



COLORADO
Department of Corrections
Office of the Executive Director

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September 8, 2015

Colorado Judiciary Committees
House of Representative and Senate
Colorado State Capital
200 East 14th Avenue, Room 271 & 346
Denver, CO 80203

Dear Chairwoman Ellen Roberts and Chairman Daniel Kagan:

This report provides information on the implementation of policies pursuant to the federal Prison Rape Elimination Act (PREA) of 2003, ensuring compliance with the provisions thereof relating to youthful inmates.

The Department is requested to submit a report to the Judiciary Committees of the House of Representatives and Senate on or before October 1st each year concerning the implementation of policies as they relate to the federal Prison Rape Elimination Act of 2003, to ensure compliance with the provisions thereof relating to youthful inmates, as codified at 28 CFR 115.14. The report is requested to outline policies implemented to ensure compliance of this specific PREA federal standard.

For questions regarding this report, please contact Mike Romero, Youthful Offender System Warden for the Colorado Department of Corrections, via e-mail 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
Colorado Department of Corrections





COLORADO

Department of Corrections

SB13-216 - Concerning Youthful Offenders within the State Department of Corrections

A Report Submitted to the
Judiciary Committees of the
House of Representatives and Senate
due October 1, 2015, in response to
SB13-216 – Section 2

Prepared by

A handwritten signature in blue ink that reads "Mike Romero".

Mike Romero, Warden
Youthful Offender System
October 2015

John W. Hickenlooper, Governor | Rick Raemisch, Executive Director



SB13-216 - Concerning Youthful Offenders within the State Department of Corrections - Section 2 - In Colorado Revised Statutes, add 17-1-115.7 as follows:

17-1-115.7 - Prevention of sexual assaults on youthful inmates - compliance with federal law - report - definitions. (1) On or before August 20, 2013, the Department shall implement policies pursuant to the federal "Prison Rape Elimination Act of 2003", 42 U.S.C. 15601 Et SEQ., to ensure compliance with the provisions thereof relating to youthful inmates, as codified at 28 CFR 115.14.

(2) 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 Youthful Offender System described in section 18-1.3-407.5, C.R.S.

(3) As used in this section, "Youthful Inmate" means any person less than eighteen years of age who is under adult court supervision and incarcerated or detained in a correctional facility.

Policies Implemented

The Youthful Offender System (YOS) implemented policies and procedures to ensure compliance with PREA Standard 115.14 which deals with youthful inmates who are under the age of 18.

1. Implementation Adjustment (IA) 100-40, Prison Rape Elimination Procedure, implemented on February 8, 2013. This Policy was reviewed and updated at least annually. The most current policy effective April 15, 2015 and signed May 27, 2015 is attached.
2. Staff Post Orders for supervision of youthful inmates were implemented on February 11, 2013 and are reviewed and updated at least annually. The most current Staff Posted Operational Rule signed November 11, 2015 is attached.
3. Offender Posted Operational Rules for youthful inmates was implemented on March 18, 2013 and are reviewed and updated at least annually. The most current Offender Posted Operational Rules signed November 11, 2014 is attached.
4. PREA training is on-going at YOS. This includes mandatory PREA Refresher Training during YOS Annual Block Training January and February 2015; Annual PREA Refresher On-Line Computer Training to be completed by all YOS staff by December 2015.
5. PREA training for Department of Human Services staff who work within YOS is on-going annually to include classes conducted during 2015 by the YOS PREA Coordinator.
6. Since August 20, 2013, there were ten offenders admitted to YOS who were under the age of 18. Of those ten, two are still under the age of 18 (17 years old).

7. Physical plant changes during the last year include:

- a. Addition of an audio announcement for staff of the opposite gender to activated upon entry into Building 8 and Building 26. Announcement states "Staff member of the opposite gender has entered the unit."
- b. A room was remodeled in Building 8 (male housing unit) to accommodate a restroom for use by offenders under the age of 18. The restroom has a walk-in shower, toilet and sink.
- c. A room in Building 8 (male housing unit) was designated for dayhall use for offenders under the age of 18. The room has a desk, chairs, and television for offenders to use.

**ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS**

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

CHAPTER	SUBJECT	AR #	EFFECTIVE
Administration/Organization	Prison Rape Elimination Procedure	100-40	4/1/15

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

[] AS WRITTEN [] NOT APPLICABLE [X] 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. **General Information**

- 5. a. 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."

- b. DOC employees, who are not assigned to Building 8 and 26, who are of the opposite gender of offenders housed in those units, shall activate the audible announcement utilizing the keyed tumbler located outside the enter doors. The audible announcement of "Staff member of the opposite gender has entered the unit" will be transmitted via the intercom system in the unit entered.

C. **DOC Employees, Contract Worker, and Volunteer Training**

- 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. Signed form will be scanned into 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]***

CHAPTER	SUBJECT	AR #	Page 2 of 3
Administration/Organization	Prison Rape Elimination Procedure	100-40	EFFECTIVE 4/1/15

3. Offender Placement

- d. Audits will be conducted by IDO staff of all offenders assigned to IDO with SAB/SVR levels to ensure appropriate housing assignments for these offenders.
- 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:

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 Lower West 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 Special Housing Review Committee and the Internal Classification Committee (Job Board) will utilize the SAB/SVR report to assist in determining the offenders housing placement and work assignment against other current YOS offenders SAB/SVR levels to ensure proper housing placement. Audits will be conducted by the Special Housing Review Committee of all Phase I/II offenders at YOS with SAB/SVR levels to ensure appropriate housing assignments for these offenders.
- 4) Dayhall Time: Lower West Room Eight will be utilized for dayhall time for youthful inmates. Dayhall times will be scheduled at the same time as all other offenders housed in Lower West. If an alternate dayhall is needed, 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) Restroom/Showers: To ensure for the sight, sound and physical separation restroom and shower usage will be in the restroom designated for the youthful inmates. Youthful inmates must notify the staff via intercom system prior to exiting their room to have access to the youthful inmate restroom. They will be escorted from their assigned room to the restroom. Youthful inmates will be afforded the opportunity to shower on second shift. DOC employee will directly supervise the entrance to the shower room to ensure only youthful inmates are in the shower room.
- 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.

CHAPTER	SUBJECT	AR #	Page 3 of 3
Administration/Organization	Prison Rape Elimination Procedure	100-40	EFFECTIVE 4/1/15

- 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.
- 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) Shift Commanders will designate a DOC employee to directly oversee and supervise the youthful inmate population on each shift.

I. Immediate Response Procedures:

9. a. The Facility PREA Coordinator will ensure the facility PREA Response Plan is placed on the Q: drive shared directory. A PREA facility reference manual will be maintained in the YOS Shift Commander's Office.

VI. 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, 11/08/13, 05/12/14, 09/11/14, 11/13/14.

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, Warden YOS

(DATE) May 27, 2015

INTAKE SCREENING FORM

Offender's Name: _____ DOC # _____

Offense: _____ DOB _____

Date of Arrival: _____

Sexual Violence: Yes No

Sexual Victimization: Yes No

Assaultive Behavior: Yes No

BASED UPON ABOVE RESPONSES:

Was Mental Health Referral Submitted: Yes No

Is Housing Assignment Appropriate: Yes No

Comments:

Reviewed By: _____

Date: _____



COLORADO
Department of Corrections
Youthful Offender System

1300 West 13th Street
Pueblo, CO 81003
P 719.544.4800 F 719.583.5755

ACKNOWLEDGMENT OF RECEIPT OF PREA INFORMATION / RIGHTS

I have been informed that the Colorado Department of Corrections has a "Zero Tolerance" policy regarding Sexual Assault/Rape/Misconduct pursuant to Administrative Regulation (AR) 100-40 Prison Rape Elimination Procedure.

I have been provided with AR Form 100-40A, Facts You Should Know form.

The information regarding Sexual Assault/Rape/Misconduct was given to me during the orientation process. I understand that it is my responsibility to become familiar with the procedures outlined in this policy.

