

STATE OF COLORADO

COLORADO DEPARTMENT OF CORRECTIONS

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John W. Hickenlooper
Governor

Rick Raemisch
Executive Director

March 6, 2014

The Honorable Lucia Guzman
Chair, Senate Judiciary Committee
Colorado General Assembly
200 East Colfax
Denver, CO 80203

Dear Honorable Senator Guzman:

The Youthful Offender System (YOS) has implemented policies and procedures to ensure compliance with Prison Rape Elimination Act (PREA) Federal Standard 115.14 which deals with youthful inmates who are under the age of 18. This letter is submitted pursuant to C.R.S. Section 17-1-115.7, which reads:

“On or before October 1, 2013, and on or before each October 1 thereafter, the department shall report to the judiciary committees of the house of representatives and senate, or any successor committees, concerning the implementation of the policies described in subsection (1) of this section within the youth offender system described in section 18-1.3-407.5 C.R.S.”

PREA Standard 115.14 is as follows:

- (a) A youthful inmate shall not be placed in a housing unit in which the youthful inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
- (b) In areas outside of housing units, agencies shall either:
 - (1) Maintain sight and sound separation between youthful inmates and adult inmates, or
 - (2) Provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.
- (c) Agencies shall make best efforts to avoid placing youthful inmates in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful inmates daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful inmates shall also have access to other programs and work opportunities to the extent possible.

Following are the steps taken by the Department of Corrections in the past year to ensure compliance with PREA Standard 115.14:

1. Implementation Adjustment (IA) 100-40, Prison Rape Elimination Procedure, which was implemented on February 8, 2013. This policy was reviewed and updated on April 23, 2013, and again on November 8, 2013. The initial policy and current policy are attached.
2. On February 12, 2013, an email was sent to all YOS along with the IA 100-40, Prison Rape Elimination Procedure, to inform staff of the new procedures (attached).
3. Mandatory Roll Call training for all YOS staff was conducted in October 2013. All YOS staff attended.
4. The YOS PREA Coordinator conducted PREA training to all Department of Human Services staff who work within YOS.
5. PREA Refresher Training was conducted during annual YOS Block Training in January and February 2014. All YOS staff attended this training (schedule attached).

Thank you for your interest and support of our agency in ensuring the safety of youthful offenders who are sentenced to the Department of Corrections. For questions regarding the activities described above, please contact Mike Romero, Acting Warden at YOS, at (719) 583-5709 or via email at Mike.Romero@state.co.us. He will be able to answer questions regarding the content of the report or refer you to the appropriate personnel if you need additional information.

Respectfully submitted,

Rick Raemisch
Executive Director
Department of Corrections

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR FORM 100-1A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Administration/Organization	Prison Rape Elimination Procedure	100-40	11/01/13

YOUTHFUL OFFENDER SYSTEM (YOS) WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

Related ACA Standards: 4-4281-1 through 4-4281-8, & 4-4406

III. DEFINITIONS

- D. Facility PREA Coordinator: YOS designates the Intel Officer as the facility PREA Coordinator.
- X. PREA Incident Audit Team: The YOS PREA Incident Audit Team will consist of the Warden/designee, Administrative Services Manager, Operations Manager, Facility PREA Coordinator, Phase I/II Supervisor, IOD Supervisor, Mental Health Supervisor, Facility Investigator, and if available, the Health Services Administrator.

IV. PROCEDURES

- A. 5. At the beginning of each shift, the following announcement will be made in the living units via PA system and documented in the shift log.

"Attention all offenders: Opposite gender staff may be in the unit/area at any given time. Offenders shall conduct themselves accordingly."

