



**COLORADO**  
Department of Corrections  
Office of the Executive Director

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September 20, 2021

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 Weismann:

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 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](mailto: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,

Executive Director  
Colorado Department of Corrections





**COLORADO**  
**Department of Corrections**  
Youthful Offender System

## **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, 2021, in response to  
SB13-216 - Section 2

Prepared by;

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

Richard Persons,  
Warden Youthful Offender System  
September 2021



**SB 13- 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 February 4, 2021 and signed February 4, 2021.
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 July 8, 2021 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 4, 2021 are attached.
4. PREA training is on-going at YOS. This includes mandatory PREA Refresher Training during YOS Annual 360 Training. Current training cycle is April 2021 through March 2022.
5. PREA training for Department of Human Services staff who work within YOS is on-going annually to include classes conducted during the current cycle of 2021 by the SCCF Training Coordinator.



6. Since August 20, 2013, there have been 71 (14 in 2020) offenders admitted to VOS who were under the age of 18. Of those, 7 remain under the the age of 18 (2 are 16 years old and 5 are 17 years old).
  - Eight (8) juveniles were sentenced from November 1, 2020 to October 1, 2021.
  - YOS currently has 7 Youth Transfers sentenced as Adults to Colorado Department of Corrections and arrived at YOS as minors
  - Seven (7) offenders remain under the age of 18, five sentenced to VOS and two Youth Transfers sentenced as an adults.
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 September 2021 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.
11. The VOS Video monitoring system is currently being upgraded with a digital system for improved clarity and additional cameras are being added to off ender occupied areas such as housing, education and food service. Camera visual capability is being upgraded to a 360 degree view.





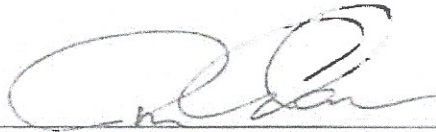
**YOUTHFUL OFFENDER SYSTEM  
POSTED OPERATIONAL RULES  
Building 8 – OFFENDERS UNDER THE AGE OF 18**

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 comply with standing formal count procedures 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 are allowed to shower when returning to the unit from education or work assignments. 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 times.
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 CC-17 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 IN PROGRAMMATIC CONSEQUENCES OR COPD CHARGES.**



Rich Cordova, Operations Manager

2/4/21  
Date



**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: Administrative Services Manager

**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 100-4 J, for potential risk of sexual vulnerability or potential risk of sexually aggressive behavior. **[4-4281-2]**

3. c. 1) Administrative services manager/designee will send the PREA SAB/SVR report to the Facility Intel Officer, Housing Captains, and Shift Commanders.
- 2) This report will be utilized when determining an offender's housing assignment by placing the score on the Incoming/Outgoing/Internal Moves Sheet.

- 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.

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

- 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 utilize the SAB/SVR report to assist in determining the offender's proper housing placement and work assignment. 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) Day hall Time: In Building 8, a designated room that provides sight and sound separation will be utilized for day hall time for youthful inmates. Day hall time for female youthful inmates will be scheduled in the Phoenix Den in Building 26 Lower Based upon behavior, a TV and gaming system 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 will be afforded the opportunity to shower on second shift.
- 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. Youthful inmates will also be issued grey with green stripe sweat pants which may be worn instead of the grey sweat pants worn by offenders over the age of 18.
- 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.
- 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.



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

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. The PREA Response Plan (IA 100-40I) will be utilized during a PREA incident.

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, 02/04/21.

ATTACHMENTS:

- D. YOS Attachment I: PREA Response Plan
- E. YOS Attachment J: Intake Screening Form

(SIGNED)



