead Worker or other staff.
 - N. Before attempting intervention in an occupied room, ensure proper back-up by another Detention Officer is available, or you are monitored by Main Control.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Main Control Function	3.2	1 of 3

3.2 THE MAIN CONTROL FUNCTION

I. POLICY: The Main Control Room operates 24 hours each day to monitor and coordinate all internal and external security systems, communications systems, safety alarms and detection systems, and other mechanical and electrical system

II. PROCEDURES:

A. Staffing:

The Main Control Room shall be staffed 24 hours a day. All staff will be trained in Control Room operations. **Staff will not congregate in the Main Control Room.** Control can request assistance from other staff if needed.

B. Accessibility:

1. The doors to the Main Control Room shall remain closed and locked at all times. No unauthorized persons shall be permitted inside the Main Control Room. Authorized persons, shall be defined as; Juvenile Court Staff and persons escorted by Juvenile Court staff, to include, family, colleagues, tours, and interns.
2. Youth are not permitted in the Main Control Room for any reason.
3. Youth are not permitted to loiter around the Main Control Room area.
4. Personal reading materials and audiovisual equipment are not permitted in the Main Control Room. Checking memos or looking up policy and procedures are permissible, but should be done if possible when the youth are in their rooms. Main Control Room staff may read job related materials when all youth are in their rooms but must remain alert to monitoring youths' rooms and other Main Control Room operations.

C. General:

1. When a disturbance occurs anywhere within the facility, the Main Control Room is notified first. The Main Control Room is to notify the Detention Manager or Supervisor, Lead Worker and other appropriate staff as needed. The Main Control Room, whenever practical, becomes the Main Command Post for emergency responses. The assigned officer must remain calm, gathering and relaying information thoroughly, and delegating duties indicated by the situation.

D. The Main Control Room Responsibilities:

1. Conducts a check of all communication systems, surveillance system, doors, and security systems at the beginning of each shift.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Main Control Function	3.2	2 of 3

2. Notifies the Detention Manager/Supervisor/Lead worker of any trouble signals from any of the monitoring systems.
3. Maintains the Log Book. Also maintains the following information:
 - a. Transportation
 - b. Passes from Detention
 - c. Key Control
4. Operates telephone equipment and directs all calls appropriately.
5. Operates the intercom system and visual monitors.

For safety and security purposes, the intercom will be used to monitor youth at all times when confined to rooms. All detention staff shall be instructed as to the proper use and function of the intercom system.

- a. The intercom will be kept on to communicate and/or monitor the youth while in their rooms.
 - b. Youth will be advised of the rules and expectations regarding system use.
 - c. Youth are to maintain a reasonable silence while in their rooms.
 - d. Emergency requests from youth will be relayed through the intercom located in each room.
6. Admits authorized staff to Main Control Room.
 7. Issues appropriate keys to staff members from the key cabinet. All keys shall be accounted for at the beginning of each shift.
 8. Maintains continuous communication with any area of disturbance.
 9. Contacts the police, aid unit and/or fire department for necessary assistance if emergency situation arises.
 10. Maintains contact with staff, coordinates communications, and knows whereabouts of all youth at all times.
 11. Maintains appropriate information on a youth's security, releases and movement.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Main Control Function	3.2	3 of 3

12. Maintains the Main Control Logbook and enters appropriate information, to include youth leaving and returning from a pass, the nurse arriving and departing, and the janitors arriving and departing. (1.1.1)
13. Maintains cleanliness and orderliness of the Control Room.
14. Control Room must be manned at all times except during a life-threatening situation. (See Ch. 2.C.4)

NOTE: The Main Control Room functions as the primary coordinating, monitoring and communication center for the facility. Detention Officer's assigned to Pod and Rover posts shall deal with the direct handling of youth.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Unit Control Function	3.3	1 of 3

3.3 THE UNIT CONTROL FUNCTION

I. **POLICY:** The Unit Control operates periodically throughout the day to monitor and coordinate security functions on each detention floor's respective living units (Pods). Security systems, safety alarms, communication systems and detection systems can be controlled from Unit Control for its respective pods only.

II. **PROCEDURES:**

A. Staffing:

The Unit Control is staffed periodically by Detention Officers to operate local (Pod) security systems. All staff will be trained in Unit Control functions.

B. Accessibility:

1. The door to the Unit Control will remain closed at all times, unless manned by staff. The Unit Control door may be opened to facilitate communication with youth or staff. No unauthorized persons shall be permitted in the Unit Control Room.
2. Youth are not permitted in the Unit Control Room.
3. Youth are not permitted to loiter around the Unit Control Room.
4. Personal reading materials and audiovisual equipment are not permitted in the Unit Control Room. When youth are out of their rooms and in the dayroom area or classroom the Unit Control Room staff must be alert and monitor these areas as well as perform other Unit Control Room operations. Checking memos or looking up policy and procedures is permissible, but should be done if possible when the youth are in their rooms. Unit Control Room staff may read job related materials when all youth are in their rooms but must remain alert to monitoring youths' rooms and other Unit Control Room operations.

C. Unit Control Room Responsibilities:

1. Conducts a check of all communication systems, surveillance system, doors, and security systems at the beginning of the shift.
2. Notify the Detention Manager/Supervisor/Lead worker of any trouble signals from any of the monitoring systems.
3. Maintain Unit Control Log Book. Documents the following information in Unit Control Log Book:

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Unit Control Function	3.3	2 of 3

- a. Suicide Watch Checklists;
 - b. Updates Population Day Sheet regarding admissions, releases, and room changes;
 - c. Enters cell checks in the Log Book;
 - d. Intakes and releases relating to the pod;
 - e. Activities of the pod during the shift;
 - f. Names and level of youth in the pod on suicide watch;
 - g. and documents that hand-cuffs, leg restraints, and security key are accounted for and in their proper location;
4. Operates the intercom system and visual monitors for the sound lock cells.
- a. The intercom will be kept on to communicate and/or monitor the youth while in their cells.
 - b. Youth will be advised of the rules and expectations regarding system use.
 - c. Youth are to maintain a reasonable silence while in their cells.
 - d. Emergency requests from youth will be addressed through the intercom located in each room. Unit control staff should respond, or dispatch pod staff in person as needed.
 - e. Maintains cleanliness and orderliness of the Unit Control Room.
 - f. Communicates emergencies to Lead Worker and Central Control.
5. Maintain detention file to include the following:
- a. Medical Information;
 - b. Transportation;

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	The Unit Control Function	3.3	3 of 3

- c. Passes from Detention;
- d. Behavioral Observations;
- e. and Suicide Watch Checklists

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Security: Perimeter and Interior	3.4	1 of 3

3.4 SECURITY: PERIMETER AND INTERIOR

- I. **POLICY:** The facility perimeter is controlled by appropriate means to ensure youth remain within the perimeter, and to prevent access by the general public without proper authorization. All access doors are kept locked. The Main Control Room officer controls all access doors to the detention facility. Detention staff has authority over access to and exit from the detention facility.

Youth are continuously supervised and denied access to various areas of detention to maintain security and control.

II. **DEFINITIONS:**

- A. **Access Doors:** The perimeter secure doors which provide entrance to and exit from detention. These doors are locked at all times and provide entrapment areas during the access process.
- B. **Entrapment Area:** The area between (perimeter and internal) secure doors. Only one door may be opened at a time, ensuring there is no breach of perimeter security. Entrapment areas may be used to temporarily hold persons in order to verify identity.
- C. **Internal Secure Doors:** Doors within the facility that can only be operated by Main or Unit Control or with a security key (see Key Control policy).

III. **PROCEDURES:**

- A. It is the responsibility of each facility employee to maintain the integrity of all security procedures. Each designated security perimeter door shall remain closed and locked. The exception to this rule is when staff are using the door(s) for entry or exit. After use of a security perimeter door the detention staff shall test the door for vulnerability after the door is secured.
- B. The Main Control Room Officer:
1. Visually monitors the entrance and exit of persons to ensure only authorized parties enter and depart.
 2. Identifies all persons entering and leaving the facility.
 3. Asks identifying questions by audio monitor.
 4. Requires an identification card when persons are not recognized.
 5. Reviews the Detention Log Book for entries regarding access to detention.
 6. Allows access only to authorized visitors, which include, but are not limited to:

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Security: Perimeter and Interior	3.4	2 of 3

- a. Juvenile Court staff
- b. Various agency case workers
- c. Appointed defense attorneys
- d. Contracted program providers and volunteers authorized through the Detention Manager/Supervisor.
- e. Law Enforcement Officers to the Intake Area. (NOTE: See policy on the possession of firearms in detention.)

NOTE: Law Enforcement officers bringing youth for admission should be restricted to the intake area, and should not enter the program and residential areas of detention without approval by the shift lead.

- f. Other persons authorized by the Detention Manager/Supervisor or Lead Worker to visit youth.

7. Ensures all persons visiting youth sign in and out on the Visitors Log.
8. Advises the Lead Worker of unauthorized persons requesting access or unusual incidents related to access.
9. Records circumstances of any unusual incidents or visits in the Detention Log Book.

C. All Detention Staff:

1. Restrict youth from congregating or loitering near access doors.
2. Restrict youth from touching access doors.
3. Ensure access doors are secured after use.
4. Immediately report malfunctioning access doors to the Manager/Supervisor, Lead Worker, and makes a request for repair/maintenance work.

IV. PROCEDURES: INTERNAL SECURITY

A. The Main Control Room Officer:

1. When an internal security alarm is activated (fire alarm, court room, panic button, emergency code), the Main Control Room Officer directs a staff to immediately investigate the circumstances and informs the Lead Worker if a Detention Officer has an emergency that requires immediate help.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Security: Perimeter and Interior	3.4	3 of 3

He/she will use the detention radio's and advise what assistance is needed and location.

2. Silences and resets the alarms once staff have responded.
3. Monitors emergency situations.

B. Detention Staff:

1. Ensures that internal security doors remain locked at all times.
2. Ensures other internal doors such as laundry room, medical room, and supply room are locked unless a staff is in the immediate area.
3. Ensures continuous supervision of youth and never leave youth unattended.
4. No youth will be allowed to enter the janitor's closet unless under direct supervision by staff.
5. All tools and maintenance items need to be secured behind locked doors or in locked cabinets.
6. No youth will be allowed access to the property room.

V. HAND HELD RADIOS:

The hand held radios have two channels on them:

Channel 1	Normal Communication in Detention
Channel 2	Private Communications in Detention

Channel 1 will be used for communication with Detention officers in the facility.

Channel 2 is to be used for private communications with Detention staff in the facility.

NOTE: The radio frequency channels go through a repeater system, located in the catwalk area behind the storage on the first floor mezzanine level.

In the event of a power outage, the emergency generator will not power the repeater. Channel 1 will not transmit or receive. All radios must be switched to Channel 2 during a power outage. Once power is restored Channel 1 can be used.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Head Counts/Youth Movement	3.5	1 of 2

3.5 HEAD COUNTS/YOUTH MOVEMENT

I. POLICY: Youth within the facility are physically counted at established times by detention staff to ensure accountability.

II. DEFINITIONS:

Head Count: A physical count of youth made at the beginning and end of each shift. Head counts ensure accountability for youth and discourage inappropriate behavior. Head counts will be documented in the logbook in Main Control. Discrepancies will also be documented in an Observation Report by the shift lead to, include an explanation for the discrepancy.

Emergency Count: An emergency count is taken when a youth is unaccounted for or following unusual circumstances when normal supervision practices have been disrupted. Emergency counts may be made in conjunction with a facility search for a missing youth. Youth are to return to their rooms prior to an emergency count. Emergency counts are documented in an Observation Report and in the logbook in Main Control.

Direct Supervision: Direct supervision is defined as the Detention Officer staff being in the same room as the youth.

III. YOUTH MOVEMENT:

A. The policy of the administration of the Clark County Detention Center recognizes the need for facility programs as well as the need to provide a safe and secure atmosphere for the residents and staff. Administration of the facility will implement a consistent supervision practice to accommodate resident programming while providing for safety and security issues.

B. Youth Supervision Procedure:

1. In order to provide efficient programming, resident youth shall be continually and directly supervised while outside their cell.
2. A detention officer and/or approved program staff will directly supervise youth participating in programs.

C. Youth Head Counts:

1. Detention Staff shall perform a population count and safety check at the beginning of each shift and document the number in the Main Control Log Book.
2. Cell checks are to be done every half-hour and should be slightly varied in order to reduce predictability. Cell checks will be documented in the Unit Control Log Book. Staff will initial the log next to the corresponding time, stating that a check has been completed.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Head Counts/Youth Movement	3.5	2 of 2

3. Visually sight the youth before marking them present on the Head Count/cell check.

NOTE: The skillful construction of a dummy might easily fool a staff doing the head count. Be certain a youth is present before including a youth in the count.

4. Take frequent informal head counts when working with groups of youth to ensure all are accounted for.
5. All cell doors must be checked on the detention screen to make sure they are locked at the end of each shift.
6. Detention staff ensures the Day Sheet is accurate and up to date.

D. The Lead Worker:

1. Ensures head counts/cell checks are completed throughout a shift and documented in the appropriate log.
2. Ensures all head counts are accurate and all youth are accounted for.
3. Conducts emergency counts as needed.

E. Administrative Review:

1. The Detention Manager or Supervisor will review the Log Book for compliance adequacy, alert, and any actions to be taken.
2. The Detention Manager will maintain the Log Book in an administrative file.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Supervision	3.6	1 of 2

3.6 SUPERVISION

- I. **POLICY:** Intensive supervision reduces reliance on security hardware and promotes a positive relationship between staff and youth, as the primary means of control. Appropriate numbers of Detention staff are on duty on all shifts to ensure adequate supervision and control of the youth.

- II. **PROCEDURE:**
 - A. The Detention Manager or Supervisor:
 1. Ensures appropriate number of staff is deployed for adequate supervision and control of the youth population.
 2. Ensures at least one staff of each gender on a shift.
 3. Ensures all youth group movement from one location to another is controlled and supervised by staff.
 4. Calls in additional staff when population is high or additional tasks are necessary.

 - B. The Main Control Room Officer:
 1. Monitors staff whom are dealing with problem youth in their rooms, by intercom, and directs back up when necessary.
 2. Monitors youth in dorms that may not have direct staff supervision. Alert staff if direct supervision becomes necessary for any reason.

 - C. All Detention Staff:
 1. Will provide direct supervision for youth during recreation or group activities. Primary responsibility for direct supervision falls upon the Detention Officer assigned to the pod. However, the responsible Detention Officer may request relief from a roving Detention Officer.
 2. Keep visual contact of all youth under their supervision. Position themselves for best observation of youth. The exception to this rule is youth in the dorm. The dorm shall be treated and monitored as if it were a cell, except when there are more than two youth in a dorm. Having two or more youth in a dorm necessitates the need for a fixed post. A fixed post dictates that at least one Detention Officer must be present in the unit or roving between pods of the floor requiring the fixed post.
 3. Keep informal count of youth under their supervision and remain alert for missing youth.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Supervision	3.6	2 of 2

4. Ensure that the youth request permission before moving to new locations about the Detention Facility.
5. Maintain radio communication when a youth, under their supervision, departs for another location.
6. Depart shift only after the appropriate number of Detention Officers have provided relief and/or has been relieved by another Detention Officer who assumes responsibility for supervision.
7. When moving youth, walk behind the group to prevent individuals leaving the group.
8. Immediately report missing youth to the Main Control and the Lead Detention Officer on shift.

NOTE: Detention staff shall not read materials when youth are out in the day room or classrooms. They need to be involved with the youth through interaction verbally; games, assisting in helping youth when needed. Staff should be alert to the schoolroom dynamics and assist when any form of disruptive behavior occurs. It's important to understand how the youth are feeling daily, by observing non-verbal body language and using active listening skills. This will create a safe and secure living unit that provides a positive, professional relationship between staff and clients.

D. Crisis Intervention:

Detention staff employ specialized skills in crisis intervention situations. The initial signs of a crisis must be recognized early and responded to quickly with such methods as necessary supervision, security features, controls and defusing techniques.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Inspections	3.7	1 of 2

3.7 INSPECTIONS

- I. **POLICY:** The Detention Manager inspects the Detention Facility on a frequent basis to develop informal contact with staff and youth, and informally observe living and working conditions of all areas occupied by youth. Unoccupied areas are inspected periodically. On the spot corrections are made by staff as needed. The Detention Manager/Supervisor/Lead Worker follows up and ensures problems noted during inspections are corrected.

Maintenance and security issues of the facility are everyone's responsibility. Detention staff will report any observed equipment failures, damage, and irregularities to Detention Manager/Supervisor.

II. **PROCEDURE:**

A. General:

1. Detention Manager/Supervisor will take the necessary steps to have any deficiency repaired, replaced or secured.

B. The Lead Worker:

1. Ensures the youth's rooms are inspected daily by Detention staff.
2. Ensures that the Day Room, showers, class rooms and bathrooms are inspected daily.
3. Ensures that the recreation areas are inspected daily during use.
4. Ensures that security problems encountered during the shift are reported, and a request is made to the Detention Supervisor for any needed repairs.

C. All Detention Staff:

1. While conducting room and area inspections, look for the following:
 - a. Facility damage
 - b. Evidence of tampering or vandalism
 - c. Unauthorized property and contraband
 - d. Cleanliness, neatness, sanitation or hygiene problems
 - e. Safety problems and fire hazards

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Inspections	3.7	2 of 2

3. Damaged, missing, broken and/or altered equipment shall be reported to the Detention Manager/Supervisor.

4. Sanction youth for inspection violations according to policy.

D. Detention Facility Keys:

1. Control and security of Detention Facility keys is the responsibility of each Detention Officer.

2. Any lost, damaged, and/or broken keys shall be reported to the Detention Manager/Supervisor.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Youth Movement	3.8	1 of 2

3.8 YOUTH MOVEMENT

I. POLICY: Detention Officers follow specific procedures to ensure youth are transported throughout the building in a safe, secure, and expeditious manner.

II. DEFINITIONS:

Quiet Position Position maintained by youth during movement. Quiet position includes the placement of the hands of youth to the side, with both hands in contact with the legs. No talking or movement is made by youth unless it is directed by staff. Youth can signal staff if they have a comment or question by cocking one of their wrists. The quiet position can be assumed in a sitting position by youth placing their hands on their knees.

III. PROCEDURES:

A. General:

1. Staff can call for the quiet position at any time.
2. When staff calls for the quiet position, youth will assume it.
3. Youth will be receiving a consequence (Chapter 7) for failure to maintain the quiet position or follow the movement procedures.

B. Youth Exiting Cells:

1. Youth exiting cells will do so in a quiet and orderly manner.
2. Youth exiting cells will remain in the quiet position until given further instructions.
3. Youth will proceed down the stairs to the pre-designated area.

C. Youth Returning to Cells:

1. Youth returning to cells will do so in a quiet and orderly manner.
2. Youth ascending or descending stairs will not skip steps and will maintain approximately three feet spacing between each other.

D. Moving Groups from one Detention Space to Another:

1. Before leaving any area youth will be lined up single file and will assume and maintain the quiet position.
2. Youth will walk on the right side of the hallway.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Youth Movement	3.8	2 of 2

3. Detention Officers will not walk in front of the group unless another staff is present during the movement.
4. Detention Officers will position themselves behind or in the middle of the group being transported.

E. Singular Youth Movement:

1. Youth to remain in the quiet position and will walk on the right side of the hall.
2. Staff will walk behind the youth.
3. Single youth may travel unattended without direct supervision. Staff should remain aware of youth that may be in transit. Staff should communicate with Main Control when youth have departed their assigned area. Main control will communicate when the youth has reached the appropriate destination.

F. Working Groups:

1. Youth performing community service or special projects will work as directed by staff.
2. The quiet position should be used when the group is moving from one area to another.

G. Use of Elevator:

1. Youth will enter the elevator in single file and assume the quiet position.
2. Youth will grasp the elevator handrail and will face the wall.
3. Youth will exit the elevator in single file upon staff instructions.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	1 of 8

3.9 SEARCHES

- I. **POLICY:** Searches are done by Detention staff to prevent the introduction of weapons and contraband into the facility and pursuant to applicable statutes and standards. Although control of these items is essential to maintain order and security within Detention, the need does not justify unrestricted searches of youth and their property. A staff member of the same sex as the youth being searched conducts all searches. Detention staff shall explain search procedures to the youth before beginning. The youth should not be touched any more than is necessary to conduct a comprehensive search.

In order to maintain the safety, security, and sanitation of the Clark County Juvenile Detention Center, random searches will be conducted of youth, property and the facility. Searches will be conducted in a means as not to cause embarrassment, indignity, or to punish or harass the juvenile residents.

II. **DEFINITIONS:**

Contraband: Any article or thing which a youth in Detention is prohibited from obtaining or possessing by a rule, statute, regulation or Court Order. Also, anything that has not been issued by the facility transferred to the youth in an authorized manner, or any item that has been altered.

Frisk Search: Also referred to as a pat down or Clothed Search, the least obtrusive means of search. A search during which the outer clothing (e.g., jacket, sweater, belt, and shoes) and all items contained in pockets are removed and the remaining clothing is examined. The search is completed with the hands, upon a youth's clothing and body through the clothing, in a thorough and systematic manner.

Strip Search: Having a person remove or arrange some or all of his/her clothing so as to permit an inspection of the genitals, buttocks, anus, or undergarments of the person or breasts of a female person.

Body Cavity Search: The touching or probing of a persons' body cavity(ies) (the stomach and rectum of a person, and the vagina of a female person), whether or not there is actual penetration of the body cavity. A body cavity search may not be conducted unless a search warrant is issued. Body cavity searches must be performed by a licensed and trained physician, registered nurse or physician's assistant.

III. **PROCEDURES:**

A. Frisk Search (Pat-Down or Clothed Search):

1. Clothed searches shall be conducted by staff of the same sex as the youth being search.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	2 of 8

2. Clothed searches will be conducted to insure the privacy of the youth.
 3. Clothed searches will be conducted upon youth:
 - a. Anytime re-entering the Detention Facility after outside programming
 - b. New Detainee—Youth being admitted shall be carefully pat searched according to established procedures. Removable clothing shall be searched separately.
 - c. Completion of a contact visitation
 - d. Administrative directive
 - e. By an officer at anytime he/she has reasonable suspicion that a youth is in possession of contraband.
- B. Detention staff advise the youth of the search and conduct Frisk Search as described:
1. Wears disposable gloves.
 2. Examines the youth's hair, ears, nose, mouth (including gum lines and under the tongue) and neck.
 3. Has the youth raise his/her arms above the head and inspects the underarm area.
 4. Examines the youth's hands (top and bottom).
 5. Has the youth turn around, spread his/her feet to shoulder width, and with the feet placed approximately 20 inches from a wall, place hands high against the wall (the youth is now in a leaning position against the wall).
 6. Examines the youth's collar, shoulders, shirt pockets, sleeves, underarms, waist bands (tuck the thumbs inside the waist band in front of the youth and then slide them around the waist to the back), the trouser/dress pockets. Examines the bra bands and under the breasts of females.
 7. Examines the groin area and pant legs from waist to ankle, inside and outside; examines the cuffs of trousers.
 8. Searches all items of outer clothing removed by the youth before the frisk search.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	3 of 8

C. Strip Search: Strip searches may only be conducted in the dressing room adjacent to the property room. Strip searches are only performed and observed by persons of the same sex as the youth being searched.

1. Strip Searches Authorized Without Manager/Supervisor Approval

Strip searches are allowed during the booking/intake process if the youth meets any of the following criteria:

- a. Following a youth's court appearance, the youth is ordered to be incarcerated.
- b. A youth is sentenced to serve time in detention for a criminal offense or probation violation.
- c. A youth is booked into detention on an arrest warrant and the warrant specifies the youth shall not be released on bail, bond, or personal recognizance.
- d. A youth is arrested and booked into detention for an offense that involves the following crimes:
 - Any offense that is a Class A felony
 - Any attempt, criminal solicitation of a conspiracy to commit a class A felony
 - Manslaughter in the First Degree or Second Degree
 - Indecent liberties if committed with forcible compulsion
 - Kidnapping in the Second Degree
 - Arson II
 - Assault II
 - Assault of a Child
 - Extortion I
 - Robbery II
 - Drive-by shooting
 - Vehicular Assault or Vehicular Homicide if the youth was intoxicated or driving in a reckless manner
 - An offense involving escape, burglary or use of a deadly weapon
 - Any offense that involves possession of a drug or controlled substance (this does not include the offense of Minor in Possession of Alcohol)

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	4 of 8

2. Youth booked into detention on the following charges are not to be strip searched without written authorization from the Detention Manager or Supervisor (item 3).
 - a. District Court warrants
 - b. Offense not specified in section one (1) of this policy.
 - c. Youth housed in detention as a result of a dependency petition, At-Risk petition, or Truancy
 - d. Material witnesses

3. Strip Searches that Require Written Authorization

Strip searches are authorized by statute where there is reasonable suspicion to believe the search is necessary to discover weapons, contraband, criminal evidence or other things concealed on the body of a detained youth to be searched that constitutes a threat to the security of detention. Also, a strip search is authorized if there is reasonable suspicion that a search is necessary to discover a health condition requiring immediate medical attention. A strip search requires prior written approval of the Detention Manager/Supervisor, or their designee, (Form 3.9.1)

Prior to the pursuit of authorization for a strip search of a youth in detention, reasonable effort must be made to use other less intrusive means such as pat searches, clothing searches, or electronic metal detection devices.

The Detention Manager/Supervisor, or designee, shall consider the following prior to granting written authorization.

 - a. The nature of the offense for which the person being searched was arrested.
 - b. The prior criminal record of the person being searched.
 - c. Physically violent behavior of the person being searched during or after the arrest.

4. Youth housed in Detention for reasons described in item two (2), are to be dressed into detention in the following manner. Youth are to undress and

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	5 of 8

change their clothing in private and without direct observation by Detention Officers.

- a. Youth remove all clothing to their undergarments
 - b. Clothing removed by the youth is to be placed in a property bag.
 - c. Youth are provided a pair of elastic band gym shorts (male/female) and detention uniform top (female) to change into. Removed undergarments are to be inventoried and placed in the youth's property bag.
 - d. Once clothed in gym shorts and/or tank top, youth are to stand in front of the Detention Officer and, with their thumbs, are to run their thumbs along the interior of the waist band and shake the gym shorts. Tank tops are ruffled by youth to ensure contraband is not hidden.
 - e. After item d., youth is handed the Detention uniform, undergarments and sandals. Youth is to dress into Detention clothing.
5. If a strip search is authorized, it shall be conducted visually by a staff member in the dressing room adjacent to the property room. No other person may be present or observe during the search unless that person is necessary to conduct the search or to ensure the safety of the person conducting the search.
- a. Perform the strip search in the changing area adjacent to the property room.
 - b. **DO NOT TOUCH THE YOUTH DURING A STRIP SEARCH.**
 - c. Have the youth remove all clothing and move away from the articles. Wearing disposable gloves, search all clothing and items.
 - d. Require youth to remove any devices such as false teeth or artificial limbs and examine the devices and areas of the body they came from.
 - e. Have the youth briskly run his/her hands through the hair, front to back.
 - f. Examine the youth's ears, nose and mouth as in the frisk search.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	6 of 8

- g. Examine the youth's hands, top and bottom.
 - h. Facing the youth, have males lift genitals and examine the area between the legs. Have females lift the breasts and Examine under the breasts.
 - i. Examine the posterior area by having the youth turn around.
 - j. Have the youth lift each foot and examine the soles and between the toes.
6. If a strip search is performed in accordance to Section C, item 3, complete the Record of Strip Search form (Policy 3.9.1). Place a copy in the youth's Detention file and a copy to the Detention Manager/Supervisor. Record must include the following:
- a. The name of the supervisor authorizing the strip-search.
 - b. The specific facts constituting reasonable suspicion to believe that the strip search was necessary.
 - c. The name of the officer conducting the strip search and of all other persons present or observing during any part of the strip search.
 - d. The date, time and place of the strip search, and
 - e. Any weapons, criminal evidence, contraband, or other thing, or health condition discovered as a result of the strip search.
7. Any strip searches requested by law enforcement that are performed in the Detention Facility will be done in accordance with our policy and procedure manual. The officer may be present if they are of the same sex. If authorized, our staff will conduct the search. Detention Officers will need to report the officer's reasons and signature on an observation report, for documentation reasons.
- D. **Body Cavity Searches:** A body cavity is defined as the stomach and rectum of a person and the vagina of a female. All criteria in Section C related to criteria for authorization of a strip search also applies to body cavity searches. If a body cavity search is determined to be appropriate, it will be performed under sanitary conditions of a licensed physician or nurse.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	7 of 8

1. A body cavity search is conducted by trained and licenses medical personnel only after the Detention Manager has obtained a search warrant.
2. Following the body cavity search, the Detention Manager prepares a report describing the need; the details and circumstances of the search (including the name of medical professional conducting the search); and the results.

E. Visitor Searches:

1. The Detention Manager/Supervisor/Lead Worker approves all searches of visitors.
2. Visitors can be frisk searched when there is reason to believe that they have brought weapons or contraband into the facility.
3. No search more extensive in scope than an electronic device or frisk search is performed.
4. If a visitor refuses to be searched, he/she is directed to leave the facility.

F. Area Searches:

1. Search the Visiting Room or area following visitation periods.
2. All residents' rooms are inspected twice a day.

G. Disposition of Contraband:

1. All contraband discovered during searches is confiscated and given to the Detention Manager/Supervisor/Lead Worker. An incident report is written describing the contraband and stating when and where it was found. The report and contraband is forwarded to the Detention Manager who either disposes of the contraband or forwards it to the Prosecuting Attorney for appropriate action.
2. When contraband includes illegal material (drugs, weapons, etc.) a Police Report is filed by calling Vancouver Police Department. The handling of illegal material is kept to a minimum to preserve the chain of custody for evidence.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9	8 of 8

E. Incidental Injury When Conducting Search:

Detention staff or youth injured during a search should be assessed by jail medical staff as soon as possible. The medical professional will recommend additional tests and/or treatment as needed. The injured party may also request additional assessment. When a Detention staff is injured, the Supervisor/Lead Worker completes an Accident Report and follows Clark County's Self-Insured accident reporting and investigating procedures.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Searches	3.9.1	1 of 1

RECORD OF STRIP SEARCH

A. Youth's Name: _____

B. Youth's DOB: _____

C. Name of Supervisor authorizing the strip search: _____

D. Specific facts constituting reasonable suspicion to believe a strip search was necessary:

E. Name of staff conducting the strip search and all other persons present or observing during any part of the strip search:

Staff conducting:

Persons present:

F. Time strip search was conducted:

G. Date strip search was conducted:

H. Place strip search was conducted:

I. List any weapons, criminal evidence, contraband, other items, or health conditions discovered as a result of the strip search:

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Transportation	3.10	1 of 4

3.10 TRANSPORTATION

- I. **POLICY:** Security safeguards are to be used at all times by Detention staff transporting youth outside the secured portion of the facility to ensure the safety of the youth and to protect the community.

- II. **GENERAL PROCEDURES ON ALL TRANSPORTATIONS:**
 - A. Detained youth shall only be transported in official cage cars, properly licensed and inspected County vehicles, unless exception is granted by the Detention Manager. The County provides insurance coverage for the driver and vehicle.
 - B. The transporting staff must be licensed to drive and will check out a gasoline credit card prior to any out of town transportation.
 - C. The interior of the transporting vehicle shall be searched for contraband and checked for damage prior to placing the youth in the car and upon completion of the transport.
 - D. The number of passengers cannot exceed the number of seat belts in the vehicle.
 - E. Youth are never permitted to drive County vehicles.
 - F. The driver and passengers are to wear seat belts. Youth must wear a seat belt. Youth may need assistance in buckling their seat belts. Staff are cautioned to be alert during this procedure as the potential of being struck in the face during this procedure is high. Staff should lay the seat belts out on the seats prior to the youth entering the vehicle. This can be done while inspecting the transport vehicle prior to transport.
 - G. Leg irons, belly chains and hand cuffs will be used on all transports. Youth will never be hand cuffed together or to the vehicle while being transported.
 - H. During all transports staff need to physically assist youth while they enter or leave the vehicle. Staff will need to guide youth when stepping up or down on curbs, and observe any other potential obstacles which are in their path way.
 - I. The transporting officer must be the same sex as the detainee.
 - J. Smoking is not allowed.
 - K. Mace or other chemical deterrents are not to be used at any time, under any circumstances.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Transportation	3.10	2 of 4

L. Youth in custody are not to be struck, pushed, or otherwise forcibly handled. Situations will exist, however, where reasonable force is necessary to maintain the safety of the youth, or others, including staff.

M. If any disturbance occurs during transport an incident report shall be completed documenting the disturbance.

The transporting Detention Officer is to:

1. Stop the vehicle and attempt to de-escalate the youth or re-secure the youth.
2. Call 911 and request assistance from law enforcement.
3. Return immediately to the Detention Facility or take the youth to the closest law enforcement agency for assistance.

N. All local transports will go directly to and from the destination with no intermediate stops.

O. On long transports visual contact with the youth must be maintained at all times during necessary stops.

P. Youth' personal property will be secured in the trunk or driver's section.

Q. Under no circumstances will youth be transported in private vehicles.

R. Youth should not be given specific details regarding their transport. Specific details would include: time and specific route.

III. EXCEPTIONS TO TRANSPORTATION RULES:

A. Youth may be transported by ambulance in an emergency.

B. Some professional appointments may require confidential contact. Visual contact need not be maintained but restraints will remain in place unless removal is required for treatment. If removal is required for treatment, transport staff shall be present.

C. Other exceptions to be granted only by the Administrator or Detention Manager.

IV. COURT TRANSPORTS TO COURTHOUSE OR OTHER DESTINATIONS OUTSIDE JUVENILE SERVICES FACILITY: General procedures to be followed with these exceptions/additions.

A. Detention Staff to be notified immediately prior to departure.

B. Obtain cell phone or portable two-way radio and transport vehicle keys.

C. Leg irons and belly chains with cuffs or hand cuffs to remain on at all times, unless a medical exam requires removal.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Transportation	3.10	3 of 4

- D. Transporting officer(s) to remain in visual contact with youth at all times.
 - 1. Have each youth go slowly and cautiously when using stairs, with one hand on the railing.
 - 2. Youth need to be assisted by staff while getting in and out of the vehicle and when using the stairs. Point out curbs or obstacles that youth might trip on.
- E. Youth transported for court may have no contact with unofficial personnel.

V. JUVENILE SERVICES COURT PROCEDURE WITHIN FACILITY:

- A. A Detention Officer will be designated to provide court transportation and security. Court begins at 9:00 AM, in custody youth will be taken to court as needed.
 - 1. The designated Detention Officer providing court services will co-ordinate youth movement and security with Intake Probation Counselors and Rovers.
 - 2. The designated Detention Officer providing court services will communicate the results of court with the Lead Worker or Main Rover in Intake.
 - 3. The results of decisions made by the court regarding youth are written in the Intake Log Book.
- B. Ankle bracelets or leg restraints may be used on youth who present a security risk during their court appearances. The presiding Judge or Court Commissioner may request that restraints be removed on a case by case basis. If so ordered, restraints shall be removed by probation or detention staff.

VI. The Lead Worker:

- A. Inspects documents directing transportation to ensure authorization exists.
- B. Assigns an appropriate number of detention staff to transport and supervise, based on the number of youth being transported; and approves security devices to be used on an individual basis.
- C. Determines whether the youth is transported in detention clothes or personal clothing.
- D. Authorize property the youth may have in his/her possession during transportation. Such articles are to be kept to a minimum.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Transportation	3.10	4 of 4

VII. All Detention Staff:

- A. Note the departure time and destination of the youth in the log book.
- B. Ensure close and continuous supervision of youth during transportation.
- C. Ensure that a gas credit card and a cellular phone are taken on transports which may be long distance, over night, or out-of-town.
- D. Note time, or arrival back into the facility in the log book.