During the shift, if a DOC employee, contract worker or volunteer of the opposite gender who is not assigned to the living unit enters, that individual will be required to announce their presence. If a tour group is scheduled to visit living unit, staff will ensure an announcement is made in the affected area(s).
- C. 2. CDOC employees at the rank of lieutenant and above, OIG Investigators, and selected Clinical Services staff are required to complete annual PREA First Responder training.
- D. Offender Screening and Placement
 - 1. d. During the reception process, DOC employees will advise all offenders of the CDOC policy and procedures relating to administrative regulation 100-40, Prison Rape Elimination Procedure.
 - e. ***Along with the receipt of AR Form 100-40A, Facts You Should Know form, each offender will be provided the opportunity to view the PREA video. [4-4281-1]***
 - f. Each offender will be required to sign an Acknowledgment of Receipt of PREA Information/Rights, YOS Form 100-40F. This acknowledgment form is to be forwarded to the primary advisor for placement in the offender's electronic working file. ***YOS assessment DOC employees will complete the CDOC screening, along with YOS Form 100-40E, for potential risk of sexual vulnerability or potential risk of sexually aggressive behavior. [4-4281-2]***
- 3. Offender Placement
 - e. To ensure strict compliance with PREA Standard 115.14 specific to youthful inmates (those under the age of 18), Youthful Offender System (YOS) shall ensure for the following:

CHAPTER	SUBJECT	AR #	Page 2 of 3
Administration/Organization	Prison Rape Elimination Procedure	100-40	EFFECTIVE 11/01/13

- 3) **Housing:**
- a) Youthful inmates who are sentenced to YOS will initially be housed in the Intake/Diagnostic/Orientation (IDO) unit. Males will be assigned their own cell in C Pod. Female youthful inmates will be assigned their own cell in D Pod. Any time a youthful inmate is outside their assigned IDO cell, they shall be under the direct visual supervision of DOC employees.
 - b) Once a youthful inmate progresses to Phase I, they will be housed together in a designated room located closest to the DOC employee workstation. The door to this room will be equipped with a locking mechanism, with only the assigned youthful inmates and DOC employees possessing a key to open the door; thus, preventing offenders over the age of 18 from entering the room.
 - c) The YOS Movement Committee will utilize the SAB/SVR report to assist in determining the offenders housing placement against other current YOS offenders SAB/SVR levels to ensure proper housing placement. Primary advisers and or Housing Supervisors will conduct a weekly check to ensure proper housing assignments for those offenders.
- 4) **Dayhall Time:** Dayhall time for youthful inmates will be scheduled from 10:30 am until 12:45 pm on a daily basis in the Lower West quiet room. Dayhall time for female youthful inmates will be scheduled in the dayhall area in Building 26 Lower. Both the quiet room and Building 26 dayhall have a physical barrier which ensures separation of youthful inmates and those over the age of 18. Based upon behavior, a TV will be available to youthful inmates for use within their designated room.
- 5) **Showers:** To ensure for the sight, sound and physical separation shower times for youthful inmates shall be scheduled daily from 9:00 pm to 9:30 pm while all offenders over the age of 18 are locked down.
- 6) **Dress Code:** To ensure for quick identification, the dress code for both male and female youthful inmates will be khaki shirt and green pants. The khaki shirt does not have to be tucked into the pants. Youthful inmates will also be issued green sweat pants which may be worn instead of the grey sweat pants worn by offenders over the age of 18. Youthful inmates in IDO or those placed on Disciplinary Level (DL) will be required to wear a green jumpsuit.
- 7) **Dining Hall:** Youthful inmates will be escorted directly to and from the dining hall for all meals by an assigned DOC employee. While in the dining hall, youthful inmates will be seated together and will remain under the direct visual supervision of a DOC employee. Female youthful inmates will eat their meals in the designated dining area in Building 26 under the direct visual supervision of an assigned DOC employee.
- 8) **Library:** Youthful inmates will be provided appropriate library services at scheduled times per the monthly YOS library schedule. Youthful inmates will be escorted directly to and from the library by a DOC employee. While in the library, they will be under the direct visual supervision of a DOC employee.
- 9) **Med Line:** Youthful inmates, who require medications, will be escorted directly to and from med line by a DOC employee and will remain under direct visual supervision. Medication will be delivered to female youthful inmates housed in Building 26 under the direct supervision of a DOC employee.
- 10) **Recreation:** Youthful inmates will be allowed equal recreation opportunities. During recreation times, youthful inmates will be under direct visual supervision of DOC employees.
- 11) **Visiting:** Youthful inmates will be allowed visiting privileges as outlined in AR/IA 300-1, Offender Visiting Program. Visiting will be conducted under direct visual supervision of DOC employees in the Visiting Room.

