



COLORADO
Department of Corrections
Office of the Executive Director

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October 1, 2020

Colorado State Capital
Colorado Judiciary Committee
House of Representatives and Senate
200 East Colfax, Room 271 & 346
Denver, CO 80203

Dear Chairman Pete Lee and Chairman Mike Weissman:

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 has been 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 Richard Persons, Youthful Offender System Warden for the Colorado Department of Corrections via e-mail at richard.persons@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,

Dean Williams
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, 2020, in response to
SB13-216 – Section 2

Prepared by

A handwritten signature in black ink, appearing to read "Richard Persons".

Richard Persons, Warden
Youthful Offender System
October 2020



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 September 30, 2020 and signed September 30, 2020 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 Post Orders signed September 2020 is attached.
3. Offender Posted Operational Rules for youthful inmates were implemented on March 18, 2013 and are reviewed and updated at least annually. The most current Offender Posted Operational Rules signed in February 2020 are attached.
4. PREA training is on-going at YOS. This includes mandatory PREA Refresher Training during YOS Annual 360 Training available April 2020 through March 2021.
5. PREA training for Department of Human Services staff who work within YOS is on-going annually to include classes conducted during 2020 by the SCCF Training Coordinator.



6. Since August 20, 2013, there have been 57 offenders admitted to YOS who were under the age of 18. Of those, 8 remain under the the age of 18 (all 8 are 17 years old).
 - Eleven (11) juveniles were sentenced from November 1, 2019 to October 1, 2020.
 - YOS currently has 6 Youth Transfers sentenced as Adults to Colorado Department of Corrections and arrived at YOS as minors
 - Eight (8) offenders remain under the age of 18, seven sentenced to YOS and one Youth Transfer sentenced as an adult
7. An under 18 Escort position was created to assist in maintaining direct supervision of all youthful offenders during movements and recreation times.
8. Organized Movement schedules were revised and all traffic now utilizes the Bldg. 8 center stairwell (with the exception of emergency situations).
9. Physical plant changes during the last year included the addition of visual barriers behind Building 26 to ensure sight/sound separation between minor female offenders housed in Lower Building 26 and the male offenders when returning to Upper Building 26. Additionally, adjustments to the audio PREA announcement were made for Building 26 to ensure proper notification of male staff members entering the living unit of Building 26. This was based on a recommendation from auditors during the PREA assessment completed March of 2020.
10. In March of 2020 the Youthful Offender System successfully completed an internal PREA Assessment, demonstrating a commitment to surpassing PREA standards for a combined population of youthful and young adult offenders.



**ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS**

CHAPTER	SUBJECT	AR #	EFFECTIVE
Administration/Organization	Prison Rape Elimination Procedure	100-40	9/1/19

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

III. DEFINITIONS

D. Facility PREA Coordinator: YOS designates the Administrative Services Manager as the facility PREA Coordinator.

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 will 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, will 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. f. IDO Case Manager/Programmer will complete the CDOC screening, along with the YOS Intake Screening Form 100-4I, for potential risk of sexual vulnerability or potential risk of sexually aggressive behavior. **[4-4281-2]**

3. Offender Placement

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

1.) 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 D Pod. Female youthful inmates will be assigned their own cell in B Pod. Any time a youthful inmate is outside their assigned IDO cell, they will be under the direct visual supervision of DOC employees.

2.) Once a youthful inmate progresses to Phase I, they will be housed together in a designated room that provides sight, sound, and physical separation. The door to this room will be equipped with a locking mechanism, DOC employees possessing a key to open the door; thus, preventing offenders over the age of 18 from entering the room.

3) The Special Housing Review Committee and the Internal Classification Committee (Job Board) will

CHAPTER	SUBJECT	AR #	EFFECTIVE
Administration/Organization	Prison Rape Elimination Procedure	100-40	9/1/19

9. 4. 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, 05/27/15, 08/26/16, 05/09/17, 06/20/17, 02/7/18, 08/27/18, 07/2/19, 09/30/20.