Clark County Juvenile Detention Facility Manual			
Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pregnant Females- Restraint-Transport	3.10.1	1 of 3

3.10.1 Incarcerated Pregnant Females Restraint and Transport Policy

I. POLICY: The legislature prescribes parameters for the use of restraints on pregnant women or youth in correctional and detention facilities.

II. DEFINITIONS:

Youth: Any person, either under the age of 18 or older, held in the Clark County Juvenile Detention Center under lawful court order.

Restraint: Any technique or device used to control the movement of a person's body or limbs, including: physical restraint (see next definition); mechanical devices including but not limited to handcuffs, plastic ties, ankle restraints, leg irons, shackles, leather cuffs, chemical agents, tasers, batons, restraint chairs, belly chains, and Velcro waist belt restraints.

Physical Restraint: The use of any bodily force or physical intervention to control a youth or limit a youth's freedom of movement in a way that does not involve a mechanical restraint. Physical restraint does not include momentary periods of minimal restriction by direct person-to-person contact, without the aid of mechanical restraint, accomplished with limited force and designed to prevent a youth from completing an act that would result in potential bodily harm to self or others or damage property; remove a disruptive youth who is unwilling to leave the area voluntarily; or guide a youth from one location to another.

Labor: The period of time before a birth during which contractions are of sufficient frequency, intensity, and duration to bring about effacement and progressive dilation of the cervix.

Postpartum Recovery: The entire period a youth is in the hospital, birthing center, or clinic after giving birth and an additional time period, if any, a treating physician determines is necessary for healing after the youth leaves the hospital, birthing center, or clinic.

Transportation: The conveying, by any means, of a pregnant youth from the detention facility to another location from the moment she leaves the detention facility to the time of arrival at the other location; includes the escorting of the pregnant youth from the detention facility to a transport vehicle to the other location.

III. PROCEDURES:

A. General:

Clark County Juvenile Detention Facility Manual			
Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pregnant Females- Restraint-Transport	3.10.1	2 of 3

1. Except in extraordinary circumstances, no restraints of any kind may be used on any pregnant youth held in a detention facility during transportation to and from visits to medical providers or court proceedings during her pregnancy, or during postpartum recovery.
 - a. Extraordinary circumstances exist when the Juvenile Detention Officer makes an individualized determination that restraints are necessary to prevent a pregnant youth from escaping, or from injuring herself or medical or detention personnel, or others.
 - i. In the event the Juvenile Detention Officer determines that extraordinary circumstances exist the least restrictive restraint device available and reasonable as determined by the transport or situation will be used.
 - ii. The Juvenile Detention Officer must fully document in writing the reasons that he or she determined such extraordinary circumstances existed such that restraints were used.
 - iii. The Juvenile Detention Officer must also include the kind of restraints used, whether physical or mechanical, the reasons those restraints were considered the least restrictive available and the most reasonable under the circumstances.
2. **Under no circumstances will shackles (leg irons), belly chains, and Velcro waist belt restraints be applied to a youth known to be pregnant.** This policy applies to resident determined to be pregnant by trained medical professionals, or who are visually obvious to a lay person.
3. At the time of transport the Lead Worker will determine the necessary number of Detention Officers needed to transport based on the circumstances.
4. Prior authorization from medical personnel at the jail is required prior to use of the restraint chair on any youth known to be pregnant.
5. While the pregnant resident is in labor or in childbirth no restraints of any kind may be used. Nothing in this policy affects the use of hospital restraints requested for the medical safety of a patient by treating physicians licensed under Title 18 RCW.
6. No detention personnel shall be present in the room during the pregnant youth's labor or childbirth, unless specifically requested by medical personnel. If the officer's presence is requested by medical personnel, the officer should be female, if practicable.

Clark County Juvenile Detention Facility Manual			
Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pregnant Females- Restraint-Transport	3.10.1	3 of 3

7. If the doctor, nurse, or other health professional treating the pregnant youth requests that restraints not be used, the detention officer accompanying the pregnant resident shall immediately remove all restraints.
8. The requirements of this shall be provided to all youth who are pregnant at the time the detention facility assumes custody of the person. Notice containing the requirements of this policy must be posted in conspicuous locations in the detention facility, including but not limited to the locations in which medical care is provided within the facility.
9. The Notice to all Pregnant Females requirements shall be given to all medical and non-medical staff of the facility involved in the transportation of pregnant youth.

March 5, 2013
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	1 of 6

3.11 PHYSICAL RESTRAINT/USE OF FORCE

- I. **POLICY:** It is the intent of this Detention Facility to promote a safe and healthy environment for both youth and staff. Youth in secure custody on occasion display assaultive behaviors toward other youth and staff, engage in self-harm, attempt to escape and damage property. When youth engage in these behaviors it may be necessary to physically intervene, use defensive tactics, self defense and/or use restraining devices.

Use of force and physical restraint is only used as a last resort. It is a means to temporarily control a youth when no other means has been successful or practical. The use of force and physical restraint should be limited and controlled. Physical restraint is not a means to punish or discipline youth but to ensure staff, youth and facility safety and security. The use of force, restraint and restraining devices in this facility is based on the concept of the least restrictive alternative.

Use of physical restraint, defensive tactics, self defense, and restraining devices are authorized under the following circumstances:

1. for staff and youth protection
2. to separate youth that are fighting
3. to restrain youth in danger of inflicting harm to themselves or others
4. to restrain youth that have absconded or are in the process of escaping.
5. when transporting a youth to another area in detention
6. to prohibit an uncooperative youth refusing to cease damaging detention property from further property damage.

PRINCIPLES: Listed below are the principles that are to be applied to each and every restraint situation.

- Staff are to ensure that their interaction with the youth prior to, during, and after a restraint is professional and promotes de-escalation of the youth. It is important to note that given the highly charged nature of a restraint/use of force, that the youth being restrained or any youth observing the restraint is highly impressionable. It is imperative that the verbal interactions, body language, and conduct of each staff member are serious and professional throughout the restraint.
- A Detention Officers style influences the level of the resistance exhibited by the resident. Staff are to employ language that promotes de-escalation and compliance in the youth.
- Staff shall use the minimum amount of physical force necessary to control the situation.
- Physical restraint is discontinued as soon as the youth is no longer a threat (i.e. demonstrating and/or verbalizing a commitment to complying with the facilities rules and staff's directions).

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	2 of 6

- Physical restraint is used only to subdue residents, not as a form of punishment. Choke holds or sleeper holds are prohibited.
- Physical restraint is performed by a minimum of two staff.

II. DEFINITIONS:

Use of Force Guideline: Refer to RCW 9A.16.020 and 9A.16.040

1. Prevention of Suicide
2. Escape
3. Resisting Arrest
4. Injury to Others
5. Damage to Property
6. Lawful Purpose

Necessary Force: RCW 9A.16.010 defines necessary as: No reasonably effective alternative to the use of force appeared to exist and the amount of force used was reasonable to affect the lawful purpose intended.

Excessive Force: The use of more force than is necessary.

Deadly Force: Any force creating a threat of death or serious bodily injury, including carotid sleeper and choke hold.

Serious Bodily Injury: A serious impairment of physical condition, including, but not limited to:

1. Loss of Consciousness
2. Concussion
3. Bone Fracture
4. Protracted loss or impairment of bodily member or organ.
5. A wound requiring extensive suturing
6. Serious disfigurement

Defensive Tactic: A skilled technique taught by the Washington State Criminal Justice Training Commission and certified Defensive Tactic Instructors for the purpose of physical control. The state sanctioned holds are: 90 degree hair hold, Yoshida come-a-long, spin to the wall, pressure point technique, counter joints and escape techniques.

Emergency: An incident that requires immediate response and resolution due to the immediate threat of death or serious bodily injury to staff or others, utilizing a specified emergency code or panic button.

Self Defense: Involves any and all means of self protection. There are many highly effective self defense techniques that focus on escape of the individual and disregard the well being of the attacker.

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	3 of 6

Continuum of Force: Progressive staff responses to resistance displayed by youth in custody from passive to active measures to include use of restraint devices and defensive tactics.

Restraining Device: Any mechanical restraint tool such as handcuffs, leg chains, restraint chair, or any other authorized device used to limit the movement of the youth's body.

III. THE CONTINUUM OF FORCE

The Continuum of Force outlines an orderly escalation of the use of least intrusive to more intrusive uses of force in the detention facility. However, it is understood that circumstances may occur that require force to be initiated at some level in the continuum other than the lowest level. As the circumstances of the event progress, the amount of force required may also change.

Staff need to be aware that each situation may require a different “path” up the force continuum ladder or “down” the continuum using only enough force to overcome a resistant youth.

Detention Officer Action

Officer Presence

- Verbal Announcement, information gathering.

Verbal Interaction

- Dialogue, persuasion, advice, reasoning with youth
- Contingency management (“stop banging and kicking the door then...)
- Switching staff (one staff replaces the other in taking the lead in counseling the youth).
- Verbal commands

Escort/Touch Control

- Guiding and escorting
- Passive restraint use of handcuffs, transport belt, soft restraints
- Out muscling youth who exhibits only minor resistance

Level One Control Tactics

- Pain Compliance via hair holds, Yoshida come-along, spin to the wall, pressure point techniques, and counter joint techniques.

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	4 of 6

IV. PROCEDURE:

- A. 1. Aside from self-defense, new Detention Officers do not participate in physical restraint incidents until they have successfully completed the Detention Officer Academy or Defensive Tactics Training.

All staff members shall be trained in the use of physical restraint and restraining devices at the State Academy. Attendance at the academy will be documented in staff records.

2. On call staff attends Defensive Tactics training, however, aside from self defense they are prohibited from initiating a restraint of a youth in detention. On-call staff trained in defensive tactics may assist in a restraint under the direction of an academy trained Detention Officer.
3. All staff will call a code when responding to an altercation that might involve a physical restraint or use of defensive tactics.
4. Following the use of physical restraint, the Medical Provider assesses the youth, if needed. A medical provider is required to assess a youth when placed in and removed from the restraint chair (See policy 3.12).
5. Whenever physical force and/or restraints are used, the staff initiating the restraint shall complete an Observation Report before completion of the shift. This report will be submitted to the Detention Manager/Supervisor and a copy maintained in the youth's file.

Other staff involved in the restraint may provide additional information as an addendum to the initial report to provide additional information regarding the restraint.

- B. The Detention Manager/Supervisor/Duty Officer/Temp Lead Worker/Shift Leader:

1. Authorize the use of physical restraint and restraining devices whenever practical. Restraint situations can rapidly evolve that necessitate immediate staff action.
2. Ensure adequate numbers of Detention staff (never less than two) respond in incidents where physical restraint may be necessary.
3. Whenever possible, organizes and assigns staff roles for physical intervention.
4. Ensures the completion of all necessary documentation including Observation Reports, Use of Force Form (Detainee Actions), Use of Force Staff Action Form; ensures completion of a Restraint Chair report when the restraint chair is used.

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	5 of 6

5. Ensures youth are closely monitored while restrained.
6. Ensures restraining devices are properly used.
7. Debriefs staff who participated in physical restraint incidents.
8. Ensures appropriate entries are made in the Detention Log book and information regarding the physical restraint incident is provided to the following shift.

C. All Detention Staff:

1. Initiate the Continuum of Force when interaction with a youth indicates physical restraint might become necessary.
2. Request Lead Worker/Temp Lead Worker approval to use physical restraint and restraining devices. In self defense or emergency situations when this authorization is not practical, uses the appropriate physical force to control a youth and contacts the Detention Manager/Supervisor/Lead Worker/Temp Lead Worker immediately afterward. Initiates the Continuum of Force when interaction with a youth indicates physical restraint might become necessary.
3. Prepares a report no later than the conclusion of that shift which includes the following:
 - a. Observation Report
 - b. Use of Force Form (Detainee Actions)
 - c. Use of Force Staff Action Form.

V. SPECIAL INTERVENTIONS

A. **Transportation:**

1. Detained youth authorized for a pass and are being transported by court personnel (Detention Officers, Probation Counselors, Probation Associates, and Trackers) are to be transported in restraints.
2. Youth that present a security risk (escape risk, aggressive/assaultive behavior, Serious Violent Offenders) are to be transported to court in restraining devices.
3. The Lead Worker/Supervisor/Manager determines if restraining devices are necessary for transport.

Chapter	Subject	Policy #	Page
SECURITY AND CONTROL	Physical Restraint/Use of Force	3.11	6 of 6

B. Courtroom:

1. Restraints in the courtroom by Juvenile Detention Officers are limited to the following individuals.
 - Youth currently in custody.
 - Youth ordered into custody by the Judge/Commissioner
2. Management of adults and youth not in custody in the courtroom are the responsibility of Clark County Campus Security Personnel. However, Detention Officers may detain anyone if ordered detained by the bench. Detention Officer's should ensure a call is made to 911 if they encounter a resistant adult.
3. Youth that are in custody and appear agitated and are non-compliant are moved to the court room corridor or holding cell off Courtroom 2.
4. Agitated and non-compliant youth are returned to secure Detention as soon as possible.
5. Detention Officer's facilitating court supervision will call via radio rovers for assistance and will coordinate supervision and intervention of youth in court with Intake Probation Counselors.
6. Code Yellow and Code Red codes are called if more staff are necessary to intervene.

C. Responding to a fight:

1. Call for the "DROP" position.
2. Assess the incident.
3. Radio appropriate code (either RED or YELLOW).
4. Clear the Floor if necessary.
5. Do not attempt to engage in restraints until backup arrives.
6. Separate youth and apply restraints if necessary.
7. Transport youth to cell.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pro-Straint Chair Policy	3.12	1 of 3

3.12 PRO-STRAINT CHAIR POLICY

I. **POLICY:** The Pro-Straint Chair may be used as a restraint method to manage youth who display behavior that presents an immediate threat of injury to themselves, other persons, or to the general safety and security of the Detention Facility. The Pro-Straint Chair shall not be used in a punitive manner and used only when all other means of behavior management have been unsuccessful. Use of the Pro-Straint Chair may be initiated at the direction of a Juvenile Services Manager, Supervisor, Lead Worker, or Temp Lead. Use of the Pro-Straint chair shall be reviewed by a Juvenile Services Manager, or Supervisor. The Pro-Straint Chair shall be used only for the amount of time necessary to accomplish the purpose for which it was used.

II. **DEFINITION:**

Pro-Straint Chair: A chair with equipment designed to restrain or limit the movement of an individual who requires extreme measure of control.

III. **PROCEDURE:**

When it has been determined that a youth's behavior warrants he or she be placed in the Pro-Straint Chair, the following guidelines will apply:

1. Whenever the Pro-Straint Chair is to be used, a minimum of two Juvenile Court Staff, trained in the use of the Pro-Straint Chair shall be present to assist in placing a youth in the chair.
2. Anytime the Pro-Straint Chair is used, a Juvenile Services Manager or Supervisor shall review the incident in a timely manner.
3. Whenever possible youth should be placed in the Pro-Straint Chair with their hands placed in soft restraints that are fastened on the restraint chair and their feet secured with leg cuffs. If the youth is of small stature, the youth pad/feet blocks will also be used to assure their safety and to allow proper circulation. If the youth has displayed behavior which indicates that they may spit or bite, a spit shield may be placed over the youth's head.
4. Detention Staff shall assist the youth to a sitting position in the chair. The Pro-Straint Chair belts should be applied in the following order:
 - 1) Lap Belt
 - 2) Chest/shoulder belts across the chest
 - 3) Leg/ankle belts and straps.

As each belt is attached it will be tightened down to limit movement. At no time will the restraints be tightened so as to cause injury or compromise the youth's circulation or respiration.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pro-Straint Chair Policy	3.12	2 of 3

5. Anytime a youth is placed in or removed from the Pro-Straint Chair, medical staff shall be notified. Medical staff shall respond to do a physical evaluation on all youth placed in the chair and when removed from the chair. Medical staff will document the physical/medical condition of the youth on their medical sheet.
6. Youth placed in the Pro-Straint Chair should be placed in a secure area where they are visible to staff or can be viewed by camera monitor and protected from other youth. The chair should be positioned away from walls and lowered to the locked position.
7. Staff shall check on youth restrained in the chair at regular and frequent intervals, at least once every 15 minutes, and document when checks occurred in the Unit Control Log Book. Staff shall examine the restraints to insure circulation is not restricted and the restraints are secure. Staff shall show consideration for requests to use the restroom by those restrained in the chair. Youth restrained in the Pro-Straint Chair shall be barefoot for ease of observation of circulation.
8. Staff shall record in the Unit Control Log Book the time when a youth is placed in and removed from the Pro-Straint Chair. Prior to the end of the shift, a Detention Observation Report, with all information relating to the use of the chair, shall be completed by the two primary staff involved.
9. A youth should not be left in the Pro-Straint Chair longer than two hours without authorization from a Juvenile Services Manager, Supervisor, Lead Worker, or Temp Lead. Youth confined in the Pro-Straint Chair beyond two hours shall be examined again by Medical Staff for the purpose of a medical evaluation to assist in determining, the need for continued retention in the chair or other available alternatives.
10. A youth should be removed from the Pro-Straint Chair as soon as staff are convinced he or she has committed to safe behavior and demonstrated the ability to behave in a safe manner, in control of their behavior, and are willing to make a verbal or written commitment to cooperate with staff. Removal of the youth from the chair should be accomplished by a minimum of two staff and in the reverse order of placement:
 - 1) Remove leg/ankle belts and straps
 - 2) Remove chest/shoulder belts
 - 3) Remove lap belt

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Pro-Straint Chair Policy	3.12	3 of 3

11. Any youth placed in the Pro-Straint Chair may receive privilege loss upon returning to their room.
12. Each time the Pro-Straint Chair is used staff shall clean the chair using a disinfectant or T.B.Q. if blood is present.
13. A Restraint Report form must be filled out and submitted with the Observation Report each time the Pro-Straint chair is used.
14. A Use of Force form must be filled out and submitted with the Observation Report each time the Pro-Straint chair is used.
15. The Pro-Straint chair shall not be used in a punitive manner.
16. Under no circumstances shall the youth's mouth or nose be covered. Nor shall anything be inserted into the mouth or nose that will restrict, or block the airway of the individual. A spit shield may be used if necessary to prevent youth from spitting.
17. Anytime the Pro-Straint chair is in use and moved, at least one staff person will maintain "hands on" control of the chair at all times.

 April 11, 2012
 Effective Date

 Authorized By

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Use of Restraints with Youth that Repeatedly Bang, Hit, or Kick Risking Injury	3.12.1	1 of 1

3.12.1 USE OF FORCE RESTRAINTS WITH YOUTH THAT REPEATEDLY BANG, HIT, OR KICK RISKING INJURY

I. **POLICY:** Youth that repetitively bang, hit, or kick risking injury represent a special challenge for Detention Facilities. Youth engaging in banging, hitting or kicking may injure themselves from their actions. Staff will follow specific guidelines to intervene with youth that repetitively bang, hit or kick.

II. **PROCEDURE:**

1. Staff intervening with youth engaging in repetitive banging, hitting, or kicking will employ the continuum of force outlined in Policy 3.11.
2. Youth that continue to repetitively bang, hit, or kick; (after Officer Presence and Verbal Interaction portions of the continuum of force) Detention Officers will intervene and escort the youth to the sound lock room. A Belly Belt will be applied prior to transport.
3. Youth will be directed to remain seated on their cell bed in the sound lock room to demonstrate compliance.
4. Youth that re-engage in banging, hitting, or kicking will be placed in the Pro-Strait chair for their own safety as directed in Policy 3.11.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Chemical Agents	3.13	1 of 1

3.13 CHEMICAL AGENTS

- I. **POLICY:** The Clark County Detention Facility Administration recognizes the seriousness as well as the consequences for the usage of chemical agents and chemical related security devices. **ONLY** under the most serious situations (such as life threatening circumstance) may chemical agents be used at the Detention Facility.
- II. **PROCEDURE:**
- A. **Command:** The Detention personnel are always in command of the Detention Facility.
- B. Upon the Detention Managers evaluation of the situation, and there is no other reasonable solution to the situation, then the Detention Manager may authorize law enforcement to use chemical agents for the establishment of control of the facility and safety of residents and staff.
1. **NO** chemical agent shall be used for punishment.
 2. **NO** chemical agent shall be used by an untrained officer.
 3. **NO** chemical agent will be stored at the facility.
- C. Detention Facility staff shall not carry or use chemical agents.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Escape	3.14	1 of 5

3.14 ESCAPE

I. **POLICY:** The Clark County Detention Center facilitates maximum public safety through escape prevention and apprehension. When a youth is discovered missing or unaccounted for, Detention staff immediately conducts a search of the facility. An escape from the Detention Facility or court room is promptly reported to the Detention Manager/Supervisor and Law Enforcement agencies.

II. **DEFINITIONS:**

Escape: (A) Any unauthorized departure or absence from the facility, or from the custody of Juvenile Court staff while outside the facility. Any time a youth's whereabouts is unknown by Detention staff (especially in cases where a youth is found hiding within the facility) the youth is presumed to be attempting escape. (B) Failure to return from authorized, temporary release (school, employment, programming, or home visit, medical) within four hours of the rescheduled return time may be considered an escape, but will be reviewed administratively by the Probation Counselor in consultation with the Juvenile Services Manager.

Attempted Escape: Any unsuccessful overt action to leave the Detention Facility or the custody of Juvenile Court staff or designees. Additionally it may include incidents where a youth attempts to hide within the facility.

III. **PROCEDURE:**

A. **Escape/Attempted Escape from Detention:**

1. The officer discovering the escape shall call a code red and immediately notify the Lead Worker or Main Rover of the incident.
2. If observed give youth verbal command to stop, take immediate steps to prevent the escape and prevent others from escaping.
3. Detention staff responds to the location, secures the area, and systematically search the facility for any missing youth.
4. If a missing youth is found hiding within the facility, Detention staff secures the youth and completes an Observation Report detailing the circumstances. Detention staff then forward the report as a criminal referral to Records.
5. Following an unsuccessful search, the missing youth is presumed to have escaped. The Lead Worker/Main Rover shall immediately notify the

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Escape	3.14	2 of 5

Detention Manager/Supervisor and notify 911 of the escape giving the following information.

- a) Name of escapee
 - b) Date of birth of escapee
 - c) Physical description of escapee along with a photo if available
 - d) Clothing worn by escapee (if known)
 - e) Home address of escapee
 - f) Known associates and addresses, if available
 - g) Charges, pending or adjudicated
6. Law Enforcement is requested to come to Detention to initiate an escape report.
 7. The Supervisor/Lead Worker makes appropriate notifications of the victim, parent/guardian, Probation Counselor or other persons when appropriate.
- B. The Lead Worker:
1. During a visible escape attempt, deploys appropriate number of staff to apprehend the youth and calls in court staff as needed.
 2. When a youth is reported missing, returns the youths to their rooms and deploys staff to systematically search the facility.
 3. Notifies the Detention Manager/Supervisor.
 4. Notifies the parents or legal guardians and the Probation Counselor when a youth escapes.
 5. Completes an Observation Report describing the circumstances of an escape.
- C. All Detention Staff:
1. If a youth is observed escaping:

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Escape	3.14	3 of 5

- a) Orders the youth to halt.
 - b) Calls a Code Red requesting staff backup and notifies the Main Control Room Officer and Lead Worker as soon as possible. Gives the location and direction the youth is moving.
 - c) The Detention Officer attempts to recapture the youth if possible, using reasonable force (Academy trained restraint techniques) for the situation.
 - d) During an escape every effort should be made to have two Detention staff assist in pursuing or restraining the escaped youth.
 - e) If a youth is able to escape from the building and is out of custody, apprehension should be made by Law Enforcement. Detention Staff (maximum of two) may assist Law enforcement in maintaining visual observation of the escaped youth from a safe distance as long as possible.
 - f) If the youth is no longer visible, staff are to return to the Detention Facility and provide information to Law enforcement Officers if needed.
 - g) Secure the interior and exterior of the facility, if applicable.
2. Return to normal programming as soon as possible.
 3. Delete youth's name from Day Sheet and write the escape in the Log Book in green ink. Remove and file youth's Detention file, noting date and time of escape, end episode in JCS and C3MS.
 4. Complete an Observation Report, detailing as much information as possible from staff and other youth, if applicable.
 5. Remove youth's personal effects from his/her cell and place in property room. Remove bedding and clean cell.
 6. When an escapee contacts Detention, advise him/her to report to Detention immediately. Obtain as much information about the youth's whereabouts as possible, and forward that information to the appropriate law enforcement agency.
 7. Refer any media inquiries to the Administrator or Detention Manager.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Escape	3.14	4 of 5

D. Escape from Courtroom

1. Officer observing the escape orders youth to stop.
2. Calls a Code Red requesting staff backup and notifies the Main Control Room Officer and Lead Worker as soon as possible. Gives the location and direction the youth is moving.
3. Attempts to recapture the youth if possible, using reasonable force (Academy trained restraint techniques) for the situation.
4. If a youth escapes from the building and is out of custody, Detention Staff (maximum of two) may pursue the youth from a safe distance; maintain visual observation of the youth and direct law enforcement of the location of the youth. Youth out of custody should be apprehended by law enforcement.
5. If the youth is no longer visible, staff are to return to the Detention Facility and provide information to law enforcement Officers if needed.
6. Completes an observation report describing the incident.
7. During an escape from the Court Room, the Lead Worker deploys appropriate number of staff to apprehend the youth, directs remaining staff to secure all youth in cells and complete a head count.
8. Lead Worker notifies the Detention Manager/Detention Supervisor.
9. Notifies the parents or legal guardians and the Probation Counselor when a youth escapes.
10. Reviews the observation report.

E. Youth that fail to return from authorized pass:

1. When a youth fails to return from a pass, Detention staff files an Observation Report four hours after the scheduled return time. The Main Rover or Lead Detention Officer will complete this report.
2. Four hours after the scheduled return time the Main Rover or Lead Detention Officer will complete an Observation Report detailing the

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Escape	3.14	5 of 5

youth's failure to return and forward the report to the PA and Probation Counselor for criminal charges.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Firearms and Other Weapons	3.15	1 of 2

3.15 FIREARMS AND OTHER WEAPONS

I. **POLICY:** No person, including Law Enforcement personnel, may possess firearms or weapons of any kind within the Detention Facility (except for Law Enforcement in emergency situations, or as necessary for secure transport by adult corrections to the court rooms). Temporary, safe storage of weapons is provided for Law Enforcement officers.

II. **DEFINITIONS:**

Illegal Weapon: Any instrument or weapon usually known as a sling shot, sand club, or metal knuckles; or a spring blade knife; or any knife the blade of which is automatically released by a spring mechanism or other mechanical device; or any knife having a blade which opens, or falls, is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; or a concealed dagger, dirk, or pistol. Persons carrying such unauthorized weapons are guilty of a gross misdemeanor.

Detention Area: The secure detention area shall be considered any area of the facility a youth has access to during detention, programming, intake, and release.

III. **PROCEDURE:**

A. **General:**

1. Facility detention staff will not admit any Law Enforcement Officer or other person to the secure Detention Facility who possess a firearm, except as allowed for secure transport to the courtroom by adult corrections officers.
2. The Administrator or designee may authorize the use of firearms or other weapons in the facility by Law Enforcement, to quell riots, escape, serious assault, hostage taking, and other serious situations that may require the use of force with weapons.

B. **The Lead Worker/ Main Rover:**

1. Directs Law Enforcement officers arriving with youth to immediately secure their weapon(s) in the weapons locker located in the sally port garage, except as allowed for secure transport to the courtroom by adult corrections officers.
2. When a youth has a weapon in his/her possession:
 - a. Request Law Enforcement take custody of illegal weapon(s), as evidence. Request the officer to charge the youth with possession of an illegal weapon(s).

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Firearms and Other Weapons	3.15	2 of 2

The officer will take custody of the weapon(s) when he departs the facility.

If the illegal weapon(s) are discovered after the officer has departed, the weapon(s) are to be secured in the weapons locker. Law Enforcement is notified and requested to come to the Detention Facility. Law Enforcement will take custody of the illegal weapon(s) and charge the youth with possession of illegal weapon(s).

- b. Secures legal knives and other legal weapons in the safe.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Key Control	3.16	1 of 4

3.16 KEY CONTROL

- I. **POLICY:** Clark County Detention Center will maintain a Key Control System to ensure the integrity and security of the facility locks and other security related equipment. All security keys necessary to operate the facility are maintained in secure lockable containers. The name of staff obtaining keys from Main Control, or the Intake safe will be noted in the Logbook. The Detention Manager and/or Facilities Maintenance Manager must approve any authorization of permanent key assignments to selected staff.

After business hours all access to the facility will be through the north exterior entrance located on the 12th street or through the sally port entrance. Business office doors are secured at 5:30 PM from the inside by the receptionist and departing Probation staff.

It is the responsibility of each detention employee to control and insure the facility's key integrity.

II. **DEFINITIONS:**

Exterior Key: Any facility key that opens exterior doors that allows exit and entrance to the Detention center. Exterior keys, if lost or duplicated, would jeopardize the security of the facility.

Security Key: Any facility key that opens secure doors within the Detention Facility. This includes cell doors, dormitory doors, and interior doors that separate one Detention location from another. Security keys, if lost or duplicated, would jeopardize the security of the facility.

Transport Key: Any key that operates doors adjacent to the Juvenile Justice Center Courtroom leading to the Detention Facility. This includes the attorney/client room, holding room, and courtroom entrance.

Medical Key: Any key that opens doors in the medical unit that includes the examination room, medical records, and office.

General Key: Any key that opens plumbing chase doors, janitor closets, Intake interview rooms, Probation staff offices and classrooms.

Central Control: The station within the Detention Facility that controls all electronic doors and observation of movement.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Key Control	3.16	2 of 4

III. PROCEDURE:

A. Exterior Keys:

1. Exterior keys will be located in the Sheriff's Warrant Division and a Knox Box located on the Northeast side of the building. Juvenile managers may access an exterior key as needed.

B. Security Keys:

1. Security keys will be located in the safe in Intake. Lead Detention Officers are issued a key to the safe. Temporary Lead Detention Officers may access the safe by removing a safe key from the lock box stored in the file cabinet drawer in Intake. Security keys will also be stored in a lock box in each Unit Control, Pod, Property Room, and Janitor closet in Intake. In addition, there are security keys stored in a lock box in a water closet in each pod. These water closets are marked with a black X. Security keys are only to be issued to staff in case of an electronic system failure in Main Control, an order to evacuate the building, or in case of a Code Red. Juvenile Court Staff are prohibited from carrying security keys on their person unless there is an equipment failure.
2. A total of five security key sets will be located in the safe in intake. At the beginning of each shift the Lead Detention Officer shall count the number of security key sets. Any unaccounted for key set will be considered a breach in security and requires notification to the Detention Manager, Supervisor, or Management Duty officer of the security breach.
3. In the event of a system failure, the Detention Manager, Supervisor, or Lead Worker will determine the number of key sets to be checked out. The Detention Officer in Main Control will note in the Log Book to whom the security keys were given to, the date and time they were given, and the date and time they were returned.
4. All security key sets must be accounted for before Detention Officers leave the building at shift change.

C. Transport Keys:

1. Two sets of transport keys will be identified and located in the Main Control key cabinet.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Key Control	3.16	3 of 4

2. Detention Officers who are performing court and transport duties will check out the transport keys prior to any court proceedings. The Detention Officer occupying Main Control will record in the Log Book the time the keys were checked out and returned.

D. Medical Keys:

1. One set of keys that operate the medical unit will be identified and located in the Main Control key cabinet.
2. Jail Medical will check out the medical key prior to sick call. The Detention Officer occupying Main Control will record in the Log Book the time the keys were checked out and returned.

E. General Keys:

1. Extra key sets are stored in Main Control. Duplicate and seldom used keys are kept in a locked drawer in the Detention Supervisors office.
2. Detention Staff are issued their own personal set of general keys.
3. Youth are never permitted to use keys.
4. Extra general keys for On-Call staff are located in the safe in intake. On-Call staff will be issued a set of general keys.
5. On-call staff that have not been issued Detention keys will exchange their personal keys for a set of general Detention keys when they report for work. When their shift is over, the On-call staff member turns back in the general detention keys and receives their personal keys back.
6. Unauthorized possession, alteration, marking, duplication, manufacture or making impressions of Detention keys is prohibited and may result in prosecution.

F. The Lead Worker:

1. Ensures keys are checked out on the Log Book and returned at the end of each shift.
2. Completes an Observation Report when keys are discovered missing and institutes steps to recover missing keys.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Key Control	3.16	4 of 4

3. When keys are missing and unaccounted for, takes measures to insure Detention Facility security. This might include locking down youth until keys are found.

G. All Staff:

1. Keeps keys in their possession at all times.
2. Carries and uses keys inconspicuously.
3. Avoids putting keys in locks that are malfunctioning. Reports malfunctioning locks to the Lead Worker.
4. Report damaged, broken, misplaced, or missing keys to the Lead Worker. Any key lost, damaged, or otherwise unaccounted for keys shall be reported in writing to the Detention Facility administration.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Tool Control	3.17	1 of 2

3.17 TOOL CONTROL

- I. **POLICY:** The Clark County Detention Center will maintain a Tool Control System to insure the integrity and security of the tools of the Detention Facility. Tools and utensils may be used as weapons or become safety hazards if improperly used. These items are locked away when not in use. Youth are never to use restricted tools and utensils. Youth under the close supervision of Detention Staff may use non-restricted tools.

It is the responsibility of each Detention employee to control and insure the safe and appropriate use of the Detention Facility tools. NO youth shall possess any Detention Facility tool without direct supervision of a Detention Officer or maintenance personnel.

II. **DEFINITIONS:**

Restricted Tools and Utensils: Tools and utensils which may be useful to youth either in effecting an escape or causing a serious injury or death. This includes all maintenance tools (e.g., screw driver, saw, file and drill); culinary utensils (e.g., knife, metal fork, serving spoon and ladle); and medical instruments (e.g., scalpel, scissors and probe).

Non-restricted Tools and Utensils: Tools and utensils which are used by youth performing housekeeping chores under the close supervision of Detention Staff (e.g., mop, broom, and vacuum cleaner).

III. **PROCEDURE:**

A. General:

1. No youth shall possess any Detention Facility tool without direct supervision of a Detention Officer or maintenance personnel.
2. Restricted tools are stored in areas not accessible to youth.
3. The Detention Manager/Supervisor shall resolve any tool discrepancy as soon as possible. The resolution will be made in writing in a Supervisor's Report and filed with the Observation Reports.

B. The Lead Worker:

1. Ensures that Detention Staff secure restricted tools and utensils after completing use.

C. All Detention Staff:

1. Carefully control all restricted tools and utensils used.
2. Immediately report missing, worn out, broken, or damaged tools and utensils to the Lead Worker.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Tool Control	3.17	2 of 2

3. When a restricted tool or utensil is discovered missing and a youth is in the area, holds the youth in the area until a limited area search is completed.
4. Provides direct supervision to youth using non-restricted tools.
5. Never leaves youth alone when non-restricted tools are in use.

July 20, 2009
 Effective Date

Authorized By

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Emergency Codes/Lock Down Procedures	3.18	1 of 2

3.18 EMERGENCY CODES/ LOCK DOWN PROCEDURES

I. POLICY: Emergency codes help maintain a safe and secure environment by communicating to staff and youth the need for immediate action and assistance. All applicable staff are to immediately respond to emergency codes being called by Detention Officers.