CHAPTER	SUBJECT	AR #	Page 3 of 3
Administration/Organization	Prison Rape Elimination Procedure	100-40	EFFECTIVE: 11/01/13

- 12) Offender Movement: Youthful inmates will be under direct visual supervision by DOC employees during all movement times.
- 13) During times youthful inmates are out of their assigned room, they will be under direct visual supervision of assigned DOC employees. This includes, but is not limited to, education, job assignments, recreation, visiting, religious programs, etc.
- 14) As scheduling permits, a designated DOC employee will be assigned to directly oversee and supervise the youthful inmate population on both day and swing shifts.

V. RESPONSIBILITY

- C. It is the responsibility of the Administrative Services Manager to review this Implementation Adjustment (IA) Form annually and update when necessary.

VII. HISTORY

07/01/06, 06/06/07, 10/10/07, 05/29/08, 06/11/09, 06/23/10, 06/30/11, 07/05/12, 02/08/13, 04/23/13

ATTACHMENTS:

- E. YOS Form 100-40E, Intake Screening Form
F. YOS Form 100-40F, Acknowledgment of Receipt of P.R.E.A. Information/Rights Form

(SIGNED)

Mike Romero

Administrative Head

(DATE) November 8, 2013

STATE OF COLORADO

COLORADO DEPARTMENT OF CORRECTIONS
Divisions of Adult Parole, Community Corrections and YOS

Youthful Offender System (YOS)
1300 West 13th Street
Pueblo, CO 81003
Phone: (719) 544-4800
Fax: (719) 583-5755
Web: www.doc.state.co.us

Steven T. Hager, Warden



John W. Hickenlooper
Governor

Tom Clements
Executive Director

MEMORANDUM

DATE: February 12, 2013

TO: YOS Staff

FROM: Mike Romero *Mike Romero*
Associate Warden

SUBJECT: New PREA Standard Information

YOS is taking a pro-active step in implementing a federally mandated PREA standard which affects the offenders at YOS who are under the age of 18 (youthful inmates). The following procedures have been developed to ensure compliance with the new standard and also to ensure for the safety of those youthful inmates. The procedures are outlined in the attached YOS IA 100-40, Prison Rape Elimination Procedures. It is imperative all staff understand and is knowledgeable of the requirements associated with this federal mandate. It will take all staff at YOS to work together as a team to accomplish this.

It is your responsibility to review the attached IA 100-40, Prison Rape Elimination Procedures.

If you have any questions or concerns about this new procedure, please do not hesitate to contact me. Thank you for your continued support in ensuring we provide a safe and secure environment for both staff and offenders.

sjs

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR FORM 100-1A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Administration/Organization	Prison Rape Elimination Procedure	100-40	6/15/12

YOUTHFUL OFFENDER SYSTEM (YOS) WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

Related ACA Standards: 4-4281-1 through 4-4281-8, & 4-4406

IV. PROCEDURES

D. Offender Screening and Placement

1. h. During the reception process, DOC employees will advise all offenders of the CDOC policy and procedures relating to administrative regulation 100-40, Prison Rape Elimination Procedure.
- i. ***Along with the receipt of AR Form 100-40A, Facts You Should Know form, each offender will be provided the opportunity to view the PREA video. [4-4281-1]***
- j. Each offender will be required to sign an Acknowledgment of Receipt of PREA Information/Rights, YOS Form 100-40F. This acknowledgment form is to be forwarded to the primary advisor for placement in the offender's electronic working file.

3. Offender Placement

- b. To ensure strict compliance with PREA Standard 115.14 specific to youthful inmates (those under the age of 18), Youthful Offender System (YOS) shall ensure for the following:
 - 4) Housing:
 - a. Youthful inmates who are sentenced to YOS will initially be housed in the Intake/ Diagnostic/Orientation (IDO) unit. Males will be assigned their own cell in C Pod. Female youthful inmates will be assigned their own cell in D Pod. Any time a youthful inmate is outside their assigned IDO cell, they shall be under the direct visual supervision of DOC employees.
 - b. Once a youthful inmate progresses to Phase I, they will be housed together in a designated room located closest to the DOC employee workstation. The door to this room will be equipped with a locking mechanism, with only the assigned youthful inmates and DOC employees possessing a key to open the door; thus, preventing offenders over the age of 18 from entering their room.
 - 5) Dayhall Time: Dayhall time for youthful inmates will be scheduled from 10:30 am until 12:45 pm on a daily basis in the Lower West quiet room. Dayhall time for female youthful inmates will be scheduled in the dayhall area in Building 26. Both the quiet room and Building 26 dayhall have a physical barrier which ensures separation of the youthful inmates and those over the age of 18. Based upon behavior, a TV will be available to youthful inmates for use within their designated room.
 - 6) Showers: To ensure for the sight, sound and physical separation shower times for youthful inmates shall be scheduled daily from 9:00 pm to 9:30 pm while all offenders over the age of 18 are locked down.
 - 7) Dress Code: To ensure for quick identification, the dress code for youthful inmates will be khaki shirt and green pants. The khaki shirt does not have to be tucked into the pants. Youthful inmates will also be