ATTACHMENTS:

- D. YOS Attachment I: Intake Screening Form

(SIGNED) _____


Richard Pelletier, Warden

(DATE) 9/30/20



POST ORDERS

FACILITY: Youthful Offender System	POST: Phase I Building 8 – Escort (<18 year old offenders)
SHIFT(S) AFFECTED BY ORDER: [X] Day Shift [X] Swing Shift [] Graveyard Shift [] Other	
NORMAL STAFFING PATTERN: [X] Officer [X] Sergeant [X] Lieutenant or Above [] Other DOC Employee as Listed:	
TASK(S): The primary responsibility of this post is providing direct supervision for Phase I- Under 18 year old offenders.	TIME OF DAY/FREQUENCY:
1. Report to YOS roll call in a clean, pressed and serviceable uniform that satisfies ARI450-31. Be 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 (one staff member from the oncoming shift and outgoing shift will together conduct an acceptance and relinquishing round together.) verify the unit count, inventory equipment, life safety equipment, review log and security monitors are working properly and accounted for. 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.
Escort officers will not be assigned as a first responders	
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 address 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	7. On-going/As necessary



<p>to any movement. Obtain Master Control clearance for movement and escort offenders to and from the dining room and monitor/supervise meal feeding.</p> <ul style="list-style-type: none"> ▶ Escort will be at the front of the line ▶ 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>	8. On-going
<p>9. Offenders are not allowed in the staff office. 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. East and West stairwells will not be used for offender movement unless cleared by the Shift Commander.</p>	9. Daily
<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 rooms 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. During recreation time escort staff will provide close visual security. If minors split up between yard and gym escort staff will remain with the minors in the yard. Escort staff are to remain mobile and always close to the minors. at no time should escort staff group or congregate with other staff. Minors going to the gym and not the yard will be escorted to gate 36 at which point Recreation staff will receive and assume responsibility for the minors.</p>	10. Daily/Throughout the shift.
<p>11. 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>	12. As needed.
<p>12. 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</p>	13. Daily/Throughout the shift.



<p>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. 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>14. 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 front of the line with staff.</p>	<p>15. Daily, per AR/IA 300-04</p>
<p>15. Supervise and monitor offenders in study hall and/or free time activities. Respond to incidents; address all inappropriate offender behaviors, providing staff support, and make documentation as necessary.</p>	<p>16. Daily/Throughout the shift</p>
<p>16. 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>17. On-going as necessary</p>
<p>17. Staff will ensure that intermittent and random security rounds are conducted and documented every 30 minutes not to exceed 45 minutes. Staff conducting security rounds will at a minimum cross the threshold of the room door to ensure that all areas of the offender's room can be seen and checked for safety and security. Staff shall also be available to all offenders and serve as role models and mentors throughout their shift.</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>18. On-going</p>
<p><u>COUNTS</u></p> <p>18. Assist with accurately conducting all scheduled formal and standing formal counts during the assigned shift, in strict accordance with AR/IA 300-4 "Offender Counts." During Formal Counts each offender will be visually observed for a living human being. (Will verify chest rises to confirm).</p> <p>During Standing Formal Counts a visual verification of a living, breathing offender will take place involving the offender standing with both feet on the floor in an upright position, verifying the offender with his/her ID. Staff will utilize accountability rosters to track the location of offenders, as well as, the number of offenders</p>	<p>19. Daily as necessary</p> <p><u>FORMAL COUNT TIMES</u></p> <p>0130 hrs FORMAN COUNT 0530 hrs STANDING FORMAL COUNT 1030 hrs FORMAL COUNT 1600 hrs STANDING FORMAL COUNT 2100 hrs STANDING FORMAL COUNT</p>



<p>assigned to the unit during each hour.</p> <p>19. 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>	
<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 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 locker is secured to the latch. Any tampering of the locker, pad lock, or tether will be reported immediately to the on-duty shift commander and a report will be done via PCDCIS. If the locker is found unsecured a chronological entry will be made and reviewed during monthly PIR's ▶ 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 housing 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>
<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.</p>	<p>24. Daily</p>
<p>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.</p>	<p>25. Daily: shift change</p>
<p>26. Staff will ensure window coverings are open from 0500 hours to dusk. Overhead room lights will be on from 0445 until 2215 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.</p>	<p>26. Daily</p>
<p>27. Staff will be available to respond to all medical emergencies</p>	<p>27. Throughout the shift/daily.</p>




within a four minute time frame. [ACA 4-4389]	
28. De-Escalation room inventory supplies (Tactile Objects) will be secured in the staff office and made available for offenders to utilize in the De-escalation room only. Physical Inventory will be verified by staff prior to and after each use. Sound machine will be verified for functionality and account for the 4-AA batteries before and after each use	28. 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:

- Binoculars Restraints Vehicle Metal Detector
- Radio Telephone Weapon
- Other (Describe and list)

Workstation, desktop computer ect..