I understand that any inappropriate sexual behavior while housed in a CDOC facility may result in Code of Penal Discipline (COPD) charges and/or criminal charges being filed by the District Attorney.

Offender Printed Name _____ DOC # _____

Offender Signature _____ Date _____

DOC Employee Signature _____ Title _____ Date _____



**COLORADO DEPARTMENT OF CORRECTIONS
POST ORDERS**

FACILITY: Youthful Offender System	POST: Phase I Building 8 (<18 year old offenders)
SHIFT(S) AFFECTED BY ORDER: <input checked="" type="checkbox"/> Day Shift <input checked="" type="checkbox"/> Swing Shift <input type="checkbox"/> Graveyard Shift <input type="checkbox"/> Other	
NORMAL STAFFING PATTERN: <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Sergeant <input checked="" type="checkbox"/> Lieutenant or Above <input type="checkbox"/> Other DOC Employee as Listed:	
TASK(S): The primary responsibility of this post is providing direct supervision over offenders within Phase I.	TIME OF DAY/FREQUENCY:
1. Report to YOS roll call in a clean, pressed and serviceable uniform, prepared for duty on any post. Obtain the daily schedule for all under 18 year old offender(s).	1. 0545 hrs/Daily. 1345 hrs/Daily
2. Utilizing the chit exchange system, exchange chits for Phase I security equipment (OC, radio, and restraints). Inspect all security equipment assigned to you. (Report any faulty equipment to Master Control and the on-duty Shift Commander immediately). Retrieve keys from the Key Watcher system.	2. 0600 hrs/Daily 1400 hrs/Daily
3. Report to assigned unit, assume post and receive briefing/report from off going staff. Conduct acceptance round, verify the unit count, inventory equipment, life safety equipment and review logs. Print Offender Accountability Rosters. Report all discrepancies in writing to the Shift Commander. ▶ Identify yourself to the under 18 year old offenders as their assigned officer for the shift.	3. 0600 hours - Day shift (Acceptance round prior to releasing graveyard personnel) 1400 hours - Swing shift (Acceptance round prior to releasing day shift personnel)
4. Window and Door Alarms: In the event that a window or door alarm, that is not used for regular traffic, is activated, the following procedure will be implemented: Master Control will deploy an outside officer to unit to investigate and provide back up to the unit staff. In the event of any window alarm activated in the housing units, Master Control shall immediately and without exception, conduct an area report. Upon announcement of the area report the assigned unit staff will silence and reset the control panel. An incident report detailing the cause of the alarm will be completed and forwarded to the on duty shift commander.	4. During shift as required.
5. Participation in Facility Mobilization, Force Cell Entry Team, and First Responders as assigned at daily roll call. Facility Mobilization requires two officers to remain at each post.	5. On-going/As necessary
6. Ensure that offenders strictly adhere to all Norms and Posted Operational Rules, at all times. Immediately confront all issues of non-compliance.	6. On-going
7. Maintain professional contact with offenders throughout the shift. Inspect all offenders for strict uniform and hygiene compliance prior to any movement. Obtain Master Control clearance for movement and escort offenders to and from the dining room and	7. On-going/As necessary