Richard Persons, Warden

(DATE) 2/4/21



**POST ORDERS**

FACILITY: Youthful Offender System	POST: Phase I Building 8 – Escort (<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:	
<b>TASK(S):</b> The primary responsibility of this post is providing direct supervision for Phase I- Under 18 year old offenders.	<b>TIME OF DAY/FREQUENCY:</b>
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 hours/Daily. 1345 hours/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 hours/Daily 1400 hours/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. <b>Window and Door Alarms:</b> 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.
<b>Escort officers will not be assigned as a first responders</b> 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. Ongoing/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. Ongoing
7. Maintain professional contact with offenders throughout the shift. Inspect all offenders for strict uniform and hygiene compliance prior	7. Ongoing/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"> <li>▶ Escort will be at the front of the line</li> <li>▶ Assigned staff shall ensure that each offender has their ID card with them at all times.</li> </ul>	
<p>8. Offenders are not allowed to enter different units without the permission of the assigned staff. Offenders in &lt;18 year old room are not allowed to enter any other room or pod.</p>	<p>8. Ongoing</p>
<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>	<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 &lt;18 year old room during movement times. Staff will directly supervise the offenders in the &lt; 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>	<p>10. Daily/Throughout the shift.</p>
<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>	<p>11. As needed.</p>
<p>12. Supervise and monitor unit janitor maintenance assignments and</p>	<p>12. Daily/Throughout the shift.</p>





<p>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 &amp; 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 &lt;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>13. 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 &lt;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>14. 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>15. 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>16. Ongoing 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.}.          ▶ All rounds shall be documented on the daily shift report.</p>	<p>17. Ongoing</p>
<p><b>COUNTS</b></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</p>	<p>18. Daily as necessary  <b>FORMAL COUNT TIMES</b>          0130 hours FORMAN COUNT</p>





<p>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>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>0530 hours STANDING FORMAL COUNT  1030 hours FORMAL COUNT  1600 hours STANDING FORMAL COUNT  2100 hours STANDING FORMAL COUNT</p>
<p>19. 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 &amp; Procedures, and current Memos.</p>	<p>19. Ongoing.</p>
<p>20. <b>Searches:</b> Thorough cell inspections shall be conducted each day for all occupied &amp; 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"> <li>▶ 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.</li> <li>▶ 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</li> <li>▶ Any time an offender changes bed assignment a Move In/Move Out log will be completed.</li> <li>▶ 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.</li> <li>▶ 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.</li> <li>▶ 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.</li> </ul>	<p>20. Daily/Throughout the shift.</p>
<p>21. Assist in additional duties as assigned by housing supervisor, Master Control, Shift Commander and/or Management staff.</p>	<p>21. As assigned/daily.</p>
<p>22. 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>22. Throughout the shift/daily</p>





23. 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	23. Daily
24. 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.	24. Daily: shift change
25. 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.	25. Daily
26. Staff will be available to respond to all medical emergencies within a four minute time frame. [ACA 4-4389]	26. Throughout the shift/daily.
27. 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	27. 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.)**

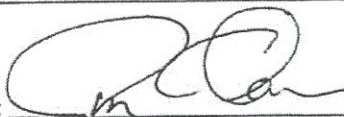
**\*In accordance with Administrative Regulation 300-02RD (Hostage Policy) staff members do not retain his/her authority if taken hostage. Give an alarm if possible. Keys, radios, weapons, and all other security devices should be discarded to prevent captor use. Contain hostage situation to the smallest 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 etc.**

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OPERATIONS MANAGER SIGNATURE:  DATE: 7/8/21





**POST ORDERS**

<b>FACILITY: Youthful Offender System</b>	<b>POST: Phase I Building 26L and 26L Minors (&lt;18 year old offenders)</b>
<b>SHIFT(S) AFFECTED BY ORDER: [ X ] Day Shift [ X ] Swing Shift [ X ] Graveyard Shift [ ] Other</b>	
<b>NORMAL STAFFING PATTERN: [X] Officer [X] Sergeant [X] Lieutenant or Above [ ] Other DOC Employee as Listed:</b>	
<b>TASK(S): The primary responsibility of this post is providing direct supervision for Phase I Female Offenders and Under 18 year old Female offenders.</b>	<u><b>TIME OF DAY/FREQUENCY:</b></u>
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 / 1345 / 2145 hours/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 / 1400 / 2200 hours/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 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.  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.  ▶ <b>Identify yourself to the under 18 year old offenders as their assigned officer for the shift.</b>	3. 0600 / 1400 / 2200 hours/Daily
4. Ensure that all offenders strictly adhere to all Norms and Posted Operational Rules, at all times. Immediately confront all issues of non-compliance. <ul style="list-style-type: none"> <li>• Staff will ensure window coverings are open from 0500 hours to dusk.</li> <li>• Overhead room lights will be on from sunset to 2200 hours.</li> <li>• 3rd Shift Overhead room lights will be turned on by unit staff 15 minutes prior to formal standing count.</li> <li>• Games, puzzles will be allowed in individual rooms during day hall hours. All games will be returned to the staff work station by 2030 hours.</li> <li>• Statutes Peer through Pledge 4 will be locked down at 2030 hours and will not leave their rooms except to use the restroom or get a drink of water.</li> </ul>	4. Daily  Late Night: 2030 Sunday – Thursday for Peer to Pledge 4 2230 Sunday-Thursday for Phoenix 0100 Friday & Saturday and specified Holidays- Phoenixes Only