OPERATIONS MANAGER SIGNATURE:  DATE: 9/23/20

**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 by anything other than approved blinds. Blinds will remain open during daylight hours. Window tint will not be tampered with. Overhead lights will remain on from 0515 to Sunrise, and from Sunset to 2200. Overhead lights will remain off after graveyard shift acceptance. Desk lamps will be off at 2400 hours.
2. **CELL ALTERATIONS:** Nothing shall be attached to the ceiling, walls or light fixtures in any manner (with the exception of the wall painted bulletin board for each bunk). 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 Programmatic Sanctions.
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 on their bunks. It is the offender's responsibility to be ready for every movement. Any time the offenders need to exit their pod they will notify staff via intercom system and be escorted from their pod.
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
6. **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. **(Phoenix offenders will be allowed to shower during the day, with the exception of count time).**
7. **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 issued 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. No nudity is allowed in the offenders' room. At a minimum boxers must be worn at all times in the rooms.
8. **DAY HALL:** Upper East CC17 will be utilized as the day hall for all offenders assigned to the under 18 room. The microwave, ironing board are authorized to be used from 1030-1130 and 1615-1715. Television privileges shall not interfere with groups. **(As long as there is a Phoenix status offender in the minor pod, the X-box, with games and movies, will be authorized to be used once chores have been completed)**
9. **CIPS PHONE PRIVILEGES:**—**Offenders will not save or reserve the phone for themselves or other offenders**
10. **LAUNDRY:** No washing of any clothing will be done within rooms, bathrooms, or showers. Offenders will be escorted to laundry by staff. All laundering needs will be conducted in

accordance with the Pueblo Complex Laundry Schedule. Under 18 offenders will be responsible for the collection and distribution of their own laundry under direct staff supervision

11. **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. Offenders must have staff supervision to utilize the porter closets. **When escorted by staff offenders will walk with staff and remain with them until they arrive to their destination they will not slow down or outpace staff so as to remain alone and unescorted.**
12. **DINING HALL:** Offenders in the under 18 room will move to the dining hall with the other offenders assigned to Upper East. 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.
13. **MED-LINE:** Offenders in the under 18 room will move to MED-LINE with the other offenders assigned to Upper East. Staff will directly supervise the movement to and from med-line.

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



James Larimore, Operations Manager

2-20-20
Date



POST ORDERS

FACILITY: Youthful Offender System	POST: Phase I Building 26L – Minors (<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 for Phase I- Under 18 year old offenders.	TIME OF DAY/FREQUENCY:
1. Report to YOS roll call in a clean, pressed and serviceable uniform that satisfies AR1450-31.Be 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 (one staff member from the oncoming shift and outgoing shift will together conduct an acceptance and relinquishing round together.) verify the unit count, inventory equipment, life safety equipment, review log and security monitors are working properly and accounted for. 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. Ensure that offenders strictly adhere to all Norms and Posted Operational Rules, at all times. Immediately address all issues of non-compliance.	4. On-going
▶ Maintain professional contact with offenders throughout the shift. Inspect all offenders for strict uniform and hygiene compliance prior to any movement	On-going/As necessary
5. Offenders are not allowed to enter the East side of the unit without the permission of the assigned staff. Offenders in <18 year old room are not allowed to enter any other room or area of the pod without staff permission and supervision. Offenders in the <18 year old room will only be allowed access to the <18 restroom which will remain locked at all times.	5. On-going
6. Offenders are not allowed in the staff office. Staff will ensure all offenders adhere to area/movement boundaries. Offender doors will not be propped open more than 4 inches to ensure visibility in hallway.	6. Daily



<p>7. 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>7. As needed.</p>
<p>8. 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>8. Daily/Throughout the shift.</p>
<p>9. 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>9. Daily: Per posted chore schedules.</p>
<p>10. Supervise and monitor offenders in study hall and/or free time activities. Respond to incidents; address all inappropriate offender behaviors, providing staff support, and make documentation as necessary.</p>	<p>10. Daily/Throughout the shift</p>
<p>11. 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>11. On-going as necessary</p>