II. DEFINITIONS:

Code Red A verbal alert to be transmitted via radio when a Detention Officer, or Officers, in area of Detention requires immediate assistance from all available staff.

Code Yellow A verbal alert to be transmitted via radio when a Detention Officer or Officers require back-up staff for a physical altercation or other emergency. Rovers and the Lead Worker respond to this code.

Code Blue A verbal alert to be transmitted via radio when a Detention Officer or Officers require medical personnel and Rovers to respond to a medical emergency (injury/suicide attempt).

Clear the Floor A verbal command given to youth to immediately return to their cells.

Drop Position A verbal command given to youth to sit down on the floor and place their hands around their legs and their head on their knees.

III. PROCEDURES:

A. Code Red:

1. Detention Officer calls out a Code Red indicating immediate assistance from staff is required.
2. Detention Officers in the Rover Posts respond immediately.
3. Detention Officers in the Pod Posts command youth to "Clear the Floor."
4. After youth have returned to their cells and the Pod is secure, Pod Officers respond to the emergency.
5. Detention Officers who are supervising youth in the Gym/Recreation area command youth to "Drop."
6. Activity in the Gym/Recreation area resumes after the emergency is resolved.

B. Code Yellow:

1. Detention Officer calls out a Code Yellow indicating back up is necessary.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Emergency Codes/Lock Down Procedures	3.18	2 of 2

2. Detention Officer commands youth to “Drop” to control youth.
3. Rovers respond immediately.
4. Detention Officers supervising youth in non-emergency areas continue with programming unless a code red is called.

C. Code Blue:

1. Detention Officer calls out a Code Blue indicating medical personnel and Rovers respond to the medical emergency.
2. Detention Officers provide immediate first aide. In case of a suicide attempt refer to policy 5.4.
3. Rovers and Lead Worker respond immediately.
4. Detention Officers secure the area of the emergency by issuing “Clear the Floor” command (for Pods) or “Drop Position” command in the Gym/Recreation area.
5. Detention Officers assist medical staff as necessary.

D. Main Control:

1. Operates all security doors.
2. Anticipates movement and destination of all Detention Officers responding to Code Red, Code Yellow or Code Blue, activating doors as officers arrive at secure doors.
3. Observes and maintains visual contact of the emergency situation.
4. Communicates the information regarding the status of the emergency to other staff.
5. Notifies other court staff or law enforcement if necessary.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Room Restrictions Sanctions	3.19	1 of 5

3.19 ROOM RESTRICTIONS SANCTIONS

I. POLICY: Youth who engage in a Major Rule Violation or exhibit extreme threatening or destructive behavior may be placed on NO PRIVILEGE status or on room restriction (sound lock room or other room) for observation for up to 72 hours to minimize the possibility for physical contact with other detainees or staff members.

II. DEFINITIONS:

No Privilege Status: Immediate loss of general privileges to control or observe a youth. Loss of privileges for over 24 hours requires a formal review.

Room Confinement: Immediate confinement to a room, to include a sound lock room, to control and observe a youth. Any room confinement over 24 hours requires a formal review.

Specialized Programming: A special programming option (Chapter 14.2) for youth who exhibit extreme behavior, who present a security risk, or who have received a multitude of consequences for violation of detention rules. Specialize Programming provides a minimum of one hour of direct supervised large muscle group exercise, other recreations and routines apart from other detained youth. The purpose of Specialized Programming is to reestablish the misbehaving youth into the full detention program.

Sound Lock Rooms: Rooms located in each pod (designated as #12) that are used to segregate youth who are engaging in disruptive behavior or are an imminent risk to themselves or others and require constant and continuous visual supervision. Cameras are located in each Sound Lock room. Dedicated monitors are located in Main Control and Unit Control.

III. PROCEDURE:

A. General:

1. The use of room restriction/NO PRIVILEGE status is an immediate measure to control and observe a youth and not a form of punishment. These are control measures, which preserve order, safety and security of the youth and the Detention Facility.
2. Staff shall use the least restrictive method of control that, in the judgment of the staff, is most appropriately suited to the situation and the youth involved.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Room Restrictions Sanctions	3.19	2 of 5

3. For a youth to be placed on room restriction/NO PRIVILEGE status there must be reasonable cause to believe that failure to do so would present:
 - a. Conduct which threatens immediate physical harm to self or others.
 - b. A threat of imminent self-harm (Suicide Level 1 or 2).
 - c. An immediate threat of escape for only so long as the intent to escape persists.
 - d. An immediate or continued threat of destruction to property as evidenced by past behavior.
 - e. Conduct seriously disruptive to the security, order and discipline of the facility.
 - f. Engagement in a Major Rule Violation (Chapter 7) that is a threat to the safety and security of the Detention staff and its residents.
4. A youth may be placed on room restriction/ NO PRIVILEGE status when Detention staff determines there is an immediate risk. A written Observation Form (see Forms) will be initiated at the time of confinement. A copy of the Observation Report will be kept in the youth's Detention file and Observation Report binder.
5. When a youth is attempting to destroy property in their cell, all articles will be removed from the cell. If the youth is destroying or removing their clothing, staff will remove any discarded clothing.

NOTE: Staff will not forcibly remove any clothing from a youth.

Once the youth is back under control, their clothing should be returned immediately. Youth will not be allowed out of their cells unless fully clothed.

If the youth continues to destroy county property (lights, fire/smoke alarm, etc.) after all articles have been removed, staff may place the youth in the Pro-Restraint Chair for their protection, (see Pro-Restraint Chair protocol). Once the youth is under control they may earn property items back as their behavior improves.

6. Places of room restriction shall be:

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Room Restrictions Sanctions	3.19	3 of 5

- a. Within calling distance, or otherwise provided with a direct communication link to a staff member who is able to respond immediately to emergencies involving an isolated youth.
 - b. Lighted, heated, and ventilated according to applicable health and safety standards.
 - c. A youth may not be required to clean a Sound Lock Room (Room 12 on each Pod) before being placed in it, but isolated youths may be required to clean the room used prior to release in order to maintain health and safety standards.
7. The following items will be provided unless there is a reasonable concern that the youths behavior is such that the destruction or misuse of said items would result.
- a. Clothing
 - b. Mattress and blankets
 - c. Reading material
8. Youth will have access to:
- a. Daily access to shower
 - b. Meals as provided by the Work Center
 - c. Family visits, telephone calls and mail subject to: staff availability to supervise, the residents behavior, the identity of the caller or visitor, and the nature of the call or visit.
 - d. Necessary medical treatment
 - e. Necessary mental health services
 - f. Legal services
 - g. One hour of supervised time out of room during each 24 hour period to consist of large muscle exercise.
9. Each youth will be visually checked every 30 minutes (minimum) and staff will, at that time attend to such needs that the youth may have.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Room Restrictions Sanctions	3.19	4 of 5

Youth exhibiting unstable behavior (see Suicide Prevention Plan and Policy) shall be monitored more frequently. These checks will be recorded in the Unit Log Book and/or Suicide Watch Check sheet along with any comments concerning the youth's behavior and condition.

10. A Detention Officer will visit each youth at least twice per shift. Visit means the staff must actually enter the youth's room or have the youth removed from his/her room for the purpose of discussion or counseling. Staff discretion is necessary depending on staff available and disposition of youth.
11. Room restriction/NO PRIVILEGE status shall be used only as a temporary means to control behavior to deter a hazardous situation. The goal of confinement is an attempt to control behavior and return the youth to regular programming.
12. Room restriction/NO PRIVILEGE status requiring more than 24 hours requires formal review of the reason the youth was placed on restrictions.

The review will be conducted by the Lead staff on the shift following the privilege loss. (NOTE: youth will not be reviewed during graveyard shifts. Reviews will be done the following day shift. This review is conducted by Lead Workers and is documented in the youth's Detention file.

13. The review will determine if the need for room restriction/NO PRIVILEGE status will continue or the youth may return to regular programming. If it is necessary to continue room restriction beyond 24 hours, the youth will be placed on Special Programming. (See 14.3)
14. Special Programming shall be reviewed by a Lead Worker at a minimum, every three days. Depending on the youth's behavior, continues to act out, not following rules, assaultive, or demonstrates compliance with Detention rules, Special Programming may be continued, modified, or discontinued and the youth starts regular programming. The Lead Worker shall complete an Observation Report detailing the outcome of the review.

B. The Lead Worker:

1. Ensures a review is completed.
2. Ensures a Detention Officer makes 30 minute checks (minimum).
3. Ensures an Observation Report is completed.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Room Restrictions Sanctions	3.19	5 of 5

4. Completes review and determines if regular programming is appropriate or continued Special Programming is warranted.
5. Enters the room and visits the youth daily or more often.
6. Reviews the room restriction and reinstates access to privileges as soon as warranted.

C. All Detention Staff:

1. Removes youth who require control to the sound lock room (Room 12) or to room restriction.
2. Recommend to the Lead Worker those youth who require control by placing youth in a sound lock room or room restriction.
3. Observe youth every 30 minutes or less and notifies Control to record observation.
4. Shall write an Observation Report on all incidents of room restrictions lasting longer than one hour. The Lead Worker shall review these reports.

F. Sound Lock Rooms (A 12, B 12, C 12, D 12):

1. Staff is authorized to use the sound lock rooms when a resident is actively attempting to harm him/herself or attempting suicide. This room will be monitored at all times when occupied.
2. Sound Lock Rooms will not be used as punishment.
3. Sound lock rooms may be used for housing youth anytime all other rooms have been filled.

- G. The use of sound lock rooms will require an Observation Report to be completed prior to the end of the shift, except when room 12 is the only reasonable alternative and not being used for any safety related reason.

Chapter	Subject	Policy #	Page
SAFETY AND CONTROL	Segregation of Male/Female Juveniles	3.20	1 of 1

3.20 SEGREGATION OF MALE/FEMALE YOUTH

- I. POLICY: To ensure the safety and privacy of male/female youth, segregation and supervision is the responsibility of all Detention Officers.

- II. PROCEDURE:
 - A. Room Assignments: Detention staff are responsible for making initial room assignments for a youth upon intake and the re-assignment of rooms.
 1. Assignments of rooms are based upon sex of the youth.
 2. The placement of youth in rooms shall be subject to the following criteria:
 - a. Re-assignment of rooms will be done to accommodate male/female privacy on an as needed basis.

 - B. Movement Supervision: Staff are responsible for supervision of youth out of their rooms.
 1. Only youth of the same sex shall be allowed in the Day Room area during showering periods. If a youth must move through this area (visiting, nurse, etc.) youth of the opposite sex must be clothed.
 2. During graveyard Detention staff should conduct room checks with caution as not to cause embarrassment or indignity.

July 20, 2009
Effective Date

Authorized By

Chapter

4

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Intake

Chapter	Subject	Policy #	Page
INTAKE	Authority	4.1	1 of 2

4.1 AUTHORITY

I. POLICY: The authority and responsibility for the Intake process and personnel is defined by the Juvenile Justice Act of 1977, Revised Code of Washington and guidelines for detention established by the Superior Court of Clark County in conjunction with the Juvenile Court Administration.

II. DEFINITIONS:

Intake Process: Receiving youth referred to Detention and ensuring necessary legal documentation is provided; identifying those offenders who require holding for a detention hearing; notifying parents or legal guardians; accounting for the initial welfare, safety and security of referrals; and performing required administrative tasks.

Admission: The administrative and physical steps involved when a youth is detained. Admission begins once it is determined the youth meets the criteria to be detained.

III. PROCEDURE:

The Detention Officer responds to all referrals by Law Enforcement, Federal, Superior, District and Municipal Courts, and other agencies. The Detention Officer has the authority to make, and is responsible for the appropriate disposition of all referrals under the direction of the Detention Manager.

A. Youth will be admitted to detention under the following conditions:

1. New criminal referral charges.
2. Existing Warrant. (All warrants are to be served by law enforcement or a Probation Counselor at or prior to admission to Detention). A warrant service slip is to be signed by the Law Enforcement Officer or Probation Counselor. If necessary, a warrant may be obtained latter. If this occurs, the service slip still needs to be completed and sent to the proper officials.
3. Contract holds with agencies contracting with our agency that meets the screening criteria or court order.

B. Warrant Check Procedures:

1. Run a computer check for warrants.
2. Contact the Clark County Sheriff's Department, x2397 and request a warrant check on their computer or perform a hand check of warrants not entered into the system. (Warrants to be sent to the Sheriff's Department are located in Records)

Chapter	Subject	Policy #	Page
INTAKE	Authority	4.1	2 of 2

3. If warrant and service slip are faxed from Jail Records, confirming the warrant, have the arresting officer sign the service slip, fax the slip back to Jail Records, and forward the original to Juvenile Court Records department.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
INTAKE	Fingerprinting and Photographing Juveniles	4.1.1	1 of 1

4.1.1 FINGERPRINTING AND PHOTOGRAPHING YOUTH

I. Fingerprinting/Photographing Required for Some Arrests

- A. All youth arrested and brought to the Detention Facility will have a photograph taken.
- B. Youth arrested for the commission of a felony or gross misdemeanor and held in Detention based on the risk assessment will be fingerprinted. Fingerprinting is not required if the person is arrested for a simple misdemeanor offense and the arrested person is not taken into custody.

(See RCW 43.43.735(1).)

Chapter	Subject	Policy #	Page
INTAKE	Intake Sequence	4.2	1 of 2

4.2 INTAKE SEQUENCE

I. **POLICY:** The Intake process follows a defined sequence. Youth arriving at Intake may be unfamiliar with the process and staff actions, or not understand what is expected of them. Intake personnel explain procedures at each step during the Intake process.

II. **PROCEDURE:**

General Guidelines:

- A. All Detention Staff will be trained in and responsible for following established procedures for the intake process.
- B. The intake process will operate on a 24-hour, seven days per week basis. Detention Staff assess each youth to determine if he/she is to be detained. (See 4.2.1 Intake Decision Guide)
- C. As part of the Intake process, there are circumstances that may require an override of the risk assessment.
 1. A Manager, Supervisor, Duty Officer, or Lead Worker may determine if an override is needed. Both for the purpose of detaining or releasing a youth.
 2. Reasons to override may include aggravating/mitigating circumstances, i.e.; likelihood to intimidate a witness/victim, made verbal threats of harm to witness/victim, medical conditions, 8-10 years of age, overcrowding, when the offense occurred, under the influence of alcohol/drugs, and not living with parent/guardian.

The Detention Officer:

- A. Meets the referring agent and accepts custody of youth who qualify to be detained. Prior to accepting a youth at Intake, staff determines if the youth needs medical attention. **A Transfer of Custody does not take place when medical attention is required.** (See section 4.3.1)
- B. Collects information regarding the youth by reading the Probable Cause Statement, Police Report, searching records, interviewing the youth, checking JCS and C3MS for Criminal History, and completing:

Chapter	Subject	Policy #	Page
INTAKE	Intake Sequence	4.2	2 of 2

1. Intake Form
 2. Risk Assessment Form
 3. Advice of Rights Form
 4. Fingerprints and Photographs as applicable
- C. Presents, explains and has the youth sign a Rights Form.
- D. Notifies the parents or legal guardians of the youth's arrest.
- E. Compares the youth's information with JCS, and/or C3MS information or the youth's Detention file.
- F. Consults the Intake Decision Guide and determines whether the youth should be detained.
- G. Notifies parents or legal guardians of the detention decision. Requests the parents or legal guardians pick up the youth if he /she is releasable. Parents or legal guardians may authorize another adult (person 18 years of age or older) to pick up their child. If no parent/guardian is available or refuses to pick up the youth, staff is to contact the Department of Children and Family Service and request placement. Please refer to “cooperative agreement” with the Department of Children and Family Services.
- H. Allows the youth to make telephone calls to family members, attorneys or other persons when a reasonable need exists. Assists the youth in making the calls if necessary.
- I. Admits or releases the youth.
- J. If youth is admitted administers the MH-JDAT (Mental Health Juvenile Detention Admission Tool) and follows established protocol.

If the youth does not have a JUV number, staff will assign a JUV number.

Chapter	Subject	Policy #	Page
INTAKE	Intake Decision Guide	4.2.1	1 of 4

INTAKE DECISION GUIDE

YOUTH WILL BE HELD FOR THE FOLLOWING

- B+ Felonies and above
- Any Firearm charge (Local rule per Patrick Escamilla, Juvenile Court Administrator) See page 3 for specific charges.
- Firearm on school premises (CDMHP must be notified by statute to evaluate youth. See page 3 for policy)
- Youth scoring 15 points or higher on the Intake risk assessment.
- An arrest for a new offense while on court-ordered House Arrest.
- The youth is detained pursuant to a Superior Court Order.

YOUTH WE WILL NOT ACCEPT CUSTODY OF WITHOUT EXCEPTION

- Offenses (Runaway, Curfew, Truancy) unless Superior Court Order to detain.
- Civil Citations (Tobacco, Excessive Noise)

YOUTH WE WILL NOT ACCEPT CUSTODY OF UNTIL CLEARED MEDICALLY

- Youth who are incapacitated/gravely disabled by alcohol/psychoactive chemicals (See Section 4.3.1 PBT Protocol).
- Youth who have a serious injury/illness that needs immediate medical attention (See Section 4.3.1 for description).

YOUTH WE WILL ACCEPT CUSTODY OF BUT WILL NOT DETAIN

- Youth who have committed a first misdemeanor offense (Mandated Diversion). Check **special factors** for exceptions.

YOUTH WE WILL CONSIDER DETAINING PROVIDED NO ALTERNATIVE LIVING ARRANGEMENT (DCFS, FAMILY MEMBER) IS AVAILABLE

- Youth who score less than 15 points

SPECIAL FACTORS:

Person to Person Offenses

Any youth who commits a person to person offense and makes threats to harm, injure, and confront their victim upon release will be detained. (See page 3 for policy).

Domestic Violence

Parents have the option of refusing to take custody of their child if they feel the youth presents a danger to family members. Alternative placements for youth with less than 15 points may be pursued provided the parents of the youth are in agreement. If no placement is available, contact with DCFS is advised for placement. If no alternative exists, the youth is held regardless of points.

Chapter	Subject	Policy #	Page
INTAKE	Intake Decision Guide	4.2.1	2 of 4

Out of State Youth

Generally speaking, the risk assessment and other criteria (e.g. special factors) are the primary guide. However, every effort should be made to confirm or solicit additional information regarding the youth from the jurisdiction where the youth resides (e.g. Multnomah County) prior to making a decision regarding release.

Youth Who Refuse to be Photographed and/or Printed ALL youth who refuse to be photographed and/or printed will be held. If the reason the youth is held is a “releasable offense” and the youth decides to cooperate at some point after intake, the youth may be photographed and printed and then released.

Youth Who Provide Insufficient Information to Confirm Identity

ALL youth who fail to provide sufficient information regarding their identity (name, date of birth, address) and information that would assist us in confirming the youth’s identity (no parent/relative phone number/address) will be held. Keep in mind youth that are aware of outstanding warrants will often provide limited or false information to avoid detection.

Holds for Other Jurisdictions (Parole, Contracted Counties)

Holds for youth on parole or Skamania County will be detained until notified by that jurisdiction regarding the date of release.

District Court

Youth who are 15 or younger who commit traffic offenses (e.g. DUI, No Operators License, Reckless Driving) are under Juvenile Court Jurisdiction.

Youth age 16 or 17 that commit gross misdemeanor or misdemeanor offenses related to traffic, fishing, boating or game are under District Court Jurisdiction and must be booked into the county jail. In these circumstances for these youth, Detention is considered a Pod of the county jail and District Court determines sentencing and release. Jail booking needs to provide a Booking Sheet upon intake.

Felony traffic offenses committed by youth under the age of 18 are Juvenile Court matters. These offenses are:

- Hit and Run (with injury) attended
- Negligent Homicide
- Vehicular Homicide
- Vehicular Assault
- Attempt to Elude

In cases whereas a youth is arrested on a District Court warrant that was improperly referred to District or a Municipal court and the jail refuses to complete the booking process, the matter will be sorted out by the courts the next judicial day. An ORN will need to be written to explain the circumstances in this case and a copy needs to be forwarded to the Prosecuting Attorney.

Chapter	Subject	Policy #	Page
INTAKE	Intake Decision Guide	4.2.1	3 of 4

Bail

For juvenile offenders, bail is set by a Superior Court Judge, District Court Judge, or Court Commissioner. In addition to bail, the court may set terms and conditions of release (usually the case for Superior Court cases). Youth must appear in court for bail to be set and release conditions made. If a parent/guardian seeks to bail their child out they should be referred to the Superior Court Clerks Office during the day 8 AM – 5 PM, Monday – Friday or they may contact a bail bondsman. On District Court warrants, bail must be posted at the jail. The jail will provide a bail slip to the individual posting bail who will need to bring the slip to Juvenile Detention. There are generally no conditions of release for District Court warrants.

RELEASE

Pursuant to RCW 13.40.040 **all youth** (includes youth posting bail on a District Court warrant) are to be released to a responsible adult or DSHS. Any adult, who has authorization from a youth’s parent to pick up their child from the Detention Center, must provide photo identification to establish identity.

CALCULATING DIVERSION ACTION INTO THE RISK ASSESSMENT

Refer to Diversion Section on the Referral History Screen in JCS.

FIREARM CHARGES = AUTO HOLD

Theft of a Firearm (9A.56.300)

Possession of a Stolen Firearm (9A.56.310)

Possession of a Firearm on School premises (9.41.280 (a) (e))

Unlawful Possession of a Firearm (9.41.040 (2) (a) (iii))

POSSESSION OF A FIREARM ON SCHOOL PREMISES (RCW 9.41.280 (a))

Youth booked into detention on Possession of a Firearm **ON SCHOOL PREMISES** charge must be evaluated by a CDMHP within 24 hours of arrest. The arresting officer is to call the CDMHP within 24 hours of arresting the youth for an evaluation. The evaluation is to be given to the court to assist in the decision to release the youth, or not, the next judicial day. The CDMHP may also refer the youth for a drug and alcohol evaluation.

If a youth is arrested for this offense and is brought to Detention, **confirm** with the arresting officer that the CDMHP has been called so the youth can be evaluated. If the officer has not called the CDMHP staff will need to follow up and contact them.

PERSON TO PERSON CRIME POLICY

It will be the policy and practice of Detention to detain all youth that commit a person to person offense **if** they make threats to harm, injure, or confront the alleged victim upon release. This includes **all** misdemeanor offenses. Further, if Detention is contacted by law enforcement regarding a youth that they believe may be a threat to their victim, Detention staff will communicate to the officer that to bring the youth to Detention or not is entirely that officers discretion and to follow whatever policy they have for this type of offense. The officer will be

Chapter	Subject	Policy #	Page
INTAKE	Intake Decision Guide	4.2.1	4 of 4

informed that Detention will process the youth to determine what factors may or may not keep that youth in custody. The Duty Officer can be called to review these cases.

INCAPACITATION STATUTE (RCW 70.96A.120)

(12) "Gravely disabled by alcohol or other psychoactive chemicals" or "gravely disabled" means that a person, as a result of the use of alcohol or other psychoactive chemicals: (a) Is in danger of serious physical harm resulting from a failure to provide for his or her essential human needs of health or safety; or (b) manifests severe deterioration in routine functioning evidenced by a repeated and escalating loss of cognition or volitional control over his or her actions and is not receiving care as essential for his or her health or safety.

SERIOUS INJURIES AND ILLNESSES THAT NEED IMMEDIATE MEDICAL CLEARANCE:

- Youth who are unconscious or who have been unconscious
- Youth who are having convulsions or who have recently had convulsions
- Youth who cannot walk under their own power
- Youth who are bleeding profusely or steadily bleeding. All gunshot, knife, puncture wounds require medical clearance
- Youth with any obvious fractures
- Youth with any sign of head injury
- Youth with possible neck or spine injury
- Youth with any other sort of severe injury (severe bruising on the body, difficulty moving or walking as a result of injury)
- Youth displaying signs or symptoms of possible internal bleeding
- Youth with severe abdominal pain
- Youth who appear very confused or disoriented

Remember: Detention Staff are Mandatory Reporters. Any disclosure of abuse and neglect by a youth to Detention Staff must be reported to DSHS. Call CPS: Daytime (Mon-Fri 8:00-5:00) 993-7901, 993-7900; Nights/weekends: 1-800-562-5624.

Call the Duty Officer if you have any questions regarding the detaining/release of a youth and their particular circumstances not addressed in this guide.

Refer to the Recall Roster in Intake for the after hour contact numbers of the Duty Officers.

Chapter	Subject	Policy #	Page
INTAKE	Medical Clearance/Initial Health Screening	4.3	1 of 1

4.3 MEDICAL CLEARANCE/INITIAL HEALTH SCREENING

- I. **POLICY:** Prior to accepting a youth at Intake, transfer of custody does not take place if the Detention Officer has reason to believe the youth needs medical attention.

- II. **PROCEDURE:**
 - A. An initial medical screen is utilized to determine whether a youth is accepted into Detention. If the youth does not pass the medical screening, the transfer of custody does not occur. The youth is then referred via the referring agent to the appropriate medical or mental health facility. (See MJ-DAT protocol)

 - B. If it becomes apparent a youth needs medical attention after being accepted, the Detention Officer contacts the nurse at Juvenile Detention or Jail Medical and requests the youth be seen by the nurse. In an emergency call 911 and immediately request an ambulance.

 - C. If a youth requires protection from harming himself or herself and needs mental health attention, the Detention Officer calls the County Designated Mental Health Professional (CDMHP) for an immediate evaluation.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	1 of 8

CIRCUMSTANCES WHICH REQUIRE MEDICAL CLEARANCE

DO NOT ACCEPT YOUTH WITH ANY OF THE FOLLOWING CONDITIONS:

- A. Youth who are unconscious, or who have been unconscious
1. The person may be seriously injured, ill, or intoxicated.
 2. Every unconscious person must receive immediate medical evaluation.
- B. Youth who are having convulsions, or who have recently had convulsions
1. Convulsions, also known as seizures, can be caused by a number of conditions:
 - a. Epilepsy
 - b. Severe head injury
 - c. Infection
 - d. Drug and alcohol overdose (intoxication especially)
 2. Convulsions can be a symptom of a serious condition, which requires immediate medical attention. In some cases, a person who is convulsing may soon lapse into a coma, which may be followed by death.
 3. If the arresting Officer reports that the youth has had convulsions since he/she encountered him/her that too, is an indication to have the youth medically cleared before admission. This is true even if the youth seems fine now.
- C. Youth who cannot walk under their own power
1. If a youth cannot walk under their own power, he/she could be seriously injured or ill.
 2. Always medically screen youth who cannot walk under their own power.
- D. Youth with any external bleeding
1. If the youth has a small cut or abrasion which is bleeding it is appropriate to admit him/her if the wound is not caused by gunshot or puncture with a sharp object.
 2. If he/she is bleeding profusely or, in fact, more than just slightly, he/she should not be admitted. A wound which is steadily bleeding may need sutures.
 3. All gunshot, knife, or puncture wounds require medical clearance.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	2 of 8

4. Dog bite, where there has been a puncture wound.
5. If there is any bleeding from the head, he/she should not be admitted. There could be serious head or brain injury.

E. Youth with any obvious fractures (broken bones):

1. All fractures must be X-rayed and treated.
2. In an open fracture, a part of the bone has broken through the skin.
3. In a closed fracture, the bone has not broken through the skin, but there may be other signs of the fracture.
 - a. Pain
 - b. Deformity in the injured area.
 - c. Inability to use a limb
 - d. Swelling
 - e. Bruising
4. If a youth's arm or leg simply looks like it isn't functioning properly, suspect fracture and insist on medical clearance.

F. Youth with any signs of head injury:

1. Head injury can be very serious. An injury to the head, such as a skull fracture, also implies possible brain injury.
2. A youth should not be accepted if:
 - a. There is a serious cut or bruise on the head.
 - b. There is clear or bloody fluid coming from the nose or ears.
 - c. One of the pupils of the eyes is much larger than the other.
 - d. He/she is very dizzy or is having trouble walking.
 - e. He/she feels numb or very weak on one side of the body.
 - f. He/she has vomited more than twice or if the vomiting is very forceful.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	3 of 8

- g. He/she is very confused or forgetful.
- h. He/she is semi-conscious, stuporous, or unconscious.

G. Youth with possible neck or spine injury:

1. Neck or spinal injury is very serious. A youth who has been injured in an automobile accident or other accident must be examined by a doctor if there is possible neck or spine damage in order to prevent possible paralysis or death.
2. A youth should not be accepted if:
 - a. He/she has difficulty walking or cannot walk.
 - b. He/she has pain in the spinal area.
 - c. There is obvious deformity in the spinal area.
 - d. He/she has lost muscle function or has areas of numbness in his/her arms and legs.
3. If there has been a choke hold applied by Law Enforcement or anyone.

H. Youth with any other sort of severe injury:

1. A youth should not be accepted if he/she has any other sort of serious injury.
2. Act cautiously and do not accept (until he/she has been medically cleared), a youth if:
 - a. He/she has severe bruises anywhere on his/her body, including the face.
 - b. He/she is having difficulty moving or walking which may be the result of an injury.
 - c. He/she has dried blood on his/her face or body.
 - d. He/she seems to be in severe pain for any reason.

I. Youth displaying any signs or symptoms of possible internal bleeding:

1. Internal bleeding is a very serious situation which requires immediate medical attention. It can result from various causes:
 - a. Accident

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	4 of 8

- b. Injury
 - c. Allergic reaction
 - d. Blood clot
2. Signs and symptoms of possible internal bleeding are the same as those of shock:
 - a. Paleness
 - b. Cold, clammy skin (blue or gray in color at times)
 - c. Sweating
 - d. Rapid pulse
 - e. Dizziness or faintness
 - f. Nausea and possible vomiting
 - g. Weakness
 - h. Feelings of confusion, agitation, restlessness, and/or fright.
 3. Youth displaying such signs and symptoms should not be accepted without medical clearance.
 4. In particular, a youth with blood around the eyes or ears should never be accepted: that is a sign of later stages of internal bleeding in the skull.
- J. Youth with severe abdominal pain:
1. Severe abdominal pain might be caused by a number of conditions.
 - a. Food poisoning
 - b. Bleeding ulcer
 - c. Allergic reaction
 - d. Acute appendicitis
 - e. Drug overdose or withdrawal
 - f. Other serious medical condition, etc.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	5 of 8

2. A youth with abdominal pain should be examined and medically cleared before being admitted.

K. Youth who appear very confused or disoriented:

1. Such a youth might be suffering from any of several conditions or disorders.
 - a. Mental or emotional disturbance
 - b. Adverse drug reaction
 - c. Recent head injury
 - d. Other illness
2. To check for disorientation, staff check for whether youth are oriented to time, place, and person.
 - a. What time is it? (6 PM, day, night, etc.)
 - b. Do you know where you are? (Detention Facility, etc)
 - c. Who are you? (Full name, age, parents, etc.)
3. If a youth doesn't seem to know who he/she is, or where he/she is, or what is happening, he/she should be professionally evaluated before being admitted to detention.
 - a. He/she may just be momentarily confused, or he/she may be in need of medical or psychiatric aid.
 - b. In any case, it is not possible for Detention Staff to diagnose the problem. That should be left to Jail Medical staff or a mental health professional.
4. In addition, a youth whose behavior suggests serious mental health issues (having hallucinations, hearing voices, completely disoriented) should not be admitted to the facility until he/she has been medically cleared.

L. Youth displaying signs of drug or alcohol abuse:

1. Overdose or withdrawal from drugs and/or alcohol can be a very serious matter.
 - a. A person can go into convulsions, which can lead to a coma, and eventually death.
 - b. The central nervous system can become severely depressed, leading to breathing difficulties and other problems.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	6 of 8

- c. The problem can be particularly serious if a person combined several drugs, such as alcohol and barbiturates.
 - d. The person can vomit and aspirate the vomit into the throat and lungs.
2. Remember that a juvenile's lower body weight and body fat can allow them to reach fatal blood alcohol levels even after they arrive for admission, it may only be the excitement (adrenaline) of their arrest which is keeping them vertical.
3. Some signs of possible drug abuse to be aware of are:
- a. Confusion or disorientation
 - b. Hallucinations or delirium
 - c. Inability to stand or walk
 - d. Slurred speech
 - e. Very rapid or shallow breathing
 - f. Lethargy
 - g. Severe agitation or aggressiveness
 - h. Cramps, nausea, vomiting, or diarrhea
 - i. Sudden collapse
 - j. Dilated or pinpoint pupils
 - k. Track or needle marks on arms or legs
 - l. Feeling of being very hot or very cold

M. PBT Protocol:

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	7 of 8

PBT PROTOCOL

Youth charged with an alcohol related offense or who appear to be intoxicated, will be checked with a PBT (portable breathalyzer tester) for medical screening purposes only.

A blood alcohol level of .15 has been established as a guideline for determining if a youth will be accepted into custody or requires medical clearance.

The youth will be tested at Intake with the PBT by the Detention Officer to determine the BAC level. A second test with the PBT will be taken after 15 minutes to determine if the reading is declining or rising. Additional PBT test may be taken as needed.

The Law Enforcement officer is to remain in intake until the decision is made to accept custody or not.

PBT readings need to be documented on the intake form.

Youth with a BAC level above .15 and rising after a 2nd reading will be transported by the arresting agency for medical clearance. It is the responsibility of the arresting agency to seek medical assistance and provide written medical clearance for youth prior to acceptance. Written medical clearance is required from a medical authority e.g. physician, physician assistant, or facility medical staff.

Note: the nurse on site or from the jail may be called and requested to examine the youth if available.

Youth having a BAC level above .15, however after two readings the number continues to decline and the youth appears stable, coherent, and is able to answer questions in intake, medical clearance will not be required.

Youth with a BAC level which is stabilized below .15 do not need medical clearance for intake unless the youth displays signs/symptoms of severe drug/alcohol intoxication. This may include the youth acting very confused or disoriented, incapacitated, is unconscious or has been unconscious, or displays an inability to stand or walk. If these conditions exist custody will be denied and medical clearance will be required.

Youth, who have a positive PBT test and are held in Detention, will be referred to the in house medical staff for follow up.

Parents or guardians of youth released from Detention following a positive PBT test will be informed of the youth's reading.

Chapter	Subject	Policy #	Page
INTAKE	Medical Information	4.3.1	8 of 8

If a youth refuses to submit to a PBT test, the Detention Officer will review the following factors to determine an appropriate decision to accept or deny custody.

1. Age of youth.
2. General appearance/physical description.
3. Probable Cause/Police report.
4. Observation/information directly from the arresting/transport officer.

Youth who display signs and symptoms of severe drug or alcohol use or intoxication, acts very confused or disoriented, is unconscious or has been unconscious, or displays an inability to stand or walk, will not be admitted. The arresting agency will maintain custody of the youth and initiate transport to a medical authority to gain written medical clearance.

Youth who do not appear to be acutely intoxicated or display signs of severe drug or alcohol use or intoxication, is conscious, not confused or disoriented, but alert, able to communicate verbally with the Intake Officer and stand/walk, will be admitted.

Youth who had a positive PBT or refused to take a PBT will be checked by staff regularly, every 15 to 30 minutes to monitor their condition. Checks will be documented in the Intake Log Book if the youth is waiting release or in C3MS Shift Log if held. Once the youth appears stable, written checks for monitoring intoxication may be discontinued.

If it becomes apparent a youth needs medical attention after being accepted, the Detention Officer contacts the in-house nurse or jail medical. In an emergency call 911 and immediately request an ambulance.

