

# DETENTION STANDARDS – COMPLIANCE COVERSHEET

Standard	Safety
<p><u>8-4-19</u></p>	<p>(a) Written policy, procedure, and practice provide that recreation facilities ensure that each juvenile is offered at least one (1) hour of access daily and includes the following areas:</p> <ul style="list-style-type: none"> <li>(1) Outdoor; and</li> <li>(2) Indoor covered; or</li> <li>(3) Indoor enclosed.</li> </ul> <p>(b) Any renovation, addition, or new construction after 2014, regardless of facility size, of outdoor or indoor, covered or enclosed, or both, recreation areas must as follows:</p> <ul style="list-style-type: none"> <li>(1) Provide at least fifteen (15) square feet of unencumbered space per juvenile for the number of juveniles who may use the space at the same time.</li> <li>(2) Have outdoor recreation that meet the following criteria: <ul style="list-style-type: none"> <li>(A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand five hundred (1,500) square feet of unencumbered space.</li> <li>(B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than seven hundred fifty (750) square feet of unencumbered space.</li> </ul> </li> <li>(3) Have indoor, covered or enclosed, or both, recreation: <ul style="list-style-type: none"> <li>(A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand (1,000) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.</li> <li>(B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than five hundred (500) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.</li> </ul> </li> </ul>
<p><u>Documentation Demonstrating Compliance</u></p>	<p>Title, page number, and section of <b><u>Policy</u></b> demonstrating standard compliance with (a):  <u>Safety Standards/ Recreational Activity/ Page 29</u></p> <p>Title, page number, and section of <b><u>Procedure</u></b> demonstrating standard compliance with (a):  <u>Safety Standards/ Recreational Activity/ Pages 29-30</u></p> <p>Title of document demonstrating <b><u>Proof of Practice</u></b> with (a):  <i>(Suggested document(s): Facility schedule; Photographs of indoor and outdoor recreational areas (including measurements))</i>  <u>Facility Schedule (Daily Schedule), Floor Plan (1), Floor Plan (2), Photographs of Gymnasium, Photographs of outdoor recreational areas, Measurements are included on page 30.</u></p> <p>Title of document demonstrating <b><u>Proof of Practice</u></b> with (b):  <i>(Suggested document(s): Documentation of total number of square feet and total number of</i></p>



Madison County  
Circuit Court, Div. 2

Section: Safety Standards  
Policy: Recreational Activity  
Standard: 8-4-19  
Date: February 4, 2015  
Approved By: \_\_\_\_\_  
N. Gary Williams, Superintendent

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## I. STANDARD:

- (a) Written policy, procedure, and practice provide that recreation facilities ensure that each juvenile is offered at least one (1) hour of access daily and includes the following areas:
  - (1) Outdoor; and
  - (2) Indoor covered; or
  - (3) Indoor enclosed.
- (b) Any renovation, addition, or new construction after 2014, regardless of facility size, of outdoor or indoor, covered or enclosed, or both, recreation areas must as follows:
  - (1) Provide at least fifteen (15) square feet of unencumbered space per juvenile for the number of juveniles who may use the space at the same time.
  - (2) Have outdoor recreation that meet the following criteria:
    - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand five hundred (1,500) square feet of unencumbered space.
    - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than seven hundred fifty (750) square feet of unencumbered space.
  - (3) Have indoor, covered or enclosed, or both, recreation:
    - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand (1,000) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.
    - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than five hundred (500) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.

Suggested document(s): Facility schedule; Photographs of indoor and outdoor recreational areas (including measurements); Documentation of total number of square feet and total number of unencumbered square feet; Documentation of the number of juveniles who use the area at one time; Documentation of the number of juveniles who use the outdoor recreation area at one time; Documentation of the total square footage of the outdoor recreation area and the number of unencumbered space; Documentation of the number of juveniles who use the indoor recreation area at one time; Documentation

of the total square footage of the indoor recreation area and the number of unencumbered space

## II. POLICY:

The Madison County Youth Center (MCYC) has an indoor Gymnasium and two (2) outdoor recreation areas (West Recreation and East Recreation). Juveniles are offered a minimum of one (1) hour of recreation daily in either the indoor Gymnasium or one of the outdoor recreation areas, weather permitting.

## III. DEFINITIONS:

**Unencumbered space:** is usable space that is not encumbered by furnishings or fixtures. In determining the unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted. All furnishings must be in operable position.

## IV. PROCEDURE:

**Length of recreation time:** Juveniles placed within MCYC will receive a minimum of one (1) hour of recreation daily in either the indoor Gymnasium or in the West or East Recreation Areas (weather permitting).

**Security check of the Gymnasium:** Prior to taking juveniles into the Gymnasium, staff must conduct a security check. The security check consists of staff entering the Gymnasium, inspecting the floor for debris and/or contraband and ensuring that all doors are secure. Staff shall place a blue security chair in front of the south exit door of the Gymnasium. One staff member shall occupy this chair during recreation, supervising the activity.