<ul style="list-style-type: none"> <li>Phoenix's will be allowed in the dayhall until 2230 hours.</li> <li>Late night privileges will be recognized on Fridays, Saturdays, and Holidays and any other dates authorized by the Phase I/II Supervisor or designee for Phoenixes only. Phoenix offenders are allowed in the day hall area in accordance with late night hours indicated in the Posted Operational Rules posted in the unit until 0100 hours. On duty Shift Commander will retain discretionary authority to cancel late night in situations of offenders displaying non-compliant and/or disruptive behavior. A PCDCIS information report will be completed.</li> </ul>	
<p>5. <b>Window and Door Alarms:</b> In the event that a window and door alarm is activated, the following procedure will be implemented:</p> <p>Master Control will deploy an outside officer to unit to investigate and provide back up to the unit staff.</p> <p>An incident report detailing the cause of the alarm will be completed and forwarded to the on duty shift commander.</p> <p>The Window and Door Alarm System is armed at various times throughout each day. Window alarms are located in each offender room in Building 8 and are armed 24 hours a day. Door alarms are located in Building 8 and Building 26 and are armed as follows:</p> <p>Bldg. 26  C1-1  C1-3  C1-12  C1-12a  C1-17  C2-9</p> <p>When responding to a Window Alarm or Door Alarm, security staff in conjunction with unit staff, will conduct an external and internal building inspection of the area of the alarm to ensure no offender(s) is attempting to escape.</p>	<p>5. During shift as required.</p>
<p>6. Minor offenders are not allowed to enter the East side of the unit without the permission of the assigned staff. Offenders in &lt;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 &lt;18 year old room will only be allowed access to the &lt;18 restroom which will remain locked at all times.</p>	<p>6. Ongoing</p>
<p>7. 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.</p>	<p>7. Daily</p>
<p>8. Staff assigned to this post are responsible to ensure that effective communication is made with inmates with disabilities regarding</p>	<p>8. As needed.</p>





<p>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>9. 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 &amp; 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>9. Daily/Throughout the shift.</p>
<p>10. 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 &lt;18 year old room while they are in the common areas and/or conducting their hygiene.</p> <p>Staff will log when the under 18 offender(s) have shower/restroom times.</p>	<p>10. Daily: Per posted chore schedules.</p>
<p>11. Supervise and monitor offenders in study hall and/or free time activities. Respond to incidents, address all inappropriate offender behaviors, provide staff support, and make documentation as necessary.</p>	<p>11. Daily/Throughout the shift</p>
<p>12. 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>12. Ongoing as necessary</p>



<p>13. 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"> <li>▶ All rounds shall be documented on the daily shift report.</li> </ul>	<p>13. Ongoing</p>
<p>14. <b>COUNTS</b> 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 and 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. Daily as necessary <b>FORMAL COUNT TIMES</b></p> <p>0130 hours FORMAL COUNT 0530 hours STANDING FORMAL COUNT 1030 hours FORMAL COUNT 1600 hours STANDING FORMAL COUNT 2100 hours STANDING FORMAL COUNT</p>
<p>15. 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>15. Ongoing</p>
<p>16. Ensure a working knowledge is maintained of all YOS Emergency Plan and Mobilization Procedures, Applicable Administrative Regulations, Implementation Adjustments, Operational Memorandums, Posted Operational Rules, Post Orders, Policies &amp; Procedures, and current Memos.</p>	<p>16. Ongoing.</p>
<p>17. <b>Searches:</b> Thorough cell inspections shall be conducted each day for all occupied &amp; 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"> <li>▶ 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.</li> <li>▶ 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, padlock, 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 PTRs.</li> <li>▶ Any time an offender changes bed assignment a Move In/Move Out log will be completed.</li> <li>▶ All cell/common area shake downs/searches and cell inspections shall be documented on the daily shift report, shake</li> </ul>	<p>17. Daily/Throughout the shift.</p>