Youth who refused to complete the PBT test and is held will be placed on Special Programming and referred to the medical staff for follow up examination.

Notes:

1. P.B.T. unit: Intoximeters Incorporated; Alco-Sensor FST - www.intox.com
2. P.B.T. calibration will be performed by Clark County Sheriff's Office
3. Training of staff will be software provided by Intoximeters Inc.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
INTAKE	Transfer of Custody	4.4	1 of 2

4.4 TRANSFER OF CUSTODY

I. **POLICY:** Upon intake, the transfer of custody of a youth from law enforcement or other custodial agents to Detention staff is completed safely and securely.

II. **DEFINITIONS:**

Custody: The guarding and safekeeping of an individual following arrest for an offense. Maintaining custody implies responsibility for physical accountability, safety and welfare.

Frisk or Pat Down Search: The least intrusive means of search. A search during which the outer clothing (e.g. jacket, sweater, belt and shoes) and all items contained in pockets are removed and the remaining clothing is examined for possession of contraband. For frisk or pat down search procedures refer to Policy 3.9.

Strip Search: Having a youth remove or arrange some or all of his or her clothing so as to permit an inspection of the genitals, buttocks, anus or undergarments of the person or breasts of a female person. For strip search limitations and procedures refer to Policy 3.9.

III. **PROCEDURE:**

A. When arriving at the law enforcement entry area (off Esther St) the law enforcement officer pushes the intercom button and provides the following information:

1. Name and agency.

B. When the law enforcement officer and youth are inside the intake area, the Detention Officer will remove the restraints and:

1. Once the arresting officer and youth are inside the building, a frisk search is performed. This procedure is performed before any paper work is started. A strip search is only conducted if there is a reasonable suspicion, per Policy 3.9.

NOTE: Disposable latex gloves are worn during the frisk search.

2. Determines if the youth is a juvenile.

3. Determines if juvenile jurisdiction exists.

4. Determines if the youth is medically eligible for detention.

5. If a warrant arrest, reviews warrant to confirm legal basis for detention.

Chapter	Subject	Policy #	Page
INTAKE	Transfer of Custody	4.4	2 of 2

6. If non-warrant arrest, collects the appropriate documentation from the referring agent and reviews for probable cause. (See Policy 4.5)
 7. Law enforcement officer or custodial agent transfers custody of youth to Detention staff by completing a Transfer of Custody form.
- C. Upon assuming custody of a youth, the Detention staff:
1. Accepts control of the youth.
 2. Requests physical intervention back-up from additional staff and/or law enforcement personnel (only if needed) to control the youth.
 3. Completes the Intake process.
 4. Documents the discovery of any contraband on an Observation Report.
 5. Brings contraband to the attention of the Law Enforcement Officer to determine if additional charges are in order.
 6. Inventories, documents and secures the youth's property, including contraband. (Policy 14.1)

Chapter	Subject	Policy #	Page
INTAKE	Probable Cause Review	4.5	1 of 1

4.5 PROBABLE CAUSE REVIEW

I. POLICY: All youth accepted into Detention Intake on non-warrant arrests must have a Probable Cause Form, also known as a Jurat, completed by the referring Officer. A U.S. Supreme Court ruling requires that all non-warrant arrests resulting in detention be reviewed by a Judge or Commissioner for probable cause within 48 hours of being accepted in detention.

II. DEFINITIONS:

Probable Cause: Information provided by a Law Enforcement Officer alleging sufficient cause for arrest. Written probable cause is reviewed by a Judge for sufficiency to detain the arrestee.

III. PROCEDURE:

A. The Referring Officer:

1. Completes a Probable Cause Form for each youth arrested, excepting those on warrants.
2. Gives the completed form to the Detention staff.

B. The Detention Officer:

1. Completes Intake processing (also known as booking). The 48 hour time limit begins upon acceptance into Detention.
2. By the authority of the Clark County Superior Court Judges, District Court Judge or Juvenile Court Commissioner upon their review of the probable cause, release the youth if directed.

Chapter	Subject	Policy #	Page
INTAKE	Rights	4.6	1 of 1

4.6 RIGHTS

I. POLICY: Each pre-adjudicated youth entering Intake is informed of his/her Miranda Rights (here after referred to as rights).

II. PROCEDURE:

The Detention Staff:

- A. Reads the Rights Sheet to the youth.
- B. Asks the youth if he/she understands their rights.
- C. If understood, requests the youth sign the acknowledgment.
- D. If the youth refuses to sign the form, reads the rights to the youth and signs the form to document the refusal.
- E. If the youth appears to not have the mental capacity to understand the rights (asks unconnected or inappropriate questions; or is unresponsive), documents the fact on the form.
- F. Routes the Rights Sheet for placement in the youth's Social File.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
INTAKE	Parent Notification	4.7	1 of 2

4.7 PARENT NOTIFICATION

I. POLICY: The Detention Officer will notify or attempt to notify parent or legal guardians within 45 minutes of a youth's arrival at Detention.

II. PROCEDURE:

The Detention Officer:

- A. Calls the parents or legal guardians as soon as possible after youth's arrival at Detention. If the parents or legal guardians have no telephone, the appropriate Law Enforcement agency is requested to send an Officer to ask the parents or legal guardians to call Detention.
- B. Documents notification on the Intake Information Form.
- C. If the initial call is unsuccessful, attempts to notify parents or legal guardians hourly, for four hours. After four hours, a Law Enforcement vehicle is requested to be dispatched to the residence and leaves a note requesting they call the facility.

NOTE: A vehicle need not be dispatched when a message has been left on the parent's or legal guardian's telephone voice mail.

- D. Documents attempts to notify on the Intake Form.
- E. Verifies legal custody of the youth.
- F. Provides parents or legal guardians the following information.
 - 1. The reason the youth was brought into Detention.
 - 2. The Court process and procedure.
 - 3. When the youth may be visited (if admitted).
- G. Requests the following information from the parents or legal guardians:
 - 1. Whether the youth lives at home or elsewhere.
 - 2. If admitted, requests other information Detention should be aware of (medical, behavioral, drug history, insurance information, etc.). This information is documented on the Medical Screening Form and Verbal Medical Consent Form (see policy 5.2).

Chapter	Subject	Policy #	Page
INTAKE	Parent Notification	4.7	2 of 2

- H. When parents or legal guardians arrive to pick up youth, provides them with pertinent information regarding the Juvenile Court process.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
INTAKE	Investigation	4.8	1 of 3

4.8 INVESTIGATION

I. **POLICY:** The Detention Staff conducts an investigation to determine the youth's status regarding wants, warrants, criminal history, and citizenship.

II. **DEFINITIONS:**

WACIC: Washington Crime Information Center

NCIC: National Crime Information Center

JCS: Juvenile and Corrections System

C3MS: Case Management System

III. **PROCEDURES:**

The Intake/Detention Officer:

- A. Enters the youth's name and date of birth into JCS and C3MS, and searches for personal information, open charges, pending charges, criminal history and warrant status (Superior Court).
- B. If JCS/C3MS is unavailable, obtains the youth's Social File and searches for the same information. Social Files are stored in the room adjacent to the Records area or in the Probation Counselor's office.
- C. Enters the youth's name and date of birth in JCS/C3MS. Search for information in JCS/C3MS, current warrants and runaway status.
- D. Telephones CCSO Records and requests a check of records for the information above.
- E. If the youth is from out of state or recently resided out of state, contacts the Law Enforcement agency or Juvenile Detention Facility in that location for information.
- F. Documents the above information on the Intake Form.
- G. During the Intake process the Detention Officer determines the citizenship status of youth held in Detention. Staff are to follow the below protocols:

Per RCW 10.70.140 Aliens committed – Notice to immigration authority.

Whenever any person shall be committed to a state correctional facility, the county jail, or any other state or county institution which is supported wholly or in part by public funds, it shall be the

Chapter	Subject	Policy #	Page
INTAKE	Investigation	4.8	2 of 3

duty of the warden, superintendent, sheriff or other officer in charge of such state or county institution to at once inquire into the nationality of such person, and if it shall appear that such person is an alien, to immediately notify the United States immigration officer in charge of the district in which such penitentiary, reformatory, jail or other institution is located, of the date of and the reasons for such alien commitment, the length of time for which committed, the county of which the person is a citizen, and the date on which and the port at which the person last entered the United States.

Note: This applies only to youth who are to be held or detained in Juvenile Detention.

1. During the intake process the Detention Officer will inquire of each youth what country/state they were born in. If they are foreign born, are they a US citizen?
2. If a youth identifies they were born in the United States and are a US citizen, notification to immigrations is not required.
3. If a youth identifies they were not born in the United States, are not a U.S. citizen, are in the U.S. illegally, or there are circumstances that exist for the officer to suspect the youth is not a U.S. citizen, notification will be made to immigrations.
4. The Detention Officer will fax the notification form, listed as Immigration-DRO Referral DOC on the H-drive under Detention, to the Department of Homeland Security (INS). The form is to be faxed to the following two (2) numbers; 1-503-326-7720 and 1-503-326-7183. A copy of the notification is to be attached to the intake.
5. The Detention Officer may also call Homeland Security/Immigrations during business hours, Monday through Friday, from 0800 to 1600 at 1-503-326-3302. On weekends and after hours, 1600 to 0800, staff is to contact the Seattle CAP Command Center at 1-206-277-7393 to report suspected foreign-born detainees to an ICE agent.

Request for Consular Notification

Any non-U.S. citizen being arrested or detained is entitled to have their consulate notified and the assistance of a consular representative. When a youth is detained and identified as a non-U.S. citizen, staff will confer with the youth if they wish to have their consulate notified. A consular request form is located in the H drive under Detention and is listed as Consular Notification Request form. This request form is in English and Spanish only. This form is to be faxed to the U.S. Department of Homeland Security Immigration and Customs Enforcement in Portland Oregon. Use the same fax numbers as listed above. A copy of the request form is to be attached to the intake. There is also a Consulate of Mexico Form which can be faxed directly to the Mexican consulate.

Chapter	Subject	Policy #	Page
INTAKE	Investigation	4.8	3 of 3

Note: Staff may use the Language Identification Guide in Intake to determine what language a youth speaks and which consulate Homeland security needs to notify.

Any questions concerning this process, please notify the Detention Manager, Supervisor, or Duty officer.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
INTAKE	Criteria for Detention	4.9	1 of 2

4.9 CRITERIA FOR DETENTION

- I. **POLICY:** Based upon criteria contained in this policy, the Detention Officer determines that a youth be detained or released. The Detention Officer determines whether to detain or release based upon established legal criteria defined by the Juvenile Justice Act of 1977, Revised Code of Washington 13.40.040 and by guidelines prescribed by the Superior Court of Clark County in conjunction with the Juvenile Court Administration.

- II. **DEFINITIONS:**

Interstate Compact on Juveniles: A law enacted by all 50 states and territories to allow the extradition or voluntary return of youth who abscond (leave the Court's jurisdiction).

- III. **PROCEDURE:**

The decision to detain or release is based on the following:

 - A. Statutes of the Revised Code of Washington 13.40.040.
 - B. Guidelines for detention prescribed by the Superior Court of Clark County in conjunction with the Juvenile Court Administration (see Intake Decision Guide for local guidelines).
 - C. Agreements with the Juvenile Rehabilitation Administration (JRA) applying to youth held for parole revocations, diagnostic evaluations, and transportation to JRA institutions.
 - D. Specific requests from other jurisdictions which meet the criteria listed in paragraphs A. and B. Contracting County holds are accepted only when Detention criteria are met.
 - E. Provisions or Interstate Compact of Juveniles.
 - F. Agreements with the Clark County jail.
 - G. Detention is not permitted for the convenience of the family, school or law enforcement agency, probation or parole, or Department of Social and Health Services or its contracted service providers, nor shall it be used in lieu of statutorily mandated Department of Social and Health Services placement or services.
 - H. When law enforcement presents information indicating that a youth has committed an offense and requires protection from himself or herself and the youth does not fit other detention criteria, the youth may not be detained.

Chapter	Subject	Policy #	Page
INTAKE	Criteria for Detention	4.9	2 of 2

- I. The reasons for detention are documented on the youth's individual Intake Form.
- J. As charges are released, any remaining charges are reviewed to determine if they meet the criteria to detain.

Chapter	Subject	Policy #	Page
INTAKE	Child Abuse/Neglect Including Sexual Exploitation/Contact	4.10	1 of 1

4.10 CHILD ABUSE/NEGLECT INCLUDING SEXUAL EXPLOITATION/CONTACT

I. POLICY: A Child Abuse/Neglect form is submitted to the assigned Probation Officer, Child Protective Services (CPS) Division, in all cases of apparent or suspected child abuse/neglect/sexual exploitation/contact.

II. DEFINITION:

Child/Children: “Child” or “Children” means any person under the age of eighteen years of age.

Abuse/Neglect: “Abuse or neglect” shall mean the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child, adult dependent, or developmentally disabled person by any person under circumstances which indicate that the child’s or adult’s health, welfare and safety is harmed. An abused child is a child who has been subjected to child abuse or neglect as defined herein.

Sexual Exploitation: “Sexual exploitation” includes: (a) Allowing, permitting, or encouraging a child to engage in prostitution by any person; or (b) allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child by any person.

III. PROCEDURE:

A. Identifying an Abused Youth: A youth is considered physically abused when a parent or legal guardian inflicts or allows to be inflicted, any marks, welts, cuts, punctures, scratches, broken bones or skull fractures, human bites, internal injuries, suspicious scars, or evidence of sexual assault. Other indicators of abuse include fear, inordinate anxiety or refusal to be released to a parent or legal guardian.

B. Identifying a Neglected Youth: Neglect may be recognized in, but not limited to, such symptoms as malnutrition, dehydration, exposure, social retardation, deformity, failure to thrive, emotional disturbance, untreated and ongoing medical or dental conditions.

C. Sexual exploitation or contact: Any information received regarding a child that discloses illegal sexual exploitation or contact of the child shall be reported to DCFS and Law Enforcement.

D. Revised Code of Washington mandates that anyone who knows of or suspects an incident of child abuse or neglect must immediately report this to CPS and law enforcement. If child abuse or neglect is apparent or suspected, immediately notify the Supervisor/Lead Worker and complete a CPS report.

Chapter	Subject	Policy #	Page
INTAKE	Group Arrests	4.11	1 of 1

4.11 GROUP ARRESTS

- I. **POLICY:** The maximum capacity for Clark County Juvenile Detention Facility is 82. Intake of group arrests is to be conducted in a safe and orderly manner. Maximum capacity may be exceeded only when authorized by the Detention Manager or Supervisor.
- II. **PROCEDURE:**
- A. The Lead Worker/Detention Officer coordinates with the referring law enforcement agency before accepting youth to ensure the orderly and safe transfer of custody.
- B. The Lead Worker/Detention Officer:
1. Accepts youth in small, manageable groups.
 2. Separates aggressive individuals or cliques.
 3. Places the property of each individual in a separate container.
 4. Conducts frisk search.
 5. Maintains a list of youth by holding cell, with the name of the arresting Officer.
 6. Carefully supervises the youth.
 7. Processes each youth thoroughly.
 8. Writes an Observation Report.
 9. Calls in additional staff as necessary.

Chapter

5

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Admissions

Chapter	Subject	Policy #	Page
ADMISSIONS	Admissions Sequence	5.1	1 of 5

5.1 ADMISSIONS SEQUENCE

- I. **POLICY:** The admission process follows a defined sequence. The Detention Officer will verbally describe the Intake procedures to each youth admitted to the facility.

- II. **PROCEDURE:**
 - A. Upon entry to the facility each youth will be checked in at the Intake area. The Intake/Detention Officer will verbally describe the Intake process. Non-English speaking youth will be provided an interpreter as available or a means by which the Intake process may be completed in the youth's native tongue. Youth who are learning disabled, hearing or vision impaired will be processed in such a manner as to allow the youth to understand and participate in the Intake process.
 1. Each youth brought to the Detention Facility will be pat searched by the Detention Officer of the same sex. Youth in restraints will be assessed to determine the appropriateness of removing the restraints.
 2. Youth who do not make a commitment to be physically cooperative and/or demonstrate signs of volatile or hostile behavior will remain in restraints until such a commitment is obtained.
 3. Once the youth makes a commitment to controlling themselves, they will remove shoes, extra layers of clothing, belts, hat, bandannas, jewelry, and empty their pockets.
 4. All property will be accounted for and documented on the Detention Property Form and placed in a bag if the youth is held in Detention.
 5. The Detention Officer will complete a pat search before leaving the youth secured in a holding room.

 - B. **Initial Screening:**
 1. When a youth is presented for intake, she/he must be accompanied by the proper authority to detain. Proper authority includes a Law Enforcement Arrest Report, Statement of Probable Cause, a court order or a warrant. All youth being brought to the Detention Center will have a mug shot taken at the time of intake. Fingerprints will be taken for youth being charged with a gross misdemeanor and are going to be held and on all felony charges.
 2. The Detention Officer will initiate the Intake report on all youth brought to the Detention Center. The Intake report will be filled out as accurate and as completely as possible. Information to be included, but not limited to, is: all charges, traffic citations, legal guarding status, information given by

Chapter	Subject	Policy #	Page
ADMISSIONS	Admissions Sequence	5.1	2 of 5

police that was not specific to the current charges, medical concerns, demeanor of youth, attitude of parents, etc. Information may be gathered from the youth's social file, parents, case-workers, Probation/Parole Counselor and law enforcement as deemed necessary by the screening officer to make an appropriate decision.

3. Assist the youth in understanding, signing, and dating the Advice of Rights Form.
 4. Complete the Risk Assessment Point Sheet.
 5. Upon determining the youth is eligible for release, notify parent/guardian to arrange to pick up youth (see Policy 4.1 et.al).
 6. Only youth who meet the screening criteria (Risk Assessment and Intake Decision Guide) to be detained will be admitted.
 - a. Where juvenile jurisdiction is extended youth over 18 may be admitted to detention if they meet the admissions criteria for alleged violations. (Probation Violations, PV Warrants, Parole Holds) If there is a new criminal offense, the youth would be booked at the adult jail. On some probation violations the Court may order a youth over 18 to serve their sentence in the adult jail.
 - b. On the next court day, the Judge will order the youth held by the facility, or released.
- C. Admission Process: If it is determined that a youth does meet the criteria to be detained via the risk assessment or Intake Decision Guide, the Detention Officer will:
1. Perform initial medical and mental health assessment (MHJ-DAT) and follow the written procedures. The referring agency shall provide transportation to the hospital if requested by Jail Medical Personnel or Detention Officer.
 2. Youth will relinquish all personal property to the Detention Officer. All personal property is inventoried on the Property Form and signed by both Detention Officer and the youth. Personal property is secured according to Personal Property Procedure (See Chapter 7).
 3. Notify the youth's parents, legal guardian or custodian of his/her detention and document notification on the Intake form. Parents and/or guardians should also be informed of and assigned visitation at this time. Permission to provide medical treatment and medical insurance information should also be requested by the booking officer at this time.

Chapter	Subject	Policy #	Page
ADMISSIONS	Admissions Sequence	5.1	3 of 5

D. Assigning JIS/JUVIS Numbers:

1. Detention Officer creates a JIS/JUVIS number as needed.

E. Orientation Process:

1. The youth is escorted to the changing room and the door secured. The youth is provided with detention clothing, which includes socks, underwear, shirt, pants, and thongs (Sports bra for girls). Youth is searched according to policy 3.9.
2. The youth is issued an I.D. bracelet, 2 blankets, hand towel, and soap. Tooth brush, toothpaste, and comb are provided in a hygiene pack. The hygiene pack is stored in the pod closet in the corresponding room number. The Detention Facility provides shampoo and deodorant on a group basis. If youth have been determined through the MH—JDAT to be an SW1 or SW2 they will receive one blanket only.
3. The youth is assigned to a room and provided with the Detention Handbook.
4. Detention staff facilitates movement of the youth and appropriate paperwork to the Unit Control or Pod.

F. Follow-up; when the admission and orientation processes are complete, the Detention staff will, as soon as possible:

1. Notify the Probation/Parole Counselor, if appropriate.
2. Add youth to the Detention Day Sheet/Pod Sheet/Visitation Sheet.
3. Add the youth to the population count on the 24-Hour Log.
4. File youth's paperwork in their detention file.

G. WARRANT PROCEDURE/BAIL

Youth presented for detention should be accompanied by the actual service copy, Teletype information, or JUVIS Criminal History Screen, confirming the warrant. A confirmed warrant may be obtained later if necessary.

Admitting staff will need to take note of special instructions or conditions listed on the warrant, i.e. bail, etc.

Chapter	Subject	Policy #	Page
ADMISSIONS	Admissions Sequence	5.1	4 of 5

District Court Warrants/Charges, Officers bringing youth to detention on a District Court Warrant/Probable Cause must fill out a Clark County Jail Pre-Book form. This form must be faxed to the jail booking fax number so that the youth can be booked into the jail's computer system. The Juvenile booking officer must make a follow-up phone call to jail booking to ensure the youth has been added to the jail roster and added to the District Court docket for the next judicial day. The jail booking officer should return, by fax, the computerized jail booking sheet which details charges, bail if applicable, and court date. Bail set by District Court must be paid through District Court or adult jail. Staff can also call jail booking.

Auto Remand/Serious Violent Offenders

Juveniles age 16-17, arrested for a serious violent offense under RCW 13.04.030 are brought to Juvenile Detention to be booked and held in custody. A completed Pre-Book form, probable cause statement, and intake sheet is forwarded to the adult PA and jail so the youth can be logged into the adult system for the purpose of scheduling court appearances and transport.

The PA's office will then decide to file a formal Information charging the youth with a serious violent offense or refer the charge to Juvenile Court. The youth is to remain in Juvenile Detention pending a formal charge. Once an Information is filed, charging a serious violent offense, The court will review if the youth will remain in Juvenile Detention or be transferred to the adult jail. The court will enter an order directing the youth remain in Juvenile Detention, or be transferred to the adult jail. The decision to transfer the youth to the adult jail or allow them to stay in Juvenile Detention is on a case by case basis and at the court's discretion. The alert ACJ (adult Court Jurisdiction) will be placed on the Day/Pod Sheet.

All youth held on Auto Remand Charges will be subject to the protocol for Serious Violent Offenders as found in Chapter 14 section 1 of the Policy Manual.

Out of State Warrants, staff notifies the appropriate officials in that state the juvenile is in custody. **Do not direct the other state to pick the youth up.** The youth is required to appear in court the next judicial day to be advised of extradition procedures. Once the youth has waived extradition, transportation arrangements can be made with the receiving state. The Intake Probation Unit, Probation Officer, or Prosecuting Attorneys Office is responsible for making transportation arrangements.

In State Warrants, staff notifies the appropriate officials in the county requesting return of the juvenile. Staff should confirm that the warrant is extraditable outside the issuing county. If the warrant is not extraditable outside the issuing county, the youth should be released to a parent or guardian. If the parent or guardian is unable or unwilling to take custody of their child, release to CPS by calling the CPS hotline. If warrant is extraditable, staff directs the officials to arrange and transport the youth as soon as possible. A juvenile being held on an In State Warrant, does not need to appear in court unless the county requesting return of the youth fails to arrange transportation within three (3) working days.

Chapter	Subject	Policy #	Page
ADMISSIONS	Admissions Sequence	5.1	5 of 5

Bail, on juvenile offenders, bail is to be set by a Superior Court Judge, District Court Judge, or Court Commissioner. In addition to bail the court may set terms and conditions of release. Youth must appear in court for bail to be set and release conditions made. If a parent/guardian seeks to bail their child out they should be referred to the Superior Court Clerks Office during the day 8AM-5PM, Monday – Friday or they may contact a bail bondsman. After the bail is paid and confirmed by copy of the bail bondsman bail receipt, the youth must appear in court the next judicial day to have conditions set before being released to parent or guardian.

For District Court matters only—youth can be released to parent/guardian or authorized person immediately upon confirmation of bail being paid.

Chapter	Subject	Policy #	Page
ADMISSIONS	Legal Process of Court Cases	5.2	1 of 2

5.2 LEGAL PROCESS OF COURT CASES

- I. **POLICY:** All detained youth will be processed within the time frames established in Revised Code of Washington 13.40.040. The Lead Worker monitors the legal process for each detained youth and informs the Detention Manager when established time frames are exceeded, or other irregularities occur.

- II. **PROCEDURE:**
 - A. Probable Cause Review:
 1. Referring Law Enforcement Officers prepare Probable Cause Forms documenting charges and circumstances of arrest, for each youth brought to Detention.
 2. Probable cause must be reviewed and approved by a Judge or Commissioner within 48 hours (usually the next working day), to continue detaining the youth.
 3. The youth is immediately released when probable cause is disapproved by the Judge or Commissioner. The Judge or Commissioner will call and order the youth released if probable cause is disapproved.

 - B. Detention Hearing and Arraignment:
 1. The Prosecutor schedules Detention Hearings:
 - a. Within 24 hours (excluding weekends and holidays) for youth admitted on warrants.
 - b. Within 72 hours or conforming with local court rule from the filing date for youth with new charges.
 2. The Judge or Commissioner decides whether or not to continue detaining a youth at the Detention Hearing. Some youth are not detained and depart on a House Arrest Order.

 - C. Trial:
 1. For youth in custody, speedy trial rules provide that trials be conducted within 30 days of arraignment. However, the youth may waive his rights to speedy trial or a continuance may be granted by the Judge or Commissioner.
 2. Guilt or innocence is decided at the conclusion of the trial.

Chapter	Subject	Policy #	Page
ADMISSIONS	Legal Process of Court Cases	5.2	2 of 2

D. Disposition Hearing:

1. Usually within two weeks of the Change of Plea Hearing (when the youth has plead guilty) or conclusion of the trial. The Disposition Hearing may be delayed if diagnostic work is required or if the Judge or Commissioner grants a continuance.
2. The Judge or Commissioner sentences the youth at hearing. Sentences may include detention, community supervision, restitution, penalty assessment or Court costs, community service work, counseling or information classes or other measures directed by the Judge or Commissioner; or a combination of these measures.
3. When sentenced to detention a youth receives credit for detention already served, if ordered by the court. (Note: Youth who arrive in detention prior to 7 PM receive credit for that day. Youth who arrive after 7 PM receive credit beginning the following day). One day sentence equals 24 hours, Two day sentences equal 48 hours, and three day sentences equal 72 hours.
4. A youth may receive one day off for every five days served as good time for appropriate behavior while in detention.

E. Declination Hearing:

1. Based on the serious nature of a crime and the age of a youth, the prosecuting attorney, or the court, may file a motion for a hearing to determine if the youth should be transferred to adult criminal court for prosecution.
2. If the Juvenile Court declines jurisdiction and the matter is transferred to adult court, the youth is to be transferred to the adult jail. The court however, may order the youth to remain in the Juvenile Detention Center due to various factors, including age and maturity level. Detention is to receive a copy of the order.

F. Release: Youth are released to his/her parents, legal guardians, DSHS, or self upon completion of detention time.

Chapter	Subject	Policy #	Page
ADMISSIONS	Dual Hold Status Notification	5.3	1 of 1

5.3 DUAL HOLD STATUS NOTIFICATION

I. POLICY: When a youth is detained for multiple referrals, the Detention Officer notifies the appropriate agency (ies) of this dual hold status.

II. DEFINITIONS:

Dual Hold: When a youth is detained on referrals from more than one agency.

III. PROCEDURE:

The Detention Officer:

- A. Calls other agencies which have a hold status on a youth, when the youth is detained in a dual hold status.
- B. Documents in the detention file the call was made, and to whom the Officer spoke.
- C. Calls other agencies, which have a hold status on a youth, when dual hold status no longer applies.
- D. Follows Criteria for Detention procedures to determine whether remaining holds are sufficient to detain.

The Detention Manager/Supervisor:

- A. Decides whether to detain or release the youth.

Chapter	Subject	Policy #	Page
ADMISSIONS	No Shows	5.4	1 of 1

5.4 NO SHOWS

I. POLICY: A youth who fails to report to Detention on a Court-ordered date has violated that order.

II. DEFINITIONS:

Report Date: The date on which the Court directs the youth to report or return to Juvenile Detention to serve sentenced detention time. Court orders with report dates include Disposition Orders, and Modification Orders.

III. PROCEDURE:

The Detention Officer:

- A. When a youth fails to report to Detention as directed by the court, Detention staff complete an Observation Report; staff notifies the Probation Counselor via telephone the first working day following the scheduled return date or leaves a voice mail message.
- B. Youth reporting to Detention after a scheduled report date may be admitted depending on the Detention population. If admitted, a note is sent to the Probation Counselor with youth's name, date and time of admittance.
- C. Admits youth who failed to report or return on the report date, once the Probation Officer arranges a Modification Order or Warrant.

District Court-Ordered Time No Shows

The following procedure must occur for all youth who have scheduled District Court ordered time and do not show up as directed:

- A. Call District Court and let them know the youth did not show up as ordered.
- B. Notify the Detention Manager/Supervisor and document in the 24-Hour Log. If the youth shows up within 24 hours of the scheduled time, admit the youth. The youth is held for the Court-ordered length of time.
 - 1. Call District Court to notify them that the youth has arrived and is now serving the ordered time.
 - 2. Notify Detention Manager/Supervisor and document in the 24-Hour Log.
- C. If a youth calls to say he or she will be late or can't make it, tell them to call District Court to make arrangements to alter their scheduled time and follow the above procedures.

Chapter

6

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Release and Transfer

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Temporary Releases	6.1	1 of 4

6.1 TEMPORARY RELEASES

I. **POLICY:** Some youth are authorized temporary releases by Court Order or administrative discretion, for family visits, medical appointments, and school, employment, counseling and Restorative Community Service work projects. Temporary releases may be suspended when such discretion is permitted in the Court Order. A release may be suspended due to a youth's misconduct within the facility, misconduct while on release or another cause determined by a Manager/Supervisor and/or Probation Counselor/ Lead Worker/Temporary Lead Worker.

II. **DEFINITIONS:**

Judicial Pass: Temporary release from Detention that requires a Judge's signature authorizing release.

Administrative Pass: Temporary release from Detention authorized by Juvenile Court Management where youth remains in the custody of court staff.

Personal Responsibility Commitment: Temporary release of sentenced youth from Detention authorized by the Probation Counselor or Detention Officer for the completion of court ordered community service.

III. **PROCEDURE:**

A. Temporary Releases that Requires a Judicial Pass:

1. Local Sanctioned youth that have appointments where parents/non – judicial officers are accepting custody and providing transportation. These include:
 - a. School passes
 - b. Medical/Mental Health Appointments
 - c. Placement in other residential facilities such as Chemical Dependency Inpatient programs.
 - d. Funerals
 - e. Other events where youth are in the custody of a parent or guardian.

2. Youth sentenced to JRA.

NOTE: Youth sentenced to JRA must be accompanied by a Judicial Officer for all appointments outside the Detention Facility.

3. Copies of the pass authorizing release are placed in Main Control.
4. Information regarding the existence of the pass authorizing release is recorded in the Unit Control Log and the youth's detention file.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Temporary Releases	6.1	2 of 4

5. The Probation Counselor:

- a. Prepares the appropriate pass requiring a Judge/Commissioner's signature.

NOTE: If the youth is on Suicide Watch, Probation Counselor will attach the "Parent Notice" advising the parent of the Suicide Watch status.

- b. Provides Detention Staff with a copy of the pass authorizing temporary release.

A copy of the pass is to be placed in Main Control.

- c. Enters or co-ordinates with detention staff the entry of the name of the youth, nature of release(s), departure and return times, transportation arrangements and support requirements (medication, bag lunch, etc. via written report attached to pass in Main Control.

6. The Detention Officer:

- a. Provide youth with regularly scheduled releases, a place to store street clothes and other street possessions, such as school books, in the Property Room.

- b. Instructs the youth on property allowed in the Property Room.

- c. Instructs the youth on terms for the temporary release:

1) Drug or alcohol use or misconduct during a release will result in suspensions of the release and possible criminal charges.

2) The youth is expected to report promptly to and from release destinations.

3) If the cause for release is canceled or rescheduled, the youth must immediately return to Detention.

4) If problems arise during a release, the youth/parent/guardian/responsible adult are to telephone Detention. (397-2450).

5) If the youth fails to return from release an escape charge is filed.

- d. Upon return from temporary release, observe the youth for symptoms of drug or alcohol use.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Temporary Releases	6.1	3 of 4

- e. Perform a complete dress in of youth returning from pass including issuing new undergarments, uniform, and foot wear.
- f. When youth fail to return from a temporary release, follow escape procedures. See Chapter 3.14

B. Temporary Releases that require an Administrative pass.

- 1. Local sanctioned youth requiring secure transport by Probation Counselors, Case Aide, or Detention Officers for the following reasons:
 - a. Medical/Heath Appointments
 - b. Placement in other residential facilities such as Chemical Dependency
 - c. Funerals

- 2. The appropriate pass is prepared by the staff member providing the transport and approved by Juvenile Court Management.

NOTE: Approval for this type of release can be achieved via telephone.

- 3. Staff providing transport enters, or co-ordinates with Detention staff the entry of the youth's name, nature of release(s), departure and return times, transportation arrangements and support requirements (medications, bag lunch, etc.) in the Detention Log located in Intake.

C. Temporary Release for youth assigned to complete Restorative Community Service (RCS) with approved mentors.

- 1. Eligible youth are **sentenced** to a local sanction.
- 2. Youth are approved for outside work by their probation counselor. Approval for work is noted on the sentence sheet and facilitated by Probation Counselors.
- 3. The Probation Counselor or Detention Officer enters or co-ordinates entry of information regarding release for RCS, departure and return times, transportation arrangements and support requirements is entered into the Detention log located in Intake.
- 4. Youth released for RCS sign the Personal Responsibility Commitment form located in Intake.
- 5. The Probation Counselor:
 - a. Enters or coordinates with Detention staff the entry of the name of the youth, nature of release(s), departure and return times, transportation arrangements and support requirements (medication, bag lunch, etc.) in the Detention Log located in Intake.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Temporary Releases	6.1	4 of 4

6. The Detention Officer:
- a. Provide youth with regularly scheduled releases, a place to store street clothes and other street possessions, such as school books, in the Property Room.
 - b. Instruct the youth on property allowed in the Property Room.
 - c. Instruct the youth on terms for the temporary release:
 - 1) Drug or alcohol use or misconduct during a release will result in suspensions of the release and possible criminal charges.
 - 2) The youth is expected to report promptly to and from release destinations.
 - 3) If the cause for release is cancelled or rescheduled, the youth must immediately return to Detention.
 - 4) If problems arise during a release, the youth is to telephone Detention. (397-2450)
 - 5) If the youth fails to return from release, an escape charge will be filed.
 - d. Review the List of Releases daily and prepare youth for release approximately 15 minutes before scheduled release time.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Release From Detention	6.2	1 of 2

6.2 RELEASES FROM DETENTION

I. **POLICY:** A youth is released from the facility upon completion of sentenced Detention time or by direction of a Court Order. The release process ensures all matters related to the facility are completed. The youth is released to a parent or legal guardian, to a responsible adult or to self, when authorized by the parent, Probation Counselor or legal guardian. If the youth is 18 years or older, the Probation Counselor may approve release to self.

II. **PROCEDURE:**

A. Youth are provided specific release information verbally, or in writing, upon request. Youth are also informed about decisions modifying their release date.

NOTE: If a youth needs to be released from Detention early due to necessity of placement or treatment plan and a temporary release is not desired, an Order to Amend the Disposition Order will be filed by the Probation Counselor.