<p>monitor/supervise meal feeding.</p> <ul style="list-style-type: none"> ▶ Escort will be at the end of the line next to you. ▶ Assigned staff shall ensure that each offender has their ID card with them at all times. 	
<p>8. Offenders are not allowed to enter different units without the permission of the assigned staff. Offenders in <18 year old room are not allowed to enter any other room or pod.</p>	<p>8. On-going</p>
<p>9. Offenders are not allowed in the staff work station. Staff will ensure all offenders adhere to area/movement boundaries. Offender doors will not be propped open for any reason to ensure visibility in hallway. North and South stairwells will not be used for offender movement unless cleared by the Shift Commander.</p>	<p>9. Daily</p>
<p>10. Supervise and monitor offender movement to assigned academic classes and to work assignments. Also monitor movement between classes, per schedule. Staff will directly supervise and escort the offenders assigned to <18 year old room during movement times. Staff will directly supervise the offenders in the < 18 year old room while they move to and from the yard to their school assignments and Med-Line.</p> <p>Staff will acknowledge, via pac-set radio, cancellation of classes and notate such cancellation on the living unit white board.</p> <p>Supervise and monitor offenders during recreational time and free time activities. Comply with YOS Recreation Activity Schedule. Escort offenders to scheduled visits. Offenders will be thoroughly pat-searched prior to entering the visiting building.</p> <p>All staff will ensure that they provide visual coverage in the following designated areas during all movement times: Lower East and Lower West outside, Upper East will monitor Upper East stairwell and Upper West will provide monitoring of Upper West stairwell.</p> <ul style="list-style-type: none"> ▶ Staff shall verify the location of all offenders who are not in assigned classes or work assignments. ▶ Staff assigned to the under 18 year old offender(s) will escort the offender(s) to the yard and escort the offender(s) back to the unit when movement closes. 	<p>10. Daily/Throughout the shift.</p>
<p>11. Staff assigned to this post shall be responsible to ensure that handicap accessible shower chairs are ALWAYS available for handi-capped offenders who require them for showering. All offenders are issued a plastic chair that can be used as a shower chair if needed.</p>	<p>11. On-going/as necessary.</p>
<p>12. Staff assigned to this post are responsible to ensure that effective communication is made with inmates with disabilities regarding; public address announcements and reporting instructions, including those regarding visiting, meal times, yard times, movement times, count times, lock down times, etc...</p> <p>Follow the posted evacuation routes.</p> <p>In the event that a unit evacuation is deemed necessary, offenders with disabilities (wheelchair or mobility impairments) or who are deaf or blind will be escorted out of the unit by the designated floor Sergeant or designee.</p> <p>Offenders with auditory or visual impairments will be directly notified by responding staff, of the evacuation, and directed out of the unit.</p>	<p>12. As needed.</p>

<p>13. Supervise and monitor unit janitor maintenance assignments and living unit clean-up within the living unit, ensuring the control and use of chemicals, tools, and supplies is conducted in accordance with applicable policy. Staff are responsible to ensure that all chemicals are labeled properly prior to issuing them to an offender.</p> <p>Ensure janitorial closets are secured at all times. Staff will provide direct supervision when access is needed by offenders. Ensure Tool & Chemical Control Logs are accurately completed per AR 300-09 and AR 1550-11.</p> <p>Inventory and account for all tools and chemicals within the unit as per AR 300-09 and AR 1550-11.</p>	<p>13. Daily/Throughout the shift.</p>
<p>14. Ensure the completion of daily chores and hygiene requirements. Hygiene is to be completed prior to first school movement. Prior to first movement, staff will ensure that all offenders are compliant with hygiene requirements by conducting a visual inspection. Staff will directly supervise the offenders assigned to <18 year old room while they are in the common areas and/or conducting their hygiene. Staff will log when the under 18 offender(s) have shower/restroom times.</p>	<p>14. Daily: Per posted chore schedules.</p>
<p>15. Supervise/escort offender movement to the dining hall for lunch. Staff will directly supervise the offenders assigned to <18 year old room while they are moving to and from the dining hall. Offenders will move at the rear of the line with staff.</p>	<p>15. Daily, per AR/IA 300-04</p>
<p>16. Supervise and monitor offenders in study hall and/or free time activities. Respond to incidents; confront all inappropriate offender behaviors, providing staff support, conducting huddle-up groups and make documentation as necessary.</p> <p>Strictly monitor the use of offender television and telephones for individual status and group privilege compliance</p>	<p>16. Daily/Throughout the shift</p>
<p>17. Conduct individual advising with assigned offenders (Individual advisor duties) to address problem areas, behavioral changes, etc. Document offender progress/behavior in PCDCIS utilizing the chronological entry system. Participate in offender Progress Team reviews and make recommendations.</p> <p>The laptop computers assigned to the workstations are for work related use only. The storage cabinet that the laptop is attached to will remain closed and locked while not in use. When the cabinet is opened, the lock will be placed in the lock position to ensure that the cabinet will lock itself when the lid is closed. This will be completed without exception. Offenders are not allowed to view the screen of the computer. The laptops are for staff use only and will not be used to look up information for offenders.</p>	<p>17. On-going as necessary</p>
<p>18. Staff will ensure constant roving in the hallway to monitor security, safety, sanitation and all offender activity. Rounds should be documented every 15 - 30 minutes; ensuring all under 18 year old offender(s) are accounted for at all times.</p> <p>One staff will be posted in the hallway during times that offenders are allowed to be in their assigned rooms. The post will not be required from the hours of 2200-0600. Staff will ensure that they are in the hallway providing direct supervision while the offenders assigned to <18 year old room are in their restroom. Offenders must notify the staff via intercom system prior to exiting their room to have access to</p>	<p>18. On-going</p>

