



**Department of Health and Human Services  
Division of Child and Family Services  
Juvenile Justice Services**

**SUMMIT VIEW YOUTH CENTER  
STAFFING PLAN**

November 1, 2016

This document details the staffing plan currently in place for Summit View Youth Center in accordance with the Prison Rape Elimination Act (PREA) Standard 115.313: Supervision and Monitoring. Summit View Youth Center has committed resources available to ensure adherence to the staffing plan.

**Generally Accepted Juvenile Correctional Facility Practices**

This staffing plan was created by adapting best practices from juvenile detention and correctional/secure residential practices.

Summit View Youth Center has established a staff-to-youth ratio of 1:8 during waking hours and 1:16 during sleeping hours as per the facility's Standard Operating Procedure. These ratios were established using many resources, including the Department of Justice's Juvenile Facility Standards 28 C.F.R. Part 115; the Desktop Guide to Quality Practice for Working with Youth in Confinement; and the agency's statewide PREA Policy 300.09. This ratio allows the facility to be in the best position to prevent, detect and respond to sexual abuse and sexual harassment.

**Judicial, Federal, Internal and External Finding of Inadequacy**

Summit View Youth Center has not had any judicial, Federal, internal or external findings of inadequacy related to staffing and supervision.

**Physical Plant**

Summit View Youth Center is a facility-secured, maximum-security, campus-style facility that sits on 13 acres. The facility has a maximum bed capacity of 96. As of the date of revision, the facility population was 23.

Within the campus, Summit View Youth Center has 4 housing units with a bed capacity of 24 each, making the total capacity of Summit View 96 beds. However, Summit View Youth Center is currently budgeted for 48 beds, and will admit no more than 48 youth at this time. Should the budget change to increase the bed capacity, changes to the staffing plan will be made.

There are a total of 5 buildings at Summit View Youth Center, including:

1. A gymnasium which is used for physical education, recreation, yoga classes, morning physical training, and facility special events.
2. An education building which contains 4 classrooms for instruction and an education administration area. The education administration area contains offices for educational staff, a conference room, and additional offices for Children's Cabinet staff. There are no cameras in this area. Youth are only permitted in this area with the supervision of staff.
3. An administration building which contains many different departments within this main building, including a culinary area, dining halls, a laundry facility, a vocational classroom, medical offices, and an intake area. With the exception of the laundry area, all of these locations have cameras providing a visual of the areas. No youth are allowed access into the laundry area.
4. Two housing units with each unit having a bed capacity of 48.

When youth are in the medical area, there are camera views of the hallway. In areas where there are no camera views, such as the medical examination rooms, Group Supervisors stand outside of the room while the youth are seen by the medical practitioner.

Within the facility's physical plant, all areas of Summit View Youth Center, which youth have access to, can be viewed via the camera system. Two areas that are only accessible by staff, including staff restrooms in each wing, four in total, within the housing units and one maintenance storage closet only accessible to maintenance staff, remain locked at all times with signage on the doors that prohibit any youth from entering.

To further decrease abuse occurring, there is also a Correctional Sergeant or Shift Supervisor who are constantly roving around the facility.

### **Composition of Youth**

Summit View Youth Center houses male youth between the ages of 15-20. The facility is defined as a "facility secured" Juvenile Correction facility based on the National Institute of Corrections Desktop Guide. Based on this fact, Summit View Youth Center houses youth that are assessed at a high risk to offend and have demonstrated a propensity for violence, as compared to youth housed at "staff secured" facilities like the Caliente Youth Center and Nevada Youth Training Center. Summit View Youth Center also takes those youth that have charges that involved the use of a weapon.

As Summit View Youth Center is located in Las Vegas, the majority of the youth population tends to be residents of Las Vegas and its surrounding cities.

### **Staff-to-Youth Ratios**

As stated above, Summit View Youth Center requires a minimum direct-line security staff to youth ratio of 1:8 during waking hours and 1:16 during sleeping hours. These minimum ratios must be met at all times except in the case of limited or exigent circumstances.

Any time the minimum staffing ratios are not met, these circumstances must be documented on a Deviations from Staffing Plan Report form that lists the reason(s) and the duration that the minimum staff-to-youth ratio was not met, as well as any actions taken to correct the situation, including the use of overtime. The tracking of overtime will be used to identify future increases in staffing needs.