<p>12. Staff will ensure that intermittent and random security rounds are conducted and documented every 30 minutes not to exceed 45 minutes. Staff conducting security rounds will at a minimum cross the threshold of the room door to ensure that all areas of the offender's room can be seen and checked for safety and security. Staff shall also be available to all offenders and serve as role models and mentors throughout their shift.</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>12. On-going</p>
<p><u>COUNTS</u></p> <p>13. Assist with accurately conducting all scheduled formal and standing formal counts during the assigned shift, in strict accordance with AR/IA 300-4 "Offender Counts." During Formal Counts each offender will be visually observed for a living human being. (Will verify chest rises to confirm).</p> <p>During Standing Formal Counts a visual verification of a living, breathing offender will take place involving the offender standing with both feet on the floor in an upright position, verifying the offender with his/her ID. 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>14. 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>	<p>13. Daily as necessary <u>FORMAL COUNT TIMES</u></p> <p>0130 hrs FORMAN COUNT 0530 hrs STANDING FORMAL COUNT 1030 hrs FORMAL COUNT 1600 hrs STANDING FORMAL COUNT 2100 hrs STANDING FORMAL COUNT</p> <p>14. On-going</p>
<p>15. 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>15. On-going.</p>
<p>16. <u>Searches:</u> 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 and swing shift, in accordance with AR/IA 300-6. Checking for contraband and breached/tampered or otherwise compromised areas. ▶ Offender 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 locker is secured to the latch. Any tampering of the locker, pad lock, or tether will be reported immediately to the on-duty shift commander and a report will be done via PCDCIS. If the locker is found unsecured a chronological entry will be made and reviewed during monthly PTR's ▶ 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. 	<p>16. Daily/Throughout the shift.</p>



<ul style="list-style-type: none"> ▶ 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. 	
17. Assist in additional duties as assigned by housing supervisor, Master Control, Shift Commander and/or Management staff.	17. As assigned/daily.
18. 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.	18. Throughout the shift/daily
19. 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.	19. Daily
20. 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.	20. Daily: shift change
21. Staff will ensure window coverings are open from 0500 hours to dusk. Overhead room lights will be on from 0445 until 2215 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.	21. Daily
22. Staff will be available to respond to all medical emergencies within a four minute time frame. [ACA 4-4389]	22. Throughout the shift/daily.
23. De-Escalation room inventory supplies (Tactile Objects) will be secured in the staff office and made available for offenders to utilize in the De-escalation room only. Physical Inventory will be verified by staff prior to and after each use. Sound machine will be verified for functionality and account for the 4-AA batteries before and after each use	23. 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:

- Binoculars Restraints Vehicle Metal Detector
 Radio Telephone Weapon
 Other (Describe and list)

Workstation, desktop computer ect..

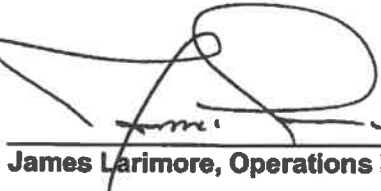
OPERATIONS MANAGER SIGNATURE:  DATE: 9/30/20

