

COMMENTS

Review Conducted 3/24-25/04

Policy and Procedure Manuals

- 3-JTS-1A-17 Provide public access; set up an annual review process for all policies; put implementation date on all forms
- 3-JTS-1A-18 No comments
- 3-JTS-1A-19 Need to add documentation from volunteers and juveniles

Personnel

- 3-JTS-1C-02 No comments
- 3-JTS-1C-04 Revise policy to include specific language contained in the ACA standard

Training

- 3-JTS-1D-01 Add process for revising policies annually; facility mission needs to be outlined in the policy; training plan needs to reflect physical characteristics of facility
- 3-JTS-1D-02 Sources used in needs assessment are needed; need to include training advisory committee and minutes of meetings
- 3-JTS-1D-03 Training plan needs to be developed and approved by training advisory committee
- 3-JTS-1D-09 Policy does not address standard
- 3-JTS-1D-10 Policy should use ACA language and format; logs of training/class titles should include ACA language; no sexual harassment training is scheduled to be provided
- 3-JTS-1D-11 Policy needs to specifically indicate support staff are trained in supervision and security
- 3-JTS-1D-12 Policy needs to re-written to address the standard
- 3-JTS-1D-13 Training for these staff needs to be provided and documented

Facility Size and Organization

- 3-JTS-2B-01 No comment
- 3-JTS-2C-10 Provide a better map of Frontier Cottage

Institutional Operations

- 3-JTS-3A-01 No comments
- 3-JTS-3A-03 No comments
- 3-JTS-3A-04 No comments
- 3-JTS-3A-05 No comments
- 3-JTS-3A-06 Staff need to sign acknowledging requirements of new post or assignment
- 3-JTS-3A-09 Provide documentation - samples of logs and shift reports
- 3-JTS-3A-10 Change wording on "unoccupied spaces;" create inspection sheet
- 3-JTS-3A-11 Change wording to say who (job title) will conduct inspections
- 3-JTS-3A-14 Add definition of "juvenile movement"
- 3-JTS-3A-15 No comments
- 3-JTS-3A-16 Policy needs to reflect no restraints can be used as punishment
- 3-JTS-3A-17 Statewide policy needs to be included in file for documentation

- 3-JTS-3A-18 Provide secondary documentation
- 3-JTS-3A-20 No comments
- 3-JTS-3A-21 Revise to say body cavity searches need to be done in private and by same sex staff person
- 3-JTS-3A-31 No comments

Safety and Emergency Procedures

- 3-JTS-3B-05 Secondary documentation missing
- 3-JTS-3B-13 Revise policy to show shift supervisor carries a set of emergency keys

Rules and Discipline

- 3-JTS-3C-01 Materials showing facility rewards positive behavior needs to be placed in policy and documentation to support those activities needs to be included
- 3-JTS-3C-02 Greater specificity needs to be provided about rules and discipline
- 3-JTS-3C-03 Handbook is not a substitute for policy; specific info about offenses and sanctions needs to be provided
- 3-JTS-3C-04 Training needs to be provided and documented
- 3-JTS-3C-05 Specific behaviors (types of behavior) are not listed
- 3-JTS-3C-06 Policy does not provide for right of child to explain his/her behavior
- 3-JTS-3C-07 No comments
- 3-JTS-3C-08 Policy YCS-15 does not address points in standard and needs to be rewritten
- 3-JTS-3C-10 No comments
- 3-JTS-3C-11 No comments
- 3-JTS-3C-12 Policy does not state time requirement
- 3-JTS-3C-13 No corresponding policy and guidelines
- 3-JTS-3C-14 Policy does not provide for written copy of violation within 24 hours
- 3-JTS-3C-15 Policy does not call for hearing within specific time limits
- 3-JTS-3C-16 Policy does not address how the hearing will be conducted
- 3-JTS-3C-17 Policy does not address due process requirements of standard
- 3-JTS-3C-18 Policy does not provide for statement, witnesses, etc.
- 3-JTS-3C-19 Policy does not provide for staff representative
- 3-JTS-3C-20 Policy does not state decision must be based on hearing evidence
- 3-JTS-3C-21 Policy does not state outcome and reasons for the disposition must be stated; also does not state where copies must be filed
- 3-JTS-3C-22 Policy does not state records in juvenile's file must be removed if found not guilty
- 3-JTS-3C-23 Policy does not state administrator must review hearings and findings
- 3-JTS-3C-24 Policy does not address specifics of appeal process to be followed

Juvenile Rights/Grievances

- 3-JTS-3D-09 No comments

Special Management

- 3-JTS-3E-01 No policy
- 3-JTS-3E-02 No policy

3-JTS-3E-03 No policy
3-JTS-3E-04 No policy
3-JTS-3E-05 No policy

Health Care

3-JTS-4C-16 No comments
3-JTS-4C-19 No comments
3-JTS-4C-20 How juveniles are provided with a physical exam needs to be explained
3-JTS-4C-21 Training is not documented
3-JTS-4C-22 No policy exists
3-JTS-4C-35 No comments
3-JTS-4C-37 No comments

Classification

3-JTS-5B-01 Classification manual does not exist; it needs to be written
3-JTS-5B-02 Policy does not provide for specific detail
3-JTS-5B-03 No comments
3-JTS-5B-04 No comments
3-JTS-5B-05 No comments
3-JTS-5B-06 No comments
3-JTS-5B-07 No comments
3-JTS-5B-08 Policy does not address timeline
3-JTS-5B-09 Policy needs to have provision for annual review

Mail

3-JTS-5H-01 No comments
3-JTS-5H-02 No comments
3-JTS-5H-03 No comments
3-JTS-5H-04 No comments
3-JTS-5H-05 Provision needs to be added to policy prohibiting censoring
3-JTS-5H-07 No comments