<p>the under 18 restroom. They will be escorted from their assigned room to the Under 18 Restroom.</p> <p>Check all doors and locks {mechanical, office, tunnel access, etc.}.</p> <ul style="list-style-type: none"> ▶ All rounds shall be documented on the daily shift report. 	
<p>19. Assist with accurately conducting all scheduled formal and informal counts during the assigned shift, in strict accordance with AR/IA 300-4. Staff will utilize accountability rosters to track the location of offenders, as well as, the number of offenders assigned to the unit during each hour.</p> <p>Lower East Staff will be responsible for counting MCU offenders during formal counts as well as area reports.</p> <ul style="list-style-type: none"> ▶ Offenders who remain in the living unit during school, those on community outings and those attending programs shall be accounted for at all times. 	<p>19. Daily as necessary</p>
<p>20. Ensure a working knowledge is maintained of all YOS Emergency Plan and Mobilization Procedures; Applicable Administrative Regulation, Implementation Adjustments, Operational Memorandums, Posted Operational Rules, Post Orders, Policies & Procedures, and current Memos.</p>	<p>20. On-going.</p>
<p>21. Searches: Thorough cell inspections shall be conducted each day for all occupied & unoccupied cells, cell inspections shall be the combined responsibility of day shift staff. Staff conducting cell inspections must use DC Form 850-06A to ensure property compliance of offenders.</p> <ul style="list-style-type: none"> ▶ A minimum of two thorough cell searches shall be conducted during day <u>and</u> swing shift, in accordance with AR/IA 300-6. Checking for contraband and breached/tampered or otherwise compromised areas. ▶ Offender foot lockers will be checked daily to ensure the pad lock is tethered correctly to the footlocker; and is securely locked. The padlock must be attached in a manner that the lid of the footlocker is secured to the base. Any tampering of the footlocker, pad lock, or tether will be reported immediately to the on-duty shift commander and a report will be done via PCDCIS. If the footlocker is found unsecured, an immediate consequence will be issued the first offense. Each subsequent offense will result in a one level drop. ▶ Any time an offender changes bed assignment a Move In/Move Out log will be completed. ▶ All cell/common area shake downs/searches and cell inspections shall be documented on the daily shift report, shake down log, and within the cell inspection log books as appropriate. ▶ Ensure all items of contraband are reviewed with the Shift Commander, tagged, placed into evidence and/or disposed of in accordance with AR/IA 300-6, 850-6. ▶ Conduct scheduled inspections to ensure fire, safety, security, and housekeeping standards are met. Ensure that the mattress and pillow are sanitized (in all vacated cells) prior to occupancy by another offender, document on the sanitation log. Establish and maintain accurate inspection documentation/records. 	<p>21. Daily/Throughout the shift.</p>
<p>22. Assist in additional duties as assigned by building supervisor, Master Control, Shift Commander and/or Management staff.</p>	<p>22. As assigned/daily.</p>
<p>23. Ensure that all staff of opposite gender are properly logged on shift report upon entry to the pod. All management team rounds are to be logged on the shift report.</p>	<p>23. Throughout the shift/daily</p>