**YOUTHFUL OFFENDER SYSTEM
POSTED OPERATIONAL RULES
Building 26 Lower (MINORS)**

1. **CELL LIGHTS/WINDOWS:** Window sills will be clear. Windows will not be blocked or covered with anything other than approved blinds. Blinds will remain closed from dusk until dawn. There will be absolutely no communicating through the windows with the 26U male offenders. 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 (with the exception of the wall painted bulletin board for each bunk, utilizing tape only). 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 850-06. Failure to post property permits will result in an OIAR 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 Day hall. Offenders will be allowed to be on their bunks. It is the offender's responsibility to be ready for every movement. Any time the offenders need to exit their pod they will notify staff via intercom system and be escorted from their pod.
4. **SLEEP-IN PRIVILEGES:** All offenders will be required to be up and dressed for the day by 0815 on weekdays. On weekends, offenders will be allowed to return to their bunks after they are counted at the 0530 Standing Count.
5. **PERSONAL HYGIENE:** Personal hygiene will only be done in the Under 18 restroom.
6. **SHOWERS:** Offenders will adhere to the following shower schedule: Weekday hours, all offenders may shower from the time count clears until 0700 and during their free time. Weekend hours offenders may shower during their free time. All showers must be completed by 2030. Phoenix' may shower after the last formal count until 2230. Offenders assigned to Physical Education class are authorized to shower when returning from class. Only one offender can shower at a time in each shower room and shall have a maximum of 20 minutes to complete their shower. The showers are for individual use. Offenders shall keep the shower curtain closed while showering and changing clothing and no opening of the shower room door will be permitted when another offender is showering. If an offender in the shower/restroom needs something, staff will assist them, not another offender. No personal items are to be left in the showers or restrooms.
7. **CLOTHING:** Offenders will maintain approved dress-code as outlined and defined in AR/IA 850-11 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 laced appropriately to the top. No shower shoes are to be worn outside the living unit at any time. Sleep shorts will not be worn outside the offender's room with the exception of utilizing the restroom on the graveyard shift. Offenders will be in full uniform compliance for all classes and Programs.
8. **DINING HALL:** Offenders must wear their state issued boots or tennis shoes when getting or returning trays to the food truck. The microwave is authorized to be used during assigned day hall hours. The dining tables are to be kept clean, free of trash, personal items and excess food. No food from trays may be saved for any reason (with the exception of fresh fruit or milk that must be kept in the refrigerator). Offenders may share food provided by the state, with staff permission. There will be no tablets allowed at the tables during meal times. Special order food items are to be consumed or discarded by 2100 hours. Minors will sit at the designated table assigned by staff.

9. **MINOR DAY HALL:** Offenders are allowed to watch TV during the weekdays when they have no school or Programs. TV and Tablet/Phone use shall not interfere with groups or Programs. Minor phoenix status offenders may watch TV in the Minor dayhall during the day as long as it does not interfere with scheduled assignments or activities. Offenders are not allowed to lay on or put their feet on the couches. If offenders wish to put their feet up, they must utilize a plastic chair. No blankets or pillows will be allowed in the day hall.
10. **LAUNDRY:** The unit laundry room will be available for use to Phase II offenders ONLY. Phase II offenders may only access the laundry room with staff escort. The door is to remain locked unless staff is present. Phase II offenders may only wash their own clothing. Any Phase II offender found washing clothing for other offenders will lose access to the laundry room for the remainder of their Phase II time.
11. **UNAUTHORIZED AREAS:** Offenders are not allowed in the west stairwell through doors C-209, C-112 unless they are escorted. Offenders will not enter staff office at any time without staff authorization. Offenders are not allowed to visit other offender's rooms or stand in the doorways unless they receive permission from staff each individual time. Minors will not pass the yellow line on the floor located in front of the staff office, from the west side to the east side, unless instructed by a staff member.
12. **JANITOR CLOSETS:** The janitor closets will be opened after 0600 shift acceptance until 2030 hours daily.
13. **CURVES ROOM:** The Curves Room will be available for use from 0630 - 2030 hours daily. All offenders wishing to use the Curves Room will sign up, in one hour increments, utilizing the sign-up sheet on the door. No more than 4 offenders may utilize the room at one time. Minors can only utilize the room with other minors. The television is to be used for work-out videos only. No games or television shows/movies are to be viewed. Boots or tennis shoes are to be worn while utilizing the work-out equipment. There will be no communicating through the windows with the 26 Upper males.
14. **YOUTHFUL INMATES:** Offenders under the age of 18 will be housed in a designated cell that provides sight, sound, and physical separation. Offenders assigned to this room will have a key that allows them access to the room, and the door must be locked at all times. The key will also access the minor restroom and it will be secured at all times. Youthful Inmates will use the intercom in the room to notify staff when they need to exit the room. Youthful Inmates will utilize the minor day hall for day hall activities. Youthful Inmates will utilize the designated minor restroom for restroom use, scheduled hygiene times, and scheduled shower times. All other activities outside of the room (education, groups, meals, chores, etc) will be conducted with the direct supervision of 26 Lower staff.
15. **PHASE II OFFENDERS:**
When an offender is transferred from Phase I to Phase II each offender will be assigned a Phase II Identification Wrist Band. The Phase II Wrist Band will be worn at all times by each Phase II Offender and is not to be tampered with. Tampering with or removal of a Phase II ID Wrist Band will result in the offender being charged with Class II COPD Violation, Rule 16, Tampering with Locks or Security Items. Should an offender accidentally damage the Identification Wrist Band the offender is responsible for notifying staff immediately. Offenders will not be held accountable for damage that is considered to be the result of an accident.

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



James Larimore, Operations Manager

Date 2-18-20