### **Staff Supervision of Youth**

Direct-line security staff must receive appropriate training in the following training courses before being permitted to supervise youth and be included in the PREA ratio:

- Medication Management
- Shield of Care (Suicide Prevention Training)
- Use of Force (training about the Use of Force Policy)
- Civil Rights
- Handle with Care (Physical Restraint training)
- Child Abuse Reporting
- NV Information Security Awareness
- Juvenile Rights
- CPR/First Aid
- Sexual harassment
- HIPPA and Confidentiality Awareness
- Defensive Driving
- Prison Rape Elimination Act (PREA 101)
- PREA: Your Role Responding to Sexual Abuse
- PREA: Cross Gender Training
- PBIS (Positive Behavior Interventions and Supports)
- PBIS: Crisis Intervention
- 80 hours of Field Training

Staff must also complete a minimum of 40 hours of training annually.

Direct-line security staff members are required to maintain line-of-sight supervision of youth at all times except when youth are in their individual sleeping rooms. Direct-line security staff members are required to carry a two-way radio at all times, and are required to call-in all moves and get permission to move a youth prior to proceeding.

## **Supervisory Personnel**

At least one supervisory level person, which can include the Superintendent, Assistant Superintendent, Head Group Supervisor, Assistant Head Group Supervisor, Correctional Sergeant or Lieutenant, and/or a Group Supervisor 4 (acting as the shift supervisor) will be on duty. At least one Administrator, including the Assistant Superintendent and/or the Head Group Supervisor will always be on call. On duty supervisory personnel are required to always be accessible to direct and oversee facility operations and safety, and respond to crisis situations.

In addition, the Head Group Supervisor, Assistant Head Group Supervisor or Group Supervisor 4, who is at least an intermediate supervisor, conducts unannounced rounds weekly, completing at least one review for each shift, to identify and deter youth-on-youth and staff-on-youth sexual harassment and sexual abuse. These reviews are documented on the Unannounced Round Log. As well, Summit View Youth Center staff are prohibited from alerting other staff members when unannounced rounds are occurring.

Administrators and supervisors can augment coverage, but they can only be considered in the staff-to-youth ratio when directly observing youth.

## **Number and Placement of Staff**

When considering the number of supervisory staff on each shift, Summit View Youth Center follows best practices to ensure that staffing ratios are maintained at 1:8 during waking hours and 1:16 during non-waking hours.

The direct-line security staff, called Group Supervisors, provide the direct supervision and care for the youth in the facility. There are also 4 Assistant Head Group Supervisors who have the responsibility of overseeing the shifts each day.

The Group Supervisors of Summit View Youth Center work an 8 hour a day, 5 days a week schedule. The shift compositions are 6am-2pm, 2pm-10pm, and 10pm-6am. The Group Supervisor 3's are evenly divided up among the 6am-2pm and 2pm-10pm shifts (7 assigned to the 6am-2pm and 7 assigned to the 2pm-10pm). The Group Supervisor 2's are assigned shifts as follows:

- 7 positions assigned to the 10pm-6am shift
- 6 positions assigned to the 6am-2pm shift
- 6 positions assigned to the 2pm-10pm shift

There are a total of 3 Group Supervisor 4 positions, which are assigned to a particular wing or unit. All of the Group Supervisors are assigned to the unit, with the exception of one Group Supervisor who is assigned to the main control area on each shift.

Summit View Youth Center is unique in the fact that it has Correctional staff also within its staffing. The Correctional staff provide support to the facility with an emphasis on aspects of security, such as the perimeter of the facility and the sally port area. The Correctional staff consist of 5 Correctional Sergeant's. Their assigned shifts are as follows:

- 2 Correctional Sergeants work 7am-3pm
- 2 Correctional Sergeants work 1pm-9pm
- 1 Correctional Sergeant works 8-4 Monday-Friday

A nightly task of the Correctional staff is to ensure that all doors are locked and secured. When the youth groups have left the dining area, for example, the Correctional staff will go behind the staff to ensure no unauthorized people remain and that all doors are secured.

Should an emergency incident occur, all staff, including supervisory staff, will respond to the incident.

### **Institutional Programming**

There are several programs that take place at Summit View Youth Center on a daily basis. Programs typically consist of the following: Education, Intramural Sports, Job Readiness, Substance Abuse classes, etc. Education occurs throughout the traditional weekday and all other programs typically occur after school hours.

During education hours, the teachers are not counted as part of our staffing ratio. Teachers are not permitted to move youth from one class to another on their own. Should a youth need to move from one class to another, a Group Supervisor will escort the youth. All classrooms have a minimum of 2 cameras and main control has a constant visual of all classrooms.

All other programming that occurs, such as Intramural sports, Job Readiness classes, and classes taught by outside vendors will have a Summit View Youth Center staff present to ensure that the PREA ratio is maintained. For example, should the intramural group have a total of 16 youth participating, there will be 2 Group Supervisors assigned to supervise the group.