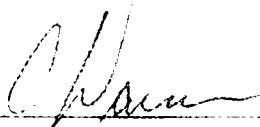
24. Conduct thorough inventories of all janitorial porter closets, shadow boards, etc ensuring that all tools, janitorial supplies, equipment and chemicals are accounted for and in their proper place, prior to the end of the shift.	24. Daily
25. Thoroughly brief oncoming shift of any unusual occurrences and pass on all pertinent information. Ensure that updated count sheets and offender accountability rosters are passed on to the next shift.	25. Daily: shift change
26. Staff will ensure window coverings are open from 0500 hours to dusk. Overhead room lights will be on from 0455 to 0700 and sunset to 2200 hours. Games, cards, puzzles will be allowed in individual rooms during day hall hours. All games will be returned to the staff work station by 2030 hours.	26. Daily
27. Staff will be available to respond to all medical emergencies within a four minute time frame. [ACA 4-4389]	27. Throughout the shift/daily.
*In emergencies, the evacuation of offenders with disabilities will be the primary responsibility of the area DOC employee, and any other correctional personnel available. At no time will the evacuation of offenders with disabilities be designated to other offenders.	
Note: This is a security post. You will not read any unauthorized material, newspapers/books/etc. Nor will you play cards, board/electric games, watch TV, listen to radios, tape players, utilize personal cell phones, etc. This position will not be vacated unless ordered or authorized by the Shift Commander. Shift and assignment schedules may be revised as needed. (Employees shall adhere to policies regarding "Materials/Items permitted at Work Assignments" at all times)	
*In accordance with Administrative Regulation 300-02RD (Hostage Policy) staff members do not retain his/her authority if taken hostage. Give an alarm if possible. Keys, radios, weapons, and all other security devices should be discarded to prevent captor use. Contain hostage situation to the smallest area at the earliest possible time to prevent expansion of disorder. Under no circumstances will a hostage taker be allowed outside the confines of the facilities perimeter.	

SPECIAL EQUIPMENT NEEDED FOR THIS POST:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> BINOCULARS | <input checked="" type="checkbox"/> FILE CABINET | <input checked="" type="checkbox"/> RESTRAINTS | <input checked="" type="checkbox"/> TYPEWRITER |
| <input checked="" type="checkbox"/> LOG BOOK | <input type="checkbox"/> VEHICLE | <input checked="" type="checkbox"/> SAFETY EQUIP. | <input type="checkbox"/> METAL DETECTOR |
| <input checked="" type="checkbox"/> DESK | <input checked="" type="checkbox"/> RADIO | <input checked="" type="checkbox"/> TELEPHONE | <input type="checkbox"/> WEAPON |
| <input checked="" type="checkbox"/> OTHER (DESCRIBE AND LIST) | | | |

Workstation, laptop computer, etc.