1. The Order to Amend will specify the number of days the youth served in Detention to coincide with the required release date.
2. A copy of the Order to Amend will be placed in Main Control.
3. Information regarding the existence of the amended Order authorizing a new release date will be provided to Intake and recorded in the Sentencing Log.

B. The Lead Worker/Detention Officer assigned to Intake, reviews and verifies that the youth are eligible to be released.

1. Release is verified on the Detention Sentencing Sheet and Daily JCS Census sheet and C3MS.
2. LW/DO notifies appropriate Detention Officers on shift of pending releases for the day.
3. LW/DO enters the release into the Intake Log Book, C3MS, and the JCS System.

C. Detention Staff:

1. Updates a youth's file with a copy of the disposition provided by the court.
2. Contacts the parents or legal guardians to determine who the youth is to be released to.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Release From Detention	6.2	2 of 2

3. If needed, checks with nurse or mental health personnel to see if follow up medical or mental health services information has been given to the parents.

4. Releases medication to the parent or guardian and ensures parent sign release of medication form.

NOTE: Narcotic medications are released only to parents or legal guardians. Weapons are released only to parents or legal guardians.

5. Ensure the youth signs the property card acknowledging receipt of property.

6. Request picture identification and verify the identity of the person picking up the youth.

7. Enters the release into the Unit Control Log Book and removes the youth's name from the Pod, Day, and Visitation Sheets.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Transfers	6.3	1 of 1

6.3 TRANSFERS

- I. POLICY: The transfer of a youth to another jurisdiction or to a Juvenile Rehabilitation Administration (JRA) institution is coordinated and executed to ensure security and proper transfer of custody.

- II. PROCEDURE:
 - A. Probation Counselors will coordinate with other jurisdictions to arrange transportation for youth detained on out of County warrants or Interstate Compact.
 - B. The Diagnostic Unit arranges transportation and prepares documentation supporting commitment of a youth to a State institution.
 - C. Detention Staff:
 1. The Diagnostic Coordinator will arrange a family visit the evening or morning before the youth is transported.
 2. Provide a sack lunch when appropriate.
 3. Verify identity of person providing transport and their authority to transport.
 4. Obtain signature of transporting officer and countersign transfer of custody to other jurisdiction.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Bonded Release	6.4	1 of 1

6.4 BONDED RELEASE

I. POLICY: By Washington State Law, a Judge may authorize a bond to allow release of an arrested juvenile, after the deposit of a sum of money to the appropriate Court.

II. DEFINITIONS:

Bond: Money left with a Court of Law as a guarantee an arrested person will appear for trial. If the person fails to appear, the bond is forfeited to the Court.

III. PROCEDURE:

A. When the Juvenile Court Judge/Commissioner sets bond:

1. The amount of the bond is decided during Court hours (generally at a Detention Hearing), not immediately upon arrest.
2. Setting bond may or may not involve a formal Court hearing.
3. The Bond amount is paid to the Superior Court Clerk during regular business hours.
4. The Clerk provides a notarized receipt to the payee.
5. Upon receipt of bond payment, a hearing is scheduled before a Judge/Commissioner to set terms and conditions of release and signs the Order.
6. Upon receipt of the signed Release Order, Detention Staff reviews the Release Order to ensure it is signed, and then releases the youth.

B. To arrange an out of County or out of State bond:

1. The County or State in question is contacted and bond arrangements confirmed. That County or State's procedures must be received and followed. A complete mailing address for the appropriate Court is also acquired so appropriate documents can be forwarded.

C. Superior Court and District Court Bail:

1. All Superior Court bails on juveniles will be paid at the Clerks Office during normal business hours. All District Court bails should be paid at the District Court office during regular business hours, after hours bail can be paid at the Clark County Jail.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Emergency Medical Release	6.5	1 of 2

6.5 EMERGENCY MEDICAL RELEASE

I. POLICY: Specific procedures are followed when a youth is hospitalized or requires extensive convalescence while recovering from an injury or medical procedure.

II. DEFINITIONS:

Administrative Pass: Temporary release from detention authorized by Juvenile Court Management where youth remains in the custody of court staff.

Involuntary Treatment Act: A Washington State Statute that authorizes involuntary hospitalization of individuals who pose an imminent risk to harm themselves and others.

Judicial Pass: Temporary release from detention that requires a Judge's signature authorizing release.

III. PROCEDURE:

A. Detained youth that are pre-adjudicated or sentenced to JRA.

1. Youth in detention admitted to the hospital must remain in the custody of a Detention Officer unless a Judicial Pass temporarily releasing a youth from Detention is authorized by a Superior Court Judge or Commissioner.
2. Youth assessed to be an imminent risk for self-harm via an ITA evaluation must be authorized for release by a Superior Court Judge or Commissioner.
3. A formal review regarding the youth's status and temporary/emergency release will be held the next judicial day. Inform the duty officer as soon as possible and the duty officer will ensure the review is scheduled.
4. The on-call Superior Court Judge/Commissioner may be called to review temporary/emergency release during weekend/holiday time periods.
5. Information regarding the youth's release is written documented in the Detention Log located in Intake, by ORN, and in the youth's detention file.

B. Detained youth sentenced to a local sanction.

1. Youth serving a detention sentence admitted to the hospital may be released to the parent/guardian via administrative pass authorized by the Detention Manager, Supervisor, or Duty Officer.
2. Youth serving a detention sentence assessed to be an imminent risk for self-harm via an ITA evaluation must be authorized for a release by the Detention Manager, Supervisor, or Duty Officer.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Emergency Medical Release	6.5	2 of 2

3. Detention Officers contact the Detention Manager, Supervisor, or Duty Officer to review the emergency and requirements for a pass.
4. If released on an administrative pass for a medical emergency, the matter is reviewed the next judicial day by the Detention Manager, Supervisor, or Duty Officer.
5. The Prosecuting Attorney and Probation Counselor are notified following review.
6. Information regarding the youth's release is written and documented in the Detention Log located in Intake, by ORN, and in the youth's Detention file.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Good Time	6.6	1 of 1

6.6 GOOD TIME

I. **POLICY:** Youth sentenced to the Detention Facility are provided an incentive to earn a reduction in their sentence by engaging in positive and pro-social behavior. Good Time serves as a means to reinforce positive behavior in youth and is a means to control the Detention population.

II. **DEFINITIONS:**

Good Time: An earned reduction of up to twenty percent of some sentences youth may serve in Detention. Good Time does not apply to sentences up to 72 hours in length of less than 5 days.

III. **PROCEDURE:**

A. Assignment of Good Time

1. Good Time is assigned presumptively when a youth is sentenced to Detention. Good Time is calculated and written on the Detention Sentencing Sheet.
2. The Good Time release date is a youth's date of release unless the youth behaves in a manner that warrants the loss of Good Time.

B. Loss of Good Time

1. Loss of Good Time is a collaborative decision made by Detention Lead Workers, Officers, Probation Counselors and Management unless otherwise specified in this policy.
2. Loss of Good Time is communicated to the youth as soon as it is prudent to do so.

C. Automatic Loss of Good Time

1. Youth that engage in criminal behavior (assaults on staff, other residents or property damage resulting in a charged offense) shall not receive Good Time.

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Violation of House Arrest	6.7	1 of 2

6.7 VIOLATION OF HOUSE ARREST

I. POLICY: Information regarding an alleged violation of a court ordered release agreement (House Arrest) is reviewed by the youth's Probation Counselor or Detention Officer. Specific criteria are followed to determine whether the parent is authorized to bring the youth into custody or to the court the next judicial day.

II. DEFINITIONS:

Release Agreement: (House Arrest) An order issued by the court releasing a youth into the custody of his/her parent, guardian, or responsible adult under specific conditions the youth is to follow pending the outcome of a case in court. (RCW 13.40.050)

III. PROCEDURE:

- A. Parents/guardians/responsible adults are instructed when released by the court, Probation Counselor, or Detention Officer to notify the court if their child/the youth violate conditions of release.
- B. Probation Counselors/Detention Officers assess the risk to the community of each alleged violation that is reported.
- C. Parents/guardians/responsible adults that report and describe high risk behavior engaged in by the youth on House Arrest will be instructed to bring the youth to the Detention Facility immediately. Notification of parents directed to bring a youth into detention will be written in the Log Book located in Detention Intake and the Probation Counselor will be informed by phone message or e-mail.

Examples of high risk behavior:

- 1. Contact with the alleged victim
 - 2. Possession or use of drugs or alcohol
 - 3. Contacting witnesses to the alleged offense
 - 4. Leaving the home without adult supervision
 - 5. Commission of a new criminal offense
 - 6. Committing a new offense
 - 7. Intimidating a parent or guardian
- D. Parents/guardians/responsible adults that report and describe behavior that is not assessed or determined to be high risk will be instructed to bring the youth to Court the next judicial day for a review. Behaviors engaged in by the youth that require a review include:

Chapter	Subject	Policy #	Page
RELEASE AND TRANSFER	Violation of House Arrest	6.7	2 of 2

1. Suspension from school
2. Non-compliance in the home
3. Poor attitude
4. Violation of House Rules

July 20, 2009
Effective Date

Authorized By

Chapter

7

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Property

Chapter	Subject	Policy #	Page
PROPERTY	Intake and Admission	7.1	1 of 3

7.1 INTAKE AND ADMISSION

I. POLICY: For security and safety reasons, non-essential property is taken from youth who enter the Detention Facility. The property of youth who are admitted is inventoried, itemized and stored until the youth is released.

II. DEFINITIONS:

Valuables: Money and jewelry

Illegal Contraband: Drugs and weapons

III. PROCEDURE:

A. General:

1. All property surrendered upon intake will be inventoried, signed by youth, and stored in a secure area. Any personal property that is lost, stolen, or destroyed will be reported to the Detention Manager/Supervisor. Upon review of the incident, a written report will be forwarded to Risk Management for consideration of reimbursement or replacement.
2. Youth shall be responsible for any property remaining in their possession at intake or personal items that they are given access to for school, work release, etc.
3. The youth shall not at any time have access to personal items defined as contraband or money that may be stored with personal property.
4. Illegal contraband will be turned over to law enforcement for investigation.
5. Cigarettes will be disposed.

B. Personal Property taken at the time of admission:

1. The Detention Officer shall note on the Personal Property Inventory every piece of clothing the youth comes in with, both wearing and on his/her person. Inventory means specific and accurate description of property.
2. Money's \$20.00 and over will be placed in a sealed plastic bag, labeled with the name of the youth and stored in the Detention safe.
3. The wallet, or purse is checked for contents and any money is verified on the inventory. Jewelry is to be sealed in a plastic bag, labeled, initialed by staff, and placed in the youth's property bag. The youth will not have access to any money until final release, or unless otherwise stated in 7.1, III, A, 3. (Above)

Chapter	Subject	Policy #	Page
PROPERTY	Intake and Admission	7.1	2 of 3

4. Any personal items such as jewelry, watch, and pocket contents will be placed together in a sealed plastic bag and noted on the inventory.
5. Items of contraband will be sealed in a separate bag with the youths name, date, and the staff's initials, and listed on the property sheet as being placed in the safe, and logged in the Safe Logbook. These items are to be given to the parent/guardian, Probation Counselor, or law enforcement if criminal charges are considered. Contraband is defined as:
 - a. Matches, lighters, and cigarettes
 - b. knives
 - c. drug paraphernalia (illegal, forward to Probation Counselor or law enforcement)
 - d. lewd or violent publications
 - e. sharp instruments
 - f. fireworks
 - g. any property that jeopardized the safety, security or treatment of the Detention Facility.
6. If illegal contraband is discovered while the arresting officer is present the officer will take custody of such contraband. If illegal contraband is discovered later, Detention staff will notify law enforcement to come to the Detention Facility to pick up the contraband.
7. Any medications found during admission are to be verified as belonging to the youth and are to be secured in the medication drawer in Intake.
8. Parents will be requested to claim any large items.

C. Verification and security of Property:

1. Upon completion of the inventory of the youth's personal items and clothing, the youth is shown the list and asked to sign indicating that all property has been identified.
2. All property shall be secured in the Property Room. Personal clothing will be laundered and disinfected, if necessary at the discretion of the Detention Officer.
3. Valuables and small items will be stored in a sealed plastic bag in the youth's property bag.

Chapter	Subject	Policy #	Page
PROPERTY	Intake and Admission	7.1	3 of 3

4. The youth will not have direct access to secured property but may request access via a staff person. Any articles added, removed, or exchanged shall be noted on the personal property inventory.
5. When a loss occurs, an investigation shall be initiated, by the Detention Manager/Supervisor. If personal property is not restored, a report detailing the circumstances, will be completed and forwarded to Loss Control.

D. During Intake, the Detention Officer:

1. Prior to transfer of custody, directs the youth to remove shoes, belt, outerwear (jacket, coat, sweater, etc.) and jewelry (hair clips, rings, chains, watches and earrings) and places the property in a property container.
2. Directs the youth to empty all pockets and place that property in a plastic property bag.
3. During the removal of non-essential property, inspects for valuables, medications and contraband.
4. Brings illegal contraband to the attention of a Law Enforcement Officer.
5. If the youth is released without being admitted, opens the property bag and directs the youth to recover all property. Inspects the container to ensure all property is recovered by the youth.
6. At the time of release following a stay in Detention, staff needs to verify that all personal items inventoried during the time of admissions are accounted for and the youth signs for these items prior to the staff handing these items over to the youth.

E. During Admission, the Detention Officer:

1. Separates valuables, medications, and contraband from other property.
2. Lists medications on the Initial Health Screening form and the Property Sheet.
3. Lists valuables and other items on the Property Sheet.
4. Have the youth sign the acknowledgment of property being held.

Chapter	Subject	Policy #	Page
PROPERTY	Property Allowed in Rooms	7.2	1 of 1

7.2 PROPERTY ALLOWED IN CELLS

I. POLICY: To preserve a degree of personal identity consistent with the Detention Facility safety and security, youth are allowed to retain a reasonable amount of personal property in their possession.

II. DEFINITIONS:

Personal Property: Items belonging to the youth.

Detention Property: Items belonging to the Detention Facility that are given to a youth or temporarily placed in their possession.

III. PROCEDURE:

A. The property allowed in Detention cells is explained to youth during admission.

B. Each youth is allowed the following property in his/her cell:

1. Legal documents.
2. Three photographs (excluding Polaroid).
3. Prescription eyewear and case (including contact solution bottle).
4. Orthodontics and case.
5. Two items of Detention reading materials, paperback books.
6. One spiritual book (e.g. Bible, Book of Mormon) AA/NA books.
7. Letters and post cards sent by mail if they are kept neatly in the room.
8. Toiletries provided by the facility, one small bar of soap, one wash cloth, one roll of toilet paper.
9. Deck of playing cards when available.

Chapter

8

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Food Service

Chapter	Subject	Policy #	Page
FOOD SERVICE	Responsibility for Meal Preparation	8.1	1 of 2

8.1 RESPONSIBILITY FOR MEAL PREPARATION

I. **POLICY:** The Clark County Sheriff's Office Food Services Division provides three nutritionally balanced meals daily that meet the guidelines of the National School Lunch Program. The Food Services Division complies with applicable sanitation and health codes as established by Federal, State, and local authorities.

II. **DEFINITIONS:**

Clark County Sheriff's Office Food Services Division: The central meal preparation facility that provides meals for the Clark County Jail, Work Center, and Juvenile Detention Facility.

III. **PROCEDURE:**

A. General:

1. Youth receive three meals daily.
2. Meals arrive at specified times in specialized meal carts. Meal carts are delivered by Food Division staff.

B. Detention Officers:

1. Retrieve meal carts and transport them to the living units (Pods).
2. Supervise youth in the living units during breakfast, lunch, and dinner.
3. Call youth forward by name to receive the meal or verbally identify youth when providing the meal.
4. Encourage appropriate table manners and eating habits among the youth.
5. Do not allow youth to give or exchange food with other youth or take food to their cells.
6. Supervise and pick up meal trays for youth designated to eat in their cells.
7. Transport food carts to the sally port at the completion of each meal.

C. Documentation:

1. Food Division personnel receive a daily population count to prepare the correct number of meals.

Chapter	Subject	Policy #	Page
FOOD SERVICE	Responsibility for Meal Preparation	8.1	2 of 2

2. Daily meal counts are recorded on the Detention Population Day Sheet in the following manner.
 - a. During breakfast and lunch, the Detention Officer initials next to each youth on the Day Sheet as they receive the meal.
 - b. Make note on the Day Sheet youth who have refused a meal.
 - c. Tally the total results of youth that have received a meal and those who have refused to eat.*
3. Completed Detention Population Day Sheets are stored in Intake in a green file folder labeled "Meal Counts" and provided each month to the Food Division Administrator.

***NOTE: Only breakfast and lunch meals provided to youth in Detention are to be part of this count. Sack lunches are not to be counted and are not recorded as part of the final tally.**

Chapter	Subject	Policy #	Page
FOOD SERVICE	Special Diets	8.2	1 of 1

8.2 SPECIAL DIETS

I. POLICY: Detained youth who have special dietary needs will be referred to the on-site medical unit. The nurse will review the special diet and will coordinate with Clark County Sheriff's Officer Food Services Division the delivery of all special diets to Detention. Special diets will be marked, by the kitchen, with the name of the youth requiring the tray.

II. DEFINITIONS:

Special Diets include, but are not limited to:

- Meals for diabetics
- Vegetarians
- Liquid Diets
- Food Allergies
- Extra food to be taken with prescribed medication
- Religion

II. PROCEDURE:

A. Special Diet Request Made By Youth or Parent at Intake:

1. If a youth or parent during the course of booking indicates a need for a special diet, the Detention Officer completing the booking process will identify:
 - the specific diet requested
 - the medical/religion basis for the request
2. The Detention Officer will contact and refer the matter to medical/or jail kitchen directly informing them of the need. The nurse/jail kitchen will determine if the special diet is warranted and will coordinate the special diet with Food Services as needed.

B. Requests for Special Diets or Accommodations by Youth Already Detained:

1. Requests for a special diet for youth in Detention are to be referred to medical. The referral will be made to the on-site nurse. The nurse will determine if the special diet is warranted and will coordinate the special diet or accommodation with Food Services.

Chapter	Subject	Policy #	Page
FOOD SERVICE	Food Provided to Detention	8.3	1 of 1

8.3 FOOD PROVIDED TO DETENTION

- I. POLICY: Clark County Juvenile Detention accepts food for detained youth from the Clark County Sheriff's Office Food Services Division or through its own budget for programming needs (e.g. snack program, special reinforcements). The Detention Manager or Supervisor must approve any other food that is donated.
- II. PROCEDURE:
1. The Clark County Sheriff's Office Food Services Division provides meals three times a day for youth detained in the Detention Facility at prescribed times determined by the Jail and Juvenile Court Administration.
 2. Foodstuffs purchased by Detention Management for youth will be prepackaged and purchased from vendors approved by the county.
 3. Juvenile Detention will not accept food of any kind or under any circumstance from parents for detained youth unless approved by the Detention Manager or Supervisor.
 4. Due to security concerns, no food purchased by parents for their child will be allowed.

Chapter

9

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Juvenile Rights

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Non-Discrimination	9.1	1 of 1

9.1 NON-DISCRIMINATION

I. POLICY: Youth are protected from discrimination based upon race, color, creed, national origin, religion, political beliefs, sex and physical handicaps. All youth will have access to programs, services and activities in the Detention Facility. All written policies and procedures are nondiscriminatory.

II. PROCEDURE:

Detention staff ensure by their words, actions and intentions:

- A. Youth are not subject to discrimination based upon race, color, creed, national origin, religion, political beliefs, sex and physical handicaps. Youth with medical conditions precluding them from physical activity should be given the opportunity to observe the activity and not segregated from the youth participating.
- B. There is equal access to programs, services and activities for male and female youth. Male and female youth are encouraged to participate equally in all Detention Facility programs and activities.
- C. There is no discrimination in the assignment to cells, work assignments, disciplinary measures or administrative decisions. However, consideration to gender, sex, and sexual orientation will be given to avoid potential harassment, discrimination, or behaviors of a sexual nature.

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Legal Rights	9.2	1 of 2

9.2 LEGAL RIGHTS

I. POLICY: Youth seeking judicial or administrative relief are not met with reprisal or penalty. They have uncensored, confidential contact by telephone, in writing, or in person with their legal representative.

II. PROCEDURE:

A. Assisting a Youth to Obtain a Privately Retained Attorney:

If, upon arrest or after being admitted to Detention, a child desires to obtain their own attorney, he/she will be made aware of the option of using a Court Appointed Attorney. If s/he still wishes to arrange a private attorney, the youth is allowed to call an attorney or a parent or legal guardian to act in the child's behalf.

B. Obtaining a Court Appointed Attorney:

When a youth does not have a privately retained attorney, she/he is assigned a Court Appointed Attorney. This occurs within 72 hours of incarceration, usually at the Detention Hearing. At the Detention Hearing the Judge appoints a contracted attorney to represent the youth, unless she/he has private counsel. Although unusual, the Judge could appoint an attorney before the Detention Hearing.

C. Written Communication with Legal Representative:

1. Detained youth shall be provided with writing materials and postage for the purpose of corresponding with attorneys. A youth's written or dictated correspondence is mailed or delivered to the legal representative by a staff member.
2. Such written correspondence is not to be opened or censored. Dictated messages are not censored, and not opened after being sealed.
3. Mail from the Court or other legal authority, is not opened by staff.

D. Visitation and Requesting Visits with Legal Representative:

1. Attorney(s) may visit with a detained client between 8:00 A.M. and 9:00 P.M. in designated visiting rooms as availability permits.
2. Youth may request a visit from their legal representative through written requests. Requests are sent to the Records Department where they are placed in the Defense Attorney's folder or may be given to the assigned Probation Counselor. The Defense Attorney schedules the meetings.

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Legal Rights	9.2	2 of 2

3. Youth with privately retained attorneys must request visits through their parent or legal guardian, probation counselor, or write or call the attorney personally. This also applies to out of county attorneys.

E. Telephone Communication

1. Calls from attorneys to detained youth will be accepted if arranged through the Probation Counselor, and availability of staff.
2. A detained youth may call his/her attorney using the pay phone during the phone access times. A youth may telephone his/her attorney using an outside regular phone if approved by the Detention Manager or Supervisor.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Environmental and Programmatic Rights	9.3	1 of 3

9.3 ENVIRONMENTAL AND PROGRAMMATIC RIGHTS

- I. **POLICY:** Youth have clearly defined rights and responsibilities. Youth and staff are familiar with the rights and responsibilities so order and discipline are maintained within the facility. Youth who feel their rights have been violated have access to a grievance process. Youth who do not abide by the responsibilities listed below are subject to disciplinary measures.
- II. **PROCEDURE:**
- A. Youth have the right to expect that they will be provided fair, professional and ethical treatment and will be addressed by name in a dignified conversational form.
 - B. Youth have the right to be informed of the rules, procedures, and schedules concerning the operation of the Detention Facility.
 - C. Youth have the right to not be subjected to corporal punishment, harassment, intimidation, threats, harm, assault, humiliation or interference with the normal bodily functions of eating, bathroom functions, or sleeping during normal sleeping hours (10 p.m. – 6 a.m.) by any other youth or staff person. They will be under the supervision and control of trained staff only.
 - D. Youth have the right to participate in religious counseling on a voluntary basis, subject only to the limitations necessary to maintain order and security. They will have access to a soft bound religious publication (provided by parent or guardian), that allow them to adhere to their religious practices.
 - E. Youth have the right to nutritious meals, proper bedding, clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
 - F. Youth have the right to visitation with parents or legal guardian and to communicate or correspond with persons, organizations, or media. Youth have a right to send and receive mail. All incoming mail may be inspected, but no mail will be restricted or censored except for reasons of public safety, facility security, or the safety and security of individuals.
 - G. Youth have the right to wear their hair and facial hair in any style they choose as long as it does not pose any health and safety problems.
 - H. Youth have the right to participate, or not participate in programs in the facility. However, certain activities are mandatory or will result in disciplinary action. Examples include; 1) Hygiene 2) School attendance.
 - I. Youth have the right to recreational opportunities and equipment.

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Environmental and Programmatic Rights	9.3	2 of 3

- J. Youth have the right not to participate in uncompensated work assignments unless the work is related to housekeeping or maintenance of facility or personal hygienic needs.
- K. Youth have the right to report any problems or complaints they have while in the facility without any fear or punishment.
- L. Youth have the right to formal review of their complaints. Every effort should be made to resolve conflicts or misunderstandings between youth, and youth and staff in an informal manner.
- M. Detention Staff ensure by their words, actions and intentions the following youth rights:
 1. Youth are provided fair, professional and ethical treatment.
 2. Youth are ensured a safe and humane living environment.
 3. Supervision and control of youth is exercised solely by trained staff and/or trained adult volunteers.
 4. Youth are not subject to corporal or unusual punishment, harassment, humiliation, mental abuse, or interference with normal daily functions of living (meals, bathroom, and sleep during normal sleeping hours 10 p.m. – 6 a.m.).
 5. Youth are provided nutritious meals, clean clothing, daily showers, personal hygiene products, clean bedding, adequate lighting and ventilation.
 6. Youth have access to emergency and necessary medical and dental treatment.
 7. Youth have the opportunity for regular visits with parents or legal guardian, limited only when necessary to maintain order and security.
 8. Eligible youth have the opportunity to participate in educational programs.
 9. Youth have access to recreational opportunities and equipment.
 10. Youth may choose any grooming style, which does not pose a health or safety problem.
 11. Youth may communicate or correspond with persons, organizations or the media limited only when necessary to maintain order and security.
 12. Youth may earn the daily opportunity to use the telephone for calls to individuals other than their attorney, provided that no safety and security

Chapter	Subject	Policy #	Page
JUVENILE RIGHTS	Environmental and Programmatic Rights	9.3	3 of 3

issues exist. Telephone calls are not monitored unless the Court directs otherwise.

13. Youth do not participate in uncompensated work assignments (other than community service work) unless the work is related to housekeeping, maintenance of the Detention facility or personal hygienic needs. Youth may choose to participate in uncompensated work in exchange for community service credit.
 14. Youth may report problems or complaints to staff without fear of reprisal or punishment.
 15. Youth may file a grievance when they believe their rights have been violated.
- N. Youth are to abide by the following responsibilities.
1. Follow Detention rules, procedures and schedules as written in the "Detention Handbook."
 2. Follow staff directions.
 3. Do not discriminate by words, actions or intentions against staff or other youth.
 4. Participate in tasks designed to clean and maintain the facility.
 5. Request medical or dental care when needed.
 6. Conduct themselves in a safe and appropriate manner.
 7. Engage in positive peer relations.
 8. Maintain good personal hygiene.
 9. Report problems, complaints, or infringement of rights to a staff member.
 10. Register grievances through established procedures
 11. Refrain from behavior that is threatening, aggressive, and offensive.

Chapter	Subject	Policy #	Page
YOUTH RIGHTS	Access to News Media	9.4	1 of 1

9.4 ACCESS TO NEWS MEDIA

I. **POLICY:** Youth may communicate with news media. This right is limited only as necessary to provide programming, and maintain order and security.

II. **PROCEDURE:**

A. News Media Requests:

1. A news media representative desiring to visit the Detention Facility must obtain prior approval from the Administrator or Detention Manager.
2. Requests for specific information regarding youth are denied for privacy considerations.
3. During media visits, youth are not identified by either:
 - a. Photography or video
 - b. Identifiable descriptions
 - c. Identifiable voice recordings
4. The Lead Worker may suspend media visits during a Detention Facility emergency.

B. Youth Requests:

1. A youth may request to be interviewed by news media.
2. Parents or legal guardians must provide written consent prior to an interview.
3. An interview is denied if:
 - a. It endangers the health or safety of the interviewer or disrupts the order of the Detention Facility.
 - b. The Court issues an order forbidding an interview.
 - c. The interview jeopardizes the safety of a youth in protective custody.

Chapter	Subject	Policy #	Page
YOUTH RIGHTS	Grievance Process	9.5	1 of 3

9.5 GRIEVANCE PROCESS

- I. **POLICY:** Youth have the right to formal review of their complaints regarding the actions and decisions of Detention staff. Complaints should be resolved at the lowest possible level, but may be appealed to higher administrative authority. A youth's rights to seek legal services are not supplanted by this process.

Every effort should be made to resolve conflicts or misunderstandings between youth, and youth and staff in an informal manner. The youth should first make contact with a staff person and discuss the issue. If satisfactory resolution is not reached through informal discussion, the formal process may be initiated. Complaints between youth should first be mediated by a staff person.

If a youth at any time feels his or her rights have been violated, or that any disciplinary action taken against them is inappropriate, they may exercise the grievance procedure without fear of punishment or reprisal.

- II. **DEFINITION:**

Grievance: A circumstance or action thought to be unjust or harmful, and grounds for complaint.

- III. **PROCEDURE:**

- A. **General:** All alleged allegations against staff by detainees must be reported to the Lead Worker unless the grievance alleges physical or sexual abuse, or any form of discrimination. Grievances that allege the latter are to be directed to the Detention Manager/Supervisor. Grievance procedures provide the following:

1. It creates a paper trail of documentation.
2. It brings the administration on board, as soon as possible to investigate the allegations. The administration may forward the allegations to a proper authority.
3. It protects the staff member from not reporting potentially serious allegations.
4. Youth may talk of the incident outside this facility; therefore the administration needs to be informed at the earliest date possible.

- B. **Informal Resolution of Complaints.**

1. Youth discuss the complaint with the responsible staff.
2. If the complaint is not resolved, the youth may discuss the matter with the Lead Worker.

Chapter	Subject	Policy #	Page
YOUTH RIGHTS	Grievance Process	9.5	2 of 3

3. The Lead Worker resolves complaints if possible. Unresolved complaints are referred to the grievance process.

C. Filing a Grievance:

1. Informal resolutions are preferable in most cases to the formal grievance process. However, at times the severity and nature of the grievance dictates use of the formal grievance process. Youth are not to be persuaded or hindered from filing any grievance
2. Youth request and complete a written Grievance Form within 24 hours of the incident. Distribution of requested forms will be delayed when safety and security issues exist i.e. too aggressive to be given a pencil, or unable to monitor form completion. A form will be provided once the situation is under control. The youth may ask a staff person not involved in the conflict to help him/her complete the form and discuss any questions. An Observation Report will be filled out by the staff taking the grievance request if the Grievance Form was not provided to the youth before the end of the shift on which the form was requested. The report should detail the safety and security issues which prevented said staff from providing the Grievance Form.
3. Youth forward the completed Grievance Form in a sealed/confidential envelope addressed to the Lead Worker/Detention Manager/Supervisor.
4. If the grievance is addressed by the Lead Worker, it will take place on, and by, the Lead Worker supervising the shift. The Lead Worker will file his/her report for the Detention Manager/Supervisor to review as soon as possible. In the event the grievance filed is against a Lead Worker, the grievance should be forwarded directly to the Detention Manager or Supervisor.
5. The Detention Manager/Supervisor receives grievances addressed by the Lead Worker and reviews the outcome. If no action is necessary and the issue is resolved the grievance is filed.
6. If the outcome of the Lead Worker intervention does not resolve the grievance, or if the grievance involves sexual or physical abuse or discrimination, the Detention Manager/Supervisor meets with the youth, discusses the grievance and makes an investigation within three working days. Upon completion of the investigation, the youth is given copies of their disposition attached to the original form.
7. If the youth is not satisfied with the Managers/Supervisors decision, an appeal may be made by forwarding a copy of the rejected disposition to the Administrator of the Juvenile Court within five working days.
8. The Administrator reviews the decision, speaks with appropriate people and provides a written decision to the youth within seven working days.

Chapter	Subject	Policy #	Page
YOUTH RIGHTS	Grievance Process	9.5	3 of 3

9. Any time limits may be extended by mutual agreement.
10. There will be no reprisals against any youth who makes use of the grievance procedure.
11. A youth pursuing a grievance beyond the time spent in Detention is responsible to contact Detention and schedule a hearing or review within the required time period.

July 20, 2009
 Effective Date

Authorized By

Chapter

10

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Medical and Health Services

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Medical and Health Services	10.1	1 of 4

10.1 MEDICAL AND HEALTH SERVICES

- I. POLICY: Medical Care/treatment will be available 24 hours a day, seven days a week, for conditions requiring immediate medical attention. All medical services will be administered by the contracted medical provider. The contracted medical provider may elect to send youth for outside care when the youth cannot be cared for by medical personnel due to the severity and/or complexity of the medical condition. Youth access to healthcare will be not be unreasonably interrupted, delayed, nor will youth receive a consequence for seeking to meet their healthcare needs.

The contractor for medical services will meet or exceed constitutional and community standards that meet at a minimum the Standards of the National Commission on Correctional Health Care and the American Correctional Association.

II. DEFINITION:

- A. Contracted Medical Provider: Provider of healthcare services for Clark County Juvenile Detention and Clark County Jail.
- B. Medical Unit: The designated space occupied by medical personnel employed by the contracted medical provider, who are contracted to provide all medical services and care for youth confined in the Clark County Juvenile Detention Facility.
- C. Medical Emergency: Any medical incident that requires immediate attention such as respiratory distress, injuries (lacerations, obvious deformities), altered levels of consciousness, fever of 101 degrees or above, allergic reactions with severe rash, respiratory distress, or severe itching, and drug ingestion.
- D. Sick Call: The regularly scheduled time that youth will be escorted to the contracted Registered Nurse or other medical practitioner (MD, PA, NP) for evaluation.

III. PROCEDURE:

- A. Assessment:
1. Upon a youth's admission to the Detention facility staff will complete the Medical Screening Form and Mental Health: Juvenile Detention Admission Tool (MH JDAT).
- B. Medical Emergencies:

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Medical and Health Services	10.1	2 of 4

Medical personnel will be contacted immediately if at anytime staff believes a youth is experiencing a medical emergency.

1. Youth who report they are experiencing, or appear to be experiencing, the following are considered in need of immediate medical attention.
 - Respiratory distress
 - Injuries (lacerations, obvious deformities)
 - Altered levels of consciousness
 - Fever of 101 or above
 - Allergic Reaction with a severe rash, respiratory distress, or severe itching
 - Drug ingestion

C. Referral:

1. Youth at intake who present that they are ill, have unusual or severe bruising, lacerations, are intoxicated, used illegal drugs in the last 24 hours, report they have an STD, infectious disease, Diabetes, Epilepsy, Tuberculosis, high blood pressure, Asthma, ulcers, heart problems, Scabies, fever, rash, infection, swollen glands, Hepatitis, taking medication, hospitalized recently, allergies, pregnant, dental problem and eating disorders will be immediately referred to the nurse either by staffing the case with the on-site R.N. or by writing the youth in the After Hours Sick Call Log, located in Main Control. If at any time staff believe the youth requires immediate attention, and there is no on-site R.N., staff will call Jail Medical and speak with the R.N. on duty. The R.N. on duty can also be located by calling Jail Booking and requesting the R.N. on duty.
2. Youth who request a need for medical services will be: 1) placed in the After Hours Sick Call Log, located in Main Control, if the request is made after regular sick call hours, or 2) Be seen by the contracted nurse during daily sick call, which occurs Monday – Friday during scheduled school gym time. If at any time staff believe the youth requires immediate attention, and there is no on-site R.N., staff will call Jail Medical and speak with the R.N. on duty. The R.N. on duty can also be located by calling Jail Booking and requesting the R.N. on duty.

D. Sick Call:

1. Sick call is to occur daily. Youth's requests to see the nurse will be placed in the After Hours Sick Call Log book for triage by the duty R.N., or seen

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Medical and Health Services	10.1	3 of 4

by the nurse during daily sick call if the request is made prior to or during regular sick call hours.