<p>down log, and within the cell inspection log books as appropriate.</p> <ul style="list-style-type: none"> <li>▶ 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.</li> <li>▶ 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.</li> </ul>	
<p>18. Assist in additional duties as assigned by housing supervisor, Master Control, Shift Commander, and/or Management staff.</p>	<p>18. As assigned/daily.</p>
<p>19. 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>19. Throughout the shift/daily</p>
<p>20. 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>20. Daily</p>
<p>21. Supervise Guided Group Interaction (GGI) sessions as assigned. Ensure proper documentation/follow-up is completed for each session. Ensure that a minimum of two GGI sessions per week are completed for each group. Each GGI leader will submit their monthly numbers to their assigned Supervisor.</p> <p>Supervise and monitor offenders in study hall and/or free time activities. Respond to incidents; confront all inappropriate offender behaviors, providing staff support as necessary.</p>	<p>21. Daily/As scheduled</p>
<p>22. 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 as necessary.</p> <p>The computers assigned to the workstations are for work related use only. Offenders are not allowed to view the screen of the computer. The Computer is for staff use only and will not be used to look up information for offenders.</p>	<p>22. Ongoing as necessary</p>
<p>23. Staff will be available to respond to all medical emergencies within a four minute time frame. [ACA 4-4389]</p>	<p>23. Throughout the shift/daily.</p>
<p>24. 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>24. Daily: shift change</p>
<p>25. With the exception of late night, personal offender lamps can remain on in offender rooms until 12:00 midnight if offenders are participating in individual academic work, letter writing, or reading (no games of any kind). After offender lamps are turned</p>	<p>25. Daily</p>





off, offenders must be in their bunks attempting to sleep.	
<p>26. Welfare Checks are announced at irregular times throughout the graveyard shift. Staff will adhere to the following radio traffic sequence when responding to the Master Control Center: IDO, Bldg. 8 UW, Bldg. 8 UE, Bldg. 8 LW, Bldg. LE, Bldg. 26 upper, and Bldg. 26 lower. Staff will respond by stating their "post", "last name", and then "10-4" if there are no problems to report.</p>	26. Nightly-Ongoing
<p>27. 3<sup>rd</sup> Shift if you need to leave your post to complete an incident report, you will ensure another staff member is notified to conduct welfare check rounds of your assigned unit in your absence. At all times there must be at least one staff member supervising the hallway from the hallway, and not via the camera system.</p>	27. As Needed
<p>28. 3<sup>rd</sup> Shift the Janitor's closets and laundry rooms will be off limits to all offenders during the graveyard shift unless authorized by the shift commander. If authorized monitor and assist in supervision of offender janitorial clean-up. Ensure offenders are locked down in their assigned rooms.</p>	28. Daily/ As Needed
<p>29. On Wednesday nights, or as designated by the Master Control Center Sergeant, staff will complete a weekly Fire Safety Inspection of the building to ensure everything is in proper working order. Complete appropriate documentation and forward to the master control center.</p>	29. Weekly
<p>30. Graveyard staff will assist Dayshift staff in the collection of all linen/blankets on scheduled dates posted on the laundry collection schedule.</p> <p>Graveyard staff is responsible to prepare the laundry collection form in accordance with the offender names listed on the unit formal count sheet prior to the arrival of Dayshift staff.</p> <p>Only early morning kitchen workers are authorized to turn in their linen, pillow case and blankets early before departing to work.</p>	30. As Scheduled
<p><b>*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.</b></p>	
<p><b>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.)</b></p>	
<p><b>*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.</b></p>	

**Special Equipment Needed for This Post:**

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

Workstation, desktop computer etc.



OPERATIONS MANAGER SIGNATURE: \_\_\_\_\_

*[Handwritten Signature]*

DATE: \_\_\_\_\_

*7/8/21*



**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 programmatic sanctions.
3. **CELL PRIVILEGES:** Offenders assigned to the minor's 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 offenders may shower after the last formal count until 2230. 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 personal items 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 Phone use shall not interfere with groups or Programs. Minor phoenix status offenders may watch TV in the Minor day hall 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.

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



Rich Cordova, Operations Manager

2/4/21

Date