OPERATION MANAGER'S SIGNATURE: _____



DATE: November 11, 2014

**YOUTHFUL OFFENDER SYSTEM
POSTED OPERATIONAL RULES
Building 8 – OFFENDERS UNDER THE AGE OF 18**

1. **CELL LIGHTS/WINDOWS:** Windows sills will be clear. Windows will not be blocked or covered. Blinds will remain open during daylight hours. Window tint will not be tampered with. Overhead lights will remain on from 0500 to 2200 during hours of darkness. Overhead lights will remain off after graveyard acceptance. Lamps will be off at 2400 hours.
2. **CELL ALTERATIONS:** Nothing shall be attached to the ceiling, walls or light fixtures in any manner. The vent and cell windows will not be covered. Altering or rearranging any cell fixture for any purpose is strictly prohibited. Only authorized permits, diplomas, certificates, athletic awards, calendars and family orientated photographs may be posted for open display. Medical cell permits and Property permits will be posted on the bulletin board, in accordance with AR/IA 850-6. Failure to post property permits will result in one session of motivational training for the first violation. The second violation will result in a one level drop in status.
3. **CELL PRIVILEGES:** Offenders assigned to the under the age of 18 room are required to be in their room when they are not in recreation, school, work or the assigned Dayhall. Offenders will be allowed to be in their bunks. It is the offender's responsibility to be ready for every movement. Any time the offenders need to exit their room they will notify staff via intercom system and be escorted from their room.
4. **SLEEP-IN PRIVILEGES:** All offenders will be required to have their feet on the floor at 0600 on weekdays. Offenders will be allowed to return to their bunk after the first standing formal count on weekends. Offenders will be allowed to sleep until 0800 on weekends, at which time they must complete their hygiene and be ready for Quickskills groups.
5. **PERSONAL HYGIENE:** Personal hygiene will only be done in the Under 18 restroom. Offenders are required to be clean shaven by first school movement. On weekends, offenders are required to be clean shaven by 1200. Offenders must notify the staff via intercom system prior to exiting their room to go to the under 18 restroom / shower.
6. **RESTROOMS:** Offenders must notify the staff via intercom system prior to exiting their room to have access to the under 18 restroom. They will be escorted from their assigned room to the Under 18 Restroom.
7. **SHOWERS:** Offenders will adhere to the following shower schedule: All offenders will be afforded the opportunity to shower on second shift. It will be left to staff discretion whether offenders assigned to Physical Education class or recreation are authorized to shower when returning to the unit. Additional showers can only be authorized for Food Service or Maintenance workers. Offenders shall have a maximum of 15 minutes to complete their shower. Staff will ensure that the shower room is unoccupied at the time the Under 18 offenders enter the shower room. Staff will directly supervise the entrance to the shower room to ensure that only under 18 offenders are in the shower room.
8. **CLOTHING:** Offenders will maintain approved dress-code as outlined and defined in AR/IA 850-5 (*Offender Bedding and Clothing Issue and Dress Code*) at all times. Offenders are expected to iron their state issue pants and shirts, to maintain appropriate uniform compliance. Iron creases are authorized on the sleeves and pant legs only. State issued boots shall be clean and serviceable.
9. **DAY HALL:** Lower West BW06 (room 8) will be utilized as the day hall for all offenders assigned to the under 18 room. The microwave, ironing board and games are authorized to be used from 1030-1130 and 1615-1715. Television privileges shall not interfere with groups. Offenders assigned to this room (under 18) will not be allowed to be in the main day hall.

10. **CIPS PHONE PRIVILEGES:** Phone calls may be authorized by the unit supervisor. Offenders must notify staff and get permission prior to using the phones. Offenders assigned to the under 18 room may use the CIPS during formal counts except for 01:30 count and 05:30 count.

11. **LAUNDRY:** No laundry will be done within rooms, bathrooms, or showers. Offenders will be escorted to laundry by staff. Offenders are not authorized to be in laundry without a staff escort. The west end will use the laundry room on odd days and the east end has even days. Offenders are authorized to wash their personal clothes and uniforms only. All under 18 offenders will be directly supervised while they go to and from the laundry room.

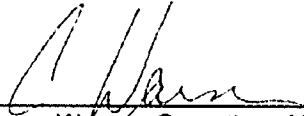
12. **UNAUTHORIZED AREAS:** Offenders are not allowed in the east/west stairwells unless they are escorted or during movement times. Offenders are not allowed in the center corridor. The north/south stairwells are off limits to all offenders. Offenders will not lean on the staff work station at any time. Offenders will not cross the yellow lines in the dayhall without the permission of staff. Offenders are not allowed to visit other offender's rooms or stand in the doorways. Offenders are not allowed to pass the staff station unless they are being escorted by staff or receive permission from staff to utilize the CIPS phones. Offenders must have staff supervision to utilize the porter closets.

13. **DINING HALL:** Offenders in the under 18 room will move to the dining hall with the other offenders assigned to Lower West. Offenders that are under 18 will move at the back of the line with staff. Staff will directly supervise the movement to and from the dining hall.

14. **MED-LINE:** Offenders in the under 18 room will move to MED-LINE with the other offenders assigned to Lower West. Staff will directly supervise the movement to and from med-line.

15. **WRIST BANDS:** Offenders will be required to wear a yellow wristband identifying that they are under the age of 18.

**VIOLATIONS OF THE ABOVE POSTED OPERATIONAL RULES MAY
RESULT PROGRAMMATIC CONSEQUENCES OR COPD CHARGES.**



Casey Warner, Operations Manager

November 11, 2014
Date