E. Medication:

1. Prescriptions received from parents must be blister-packed by an authorized pharmacy.
2. Parents are to be instructed to place the medication in a lock box, located in the North lobby area of the after-hours entrance.
3. The attending nurse is responsible for the distribution, documentation and storage of all medication (prescription and PRN).
4. Twice daily the RN on duty shall open the locked drop box, retrieve the medications and take them to medication storage within the Juvenile Detention Facility.
5. Medications retrieved from the lock box shall be inventoried and sorted according to packaging as blister-pack or other non-authorized packaging.
 - a. Blister-packed medications shall be inventoried and recorded on a M.A.R. (Medication Administration Record) and stored with the medications for distribution.
 - b. Non-blister-packed medications shall be inventoried and the pharmacy called to verify the authenticity of the prescription. If the prescription is authentic, the prescription shall be transcribed onto a Boswell order form and include the following information:
 - 1) Youth resident name
 - 2) Pharmacy name
 - 3) Pharmacy phone number
 - 4) Prescription number
 - 5) Prescription
 - 6) Prescribing physician
 - 7) 14-day order quantity
 - c. Non-blister-packed medication prescriptions that cannot be authenticated by the pharmacy shall be returned to the youth resident's parent that delivered the medications.
 - d. Transcribed orders shall be faxed to Boswell Pharmacy each day prior to 1:00 p.m.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Medical and Health Services	10.1	4 of 4

6. If a parent has a written prescription but no medication, the RN on duty shall verify the authenticity of the prescription and order the medication through the contracted provider following procedures under 5.b above.
7. All other prescription medications for a youth shall require PA or physician orders.
8. The attending nurse will be notified to release medication to the youth's parents upon a detained youth's discharge.
9. If a nurse is unavailable to release prescription medication to the youth's parents at the time of discharge from Detention, the medication will be placed in the medication release drawer in Intake. Parents are to be notified of the medication to be released.

F. Medical Records:

1. Medical records are confidential and will be kept separate from detention files. Medical records are to be secured at all times and accessible only to authorized medical personnel.
2. The attending nurse or designated practitioner will share pertinent medical information with Detention Officers about youth whose physical/medical conditions may be of concern (diabetic, epileptic, etc.).

G. Medical Contractors Responsibilities:

1. The contracted medical provider will develop, maintain, and review a Policy and Procedure Manual and Infection Control Manual that describes administrative and operational policies and procedures that meet the NCCHC, ACA, and juvenile care standards.
2. The Policy and Procedure Manual will be kept on file and located in the Detention Managers and Supervisors Office.

H. Customer Service:

1. All parental complaints related to the medical condition or treatment of a youth will be directed to the contracted medical provider's Health Care Administrator.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Medical Consent	10.2	1 of 1

10.2 MEDICAL CONSENT

- I. **POLICY:** Juvenile Detention staff will attempt to obtain medical consent from parents/guardians of detained youth prior to the examination, care, and treatment of youth in custody. Medical care is authorized for youth in custody without parental consent if reasonable attempts to contact parents have been made without success and prompt emergency medical care is needed. Treatment will not be authorized for juveniles whose parent/guardian having custody of the youth informs the administrator of the Juvenile Court of objections to the treatment before the treatment is provided. Except where RCW 69.54.060 applies. R.C.W 13.04.047
- II. **PROCEDURE:**
- A. Verbal Medical Consent:
1. Upon a youth's admission to the Detention facility staff shall make a reasonable attempt to contact the youth's parent/guardian and request permission to provide medical and dental care for their child until written consent can be obtained.
 2. Staff will complete the Parent Notification Form.
- B. Written Medical Consent:
1. At the first available opportunity, attempts will be made to obtain written parent/guardian medical consent for the examination, care, and treatment of each youth in Detention. Parent/guardians will indicate consent for medical services by signing the Medical Consent Form.
 2. Intrusive and non – emergent diagnostic testing (Health Assessments, Lab work) will not occur until written consent is obtained.
 3. The Juvenile Court Administrator or authorized staff may sign the Medical Consent Form in the absence of a parent/guardian if Juvenile Court and Detention Staff, after reasonable attempts, are unable to locate the parent/guardian. Authorized staff are the Detention Manager, Detention Supervisor or Juvenile Services Managers.
 4. Treatment will not be authorized for youth in custody if a youth's parent/guardian having custody of the youth objects to the medical treatment before it is provided or refuse to provide consent for medical care for the youth while in custody.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	1 of 7

10.3 MENTAL HEALTH

I. INTRODUCTION:

A recent report submitted by the Coalition for Juvenile Justice raised great concern about the number of mental health disorders among incarcerated youth (50 – 75 %). It is estimated that one out of every five youth who are incarcerated has a “serious emotional disturbance.”

The report states that:

- In one study 73 percent of youth in juvenile facilities reported mental health problems and 57 percent of those youth had previously received mental health treatment.
- Fifty-five percent of youth in the juvenile justice system have symptoms associated with clinical depression, 50 percent have Conduct Disorders, and up to 45 percent have Attention Deficit/Hyperactivity Disorder.
- One to six percent of incarcerated youth have Schizophrenia or other psychotic disorders.
- Up to 19 percent of youth involved in the juvenile justice system may be suicidal.
- At least half of the youth who have a mental illness have a co-occurring substance abuse disorder. It is believed that many of these youth use illegal substances to self medicate for untreated mental health issues.
- Many youth have a dual diagnosis.

Clark County Juvenile Court, in its own report completed in 2000, found that a small number of youth (20%) accounted for the majority of bed days used in Detention. The report revealed that these “high-end users” of Detention were very likely to be afflicted with mental and behavioral health disorders and often were diagnosed with co-occurring drug and alcohol dependence.

CLARK COUNTY’S PLAN

The following is a description of Clark County Juvenile Justice Center’s programming, policy, and practice regarding mental health issues with youth in the Detention Facility. As opposed to presenting a number of separate policies and procedures, the following is a cohesive plan that represents the broad scope of services provided, and protocols and procedures established for youth confined in the Detention Facility. The following plan addresses the assessment of youth, services provided, and written policy governing the mental health needs of youth housed in the facility. Attached to this plan are the Suicide Prevention Policy and Plan, as well as assessment tools and other relevant documents.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	2 of 7

II. ASSESSMENT:

POLICY

All youth entering the Clark County Juvenile Detention Facility will be assessed by Detention Officers or their equivalent via the Mental Health–Detention Assessment Tool (MH—JDAT) (see attachment B). Drug and Alcohol Assessments will be completed upon request. Youth in custody who display symptoms associated with suicide or express a desire to commit suicide will receive a First Level Suicide Evaluation.

A copy of the MH—JDAT will be placed in the youth’s Detention file.

Procedure:

The MH—JDAT is a thirty-one item structured interview developed by Dr. Lisa Boesky of the University of Washington. The MH—JDAT has been implemented in Detention Centers throughout the state of Washington. Youth will be screened on a number of issues related to their mental and physical health. This includes depression, self-abuse, self-harm, suicide, aggression, past psychiatric and treatment history, and issues related to physical health. Youth who are deemed a risk for self-harm or in need of services will be referred to appropriate services within the Detention Facility or Crisis Services. This includes referrals to on – site mental or medical health providers.

Youth in custody who express suicidal ideation or who display related symptoms associated with suicide (see attachment A: Suicide Prevention Policy and Plan) will receive a First Level Suicide Evaluation by Detention staff. A First Level Suicide Evaluation is a brief interview with a youth to ascertain if the youth intends to commit suicide, is thinking of suicide, and has a plan for suicide. The evaluators will also attempt to determine what the youth is upset or worried about.

III. MENTAL HEALTH SERVICES:

POLICY

Youth will be referred for services offered within the Detention Facility or to Crisis Services based on the assessed (MH—JDAT, First Level Suicide Evaluation) need for such services and/or by staff or youth request. Youth can be referred to Crisis Services, Mental Health Triage, or Regular Programming.

Procedure:

Depending on the assessment, MH—JDAT, youth may be referred for services.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	3 of 7

A. CRISIS SERVICES:

POLICY

Youth who report that they are an imminent risk to harm them self (see Attachment A: Suicide Prevention Plan and Policy) or who are required by statute to be evaluated (see Attachment C); will be referred to the on-site psychologist or the County Designated Mental Health Professional (CDMHP). Additionally, the department psychologist will monitor all youth on suicide watch.

Procedure:

Youth who are at imminent risk to harm themselves will be placed on a Suicide Watch and the case will be staffed with the staff psychologist (see Attachment A: Suicide Prevention Plan). In the event the staff psychologist is unavailable to review the case, the County Designated Mental Health Professional (CDMHP) will be called for a consultation to determine the appropriate course of treatment. (360) 696-9560. Based on the information provided by staff, the CDMHP will either: a) provide recommendations over the phone, or; b) determine that a face-to-face interview is needed. The CDMHP may assist to identify the level of risk the youth presents for self – harm and at what Suicide Watch Level (I, II, III, IV) the youth should be placed. The CDMHP may also recommend a treatment plan to address the youth’s safety needs.

Youth who are not deemed an imminent risk for self-harm, but disclose a history of suicide ideation or attempt, may also be placed on a suicide watch for close observation. Youth will be contracted with for self-harm.

As the need arises, the staff psychologist(s) will meet with youth and collect collateral information as deemed necessary to make a determination about level of suicide concern. A written notification indicating the outcome of the evaluation will be made in writing and provided to Detention staff. Any changes in a youth’s suicide level status will also be made in writing.

The staff psychologist will review and adjust all suicide watch levels.

B. MENTAL HEALTH TRIAGE:

POLICY

Youth that are in crisis or experiencing issues related to mental health problems will be referred to the Detention facility’s on – site mental health treatment program and other service providers that are specified.

Procedure:

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	4 of 7

INTAKE:

Youth who may not be at imminent risk but who self disclose or that are indicated by the MH—JDAT to have mental health problems will be referred to the Detention Facility’s on - site Psychologist. The MH-JDAT items for the presence of mental illness include:

- Hospitalization for a psychiatric related problem (refer to question # 2 on the MH-JDAT)
- Being diagnosed with a mental health disorder (refer to question # 3 on the MH-JDAT)
- Depression or engaging in self abuse (refer to questions # 5 and # 8 on the MH-JDAT)
- Desiring to hurt or kill someone in the past week (refer to question # 22 on the MH-JDAT)
- Taking a psychotropic medication (refer to questions # 25, 26, and 27 on the MH-JDAT)
- Seeing things other people do not see or experiencing nightmares, flashbacks, or repeating thoughts (refer to questions # 19 and 20)
- Having questions or concerns about mental health issues (refer to question # 28 on the MH-JDAT)
- Youth presenting unusual or troubling behavior during the interview (Behavior/Mental Status portion of the MH-JDAT)

A referral will be made to the Psychologist for continued assessment and to help determine if and what services and treatment planning are necessary. Referrals initiated from the MH-JDAT are made by placing a photocopy of the MH-JDAT face sheet in the staff psychologist’s mailbox located in Intake, e-mail, or phone call. Information that is vital to the youth’s functioning will be communicated to the youth’s Probation Counselor. The Probation Counselor will be informed of any treatment recommendations, as will the Detention Officers. Information will be recorded in the Unit Control Log and the youth’s Detention file. The need for on-going services upon a youth’s release will be communicated to the youth’s Probation Counselor.

YOUTH IN POPULATION

Youth already in custody that request services for supportive counseling from mental health staff will be referred to mental health staff by phone call, e-mail, or by staffing the case in person with mental health staff. Mental health staff will be responsible for responding to each referral and documenting their contact.

MENTAL HEALTH ISSUES THAT REQUIRE ADDITIONAL REFERRALS

Youth who disclose that they have an eating disorder (refer to question # 23 on the MH—JDAT) will be referred to Medical Services for an evaluation and to determine if any special diet or medical treatment needs to occur.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	5 of 7

Youth who report that they have abused any form of narcotic (e.g. methamphetamine, opiate, cocaine, ecstasy, PCP, cocaine, marijuana dipped in a narcotic) or hallucinogen (e.g. acid, mushrooms, peyote, mescaline) within 24 hours of being placed in Detention (refer to question # 10 on the MH-JDAT) will be referred to medical services for an evaluation and to the Drug and Alcohol Counselor for an evaluation.

Youth who express concerns about their drug and alcohol abuse will be referred to the Drug and Alcohol Counselor for services.

DISCHARGE OF YOUTH RECEIVING SERVICES

Parents of youth who were on Suicide Watch Level 1, 2, or 3, while in Detention, will be notified via letter at discharge of their child's potential need of additional services. Each letter will contain information regarding the location of where such services can be accessed.

C. REGULAR PROGRAMMING

POLICY

Youth are placed in Detention as a consequence for their behavior and safety to the community. Youth are not placed in Detention to be punished. Therefore, the Detention Program will emphasize accountability for each youth's behavior while in Detention, reinforcement for positive pro-social behavior, extensive recreation programming that promotes teamwork and cooperation, opportunities to increase offender competency, and mental health treatment to increase adaptive behavior.

Youth who present a risk to harm themselves or others and have appropriately received a consequence that results in extended confinement in their cell, will receive one hour of large muscle group exercise per day.

Youth will be encouraged through contracting, and individual and group counseling, to control destructive behavior and engage in the Detention Program.

Youth will be eligible and will participate in the school program at all times unless the youth is a risk to himself and others, has engaged in behavior deemed a Major Rule Violation, or has received a school-based consequence that has temporarily suspended his/her participation in the school program.

Youth will not be denied access to mental health services as a result of their program status, privilege loss, or consequences they have received.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	6 of 7

Procedure:

The daily Detention Program emphasizes the leveraging of positive youth behavior by offering extended periods of time for youth to be out of their cell. Long periods of confinement and lack of exercise may exacerbate a youth’s mental health problems. Youth who behave in a pro-social manner will be rewarded with extra privileges that may include participation in special projects, placement in the dormitory, or access to the Detention Facilities snack program.

The following services are available to youth in the Detention Facility:

Individual Therapy:

Supportive counseling is available for youth in Detention Monday through Friday. Outpatient therapists in the community are encouraged to continue providing services to their clients while they are in Detention. Such arrangements are initiated and arranged by the youth’s Probation Counselor.

Group Therapy:

Therapy groups for youth in Detention occur in each Pod. The staff psychologists regularly review the content and regularity of therapy groups. Groups are facilitated by the staff psychologists and PhD. Interns.

Pet Therapists:

Therapy Pets and their owners visit Detention when their schedules permit to visit youth that are distressed or having a difficult time adjusting to Detention. Youth in Detention find this activity soothing and assist youth in their co-operation in Detention.

CDDA:

Youth who have been sentenced to a Chemical Dependency Disposition Alternative (CDDA) and are serving a local sanction, participate in CDDA group therapy four times a week.

Mentors:

Volunteers from the community (when available) are utilized to work individually with more immature and troubled youth who can benefit from one-on-one attention. Mentors are encouraged to provide support and encouragement to assist in a youth’s ongoing adjustment in Detention.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Mental Health	10.3	7 of 7

Narcotics and Alcoholics Anonymous:

NA and AA groups occur two times a week in Detention to assist and encourage youth to remain sober.

IV. TRAINING

POLICY

Juvenile Detention Officers will receive training on a yearly basis to increase professional competence and to insure they are able to meet the needs of a diverse Detention population. The pursuit of Detention Officers becoming trainers in a particular discipline will be emphasized. Staff will be encouraged to pursue additional training to better address detained youths' mental health needs.

Procedure:

Meeting the needs of the youth in Detention requires a diverse skill set. All regular county employees of Detention will be required to complete the Juvenile Corrections Academy – Custody Track that includes extensive coursework in Behavior Management. In addition, training in the following areas will occur:

Suicide Prevention Training – Staff psychologists will provide a two hour annual training on depression, suicidal ideation, signs and symptoms of a youth that may have suicidal ideation, and how to respond to a youth exhibiting these behaviors. The distribution and review of the Suicide Prevention Policy and Plan also occurs during these yearly meetings.

MH-JDAT – All regular county employees will be trained via videotape to administer the Detention Assessment Tool prior to its implementation.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	1 of 14

10.4 SUICIDE PREVENTION POLICY AND PLAN

I. INTRODUCTION:

In Detention Facilities, nothing impacts the agency staff greater than the potential threat or actual event of suicide. Suicide not only places the Juvenile Court at a significant liability risk but also can have a debilitating long term impact on the morale of staff and residents.

Youth placed in correctional facilities are four times more likely to commit suicide than youth in the community. Furthermore, detained youth can be at risk to commit suicide at any point during their stay. Factors associated with youth who are at risk for suicide include the presence of mental health disorders (e.g. depression and psychosis), aggressiveness, hopelessness, despair, crisis/identity issues regarding race/ethnicity, sexual orientation, and/or abuse of drugs or alcohol. Youth afflicted with the above are at a greater risk for suicide than their counter parts. In general, youth are particularly vulnerable and at risk for suicide:

1. During the initial admission into the facility.
2. After being sentenced and returned to the facility from Court.
3. Following the receipt of bad news or after suffering any type of humiliation or rejection.
4. Confinement in isolation or segregation.
5. Following a prolonged stay in the facility.

Approximately ninety percent of all suicide victims communicate their intent sometime before death. The following verbal and behavioral cues are among those that are indicative of a youth being at risk for suicide:

- A previous suicide attempt
- Current talk of suicide; making a plan
- Strong wish to die
- Preoccupation with death
- Giving away prized possessions
- Depression (moodiness, hopelessness, withdrawal)
- Increased alcohol/drug use
- Recent suicide attempt by a friend/family member
- Readily accessible firearms
- Impulsiveness, risk taking
- Disconnected from family and friends

Suicides are more likely to:

- Occur during the first day of confinement
- Occur when the person is alone
- Occur at night or at times during the day when supervision is minimal
- Be attempted by males

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	2 of 14

- Be accomplished by hanging
- To occur in Detention than in a treatment facility

It is also very likely that the case history of a suicide victim will reveal prior attempts, or at least threats or other suicidal ideation.

CLARK COUNTY'S JUVENILE DETENTION'S PLAN

Clark County's Suicide Prevention Plan and Policy addresses intake assessment of youth, assessment procedures of youth in custody, referral for services, administration of a Suicide Level System, required documentation, training of staff, and intervention. In addition, it addresses the location of rescue tools, reporting and notification requirements, debriefing provided for staff, and an administrative review in the case of a completed suicide.

II. ASSESSMENT

POLICY

All youth entering the Clark County Juvenile Detention Facility will be assessed as to their risk for suicide and self-harm.

Procedure:

At intake, youth entering Clark County Juvenile Detention will be assessed for the potential risk of suicide and self-harm with the MH-JDAT. Specifically, upon admission youth will be asked the following questions:

Question 5

Do you feel sad or depressed for days or weeks at a time?

- NO
- YES; if yes,
 - a. Were you sad or depressed before you came into detention?**
 - NO
 - YES
 - b. Are you currently sad or depressed?**
 - NO
 - YES

c. What do you usually do when you get depressed?

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	3 of 14

Question 6

Do you ever think about killing yourself?

- NO
- YES; if yes,
 - a. **When you think about killing yourself, how would you go about doing it?**

b. Have you thought about killing yourself this week?

- NO
- YES; if yes,

c. Are you thinking about killing yourself now?

- NO
- YES; if yes,

d. Do you need help to keep from killing yourself while you are here?

- NO
- YES
- DON'T KNOW

Question 7

Have you ever tried to kill yourself?

- NO
- YES; if yes,
 - a. **How many times have you tried to kill yourself?**

- 0-1
- 2-3
- 3-4
- more than 4

b. How did you try to kill yourself (check all that apply)

- Pills/overdose
- Cut wrist
- Hanging
- Gun
- Jumping
- Other (please specify):

c. Did you receive medical attention after you tried to kill yourself?

- NO
- YES

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	4 of 14

d. When was the last time you tried to kill yourself?

- Within the last week
- Within the last month
- 1-3 months ago
- 4-6 months ago
- 6 months to a year ago
- More than a year ago

Youth who have answered in the affirmative to:

1. Question 6 and describe in the present tense a means of killing themselves that can be accomplished in Detention when answering question 6a.
2. Question 6b and/or 6c.
3. Question 7 and refuse to sign a NO HARM CONTRACT (see Attachment D).

are considered an imminent risk for suicide and will be referred to the Staff Psychologist to be evaluated immediately or CDMHP for crisis consultation. When a Staff Psychologist is not available; contact Crisis Services at (360) 696-9560 for a crisis consultation. Based on the information provided by staff, the crisis therapist will either a) provide recommendations over the phone or b) determine that a face-to-face interview is needed. Staff will complete a written report documenting the discussion and decision.

If a youth is not considered an imminent risk for suicide, but their presentation, current score on the MH-JDAT, or previous presentation in Detention, present significant concerns at anytime while in custody, staff may place the youth on one of the appropriate suicide levels, 2,3,4. Staff will prepare a written report documenting the decision and notification (e-mail, voice mail, copy of report) will be made to the psychologist.

Youth who are unable to complete the MH-JDAT due to drug/alcohol intoxication, language barrier, or refusing to answer questions will automatically be placed on Suicide Watch 2. At the first opportunity staff will complete the questions with the youth and score the MH-JDAT. The results will be forwarded to the psychologist for review. The psychologist will then determine if present suicide watch level is appropriate; if the level should be increased or decreased; or if a return to regular program is warranted.

General Assessment:

Detention can be a challenging and traumatic experience for some youth. Negative feelings can emerge as a result of negative factors during the course of a youth's incarceration. Some of the pivotal times for negative emotions are:

- Following Court
- Following family visits

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	5 of 14

Following telephone calls
 Negative treatment by other youth

Because of this, staff needs to always be vigilant of changes in attitude and behaviors of youth in care.

All suicide verbalizations, gestures, or other forms of communication will be taken seriously. Youth in custody who exhibit any of the warning signs listed above, who communicate (verbal or written) any plan for self-harm, or who staff suspect may be at risk for self-harm will be provided a **First Level Suicide Evaluation**. A First Level Suicide Evaluation is an interview of a detained youth to determine imminent risk for suicide or self-harm. First Level Suicide Evaluations include the following:

- a. Desire to kill themselves (Do you want to kill yourself?)
- b. Have a plan to kill themselves (Do you have plan to kill yourself?)
- c. If they need help to keep from killing themselves
- d. An attempt to understand the issues that are currently distressing the youth.

Youth who are distraught and visibly upset that wish to isolate after receiving bad news from Court or a visit should not return to their room but remain in the Pod or Dorm area under staff observation until such time they are appropriate to return to their room. Staff supervising these youth will intervene and assess youth for self-harm. Staff will determine whether the youth will need to be placed on a Suicide Watch and or refer the youth to the Staff Psychologist for review. Request for services and additional intervention by the CDMHP will be made if needed.

III. PREVENTION

A. REFFERAL FOR SERVICES

POLICY

All youth who are determined via the MH-JDAT and/or First Level Suicide Evaluation to be an imminent risk for suicide will either be: 1) placed on Suicide Watch and have the case staffed with the Staff Psychologist as soon as reasonably possible or 2) placed on Suicide Watch and referred to the CDMHP for consultation and an evaluation. Referral is made by the Lead Worker

A Parent/Guardian will be notified via telephone in the event that their son or daughter is placed on a suicide watch Level 1, 2, or 3. If the parent/guardian is unavailable, reasonable efforts will be made to contact the parent/guardian or a message may be left, requesting they call the Juvenile Court. The Staff Psychologist may make the initial or follow-up contact with the parent/guardian concerning Suicide Watch Levels.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	6 of 14

All youth who are placed on Suicide Watch 1, 2, or 3 or answer in the affirmative to question 7 regarding past suicide attempts will be required to complete a Good Faith Commitment to Life and Safety Contract and referred to the on-site psychologist.

The on-site psychologist or CDMHP will be consulted regarding youth who confirm they have made a suicide attempt within the last month prior to their Detention admission but deny any present suicide ideation (no answers to 6a, 6b, 6c). The consult will help determine if the youth needs a face-to-face evaluation and placement on a Suicide Watch.

Procedure:

Based on the affirmative answers to the MH-JDAT or First Level Suicide Evaluation, the Detention Officer evaluating the youth is to contact the on-site psychologist or CDMHP and request the youth be evaluated to determine if the youth is an imminent risk for self harm. Based on the information obtained, the Staff Psychologist or CDMHP will determine an appropriate Suicide Watch level or if hospitalization is required.

The Lead Worker or Detention Officer performing the intake will communicate the placement of a youth on a particular Suicide Watch level. The Lead Worker or Detention Officer may place the youth on a more restrictive Suicide Watch Level pending further evaluation by the on-site psychologist if necessary.

Detention Staff will seek to contract with the youth for no self-harm or suicide using the Commitment to Life and Safety Contract. This may be done in addition to the contract for no self-harm conducted by the CDMHP.

Follow Up:

The Staff Psychologist or mental health staff will notify the youth’s parents of any and all pertinent information and action being taken. Parents of youth who were placed on a suicide watch will be provided a letter describing the concerns for their child’s safety and referral information for additional services while their child is out of custody upon discharge.

IV. SUICIDE LEVEL SYSTEM

POLICY

Any Detention Officer, Staff Psychologist, Psychology Intern, or CDMHP may place a youth on Suicide Watch Level or increase a Suicide Watch Level. Only the Staff Psychologist/CDMHP is responsible for reducing or removing a youth from the current Suicide Watch Level. All decisions regarding suicide levels, including changes in status or removal from suicide watch will be in writing and communicated to other Detention Staff. **(Psychologists will use the Youth Safety Review Form; Detention Officers will use Observation Reports).**

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	7 of 14

Procedure:

As the need arises, the psychology staff will meet with youth and collect collateral information as deemed necessary to make a determination about level of suicide concern. A written notification indicating the outcome of the evaluation will be made in writing and provided to Detention staff. Any changes in a youth’s suicide level status will also be made in writing. The psychologist will use the Youth Safety Review Form. The Detention Officer will use an Observation Report.

Multiple intakes of youth who are suicidal, and/or several youth simultaneously in custody who are on Suicide Watch, can present unique challenges in Detention with respect to resources such as staff and adequate space. When there is limited space or resources, the Lead Worker on shift or the Main Rover (Intake) will consult with the psychologist or CDMHP to request assistance regarding decisions about youth placement needs, including any temporary moves or changes in settings for youth on suicide watch. The Lead Worker will then consult with the Detention Manager, Supervisor or Duty Officer regarding the movement of a youth. Priority of available accommodations in housing and supervision will be given to youth deemed “more” at-risk, with “less” restrictive environments to those considered less at-risk.

The first choice of room selection for youth on Suicide Watch is Quiet Room 12 in each pod. Youth on SW Level 1 and 2 would have priority for Quiet Room 12. If Quiet Room 12 is not available in any pod, staff will use the additional camera rooms, B-13, B-14, and A-15. When a youth on SW status is placed in one of these rooms, Main Control will dedicate a monitor to observing the room until such time monitor by camera is not required.

General Conditions:

Youth that are placed on Suicide Watch are ineligible for cleaning or participating in special projects, painting, RCS (Restorative Community Service), etc.

Staff assuming supervision of youth in the pod, are expected to familiarize themselves with the specific reasons a youth is on a Suicide Watch and any pertinent information (Youth Safety Reviews) regarding the youth’s status.

Youth on any Suicide Watch, who are allowed to go out on pass from Detention, require parent/guardian notification of the possible suicide risk. The parent/guardian will be provided with a written notification form (see attachment), and be asked to sign the form when the youth is released.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	8 of 14

A. SUICIDE WATCH LEVELS

SUICIDE WATCH LEVEL ONE/SEVERE

Criterion:

- Youth demonstrating imminent self-harm behavior/plan/verbalization of intent to harm or kill self or others
- Youth not demonstrating a desire to commit to safety
- Youth demonstrating behaviors that show severe disorganization in thinking (delusions, hallucinations)

The Duty Officer, Detention Manager, or Detention Supervisor is to be notified whenever a youth is placed of Suicide Watch Level 1.

The Staff Psychologist shall be notified and provide an immediate assessment/evaluation of the youth for stabilization and/or hospitalization. When the Staff Psychologist is not available, the CDMHP will be notified in effort to complete an assessment/evaluation and to consider hospitalization. If an evaluation is completed, staff will follow the recommendations of the Staff Psychologist or CDMHP. A written Observation Report will be completed by staff detailing the recommendations.

The following action will take place:

Clothing: Jump suit, no underwear (except girls who are menstruating), no socks, no bra, and no wrist band. A smock and security blanket are available to use with youth demonstrating willingness to misuse or damage the standard clothing or blankets.

Housing: Quiet Room 12, two blankets, and two books. No hand towel or wrist band

Hygiene: Discreet visual observation will occur while youth is showering. Use of the Pod restroom will not be allowed.

Monitoring: Will consist of; continuous one-on-one supervision and monitoring while youth is on this watch level. Staff will position themselves in the alcove so the youth is observable with the door closed.

Supervision is to be continuous and direct while youth is awake. * While youth is sleeping, 5 minute checks (documented on Suicide Check Sheet) will take place. Checks will be made via a combination of closed circuit television and direct checks during the shift. A Suicide Watch Form will be completed by staff during each shift

Main Control will dedicate a large additional monitor to assist in observing youth. Youth will be prohibited from covering their head with blankets.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	9 of 14

Programming: Youth will be encouraged to engage in full programming including school, recreation, and counseling services. Special attention will be given to providing youth with increased levels of staff interaction.

SUICIDE WATCH LEVEL TWO/HIGH

Criterion: The youth is considered a serious risk for harm to self and/or others. However, there may be no articulation of a suicide plan, or the plan is vague or appears contrived. Youth may verbally commit to safety and sign the Good Faith Commitment to Life and Safety form (see form). The youth may also present with a history of suicide attempts, psychiatric hospitalizations, or diagnosis of depression or schizophrenia. Additionally the youth may be in a state of grief, or bereavement, or undergoing significant life change. When available, the Staff Psychologist may be notified (by phone, email, or report) concerning a Suicide Watch Level 2. When the Staff Psychologist is not available, and further safety precautions are needed, a CDMHP can be contacted for consultation. Upon consultation, the CDMHP may complete a face-to-face evaluation. If an evaluation is completed, staff will follow the recommendation of the Staff Psychologist or CDMHP.

The following action will take place:

Clothing: Jumpsuit, no underwear, (except girls who are menstruating), no socks, no bra, and no wrist band. A smock and security blanket are available to use with youth demonstrating willingness to misuse or damage the standard clothing or blankets.

Housing: Quiet Room 12 or secondarily, other room equipped with a camera, no hand towel, and two blankets. In the event that the dorm is found to be the best alternate housing option, then the dorm should have the bathroom locked, remote control removed, and radio removed. All other items that staff feel could be used in an attempt to hurt oneself should also be removed from the dorm.

Hygiene: Use of shower will be limited to three minutes. There will be no restroom restrictions.

Monitoring: Will consist of; fifteen (15) minute room checks (documented on the Suicide Check Sheets). Staff is on alert for changes in behavior or affect. Completed Suicide Check Sheets completed by each shift describing youth's behavior, affect, sleep patterns, and eating habits. Youth are prohibited from covering head with blankets.

Programming: Youth will be encouraged to engage in full programming including school, recreation, and counseling services. Increased staff interaction will be encouraged.

SUICIDE WATCH LEVEL THREE/MODERATE TO LOW

Criterion: The youth is considered to be moderate to low risk for harm to self or others. Youth may display a range of affect from flat to bright. A Good Faith Commitment to Life and Safety

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	10 of 14

form has been signed. Youth engaged in positive and compliant behavior during intake. However, youth may have a history of at risk behaviors, diagnosis of severe mental illness, or been on a suicide watch during previous stays at detention. The Staff Psychologist or CDMHP may or may not have been notified.

The following action will take place:

Clothing: Standard Detention clothing.

Housing: Full bedding. Youth preferably placed in Quiet room 12, or other room equipped with a camera is preferable, room 10 or 11 if no camera room is available. A dorm (stripped, bathroom locked, shell for a bed) may be utilized for housing as a last resort due to limited availability of more appropriate alternatives. If the dorm is used as an alternative, a responsible roommate may accompany the SW 3 youth. **

Monitoring: Will consist of; standard ward checks every thirty (30) minutes and documentation of youth's behavior, affect, sleep patterns, and eating habits on Suicide Check Sheets. Staff will be on alert for changes in behavior or affect and the emergence of warning signs and/or risk factors. Main Control will dedicate a large monitor to supervise the dorm while occupied.

Programming: Youth are encouraged to engage in full Detention programming.

SUICIDE WATCH LEVEL FOUR/LOW

Criterion: The youth is considered to be a low risk for harm to self or others. Youth articulates no threats, plans, or interest in dangerous behaviors. A Commitment to Life and Safety form has been signed. The youth is well known to staff from previous stays in Detention and the Staff Psychologist/CDMHP contact is unnecessary. Youth is cooperative, socially engaged, and affect appears bright and positive. However, youth may have history of self-injurious behaviors, diagnosis of mental illness, or been on a Suicide Watch during previous stays in Detention.

The following action will take place:

Clothing: Standard Detention clothing.

Housing: Full bedding, single bedroom on the main floor, rooms 10-16.

Monitoring: Thirty (30) minute checks and documentation of youth's behavior, affect, sleep patterns, and eating habits on Suicide Check Sheet. Staff will be alert to any changes in behavior or affect.

Programming: Youth are encouraged to engage in full Detention programming.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	11 of 14

* Note: It will be the Lead Worker or Main Rover's responsibility to communicate the placement of the juvenile on Level 1. Staffing patterns may be increased or coordinated to ensure a Detention Officer will be assigned to provide direct 1:1 supervision of youth on SW 1 and will complete all required documentation.

**** Note: The roommate is not given responsibility for the juvenile on level 3. However, they are asked to report any unusual behavior to staff.**

V. DOCUMENTATION

POLICY

Information regarding assessment, referral, suicide level placement and intervention will be documented on the Detention Facility's Observation Report.

Procedure:

Observation reports will be written documenting the following:

- Criteria leading to decision to perform a First Level Suicide Evaluation
- First Level Suicide Evaluation
- Placement of a youth on a Suicide Level (by Detention Officer) Mental Health Staff will use Youth Safety Review Form
- Parent contact
- Suicide Level 1, 2, 3, and 4 room check protocol (include date and time of checks) and other required information (refer to Suicide Level section).
- Suicide attempts
- Suicide completions

Suicide Watch check sheets (5, 15, 30-minute) will be completed, detailing staff observation and interaction with the youth during the shift. Upon completion, the Suicide Watch Check Sheet will be placed in the youth's Detention file.

VI. TRAINING

POLICY

Detention Officers will receive a minimum of one hour of Suicide Prevention Training/Update annually. Detention Officers will review the Suicide Prevention Plan and Policy annually. Detention Officers will maintain certification in CPR and First Aid.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	12 of 14

Procedure:

Detention Officers will receive one or two hour training on Suicide Prevention annually. During this training copies of the Suicide Prevention Plan and Policy will be disseminated for review.

Detention Officers will maintain current certification in CPR and First Aid.

VII. INTERVENTION

POLICY

Suicide attempts or completed suicides are considered an extreme emergency that requires the direct focus and efforts of all Detention resources and personnel to expeditiously address to the fullest extent possible the given circumstances. The safety of the youth involved will be the first priority. Detention Officers will assure all emergency procedures of this policy are followed.