### **PREA Allegations**

Since opening in February 2016, Summit View Youth Center has had three PREA investigations, including two unfounded staff-on-youth sexual abuse allegation and an unsubstantiated youth-on-youth sexual harassment allegation. Two occurred on weekend nights while one occurred on a mid-week morning. One allegation occurred during dinner meal time in a common area while two occurred in the housing units.

In all three allegations, two staff were present and youth ratios were met. The current ratio appears to be adequate at this time. In the future, if incidents of sexual abuse or sexual harassment were to increase, started to occur at specific times or in specific places within the facility, ratios and oversight would be adjusted accordingly.

## **Video Monitoring Systems**

Summit View Youth Center does have a video monitoring system. All housing unit public areas are visible as well as other areas where youth are assigned or allowed. The exceptions include private staff offices, medical and dental exam rooms, and all bathrooms. Main control staff are tasked with monitoring the video displays from the various cameras. The video monitoring system has a built-in automatic recording and storage function. If necessary, past camera recordings can be accessed and recorded on to a DVD for analysis. The review of video footage has successfully been used in PREA investigations to increase the credibleness in findings.

In areas such as dental and medical exam rooms, a staff member escorts youth to this area and remains in sight of both dental and medical staff, excluding situations where privacy is needed. Staff are positioned outside of these offices in camera site.

In preparation for the Summit View Youth Center's reopening in February 2016, the video surveillance system underwent a number of upgrades to become operational. Specifically, the computer hardware and software used to operate the surveillance system was replaced and upgraded to supported levels. This was considered to be the first phase. During this phase, new servers and workstations were purchased and configured with modern operating systems, anti-virus protection, and enterprise backup software. Additionally, the video surveillance software used to operate the system and record videos was updated to the current version.

Funds have been requested in the 2017 Legislature for the second phase of needed improvements, which involves replacing and adding cameras and upgrading network infrastructure.

## **Applicable Laws, Regulations, and Findings**

Summit View Youth Center is reviewed by a Quality Assurance Team from the Division of Child & Family Services, the Performance-Based Standards program, the Legislative Counsel Bureau of the State of Nevada, and various other agencies. The State of Nevada contracts with a Certified PREA Auditor, Ms. Macilla Jager, regarding the Prison Rape Elimination Act as this facility is subject to the United States Department of Justice Juvenile Facility Standards 28 C.F.R. Part 115.

Summit View Youth Center adheres to all applicable laws, regulations, and standards that must be met in a juvenile correctional facility; including staffing. Any findings of inadequacy must be addressed and corrected in a timely fashion through a Corrective Action Plan. As state or local laws, regulations, and standards change, so shall the staffing plan for Summit View Youth Center.

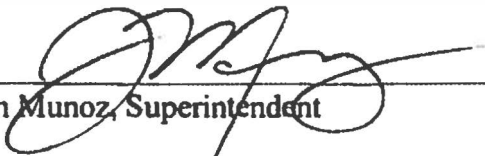
## **Staffing Plan Review**

This staffing plan will be reviewed annually by a panel of facility administrators including, the Superintendent, the Assistant Superintendent, and the Head Group Supervisor, in collaboration with the PREA Compliance Manager. The staffing plan will also be provided to the PREA Coordinator at least annually. The staffing plan review will be documented and recommendations

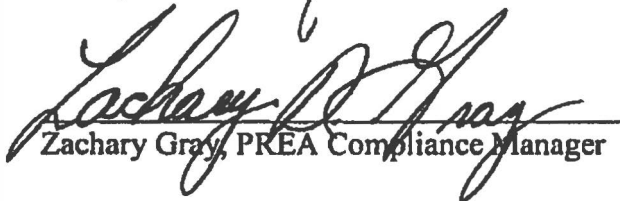
for modification to the staffing plan implemented as applicable and appropriate. For compliance with PREA, the staffing plan review must consider:

- 1) Prevailing staffing patterns;
- 2) Additional deployments of video monitoring systems and other monitoring technologies;
- 3) Additional resources the facility has available to commit to ensure adherence to the staffing plan;
- 4) Modifications made from Incident Review Team recommendations; and
- 5) Any other changes made or that are necessary.

This staffing plan is currently in place at Summit View Youth Center, and it is maintained at all times. Any deviations from the staffing plan are documented by the shift supervisor on duty, and are reported to the Superintendent, the Assistant Superintendent, the Head Group Supervisor, and the PREA Compliance Manager. Deviations are also reported to the PREA Coordinator on a monthly basis.

  
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John Munoz, Superintendent

4/24/17  
Date

  
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Zachary Gray, PREA Compliance Manager

4/24/17  
Date

  
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Jennifer Simeo, PREA Coordinator

4-24-17  
Date

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Revised on April 19, 2017