CHAPTER	SUBJECT	AR #	Page 2 of 2
Administration/Organization	Prison Rape Elimination Procedure	100-40	EFFECTIVE 04/15/08

issued green sweat pants which may be worn instead of the grey sweat pants worn by offenders over the age of 18. Youthful inmates in IDO or those placed on Disciplinary Level (DL) will be required to wear a green jumpsuit.

- 8) Dining Hall: Youthful inmates will be escorted directly to and from the dining hall for all meals by an assigned DOC employee. While in the dining hall, youthful inmates will be seated together and will remain under the direct visual supervision of a DOC employee. Female youthful inmates will eat their meals in the designated dining area in Building 26 under the direct visual supervision of an assigned DOC employee.
- 9) Library: Youthful inmates will be provided appropriate library services at scheduled times per the monthly YOS library schedule. Youthful inmates will be escorted directly to and from the library by a DOC employee. While in the library, they will be under the direct visual supervision of a DOC employee.
- 10) Med Line: Youthful inmates, who require medications, will be escorted directly to and from med line by a DOC employee and will remain under direct visual supervision. Medication will be delivered to female youthful inmates housed in Building 26 under the direct supervision of a DOC employee.
- 11) Recreation: Youthful inmates will be allowed equal recreation opportunities. During recreation times, youthful inmates will be under direct visual supervision of DOC employees.
- 12) Visiting: Youthful inmates will be allowed visiting privileges as outlined in AR/IA 300-1, Offender Visiting Program. Visiting will be conducted under direct visual supervision of DOC employees in the Visiting Room.
- 13) Offender Movement: Youthful inmates will be under direct visual supervision by DOC employees during all movement times.
- 14) During times youthful inmates are out of their assigned room, they will be under direct visual supervision of assigned DOC employees. This includes, but is not limited to, education, job assignments, recreation, visiting, religious programs, etc.
- 15) As scheduling permits, a designated DOC employee will be assigned to directly oversee and supervise the youthful inmate population on both day and swing shifts.

J. ***YOS assessment DOC employees will complete the CDOC screening, along with YOS Form 100-40E, for potential risk of sexual vulnerability or potential risk of sexually aggressive behavior. [4-4281-2]***

V. RESPONSIBILITY

- A. It is the responsibility of the Administrative Services Manager to review this Implementation Adjustment (IA) Form annually and update when necessary.

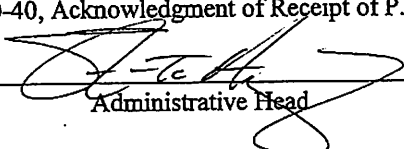
VII. HISTORY

07-01-06, 06-06-07, 10-10-07, 05-29-08, 06-11-09, 06-23-10, 06-30-11, 07-05-12

ATTACHMENTS:

- E. YOS IA Form 100-40, Intake Screening Form
- F. YOS IA Form 100-40, Acknowledgment of Receipt of P.R.E.A. Information/Rights Form

(SIGNED) _____



Administrative Head

(DATE) February 8, 2013



State
of
Colorado

Feb 12, 2013 - DOC Shirley Steinbeck <shirley.steinbeck@state.co.us>

New PREA Standard Information and Procedure

1 message

Steinbeck - DOC, Shirley <shirley.steinbeck@state.co.us>
To: DOC_YOS_EVERYONE@state.co.us

Tue, Feb 12, 2013 at 12:06 PM

Attached you will find a memo in regard to the new PREA Standard and IA 100-40, Prison Rape Elimination Procedures.

Please take the time to become familiar with the procedure and policy.

Offenders affected by this policy should be in uniform compliance by Wednesday, February 13, 2013.