Procedure:

Detention Officers who discover a youth attempting suicide will engage in the following:

1. Assess the severity of the emergency (e.g. is it life threatening)
2. Call for back-up (**Code Blue**) and if the incident is life threatening, request that **911** be called.
3. If the juvenile is attempting suicide by hanging:
 - a. loosen or cut the apparatus used and release the juvenile.
 - b. begin Cardiopulmonary Resuscitation (CPR) if necessary.
4. If the youth is bleeding from a self inflicted cut and is still conscious, follow universal precautions, and glove up. Be alert and watch for any type of cutting tool/weapon the youth may have. Stop the bleeding by direct pressure or use of pressure points. Elevate limbs above the heart level. Begin first aid.
5. If the incident is life-threatening staff should presume the youth is alive. If CPR is needed, once initiated it will not be stopped until emergency medical personnel or jail-nursing staff relieves staff.
6. Suicide attempts that do not require emergency medical intervention will be immediately referred to the CDMHP or the on-site psychologist. Additionally, the CDMHP can be contacted for further recommendations to the safety plan. Notification of the attempt will be communicated to the youth's parent and Probation Counselor, and the Detention Manager or Supervisor and documented in an Observation Report.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	13 of 14

7. In the event of a suicide attempt, all youth on a current suicide watch will be kept at their current watch level (unless an increased level of watch is advised). Management, Mental Health, and Detention Staff will consult and determine the necessity of debriefing other detained youth and whether to increase the frequency of cell checks of detained youth and for how long.

TOOLS

Two sets of rescue tools are located in each Pod. One set is located on the floor level of the Pod and the other is located on the mezzanine level. Rescue tools are centrally located in the water closets on each Pod level; in the water closet marked with a black X, in the upper left hand corner of the water closet.

First aid kits are located in each Unit Control.

VIII. REPORTING/NOTIFICATION

In the event of a suicide attempt or suicide, Detention Officers will notify the following individuals:

- The Detention Manager
- The Juvenile Court Administrator
- The Detention Supervisor
- The Duty Officer

Each Detention Officer involved in the supervision of the youth, and in the response to the suicide, will be required to write a report of the incident detailing the youth's behavior prior to the suicide/suicide attempt and describing the chronology of the incident. The Detention Manager or his designee will notify the parents, in person or by telephone, of the completed suicide or attempt.

A. STAFF DEBRIEFING

Counseling and ongoing support will be provided if requested by staff through the county Employee Assistance Program. Support services provided by the EAP are available seven days a week and 24 hours a day. For staff who desire spiritual help, the Clark County Chaplaincy Program is available for staff seven days a week, 24 hours a day.

B. ADMINISTRATIVE REVIEW

In the event of a completed suicide, the county will contact and request that an outside agency (to ensure impartiality) perform administrative review of the suicide. A written report of the review will be distributed to the Superior Court Judges, Juvenile Court Administrator, and Detention Manager.

Chapter	Subject	Policy #	Page
MEDICAL AND HEALTH SERVICES	Suicide Prevention Policy and Plan	10.4	14 of 14

This review will address:

1. The circumstances surrounding the incident.
2. The facilities procedures relevant to the incident.
3. All relevant training received by involved staff.
4. Pertinent medical and mental health services/reports involving the youth.
5. Recommendations, if any, for changes in policy, training, physical plant, medical, or mental health services, and operational procedures.

In the event of a suicide attempt, the Detention Manager, Supervisor, Lead Workers and staff involved in the intervention will perform a review of the attempted suicide. Other staff or management may be asked to participate in this review. A written report will be provided to the Juvenile Court Administrator.

This review will address:

1. The circumstances surrounding the incident.
2. The facilities procedures relevant to the incident.
3. All relevant training received by involved staff.
4. Pertinent medical and mental health services/reports involving the youth.
5. Recommendations, if any, for changes in policy, training, physical plant, medical, or mental health services, and operational procedures.

Chapter

11

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Program

Chapter	Subject	Policy #	Page
PROGRAM	Principles and Programs	11.1	1 of 3

11.1 PRINCIPLES AND PROGRAMS

I. POLICY: Detention programs provide services, which support the youth's physical, emotional and social development. Some interventions include counseling, disciplinary options; skill building programs and individualized special programs.

II. PROCEDURE:

A. Programs provided for all youth minimally include:

1. Medical and health care
2. Orientation
3. Education
4. Recreation
5. Library
6. Visiting
7. Mental Health
8. Supervision
9. Food Service
10. Level System

B. The Clark County Detention Facility uses a variety of techniques to enhance and improve a youth's behavior and conduct. The central approach is based upon personal responsibility and behavior management. Role modeling of positive behaviors and teaching of new skills by Detention staff are crucial elements of behavior management.

All youth entering the Detention Facility are eligible for programming immediately upon admission after successfully passing of the Detention Rules Quiz. Youth are eligible for school upon admission. Staff should use their discretion in determining eligibility of a youth. If a youth is at risk because of medical concerns, anger management problems, acting out physically or other staff concerns, staff should document these concerns and notify the Supervisor, or Lead Worker. Integration into programming will occur as soon as the staff, Detention Supervisor or Lead Worker feels it appropriate to integrate the youth into regular daily programming.

Chapter	Subject	Policy #	Page
PROGRAM	Principles and Programs	11.1	2 of 3

There must be daily documentation regarding the reasons youth are restricted from programming. Staff should make every effort possible to facilitate youth being integrated into daily programming as soon as safely possible.

If a youth chooses not to participate in any structured programming, then they choose to be in their room for the remainder of the day. This will be documented on an Observation Report.

C. Youth are to be treated in a fair and consistent manner:

1. Youth are held accountable for their actions.
2. Youth must know how to perform the expected behavior. Youth are not held accountable for behaviors they do not know are expected of them. Staff will assist the youth in modeling or in teaching the expected behavior.
3. Staff reaffirm what is expected of youth when administering consequences for negative behavior or when rewarding positive behavior.
4. To maintain consistency, all programs employ the same rules and expectations of youth.
5. Staff practice techniques of positive reinforcement and professional child care methods whenever dealing with youth.
6. All youth admitted to the facility receive a Detention Handbook. The Detention Handbook outlines rules, expectations, earned privileges for positive behavior, and consequences for negative behavior.
7. Youth must pass the rules/orientation quiz before receiving privileges. Youth with learning disabilities or language barriers will receive specialized attention to understand the rules.

D. The personal responsibility and behavior modification of youth is guided by a consistent application of Detention rules and Level System.

Detention Officers provide clear and immediate feedback to youth on their progress toward meeting behavioral expectations. Responsible and appropriate behavior earns increased privileges.

E Detention staff are expected to assist youth in adjusting to facility rules and expectations. When needed, individualized programming and education will be provided.

F. CATEGORIES OF APPROPRIATE YOUTH BEHAVIOR

1. Follow Detention rules.

Chapter	Subject	Policy #	Page
PROGRAM	Principles and Programs	11.1	3 of 3

2. Practice good personal hygiene.
3. Keep a clean and sanitary room and living area.
4. Be polite and courteous.
5. Practice reasonable verbal behavior.
 - a. Maintain reasonable voice level.
 - b. Use respectful language.
6. Respect the property of others.
7. Participate and cooperate in program activities (school, recreation activities, level system).
8. Interact with other people in a positive and pro-social manner.
9. Respect the privacy of others.

G. PROFESSIONAL CHILD CARE METHODS

1. Be fair:
 - a. Be consistent in disciplining youth.
 - b. Explain expectations to youth.
 - c. Use precise descriptions of behavior and avoid personality traits.
2. Be professional:
 - a. Know and practice Detention policies and procedures.
 - b. Practice calm, positive body language.
 - c. Follow through with actions.
3. Communicate with other staff:
 - a. Give constructive feedback.
 - b. Volunteer to help.
4. Set a good example:
 - a. Be a good listener.
 - b. Maintain eye contact.
 - c. Give positive feedback.

Chapter	Subject	Policy #	Page
PROGRAM	Program Supervision	11.2	1 of 1

11.2 PROGRAM SUPERVISION

- I. POLICY: To ensure consistency and quality, all programs, whether provided by permanent staff or volunteers, are approved and supervised by the Detention Manager.

- II. PROCEDURE:
 - A. The Detention Manager or Supervisor:
 1. Develops Detention programs as directed. Monitors program goals, content and quality of those programs.
 2. Arranges for interviews, criminal history screening, Child Protective Services and reference checks on all prospective volunteers.
 3. Periodically reports the status of programs to the Juvenile Court Administrator.

Chapter	Subject	Policy #	Page
PROGRAM	Orientation	11.3	1 of 1

11.3 ORIENTATION

I. POLICY: To assist youth in the process of adjusting to the Detention Facility. A Detention Handbook is provided to the youth shortly after being admitted.

II. DEFINITIONS:

Orientation: Written and verbal communication regarding facility rules, regulations and expectations.

III. PROCEDURE:

A. The Detention Officer who admits a youth provides a general orientation consisting of facility rules; an explanation of Detention procedures, youth and staff interaction, and the daily routine. During general orientation each youth is given a copy of the Detention Handbook

B. Specific orientation includes the following information:

1. Behavioral expectations.
2. Treatment/Services Programs.
3. The School Program
4. Medical Services.
5. Access to Attorney and Probation Counselor.
6. Visitation policy and procedure.
7. Recreation.
8. Telephone access.
9. Access to reading and writing materials.
10. Juvenile rights and the grievance procedure.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	The Behavior Management and Level System	11.4	1 of 2

11.4 THE BEHAVIOR MANAGEMENT and LEVEL SYSTEM

I. **POLICY:** The satisfactory behavior of youth is encouraged by rewarding positive behavior and awarding immediate and commensurate consequences for inappropriate conduct. This is accomplished through behavior management.

II. **DEFINITIONS:**

Level System: A structured economy wherein youth in Detention progressively earn privileges for engaging in and maintaining positive behavior. Youth may lose privileges and receive a level drop for engaging in negative and oppositional behavior.

Privileges: Appropriate behavior earns a youth progressively greater privileges via the Level System. Privileges include later bed time, snack, eligible for housing in the dorm and participation in after hour's basketball, etc.

III. **PROCEDURE:**

- A. Youth who have received orientation and passed the Orientation Quiz are placed in basic programs: school, visitation, recreation, etc., and are placed on Level 1.
- B. Youth earn additional privileges by engaging in positive behavior on each level for a prescribed number of days and then advance to the next level and receive its particular privileges.
- Level One = 2 days of positive behavior before advancing to Level 2.
 - Level Two = 3 days of positive behavior before advancing to Level 3.
 - Level Three = 7 days of positive behavior before advancing to Level 4.
 - Level Four = Highest Level and privileges.
- C. When a youth violates a facility rule or refuses to comply with staff direction, Detention staff applies consequences commensurate with the seriousness of the infraction. Detention staff:
1. Treat each case individually.
 2. Initially discuss the problem and remind the youth of consequences for misconduct.
 3. Document continued misconduct and impose privilege loss after youth fails to correct behavior.
 4. When necessary, the Lead Worker or Detention Officer may remove a youth's property from their room or suspend privileges.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	The Behavior Management and Level System	11.4	2 of 2

5. When necessary, the Lead Worker/Detention Officer may place a youth on Special Programming (see Chapter 14) if his/her excessive rule violations or continued non-compliance pose a threat to facility security.
 - D. Any misbehavior and consequences that result in an ORN will result in a youth receiving a Level reduction.
 - E. When a youth refuses to participate in routine programming, the youth receives reductions/suspension of Level and loss of privileges.

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
PROGRAMS	Education	11.5	1 of 3

11.5 EDUCATION

I. **POLICY:** The State Superintendent of Public Instruction is responsible by statute to provide an accredited education program for youth in the Detention Facility. Following State guidelines, this facility provides a school for continuity in learning, geared to achieve the highest results possible in short periods of detention. Each youth receives an initial Academic Assessment, which is used to develop an individualized instructional profile. The School's goals are:

- A. That each youth demonstrate proficiency in basic developmental skills and life skills, based on individual academic competence in various subject areas.
- B. That each youth function in a positive environment which builds upon individual strengths, while recognizing and improving upon weaknesses.

II. **DEFINITIONS:**

Teachers: Persons who meet the educational certification requirements of Washington State and can provide remedial instruction to educationally disadvantaged youth.

III. **PROCEDURE:**

A. The Detention School Staff:

- 1. Develops a facility education plan which includes:
 - a. Assessment materials and procedures to determine the need for remedial or special education services.
 - b. An outline of coursework.
 - c. Schedules of curriculum activities.
 - d. Lists of materials and specialized equipment available in the school.
 - e. Health and safety considerations.
 - f. An education staff profile describing academic instructor and certification requirements.
- 2. Reviews the education program annually.

B. The Detention School Teachers:

- 1. Assess the capabilities and needs of youth.

Chapter	Subject	Policy #	Page
PROGRAMS	Education	11.5	2 of 3

2. Coordinate with the youth's Public School to ensure continuity in education.
3. Develop an individual instruction profile which provides a structured environment for each student.
4. Develop and provide short term education units to satisfy each youth's needs.
5. Instruct the students.
6. Maintain records of progress.
7. Maintain records of numbers of youth taught and hours of instruction.

C. All youth in the facility attend school except:

1. Youth who have not completed Orientation/Rules Group.
2. Youth who pose a security risk.
3. Youth excused or take "Ready Time", (return to their room for half of the school day due to misbehavior or being upset).
4. Youth who refuse educational programming will spend the remainder of the day in their rooms and lose evening privileges.

NOTE: Youth refusing to attend school may be offered education material to complete in their rooms.

5. Youth who are ill or injured may be placed on bed rest by the nurse.

D. The detention school provides equipment, software and supplies for all education needs.

IV. SCHOOL PROGRAM

The detention school program serves incarcerated youth 9-18. An individualized program of study is developed for each student and monitored by the educational staff.

The school day begins at 8:10 AM and ends at 2:40 PM. Subjects offered include: Math, Literature, Writing, English, Geography, Vocational, Art and Physical Education. The program utilizes computer programs such as: Critical Reading, Abe Math, Skills for Living, Driving, Vocational, GED Reading and Math, AIDS, and WOIS, and related educational materials such as: Pathfinders, Law Related Education and Power Moves.

Chapter	Subject	Policy #	Page
PROGRAMS	Education	11.5	3 of 3

Students attending public school are assisted with their assignments and completed work is returned to their teachers for grading and credit. The intent is to encourage students to stay current with their studies so returning to school will be an easy transition. A transcript is available upon request.

For those students who have been permanently removed from school, a program for GED completion is offered.

The goal for the school program is to provide basic educational experiences that will motivate each student to strive toward personal achievement and improvement.

V. CLASSROOM EXPECTATIONS

1. Do **NOT** write on desks or folders.
2. Cooperate with classroom staff and follow their directions without argument.
3. No physical contact. No threatening gestures.
4. Work on your own assignments for the full period, without talking.
5. Raise your hand when you have a question or need to get out of your seat for any reason, even to sharpen your pencil.
6. Bathroom and water during breaks only.
7. No obscene or disrespectful language, name-calling, put-downs, crude, rude or socially unacceptable remarks or actions.
8. Leave out all references to illegal substances, weapons, crimes, satanic or gang-related activities (staff perception) from drawings, writings or verbal comments.
9. Demonstrate good sportsmanship toward all players during P.E.

Chapter	Subject	Policy #	Page
PROGRAMS	Library	11.6	1 of 1

11.6 LIBRARY

- I. POLICY: Library services are provided and available to all youth. Reading materials include those from the Detention Library and those provided on loan from the Vancouver Public Library System.

- II. PROCEDURE:
 - A. Vancouver Public Library System offers book exchange, book orders and other assistance.
 1. Youth may select books daily during school hours.
 2. Youth are allowed to have a total of two books in their cell.
 3. Personal books or magazines are not allowed in Detention.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Structured Recreation	11.7	1 of 1

11.7 STRUCTURED RECREATION

- I. POLICY: Youth are provided a minimum of one hour per day of recreation. Recreation programs are designed to provide leisure time activities to alleviate idleness and boredom provide positive reinforcement and develop concepts of cooperation and sportsmanship. Programs may be co-educational and co-recreational.
- II. PROCEDURE:
- A. Recreation activities are conducted in the enclosed indoor recreation area.
 - B. Recreation activities are conducted daily and limited only when necessary to maintain order and security within the facility. Reduction of recreation privileges are documented via an ORN.
 - C. The Detention staff may organize various recreation activities (movies, holiday parties, special events, tournaments, relays) for diversions or as incentives when appropriate.
 - D. Unstructured recreation periods are frequently offered to allow youth leisure time. During this time they can watch TV, play board games, or write letters.
 - E. The Detention Manager monitors the quality of recreation activities.
 - F. The Detention Staff:
 1. Plan and organize recreation activities.
 2. Select activities consistent with the preference and needs of the youth.
 3. Encourage all youth to participate. However, youth may refuse recreation without negative consequences.
 4. Supervise recreation activities for all youth.
 5. Inventory recreation equipment and supplies and submit requests for repairs, replacement or new items to the Detention Manager/Supervisor.
 6. A minimum of one Detention Officer must be present on the floor and directly supervising the youth during all recreation activities. Youth are not to be left in school or recreation areas without direct /on the floor supervision.

Chapter	Subject	Policy #	Page
PROGRAMS	Religion	11.8	1 of 1

11.8 RELIGION

I. POLICY: Youth will be allowed access to religious representative or reading materials upon request.

II. DEFINITIONS:

Religious Activity: A scheduled event conducted under the supervision of a religious representative. An activity specifically designed for religious instruction, spiritual guidance and/or counseling.

Religious Faith: A religion, denomination or sect with specific beliefs and principles recognized by a group of persons sharing common ethical, moral or intellectual goals.

III. PROCEDURE:

A. Religious activities are conducted under the following guidelines:

1. Youth may request visits by their Priest, Pastor, Minister, Rabbi, or Chaplain. Visits with Clergy must be approved and arranged by the parent/guardian and the Probation Counselor. (Activities conducted by a visiting religious representative are not ordinarily open to the general Detention population.)
2. Request for religious material should be directed to the youth's parent/guardian. Materials are limited to no more than two soft covered book's or other published material.
3. All personal material will be labeled as such and released to youth at discharge.
4. Religious material, if requested, shall be in addition to reading material provided to the general population.

Chapter	Subject	Policy #	Page
PROGRAMS	Restorative Community Service Hours in Detention	11.9	1 of 3

11.9 RESTORATIVE COMMUNITY SERVICE HOURS IN DETENTION

- I. POLICY: Restorative Community Service hours may be performed by youth while in the Detention Facility.

- II. PROCEDURE:
 - A. Permission for youth to perform Restorative Community Service hours is to be given by the Probation Counselor.

 - B. Restorative Community Service hours may include helping in special housekeeping jobs or janitorial tasks, tutoring, and outdoor grounds maintenance if youth are eligible for outside work.

 - C. Youth are to receive equal hours of community service hour for every hour of work performed in Detention.

 - D. Lead Worker:
 1. Approves and details assignments for community service.

 - E. Detention Staff:

Working Inside

 1. Detention staff will choose eligible youth to perform community service tasks.

 2. Explain in detail the work assignment and what will be expected of the youth.

 3. Monitor the youth(s) during the work project.

 4. Detention staff will document the number of hours worked and provide the information to the assigned Probation Counselor.

Working Outside

 1. All sentenced youth in the Clark County Detention Facility are eligible to go out and work on community service projects that have been set up by the department's RCS Program, unless ANY of the following apply:

Chapter	Subject	Policy #	Page
PROGRAMS	Restorative Community Service Hours in Detention	11.9	2 of 3

- The Probation Counselor assigned to the youth notifies detention staff a youth is not eligible to go out on community service projects. (This notification should be provided by a phone call, e-mail, or direct contact with the Lead Worker during the day. Probation Counselors can also directly mark the Sentencing Sheet to indicate a youth is not allowed to go out on RCS projects. Use an orange marker for “NO.” Highlight the youth’s age in the “age” column of the Sentencing Sheet.)
 - The Probation Counselor informs the Lead Worker that the youth is a flight risk.
 - Detention staff determines if the youth is demonstrating behavior problems while in Detention.
 - Youth is currently serving a loss of privilege.
 - Youth is sentenced to JRA.
2. Detention staff will explain in detail the work assignment, its value to the community, and give a demonstration of restoring the community and what will be expected of the youth.
 3. All youth will be advised that if they abscond while working outside, an escape charge will be filed.
 4. Youth are to interact in a respectful manner with the public they encounter while working outside of the Detention Facility.
 5. The RCS Coordinator or support Associate, will notify the Detention Supervisor one week in advance of any RCS projects requiring youth from Detention. Any exceptions to this time frame will also be cleared through the Detention Supervisor.

On the date of the RCS project, the assigned RCS Community Mentor will contact Detention staff 30 minutes prior to arrival to let them know of the Mentor’s *planned pickup time* and *the number of youth* for the project.

Exception: For the Downtown Flower Basket Watering Project, the Mentor will call only if youth will not be picked up. Otherwise, Detention staff should plan on two youth being picked up every scheduled day, regardless of the weather.

Downtown Flower Basket Watering Project:

This project will start with the hanging of the flower baskets on May 19th and end September 29th. Pick-up time is at 6:45 a.m. and youth will return between 11:30 a.m. and Noon.

Chapter	Subject	Policy #	Page
PROGRAMS	Restorative Community Service Hours in Detention	11.9	3 of 3

Youth should be fed breakfast prior to leaving. They will receive a snack break during the morning work period. Snack and drink will be provided by the RCS Mentor.

Sweatshirts, tennis shoes, and raingear will be provided for each youth as required. (Sweatshirts are in the Property Room, shoes and raingear are in the Sally Port.)

July 20, 2009
Effective Date

Authorized By

Chapter	Subject	Policy #	Page
PROGRAMS	Television Privileges and Movie Rentals	11.10	1 of 1

11.10 TELEVISION PRIVILEGES

- A. Youth will watch only programs deemed appropriate by staff. Youth will determine, by a majority rule, which channel to watch. If youth are not watching TV, it must be turned off.
- B. Youth will watch only programs deemed appropriate by staff. Staff will monitor the television shows to avoid the youth viewing inappropriate language, sex, drugs and violence.

MOVIE RENTALS

POLICY: Movie rentals provide a recreational and educational component to the programming for youth in Detention. Movies may be rented by staff through a local video rental store; Video Connections, located at 6400 NE Hwy 99 in Vancouver, WA. The purchase of the movies is covered through the phone account.

PROCEDURE: Staff will follow this specific procedure when renting a movie.

- A. In accordance with State Law RCW 13.16.100, motion pictures unrated after November 1968 or rated R, X, or NC-17 by the Motion Picture Association of America shall not be shown in Detention Facilities. Staff may rent only G, PG, and PG-13 movies. Movies rated R, NC-17, and X are prohibited from being rented and/or shown in Juvenile Detention.
- B. Detention staff are limited to: Renting one or two movies at a time and must obtain a receipt for each movie.
- C. Upon renting a movie, staff fills in the Log Book at the video store, identifying who rented the movie, title of movie, and date. Staff are responsible to pay any late fees for movies not returned by the appropriate time.
- D. Upon request, Video Connections will allow management to review the Log Book and provide a copy of the Log Book information as needed.
- E. A separate Video Rental Log Book is located in the Detention Supervisors office. Each time staff rent a movie, they are to complete the appropriate information (title of movie, staff signature, date movie rented/returned, location movie shown and benefit to youth) in the Video Rental Log Book, and staple the receipt to the page. If there are questions, please see the Detention Supervisor or Lead Worker on shift.
- F. Management will review the Video Store Log Book and the Detention Rental Log Book on a quarterly basis and complete written documentation of the review.

Chapter

12

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Rules and Discipline

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rules	12.1	1 of 2

12.1 RULES

I. POLICY: Youth misconduct interferes with the orderly operation of the Detention Facility and may jeopardize the safety of staff and youth. Rules for conduct prohibit misbehavior which clearly has a direct, adverse effect on a person or property, or upon facility order and security.

II. DEFINITIONS:

Detention Handbook: An orientation pamphlet that provides residents with the behavior expectations, rule violations, consequences, services, and procedures for Detention. Youth must pass a quiz covering the information contained in the Detention Handbook to obtain their privileges.

III. PROCEDURE:

A. General:

1. The Detention Manager/Supervisor ensures policies, procedures and rules within this Chapter are consistent with the Programming objectives of the facility.
2. The Detention Handbook is provided to youth upon admission to the facility. (12.1.1)
3. Youth will be tested on the Detention rules within 24 hours of admission.
4. Youth with learning disabilities or language barriers will be afforded individual instruction (1:1 instruction, interpreter) to ensure they understand the Detention Facility's rules. In the event staff determines that a youth needs an interpreter, arrangements shall be made with the Detention Manager or Supervisor, as soon as possible.

B. All Detention staff:

1. Enforce Detention rules.
2. Make every effort to maintain order and control of youth through methods of positive reinforcement, direct staff presence, corrective commands, clear directions, and clearly stated expectations.
3. Provide appropriate incentives to youth to encourage them to behave responsibly.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rules	12.1	2 of 2

C. Any of the following consequences may occur if rules are violated:

1. Warning from Staff
2. Time out
3. Loss of evening snack
4. Copy a page, or section of the Detention Handbook; by hand writing the information on another sheet of paper.
5. Counseling
6. Cleaning Projects
7. Exercise
8. Specific privilege loss. (Recreation time, meals out)
9. Room confinement 24hr, 48hr, and 72hr. (If a youth is sent to their room, staff should escort them).
10. Criminal charge referred to the Prosecutor's Office

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rule Violations	12.2	1 of 4

- I. POLICY: All youth will be advised of the rules of the Detention Facility's behavioral expectations and penalties that may be imposed for various degrees of violation. This will be accomplished by the deployment of the Detention Handbook and the application of the accompanying quiz. A Detention Handbook shall be given to each youth upon assignment to their cell. Each youth shall be administered the Rules Quiz within the first 24 hours of their incarceration.

All staff will be familiar with the rules of youth conduct, the sanctions available, and the rationale for the rules.

II. PROCEDURE:

- A. Rules of Conduct: All youth will be advised of the following rules and expectations via the Detention Handbook.

1. See rules/expectations of Detention Handbook

B. Minor Violations:

1. The following are considered to be minor misbehaviors but may become major depending upon the youth's attitude and response to staff intervention.
 - a. Not Following directions
 - b. Verbal argument/outburst
 - c. Horseplay
 - d. Present in unauthorized areas, i.e. going to the dorm without staff permission.
 - e. Uncooperative with staff.
 - f. Verbal disrespect
 - g. Non-performance of work assignment.
 - h. Note passing
 - i. Other just causes
2. Sanctions: The following penalties may be imposed for minor violations. Note: An observation report must be written by staff anytime a youth is restricted to their cell for longer than 1 hour.

Warning: Staff shall give youth a warning for their behavior.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rule Violations	12.2	2 of 4

- a. Physical exercise: push ups
- b. Copy a page, or section of the Detention Handbook; by hand writing the information on another sheet of paper.
- c. Time out.
- d. Privilege Loss: Youth to receive loss of privilege (no meals out, loss of recreation)
- e. Cell Time: youth is restricted to their cell for a period of 24 hours.

3. Imposing Sanctions:

- a. Minor misbehavior should be resolved as informally as possible through communication and direction.
- b. Minor misbehaviors and action taken by staff will be noted in the youth's Detention file.
- c. During cell time restriction, communication by staff will be made with the youth every 30 minutes.
- d. The duration of cell time will be specified at the time of assignment or as soon as practical thereafter. The youths' subsequent behavior may result in a shortening of cell time.
- e. As soon as is practical after the incident involving privilege suspension or cell time, youth will have the reasons explained to them face to face, not over the intercom; and have an opportunity to explain the behavior leading to the restriction or suspension.

C. Major Rule Violations

1. The following Major Rule Infractions are deemed unsafe; a threat to staff, youth, and the safety and security of the Detention Facility. Violation of these rules result in extended cell confinement and a potential loss of good time. Youth subject to extended cell confinement will be placed on specialized programming. *See chapter 14*
 - a. Assault - Unprovoked Aggression
 - b. Fighting - Primary Aggressor
 - c. Escapes - Attempted escapes from inside the facility (not failing to return from a pass).

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rule Violations	12.2	3 of 4

- d. Possession of contraband from outside the facility - Weapons, drugs, cigarettes, lighters, etc.
- e. Possession of contraband from inside the facility that can be used as a weapon.
- f. Physical Restraint - Youth actively resisting/fighting staff during the restraint process. This is differentiated from a passive restraint wherein youth comply with the application of a restraint harness (cuffs, chair). For example youth is scratching them self, and will not stop, and staff have to apply restraints to ensure youth ceases the behavior and the youth does not resist the restraint application.
- g. Inappropriate Sexual Behavior - Intentional and purposeful touching of a sexual nature of the body.
- h. Failure to follow the “Clear the Floor” and “Drop Position” directives.

** Note: It is important to keep in mind that the Drop Position is a safety and security control measure and is not to be used in a cavalier manner. It is not a directive to give to kids so further activity instructions can be given. The Quiet Position is used in this instance.
- i. Damage to the mattress
- j. Damage to the building that cannot be repaired by the staff.
- k. Any behavior that puts the Health and Welfare of yourself or others at harm.
- l. Comments of physical harm toward staff.

A review of the privilege loss with the youth will take place by the Lead Detention Officer on the shift following the events leading to privilege loss. (Reviews will not occur on graveyard shifts. In this circumstance, the review will take place on the following dayshift). The privilege loss is not to be altered until it is reviewed. It is incumbent upon the staff giving the consequence to communicate to the Lead Worker, Supervisor, and Manager of the necessity for the review through a written Observation Report. Youth on this level of privilege loss are to be out of their cells a minimum of 1 hour for each day of privilege loss. *See Chapter 14*

D. Major Rule Infractions

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Rule Violations	12.2	4 of 4

1. The following Major Rule Infractions are deemed disruptive to the Detention Program and are clearly inappropriate. Detention Staff have discretion in terms of determining the actual consequence depending on the circumstances of the infraction. Youth who engage in these behaviors are typically eligible for school and may lose good time. However, the range of consequences includes up to 72-hour privilege loss with no school depending on the nature and severity of the event and the youth involved. It must be specifically documented to establish the reason for the chosen consequence.

- a. Slurs pertaining to Race, Ethnicity, Gender, or Sexual Orientation.
- b. Threats to the health and safety of staff – Example: “When I get out I’m going to kill you.” This is discretionary for staff to determine the level of threat the youth actually poses. For example a 12 year old youth with behavioral health issues uttering the phrase above should receive a different and lesser consequence than a 17-year-old highly aggressive youth.
- c. Possession of Contraband - This is discretionary. The consequence given the youth should reflect the level of risk it poses and the maturity/behavioral health issues of the youth.
- d. Property Damage - This is discretionary as there are varying degrees of damage. However, any damage caused by youth that the youth admits to, or is proven, and requires repair performed by maintenance or contracted workers will result in 72-hour privilege loss and possible referral for criminal charges. Damage that is cosmetic in nature and can be repaired by staff may result in up to the loss of three recreation periods. The consequence for cosmetic damage should reflect the amount of damage actually done.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Discipline	12.3	1 of 5

12.3 DISCIPLINE

- I. POLICY: Discipline is administered in ways that create a learning experience. Penalties or consequences for misbehavior are proportionate to the importance of the rule and the severity of the violation. Violations are divided into major and minor categories. Minor rule violations and the sanctions are listed in 12.3.1 as are the sanctions for major rule violations. Major rule violations that represent law violations may be referred to the Prosecuting Attorney.

- II. PROCEDURE:
 - A. The Following Actions Are Prohibited As A Means To Discipline Or Punish:
 - a. Degrading or humiliating actions.
 - b. Corporal punishment.
 - c. Physical restraint (Physical restraint is authorized only in situations described in Policy 3.11.).
 - d. Psychological intimidation.
 - e. Denial of regular meals.
 - f. Denial of medical care.
 - g. Denial of sufficient sleep.
 - h. Denial of contact with parents or legal guardians.
 - i. Denial of legal assistance.

 - B. The Lead Worker:
 - a. Reviews all disciplinary actions during a shift.
 - b. Ensures information regarding disciplinary actions are documented in the Detention Log and an Observation Report (as needed) and provided to the following shift.
 - c. Privilege loss resulting in more than 24 hour room confinement will necessitate an evaluation and program review by the Lead Detention Officer on shift. The program review will be conducted on the following shift (reviews will not be done on graveyard shift, due to the sleep schedule of the youth, in such cases the review will be done on the next dayshift) See chapter 14 Special Populations.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Discipline	12.3	2 of 5

All Detention Staff:

- a. Enforce Detention rules.
- b. Exercise "Graduated Sanctions" to deal with youth misconduct. See 12.3.1
- c. Select penalties or consequences appropriate to the importance of the rule which is violated and the severity of the offense.
- d. Advise youth in a timely manner of all consequences awarded.

NOTE: Staff will not award consequences via the intercom system.

- e. Employ cell confinement only when necessary.
 - f. Prior to cell confinement, explain the reasons for this action and the expected duration of the restriction to the youth.
 - g. Perform ward checks on youth with privilege loss every 30 minutes.
- D. Youth will be granted an opportunity to discuss any disciplinary action through the grievance process.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Discipline	12.3	3 of 5

SOFT TO HARD STEPS IN DISCIPLINE

12.3.1

1. IGNORE

Behavior - muttering profanity under breath; childish behavior; small scale ventilation after reprimand.

2. DISAPPROVING GLANCE

Behavior - escalating silly/loud actions; unsavory comments.

3. DISAPPROVING COMMENT

"Please stop doing what you are doing."

Behavior - talk of food throwing; silliness that disrupts the Pod environment.

4. COMMAND AND SHORT EXPLANATION OF CONSEQUENCES

"Joe, if you choose to continue this behavior, you will receive cell time."

Behavior - Beginning to horseplay; inappropriate conversation topics; talking about others; new youth violating rule.

5. REMOVE YOUTH FROM GROUP AND APPLY CONSEQUENCES

Explain that he/she was given an opportunity not to receive the consequences, but chose to continue the behavior and earned a consequence.

Behavior - horseplay; rumors spread about another, caused bad feelings; refusing staff request; violation of written rules.

6. EVALUATE HOW THE YOUTH DEALS WITH THE CONSEQUENCE

Choose to have them return to the group or to their cell. (Choose the lightest consequence first, thus allowing you to apply more consequences as needed.)

7. RE-AFFIRM ORIGINAL CONSEQUENCE AND POSSIBLE FURTHER MEASURES

Behavior - If youth refuses to return to his/her room after being told to do so, explain that currently s/he has received only an initial consequence, but continued defiance may result in an additional sanction and possible reduction in privileges. Continued non-acceptance of a consequence will result in 24 hour privilege loss.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Discipline	12.3	4 of 5

8. GIVE THE YOUTH SPACE TO MAKE A DECISION

Step back, break eye contact or walk towards the group.

9. MAKE EYE CONTACT; MOTION FOR BACK-UP; STAND FIRM ON YOUR DECISION; PREPARE FOR CONTROL TECHNIQUE

Explain again if youth refuses to leave area, the youth's choice of returning to his/her cell on their own or you escorting them back to their cell: this will be considered very serious and dealt with more severely. (Be prepared to use control technique, if necessary.)

Behavior - If youth cooperates allow him/her to return to their cell on their own. Allow for youth to cool down. Follow-up after cool down, applying second consequence.

10. EVALUATE HOW YOUTH BEHAVES AFTER RETURNING TO CELL

Check on youth every 30 minutes or less. Allow for short cool down period. If pounding and yelling continues, return to room with backup. Give youth an opportunity to ventilate verbally, but be aware that s/he may not be listening to your responses. If youth seems to be escalating be aware that s/he may be shutting down his/her HEARING, SIGHT AND THOUGHT ABILITIES so that s/he can physically attack you. Try to break the escalation by yelling something that will get their attention. Try moving side to side, asking questions which will force them to break out of their defensive position.

11. LISTEN, WATCH, EVALUATE HOW YOUTH RELATES TO YOU

If youth responds to your actions and commands, relax your posture slightly. Ask a question, "What's going on?" Try to appear less threatening and more willing to listen. If youth fails to respond to your actions and commands, and is still unable to communicate, make a decision. Leave the cell and tell them you will return when they are ready to talk. Attempt to communicate with them trying to convey understanding about their dilemma, but state they are responsible for their decision to disobey you and this is why the problem arose. Always put the responsibility on the youth and help him/her understand why his/her decision got them where they are. Follow-up on consequences earned by applying them consistently. DO NOT MAKE IDLE THREATS. Without follow-up and application of consequences, the youth may feel s/he has intimidated you and "won" the conflict.

12. DE-BRIEF

After going through this process with a youth, sit down and talk with other staff, especially those involved, to problem solve and evaluate the entire situation. If the situation you dealt with passed step 7, then the shift leader should be involved when deciding consequences and going through the debriefing process.

Chapter	Subject	Policy #	Page
RULES AND DISCIPLINE	Discipline	12.3	5 of 5

13. OTHER AVAILABLE RESTRICTIVE CONSEQUENCES

(To be used only for multiple, continuous minor rule violations or rule violations that are a serious threat to the security of the Detention Facility, and then only with Supervisor/Lead Worker/Senior Staff approval.)

- a. Move to a sound lock room.
- b. Remove privileges.
- c. Place on cell confinement if necessary.

 July 21, 2009
 Effective Date

 Authorized By

Chapter	Subject	Policy #	Page
RULES & DISCIPLINE	Resolving Major Rule Violations	12.4	1 of 2

12.4 RESOLVING MAJOR RULE VIOLATIONS

- I. **POLICY:** Major rule violations constitute a chargeable offense or deemed as unsafe, a threat to staff, other residents and the safety and security of the Detention Facility.
- II. **PROCEDURE:**
 - A. **General:**
 - a. When a youth commits an act which violates criminal laws, charges may be referred to local law enforcement.
 - b. The consequences for violations range in severity depending upon the seriousness of the misbehavior. Consequences range from privilege loss to criminal charges.
 - c. Youth may be classified as on cell confinement following a major rule violation or a series of lesser violations. That classification is reviewed daily to determine if continuation on the program is necessary.
 - d. The Detention Manager/Supervisor/Lead Worker monitor the cell confinement and ensure program goals are met.
 - B. **The Lead Worker:**
 - a. Reviews all disciplinary actions during a shift.
 - b. Ensure an Observation Report is completed.
 - c. Places youth on cell confinement when rule violations require.
 - d. Reviews youth on cell confinement daily on day shift and removes from that status those youth who have demonstrated satisfactory behavior.
 - e. Provides program reviews of youth and follows policy and protocols (See Chapter 14). Ensures information regarding disciplinary actions are documented.
 - C. **All Detention Staff:**
 - a. Enforce detention rules.
 - b. Select penalties and consequences appropriate to the importance of the rule which is violated and the severity of the misbehavior. Advise the Lead Worker of penalties, consequences and control measures before using, for his/her review and approval.

Chapter	Subject	Policy #	Page
RULES & DISCIPLINE	Resolving Major Rule Violations	12.4	2 of 2

- c. Administer penalties or loss of privileges for major noncompliance or rule infractions and record those actions.
- d. Advise youth of all consequences awarded.

Chapter

13

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Mail, Telephone, and Visitation

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Juvenile Correspondence	13.1	1 of 2

13.1 JUVENILE CORRESPONDENCE

I. POLICY: This facility allows youth to communicate with persons outside the facility and ensures a reasonable degree of privacy for communication. Youth have the right to communicate or correspond with persons or organizations subject only to limitations necessary to maintain Detention Facility order and security. The amount of mail a youth may receive is unlimited.

II. DEFINITIONS:

Correspondence: Communication to or from youth through letters, postcards, greeting cards or parcels.

Money: Cash, checks, postal notes, money orders or drafts.

III. PROCEDURE:

- A. Youth are provided their incoming mail the day it is received. Probation staff inspects the contents of incoming mail for contraband and deliver the mail to the unit control room for the pod in which the youth is housed.
- B. Any items (including money) received by mail, which are withheld from youth, shall be returned to sender via U.S. mail, with explanation as to why the item was withheld.

Youth shall be advised if any contraband is removed from their mail or packages.

- C. The need for institutional order and security dictates the restriction of literature containing any of the following:
 - 1. Instructions for manufacturing of explosives, drugs or other unlawful substances.
 - 2. Literature advocating sadism or violence.
 - 3. Material advocating racial, religious or national hatred.
 - 4. Material with sexual content, or encourages criminal behavior or which advocates violating the Detention Facility rules.
 - 5. No publications may be received through the mail.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Juvenile Correspondence	13.1	2 of 2

- D. Neither incoming nor outgoing letters are read, except when there is clear and convincing evidence to justify such action. The Detention Manager/Supervisor must approve the reading of mail prior to its occurrence. If correspondence is read, the youth is informed in advance and is present when the letter is opened. Such action and the evidence for it are documented.
- E. Youth who are eligible to write letters are permitted to send one letter per day at Juvenile Court expense. Writing materials and envelopes are provided to youth for this purpose.
- F. Outgoing mail is forwarded within 24 hours, excluding weekends and holidays.
- G. First class letters and packages received after a youth is transferred or released are forwarded in a timely manner.
- H. Incoming mail to a youth who has been transferred or released will be forwarded to the youths last known address within 24 hours, excluding weekends and holidays.
- I. Youth may not mail letters to co-defendants, if known or each other if they both are in detention.
- J. Occasionally, an exception may be made with management approval.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Access to Telephone	13.2	1 of 2

13.2 ACCESS TO TELEPHONE

I. POLICY: Youth are permitted daily access to the telephone in order to communicate with family, community and legal counsel.

II. DEFINITIONS:

Urgent Calls: Are considered those regarding serious illness, death or other family emergencies.

III. PROCEDURE:

A. Business Phone:

1. Youth are only permitted to use the business phone under the direct supervision of their Probation team. Initial calls to the parent or legal guardian during the intake process will be limited to three minutes. All other calls will be made on the operator assisted phone.

B. Pay Phone:

1. Clark County contracts with an outside service provider that enables youth in custody to make collect phone calls. Rates are set by the provider in the contract between Clark County and the service provider.
2. Telephone access will be allowed during earned recreation time. Access to the phone may be allowed at other times during the day, weekends and holidays at staff discretion. Youth that have exhibited behavior resulting in privilege loss will not have access to the pay phones.
3. Youth are allowed to call anyone that is willing to accept the collect charge. When population and or demand dictate, phone calls will be limited to 10 minutes, with no more than one youth at a phone at any given time.
4. A youth's calls to certain persons, such as victims, will be restricted by direction of the Detention Manager/Supervisor or Probation Counselor.

C. Telephone Inquiries: Any inquiries from outside agencies or individuals (law enforcement, parents, etc.) should be addressed by Detention Staff if they are sure their information is accurate and they can legally share this information with who ever is inquiring. If staff is unsure of the inquiry refer the call to the Administrator, Detention Manager/Supervisor, or Probation Counselor as needed.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Access to Telephone	13.2	2 of 2

D. Monitoring the Main Entrance Reception Phone and Answering the Phone:

1. Between the hours of 5:00 PM through 8:00 AM the following morning, the main entrance reception phone will be transferred to Main Control in Detention for answering. The same procedure will be used during weekends and holidays.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Visitation	13.3	1 of 4

13.3 VISITATION

- I. **POLICY:** The Juvenile Court encourages youth and family to maintain contact and communication through regular visits, limited only by the capacity of the facility and the need to maintain order and security. Regular visiting hours have been established and are brought to the attention of youth and their parents or legal guardians. A youth has the right to refuse visitors.

- II. **PROCEDURES:**
 - A. When a youth is held in custody, a Lead Worker/Detention staff will notify the parent/guardian of the visitation time.
 - B. General visitation is non-contact, limited to two (2) persons; parents, guardians, or relative authorized by the Probation Counselor, and is scheduled twice a week.
 - C. Visitors enter through the twelfth street entrance leading to the detention visitation area. Visitors will be screened for proper identification. The visitor will be directed to sign the Visitors Log, indicating their name and intended visitor. Visitors will wait in the waiting area then be advised to proceed to the visitation room.
 - D. Parents or legal guardians are authorized an initial visit when their child is first incarcerated. This visit may be scheduled through the Probation Counselor or Lead Worker. Parents or legal guardians are automatically approved for visitation unless they have been involved in criminal activity with the youth. Other family members over the age of 21 may be approved by the Detention Manager/Supervisor or Probation Counselor. Approval of the parent or legal guardian must be obtained prior to authorizing visitation by grandparents or other relatives.
 - E. The following visitation schedule is based on which living unit a youth is assigned to; however, changes may be made in order to accommodate parents or to ensure a safe secure environment for staff, youth, and visitors.
 - A - Pod Monday 7pm and Saturday 1:30 PM
 - B - Pod Tuesday 7pm and Saturday 3:30 PM
 - C - Pod Wednesday 7pm and Sunday 1:30pm
 - D - Pod Thursday 7pm and Sunday 3:30pm

NOTE: Visits are limited to 30 minutes; second 30 minute sessions will be held if not all visitors can be accommodated due to space.
 - F. The Probation Counselor may approve special visits on a case by case basis. Arrangements for such visits must be made in advance. Factors to consider are; Relationship to the youth, sources of transportation, the distance a visitor must

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Visitation	13.3	2 of 4

travel, or other matters relevant to the visitation. Special visits may be arranged in the following circumstances:

1. Youth are departing for an institution or JRA diagnostic unit.
 2. Health limitations of the youth or family member.
 3. Conflict with family members work schedule.
 4. Administrator/Detention Manager discretion.
- G. The Detention Manager may approve extended family member visits to youth. Arrangements must be made in advance through the Detention Manager and Probation Counselor.
- H. Before a youth is transported to a JRA institution, the Diagnostic Counselor or Probation Counselor may request special visitation for a youth. Such visits are prearranged and supervised by the Diagnostic Probation Counselor or Probation Counselor. All property will be released to the parent at this time, except for the clothing the youth will wear during the transport.
- I. Visitation will be denied if:
1. There is prior information of a security risk involving the visitor, or;
 2. The visitor has been involved in passing contraband on a prior occasion. Contraband is to be considered any item that has not been pre-authorized by Detention staff.
 3. Parent has been previously denied visitations. Parent must gain permission from their child's Probation Counselor and Detention Supervisor and Lead Worker before visits are to resume.
 4. The visitor smells of intoxicants or appears to be under the influence of drugs/alcohol.
- J. Visitors:
1. Visitors must adhere to all rules regarding visitation.
 2. Visitation will be subtly monitored by direct supervision.
 3. Visitors must provide picture identification
 4. Visitors must sign in on the Visitors Log.
 5. During visitation, detainees and parents sit on opposite sides of the glass partition in the interview room.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Visitation	13.3	3 of 4

6. Special Visitation during business hours may take place in Intake interview rooms.

K. The Lead Worker:

1. Employs staff to supervise visitation and complete related tasks.
2. Denies visitation privileges when necessary, based upon security, safety and order within the Detention Facility.
3. Documents denials on an Observation Report.
4. Ensures the Juvenile Court Building is locked and secured following visitations.

L. Detention Staff:

1. Make advance preparations for visitation sessions.
2. Ensure the Visitation Area is clean and orderly.
3. Check identification. Do not allow unauthorized access to the Detention Facility.
4. Inform the Lead Worker when visitation problems occur.
5. Supervise the visitation area when families and youth are present. Intervene when behaviors are aggressive, disruptive to others, sexually inappropriate or contrary to facility guidelines.
6. After visitation, search the visitation area for contraband.

Chapter	Subject	Policy #	Page
MAIL, PHONE, & VISITATION	Visitation	13.3	4 of 4

WELCOME TO JUVENILE DETENTION

Please observe the following procedures while visiting:

1. Please have picture I.D. available.
2. Persons under 21 years of age are not allowed to visit during the Thursday and Sunday times.
3. Visitors will be directed to sign the register.
4. Any medication for youth shall be given to detention staff prior to visitation.
5. Please leave personal belongings locked in your vehicle.
6. No items may be given to a detained youth during visitation.
7. Letters or gifts must be given to staff prior to visitation.
8. Weapons or chemical agents are prohibited in Detention.
9. No smoking is allowed in the Detention Facility.
8. Visitors who smell of intoxicants or appear to be under the influence of drugs/alcohol will not be allowed to visit.
9. Visitation may be terminated if a visitor or youth's behavior becomes disruptive and or fails to comply with the visitation rules.
10. If a youth refuses to accept a visitor, the visitor will be informed and asked to return another day.
11. After visitation youth may be searched for contraband. Visitors who give contraband to a youth will be restricted from visitation until further notice.

Chapter

14

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Special Population

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Serious Violent Offenders	14.1	1 of 4

14.1 YOUTH ACCUSED OF A SERIOUS VIOLENT OFFENSE

I. **POLICY:** Youth accused of crimes that by statute are deemed a Serious Violent Offense require specialized supervision and care which may include but is not limited to segregation from others, increased security, special programming and visitation and appropriating immediate medical and mental health assessment. Serious Violent Offenses defined by statute (9.94A.030 [41]) are:

- Murder in the First Degree
- Homicide by Abuse
- Murder in the Second Degree
- Manslaughter in the First Degree
- Assault in the First Degree
- Kidnapping in the First Degree
- Rape in the First Degree
- Assault of a Child in the First Degree
- An attempt, criminal solicitation, or criminal conspiracy to commit one of these felonies.

The following offenses committed by youth will also be administrated by this policy:

- Manslaughter in the Second Degree
- Drive by Shooting
- Vehicular Homicide

Youth under the age of 16 charged with the above offenses will be placed on the same program.

II. **PROCEDURE:**

COMMUNICATION

Youth arrested for a Serious Violent Offense will have the alert of SVO listed on the Detention Day Sheet.

If a youth(s) is brought to detention for any offense that results in the loss of human life, the following people are to be notified by phone.

1. The Juvenile Court Administrator
2. The Detention Manager and Supervisor
3. The Duty Officer

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Serious Violent Offenders	14.1	2 of 4

BOOKING

1. A MH-JDAT is to be completed with the youth and the protocols are to be followed. Regardless of the results, a First Level Suicide evaluation is to be completed on the youth and an observation report is to be written regarding its outcome. Appropriate referrals will be made if the youth possesses any risk for self harm. **As a precaution, youth booked into Detention for a Serious Violent Offense will be placed on Suicide Watch Level 2, except for youth appropriately placed on Suicide Watch level 1.**
2. A referral to the Juvenile Court staff psychologist or mental health therapist will be made requesting an evaluation of the youth(s) to help establish a baseline regarding how the youth is functioning. A written report detailing the observations/clinical impressions may or may not be specified depending on the level of pathology the youth presents. The staff psychologist or mental health therapist is responsible for reducing or removing the youth from Suicide Watch Level.

HOUSING

1. SVO youth are to be placed in a cell alone that is monitored via camera 24 hours a day. If multiple youth are arrested for the same crime, the youth deemed to be the least likely to act out or self-harm will be placed in a non-camera room. This decision will be based on each youth's MH-DAT, the clinical impression of the therapist meeting with the youth, and the youth's prior history with Detention. The placement of any youth accused of a serious violent offense in a room without a camera must be approved by the Detention Manager, Supervisor or Duty Officer (whoever is available). If rooms with cameras are occupied by youth that need continuous observation, Detention Officers are to contact either the on-site mental health therapist or the CDMHP to assess the specific youth's level of risk. The youth most at risk for self-harm will remain in the room with the camera. If both youth are of equal risk, the case is to be staffed with the Detention Manager, Supervisor, or Duty Officer.

The staff psychologist will review any subsequent decisions regarding housing and Suicide Watch Levels.

2. SVO youth shall be given appropriate room items per the Suicide Watch Protocol, until a change is made to the Suicide Watch Level.
3. During each shift, Detention Officers will fill out the Suicide Watch Check Sheet for each SVO youth. Upon completion, the Suicide Watch Check Sheet is to be placed in the detention file.
4. Youth accused of a serious violent offense are ineligible for the dorm and roommate unless approved by the Detention Supervisor/Manager.

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Serious Violent Offenders	14.1	3 of 4

PROGRAM

1. SVO youth, upon intake, will be placed on Serious Violent Offender Program (SVOP). Youth arrested on day or swing shift will begin the SVOP the following day. Youth arrested on graveyard shift will begin SVOP the same day. Following the youth's first court appearance, the Lead Worker will review the special programming. A written observation report will be prepared by the Lead Worker describing the program that the youth will be under. The youth may remain on SVOP or modified as needed. A Lead Worker will review a SVO youth's program every three days until such time the youth may be placed on regular programming. The Supervisor/Manager must authorize a SVO youth to move to regular programming.
2. Personal Hygiene: Brush teeth, and shower alone.
3. School programming: Youth on SVOP will be eligible to have educational material in their cell. The Detention Officer assigned to the Pod is responsible to coordinate with school personnel to provide appropriate reading and study material. (NO PENCIL)
4. Movement: Youth charged with a serious violent offense will be escorted to all locations in the building. Uses of leg restraints are required when transporting a youth to specific unsecured areas of detention, such as the MPR, Court and the hallway by Intake. Handcuffs may be used if the youth exhibits assaultive behavior. Handcuffs are to be removed from the youth's wrist once he/she enters the Courtroom unless he/she is a significant security risk. Additional security measures (restraints when leaving the pod) will be reviewed on a case by case basis.
5. Recreation: SVO youth are eligible for two 30 minute periods of large muscle activity. One during the day shift and one during the swing shift. Recreation can occur in the pod or the gym, (No Dorm). Recreation is to be one-on-one with staff; however, one other SVO youth may be included.

Note: This recreation time is for large muscle activity, not for phone call, letter writing, board games or watching TV.

6. All phone calls are to be arranged and supervised by the youth's Probation Counselor, Intake staff, or Lead Worker. Review of phone privileges will take place as needed during the youth's period of confinement in Detention. If youth request to call an attorney, staff will arrange for the phone call at their earliest convenience.
7. Visitation will be separate from the standard parent/guardian visitation time. The amount of visitation will be consistent with current practice. Visitation will be .5 hrs and arranged by the Lead Worker or Probation Counselor. Visitation will occur in the non-contact visitation area. Visitation will be reviewed on a weekly basis to determine if and when the SVO youth can be placed on the regular visitation schedule. Exceptions to

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Serious Violent Offenders	14.1	4 of 4

normal visitation will be based on the circumstances of the case, and potential contact issues with the victim or victim's associated during the regular visitation.

MEDIA

1. Any and all inquiries from the media regarding the youth's status and issues related to the case are to be referred to the Juvenile Court Administrator and Prosecuting Attorney.

 July 20, 2009
 Effective Date

 Authorized By

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Special Needs Youth	14.2	1 of 2

14.2 SPECIAL NEEDS YOUTH

I. **POLICY:** Youth who exhibit behavior in detention that is consistently aggressive towards others, disruptive, and/or destructive that results in multiple consequences need special programming to shape compliant behavior. The goal of Special Programming is to help protect Detention staff and youth from harm, to prevent assaults, to prevent continued at risk situations, and to help youth regain control and return to regular programming.

II. **PROCEDURE:**

This program is for youth that have demonstrated, by their behavior, the inability to participate in the regular Detention Program and have received multiple consequences. Reasons to initiate this program are: 1) when a youth has demonstrated they are a threat to the safety of staff or youth. 2) The youth has shown a consistent pattern of failing to follow the rules of Detention over an extended period of time (i.e. serious felony charges which warrant Special Programming, assaultive, threatening, violent behavior in Detention, inciting other youth to riotous behavior, and continued non-compliance of Detention rules). The program is to be established on an individual basis by the Detention Manager or Supervisor based on the recommendations of staff. Detention Lead Workers are responsible for adjudicating the special program in conjunction with Detention Officers. This includes implementing the program, program reviews and transitioning the youth to more/less restrictive programming. Some youth may receive privileges sooner if they become stabilized and are ready for Regular Programming.

Program: Before a youth is moved from one level of Specialized Programming to another, including regular programming, a formal review will occur. The modified programming is to provide accountability for the individual's actions and allow a period of time for the youth to examine their behavior and reduce the individual's negative influence on the other youth.

Detention Officer's are to clarify to the youth the behavior that put them on Specialized Programming and instruct and encourage the individual to make positive changes in their behavior. A youth on this programming is eligible for the Night Basketball Program and specialized counseling/mentoring. The ultimate goal is to reintegrate the youth back into Regular Programming without further incidents.

SPECIALIZED PROGRAMMING

This program is to be strictly adhered too. Youth placed on this program may only be denied recreation if they are engaging behavior that threaten the safety and security of youth or staff.

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Special Needs Youth	14.2	2 of 2

Guide lines for SP1: Review after 3 days.

1. Personal Hygiene: Brush teeth and shower – **Alone**
2. School Programming: Youth to receive school work, reading /study material provided by school personnel in the cell during the day.
3. Recreation – two 30 min. periods– One during the day shift and one during the swing shift. Recreation can occur in the pod or Gym. (no dorm). Recreation is to be one on one with staff however; another special program youth may be included.
Note: This recreation is for large muscle activity and not for phone calls, letter writing, or other such activity.
4. Meals: All meals served in cell.
5. Movement: Youth on SP1 will be escorted by staff to all locations in the building. Use of restraints, leg/handcuffs may be used during transport if the youth exhibits assaultive or violent behavior.
Note: Hygiene, court, counseling, visitation time and attorney visits are not included as part of the one hour recreation time.

Guide lines for SP2: Review after three days.

1. Personal Hygiene: Brush teeth and shower- **Alone**
2. School Programming: One hour. Youth may participate in the regular school program in the AM for one hour. If youth’s behavior requires segregation from the other youth, they may sit alone at a table and complete school work in the Pod or Dorm for one hour. Staff supervision required during this time. Youth to receive school work, reading/study material provided by school personnel in the cell during the remainder of the day.
3. Meals: All meals served in cell.
4. Movement: Youth on SP1 will be escorted by staff to all locations in the building. Use of restraints, leg/handcuffs may be used during transport if the youth exhibits assaultive or violent behavior.
Note: Hygiene, court, counseling, visitation time and attorney visits are not included as part of the one hour recreation time.

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Status Offenders/ Material Witness	14.3	1 of 2

14.3 TRUANTS AND DEPENDENT YOUTH

I. POLICY: Youth ordered into Detention on a Truancy Contempt/Warrant or Dependency Contempt/Warrant and or Material Witness, shall receive Special Programming, to include completing written purge requirements as directed by the Court, and to minimize contact with other youth.

II. DEFINITIONS:

Status Offenders: Youth that engage in behavior which is considered a violation of a court order, statute, or criminal offense solely because of their age (i.e. status).
Examples: running away (Dependency contempt), not attending school (Truancy contempt) and minor in possession of alcohol.

Note: youth charged with MIP would be eligible to participate in regular programming with other youth.

III. PROCEDURES:

1. Status offenders will attend the M-F daily school program offered in Detention with other youth.
2. Status offenders will be provided the opportunity, at staff availability and or during the school program, to complete written purge requirements. Use of the school classroom, intake interview rooms, Pod or Dorm (no other youth present) is appropriate. Staff will provide the youth with paper and pencil, may assist the youth when necessary, and monitor the youth during this time.
3. Status offenders will be prohibited from participating in the regular recreational programming with other youth.
4. On school days, status offenders will be provided recreational opportunities, time out of their room for a minimum of one hour between the hours of 3:30 pm and 10:00 pm. Recreation time will be noted in C3MS Shift Log.
5. Recreational programming may consist of:
 - a. Completing purge requirements
 - b. Letter writing
 - c. Games (board games with staff, etc.)
 - d. Reading
 - e. Large muscle exercise in the gym

Chapter	Subject	Policy #	Page
SPECIAL POPULATION	Status Offenders/ Material Witness	14.3	2 of 2

f. Use of the phone

6. On non-school days/weekends, a minimum of 1.5 hours of recreational programming will be provided during day shift and swing shift. Time out of their room will be noted in the C3MS Shift Log.
7. Multiple status offenders may be grouped together and allowed to engage in recreation with one another. This includes supervised co-educational activities.
8. Note: Status offenders are not part of the Level System.

Chapter

15

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Volunteers

Chapter	Subject	Policy #	Page
VOLUNTEER	Volunteers	15.1	1 of 2

15.1 VOLUNTEERS

- I. **POLICY:** This facility encourages and ensures community involvement through volunteer services and programs offered to youth. The use of volunteer skills and abilities broadens resources available to the Detention Facility, increases public awareness of the Juvenile Court System and permits increased personal contact for youth. Volunteers and interns are screened and approved before working in the Detention Facility.

- II. **DEFINITIONS:**
Volunteer: Any person who provides goods or services to the Detention Facility without receiving monetary or material gain. This includes regular and occasional volunteers, material donors, and advisory councils. Volunteers are recruited to supplement and enrich, but not to substitute for the functions and duties of Detention Facility staff.

- III. **PROCEDURE:**
 - A. Volunteer positions include the functions listed in 15.1.1.

 - B. The recruitment, screening and selection of Detention volunteers is conducted by the Detention Manager. Recruitment follows equal opportunity employment principles and encourages participation from all cultural and socioeconomic segments of the community. Persons considered eligible for Detention volunteer positions:
 1. Have good maturity, character, communication skills, SECURITY AWARENESS, supervision skills and the ability to relate well with youth and staff.
 2. Are at least 21 years of age.

 - C. The Detention Manager/Supervisor conducts initial interviews and screening, Records Checks, application and personal references for prospective volunteers.

 - D. The Detention Manager/Supervisor:
 1. Schedules and conducts an interview with the prospective volunteers.
 2. Selects favorable candidates.
 3. Notifies candidates not selected as volunteers.
 4. Schedules and supervises a Detention Orientation Program appropriate to the volunteer's needs. The orientation must be completed before the volunteer provides services within the facility.
 5. Assigns volunteers to functions based upon their interests and capabilities.

Chapter	Subject	Policy #	Page
VOLUNTEER	Volunteers	15.1	2 of 2

6. Supervises volunteers to ensure quality programs are provided and volunteers comply with the policies and procedures of the Detention Facility.
 7. Seeks and accepts volunteers' suggestions regarding facility policy and procedures for the volunteer service program.
 8. Evaluates volunteers (attendance, effectiveness and compliance with policies). The evaluation of interns may be more extensive to conform to the needs of the sponsoring institution.
 9. Completes volunteer recognition requirements:
 - a. Offers encouragement and appreciation.
 - b. Sends a letter of appreciation at one year of service.
 - c. Distributes incentive gifts to volunteers reaching recognition plateaus established within the Juvenile Court Volunteer Program.
 - d. Sends letters of appreciation and certificates of completion to volunteers departing after substantial service.
 10. Terminates the services of Detention volunteers when necessary, and notifies the Juvenile Court Administrator.
- E. The Lead Worker:
1. Ensures Detention staff assists volunteers as necessary.
 2. Provide pertinent information, as necessary regarding volunteer performance within the Detention Facility to the Detention Manager.

DETENTION VOLUNTEER ASSIGNMENTS

- Alcoholics Anonymous
- Arts and Crafts
- Counseling (Individual and Group)
- Mentoring
- Narcotics Anonymous
- Recreation Activities
- Speakers
- Student Interns
- Tutoring
- Visitation

Chapter

16

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Ethics

Chapter	Subject	Policy #	Page
ETHICS	Code of Ethics	16.1	1 of 2

16.1 CODE OF ETHICS

I. POLICY: As a public employee, the Detention Facility administration expects the highest standards of integrity, honesty, and ethical conduct from all staff. These standards protect the integrity of the Juvenile Court and facilitate the recruitment and retention of highly qualified staff.

II. DEFINITIONS:

Code of Ethics: A system of principles governing a facility which conforms to accepted professional standards of conduct.

III. PROCEDURE:

All Detention staff shall practice the Employee Performance and Conduct Standards published in the Clark County Human Resources Policy and Procedure Manual.

All Detention staff shall practice the following Code of Ethics, which are addendum to the Employee Performance and Conduct Standards.

Detention staff will:

- A. Respect and protect the civil and legal rights of all youth. (See Policy 6.2 and 6.3)
- B. Serve each case with appropriate concern for the youth's welfare.
- C. Promote mutual respect within the profession, and to the improvement of its quality of service.
- D. Avoid making statements critical of colleagues or other agencies unless they are verifiable and for constructive purposes.
- E. Respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
- F. Share information with the public subject to the youth's rights of privacy. (See Policy 1.5).
- G. Refrain from using his/her official position to secure special privileges or advantages.
- H. Disallow personal interest to impair objectivity in the performance of duty.
- I. Record and make available for review, information which could contribute to sound decisions affecting a youth or public safety.
- J. Report any corrupt or unethical behavior.

Chapter	Subject	Policy #	Page
ETHICS	Code of Ethics	16.1	2 of 2

- K. Maintain the integrity of private information; neither seek personal data beyond that needed to perform duties, nor reveal case information to anyone not having authorized, professional use for the information.

March 6, 2009
Effective Date

Authorized By

CLARK COUNTY JUVENILE DETENTION CENTER

Policy Manual

Forms

CLARK COUNTY - INTAKE REPORT

No: _____
Date: _____ Time: _____
JUVIS # _____ R _____
Staff _____

I. INFORMATION REGARDING YOUTH:

Legal Name: _____ Age: _____ DOB: _____
AKA- _____ School/Work _____ Spec. Ed. []
Sex: _____ Race: _____ Ht: _____ Wt: _____ Eyes: _____ Hair: _____
Identifying Features: _____
Social Security # _____ Driver's License # _____
Custodial Parent/guardian: _____ Phone (H): _____
Address: _____ Phone (W): _____
City: _____ State _____ Zip _____
Emergency Phone # _____ Relationship _____
Living wh _____ Relationship: _____ Phone (H): _____
Address: _____ [] Advised of rights
City: _____ State _____ Zip _____
Medical/Physical Condition: _____ [] Sick Call
Youth's Attitude _____ Prob. Counselor _____ Caseworker _____

II. BASIS FOR DETENTION: (mark as many that apply)

[] Warrant No. _____ [] warrant served
[] Committed an offense(s) (1) _____ (2) _____ (3) _____
[] Juvenile is in violation of community supervision. [] Contract Admission County _____
[] Juvenile is in violation of release. [] Parole has been suspended.
[] Juvenile will likely fail to appear. [] Protect juvenile from himself/herself.
[] Juvenile is a threat to community safety. [] Juvenile will intimidate witnesses or obstruct justice.
[] Juvenile has committed a crime while another case was pending. [] Juvenile is a material witness.
[] Juvenile failed recognizance release. Point total _____ [] District Court hold.
[] Sentenced/total days _____ Release date and time _____
[] Other _____
Name of person bringing youth in _____ Agency _____

III. DETENTION HOLD OR RELEASE ACTION:

Person Notified (Name) _____ Date: _____ Time _____ Int. Staff _____
[] Youth held Detention Hearing Date _____ Time _____
[] Recog Release [] Bail Release \$ _____ Receipt # _____ 1st Appearance _____
[] Released to _____ Relationship _____
Date: _____ Time: _____ Int. Staff _____ Total Detention Time _____
Good time _____ days
Episode No. _____ Computer intake processed: yes _____ no _____ Computer release processed: yes _____ no _____

IV. INSTRUCTIONS/COMMENTS: _____



CLARK COUNTY JUVENILE JUSTICE CENTER

*We will put our energy and resources into the future.
Our focus will be on what needs to be healed, what needs to be repaid, what needs to be learned.*

CLARK COUNTY JUVENILE JUSTICE CENTER

PATRICK ESCAMILLA
JUVENILE COURT ADMINISTRATOR

500 West 11th Street
PO Box 5000
Vancouver, Washington 98666-5000

Telephone (360) 397-2201
Administration FAX (360) 397-2246
FAX (360) 397-6109

SUPERIOR COURT OF
THE STATE OF
WASHINGTON FOR CLARK
COUNTY

BARBARA D. JOHNSON
ROGER A. BENNETT
EDWIN L. POYFAIR
JAMES E. RULLI
JOHN F. NICHOLS
DIANE M. WOOLARD
JOHN P. WULLE
ROBERT A. LEWIS
SCOTT A. COLLIER
RICH MELNICK
JUDGES OF THE SUPERIOR COURT

CARIN S. SCHIENBERG
DANIEL L. STAHNKE
SUPERIOR COURT COMMISSIONERS

NOTICE TO ALL PREGNANT FEMALES

Under State Law ESHB 2747 the Detention Manager is required to notify you of the following.

No restraints of any kind may be used on any pregnant woman or youth incarcerated in a correctional or detention facility while she is in labor, during childbirth, or in postpartum recovery.

Restraints may only be used in extraordinary circumstances on a pregnant woman or youth incarcerated in a correctional or detention facility during transportation to and from visits to medical providers and court proceedings during the third trimester of her pregnancy. Extraordinary circumstances exist where an officer makes an individualized determination that restraints will be necessary to prevent escape or injury to herself, medical or correctional personnel, or others.

Whenever restraints are used, the corrections officer must document in writing the reasons for their use, the kind of restraint used, and the reasons why such restraints were considered the least restrictive.

Nothing in this act affects the use of hospital restraints requested for the medical safety of the patient by treating physicians. If the doctor, nurse, or other health professional treating the pregnant woman or youth requests that restraints not be used, the corrections officer accompanying the pregnant woman or youth shall immediately remove all restraints. Any time restraints are used on a pregnant woman or youth, they must be the least restrictive available and the most reasonable under the circumstances. In no case shall leg irons or waist chains be used on any pregnant woman or youth.

No correctional personnel shall be present during the pregnant woman's or youth's labor or childbirth while she is being attended to by medical personnel, unless specifically requested by medical personnel. If the employee's presence is requested by medical personnel, the employee should be female if practicable.

Notice of the requirements of this act must be posted in conspicuous locations in an institution, detention or correctional facility, including where medical care is provided.

**CLARK COUNTY JUVENILE COURT
DETENTION OBSERVATION REPORT**

**Report No.
P.C.**

Youth's Name:

Date and Time of Incident:

Incident:

Location:

Witness:

Injuries:

Synopsis

Who does youth identify as the person(s) being harmed/impacted:

Can youth articulate the harm done:

What steps can the youth identify to make amends:

Action Taken:

Signed: _____ **Date:**
Juvenile Detention Officer

CLARK COUNTY JUVENILE DETENTION CENTER

PERSONAL PROPERTY

Name: _____ Date: _____ Time: _____

JIS # _____ Property Location: _____

Coat: _____ Pants: _____ Shirt: _____ Shoes: _____ Socks: _____ T-shirt: _____

Underwear: _____ Bra: _____ Belt: _____ Sweatshirt: _____ Meds: _____

Miscellaneous: _____

SECURED ITEMS

Money: _____ Safe: In _____ Out _____

Jewelry: _____

Contraband/Other: _____

Youth's Signature

Staff Signature

PARTIAL RELEASE OF ITEMS

Items: _____

Release to _____ Youth _____ Staff/Date _____

Release to _____ Youth _____ Staff/Date _____

Release to _____ Youth _____ Staff/Date _____

RELEASE

Release to: _____ Relationship: _____

Parent/Guardian Signature: _____

Missing Property/Describe: _____

I acknowledge all of my property has been returned to me:

Youth's Signature Date _____

Staff Signature Date _____