Please direct any comments or questions you have to your supervisor.

—

Shirley Steinbeck
Youthful Offender System
Administrative Services Manager
1300 West 13th Street
Pueblo, CO 81003
Office - 719-583-5719
Blackberry - 719-334-3663
shirley.steinbeck@state.co.us



PREA Memo.pdf
392K



State
of
Colorado

Steinbeck - DOC, Shirley <shirley.steinbeck@state.co.us>

PREA Memo

1 message

Steinbeck - DOC, Shirley <shirley.steinbeck@state.co.us>

Tue, Feb 12, 2013 at 12:06 PM

To: Aaron Tellez <aaron.tellez@state.co.us>, Casey Warner <casey.warner@state.co.us>, Christopher Serena <christopher.serena@state.co.us>, Denny Stangier <denny.stangier@state.co.us>, Nathan Walter <nathan.walter@state.co.us>

Attached you will find a memo to staff in regard to the new PREA Standard and IA 100-40, Prison Rape Elimination Procedures.

Please do a read and initial for your assigned staff ensuring every staff member at YOS has read and understands the new procedures.

Shift Commander's - please also review at roll calls.

Sgt. Cordova is currently working on issuing the uniforms to the offenders affected by this standard. Green jumpsuits have been ordered but have not been received yet.

If you have any questions, please give me a call.

—
Shirley Steinbeck
Youthful Offender System
Administrative Services Manager
1300 West 13th Street
Pueblo, CO 81003
Office - 719-583-5719
Blackberry - 719-334-3663
shirley.steinbeck@state.co.us



PREA Memo.pdf

392K

DATES	TIME CLASS TITLE & LOCATION
Mon. 01/06/14 01/13/14 01/20/14 01/27/14 02/04/14 02/10/14 02/17/14 02/24/14	0800-1700 Day # 1: YOS and the Individual... <i>"DOC-OPOLY" ICE BREAKER – Throughout Day</i> "FISH BOWL" ICEBREAKER BREAKFAST BURRITOS – EMPLOYEE COUNCIL 0800-1030 <u>YOS Overview/Professionalism</u> 1030-1100 <u>YOS Education Overview</u> 1100-1200 <u>P.R.E.A. (In-service class)</u> <i>Refresher on PREA and updates on compliance/trends/etc.</i> 1200-1300 LUNCH "FISH BOWL" ICEBREAKER 1300-1700 <u>True Colors 100 (100 level Career Development Class)</u> <i>Learn your color and others' to improve relationships leading to new successes</i>
Tue. 01/07/14 01/14/14 01/21/14 01/28/14 02/03/14 02/11/14 02/18/14 02/25/14	0800-1700 Day # 2: Multidisciplinary Teamwork... "FISH BOWL" ICEBREAKER "DRESS DOWN DAY" - EMPLOYEE COUNCIL "DOC-OPOLY" ICE BREAKER – Throughout Day 0800-1000 <u>Rediscovering Keys of Change</u> <i>YOS-specific conflict intervention strategies</i> 1000-1200 <u>Positive Attitudes -</u> <i>How positive attitudes make a better work environment</i> 1200-1300 LUNCH 1300-1500 <u>Security Class on Searches-</u> <i>Overview of proper search procedures and dynamic practice</i> 1500-1600 <u>Phase II and III Overview -</u> <i>Phase II and III overview and opportunity to ask questions</i> 1600-1700 <u>Discretionary Transition Time –</u> <i>Overview of how D.T.T. is earned and calculated</i>
Wed. 01/08/14 01/15/14 01/22/14 01/29/14 02/05/14 02/12/14 02/19/14 02/26/14	0800-1700 Day # 3: YOS Programming... "FISH BOWL" ICEBREAKER "DOC-OPOLY" ICE BREAKER – Throughout Day 0800-1000 <u>G.G.I.Overview -</u> <i>G.G.I. overview of skills/practice for staff</i> 1000-1200 <u>Quick Skills Overview -</u> <i>Quick Skills overview of skills/practice for staff</i> 1200-1300 LUNCH 1300-1600 <u>Dynamics of Female Offenders -</u> <i>Discuss difference in female offenders and management</i> 1600-1700 <u>Session w/ Management Team – YOS specific</u> <i>Opportunity to hear project updates, etc and ask questions</i>