**Staff to juvenile ratio for the Gymnasium:** There shall be a minimum of two (2) staff and a maximum of sixteen (16) juveniles in the Gymnasium at any given time.

**Official count prior to and after recreation in the Gymnasium:** Staff shall have the juveniles count off prior to exiting the Detention Unit. This official count will be radioed to Detention Control and Security Control.

Staff shall, prior to exiting the Gymnasium, have the juveniles count off again. This official count will be radioed to Detention Control and Security Control.

If at any time additional juveniles are added or removed from the Gymnasium, for any reason, the count adjustment shall be radioed to Detention Control and Security Control. If at any time the counts do not match, staff shall immediately conduct another count. If the count still does not match, staff shall consult the Facility List in Quest to confirm the discrepancy and implement escape protocol (see Emergency Preparedness Policy 8-5-3) if necessary.

**Prior to leaving the Gymnasium:** Staff is to ensure that all recreation equipment is returned to the equipment closet in a neat and orderly fashion. The blue security chair is to be removed from in front of the south exit door.

**Security Check of the outdoor recreation areas:** Prior to taking juveniles into the outdoor recreation areas, staff must conduct a security check. The security check consists of staff entering the recreation area, inspecting the ground for debris and/or contraband, visually inspecting the fencing to ensure that it is intact and ensuring that all doors are secure.

**Staff to juvenile ratio for the outdoor recreation areas:** There shall be a minimum of two (2) staff and a maximum of eight (8) juveniles in the outdoor recreation area at any given time.

**Official count prior to and after recreation in the outdoor recreation areas:** Staff shall have the juveniles count off prior to taking juveniles into either of the outdoor recreation areas. This official count will be radioed to Detention Control and Security Control.

Staff shall, prior to exiting the recreation area(s), have the juveniles count off again. This official count will be radioed to Detention Control and Security Control.

If at any time additional juveniles are added or removed from the outdoor area(s), for any reason, the count adjustment shall be radioed to Detention Control and Security Control.

If at any time the counts do not match, staff shall immediately conduct another count. If the count still does not match staff shall consult the Facility List in Quest to confirm the discrepancy and implement escape protocol (see Emergency Preparedness Policy8-5-3) if necessary.

**Upon completion of recreation in the outdoor recreation areas:** Staff shall ensure that upon leaving the outdoor recreation area(s), both doors are manually locked and secured. Staff shall also return any equipment used during recreation to the equipment room in the Gymnasium in. Equipment shall be stored in a neat and orderly fashion.

**Renovations, additions, or new construction after 2014:** MCYC was constructed in 1994 and has had no renovations, additions or new construction since that time.

**Current approximate square footage recreation areas:**


Gymnasium: 3,564

West Outdoor Recreation Area: 2,320

East Outdoor Recreation Area: 2,320

## MAIL CONTINUED

Below is an example of how you are to fill out your outgoing mail:

<p>Your Name % Secure Detention Madison Couty Youth Center 3420 Mounds Rd. Anderson, IN 46017</p>	
<p>Name of Recipient Address City, State Zip Code</p>	

## DAILY SCHEDULE

### MONDAY THROUGH FRIDAY

7:00 a.m.	Wake Up	3:00 p.m.	Gym/Showers/Cell Cleaning
7:30 a.m.	Breakfast	4:00 p.m.	Gym/Showers/Cell Cleaning
8:15 a.m.	Morning Prep	5:00 p.m.	Dinner
8:30 a.m.	School - Class #1	6:00 p.m.	Quiet Hour
9:30 a.m.	School - Class #2	7:00 p.m.	Program
10:30 a.m.	School - Class #3	8:00 p.m.	Snack
11:30 a.m.	Lunch	8:30 p.m.	Bedtime –Level D
12:15 p.m.	Afternoon Prep	9:00 p.m.	Bedtime – Level C
12:30 p.m.	School Program/Gym	9:30 p.m.	Bedtime - Level B
2:00 p.m.	Snack	10:00 p.m.	Bedtime - Level A
2:30 p.m.	Shift Change	11:00 p.m.	Lights Out

### WEEKEND SCHEDULE


7:00 a.m.	Wake Up	3:00 p.m.	Cell Cleaning
7:30 a.m.	Breakfast	4:00 p.m.	Quiet Hour
9:00 a.m.	Gym/Showers	5:00 p.m.	Dinner
10:00 a.m.	Gym/Showers	6:30 p.m.	Visitation
11:00 a.m.	Visitation	7:00 p.m.	Program
12:00 p.m.	Lunch	8:00 p.m.	Snack
1:00 p.m.	Visitation	8:30 p.m.	Bedtime – Level D
2:00 p.m.	Free Time/Snack	9:00 p.m.	Bedtime – Level C
2:30 p.m.	Shift Change	9:30 p.m.	Bedtime - Level B
		10:00 p.m.	Bedtime - Level A
		11:00 p.m.	Lights Out

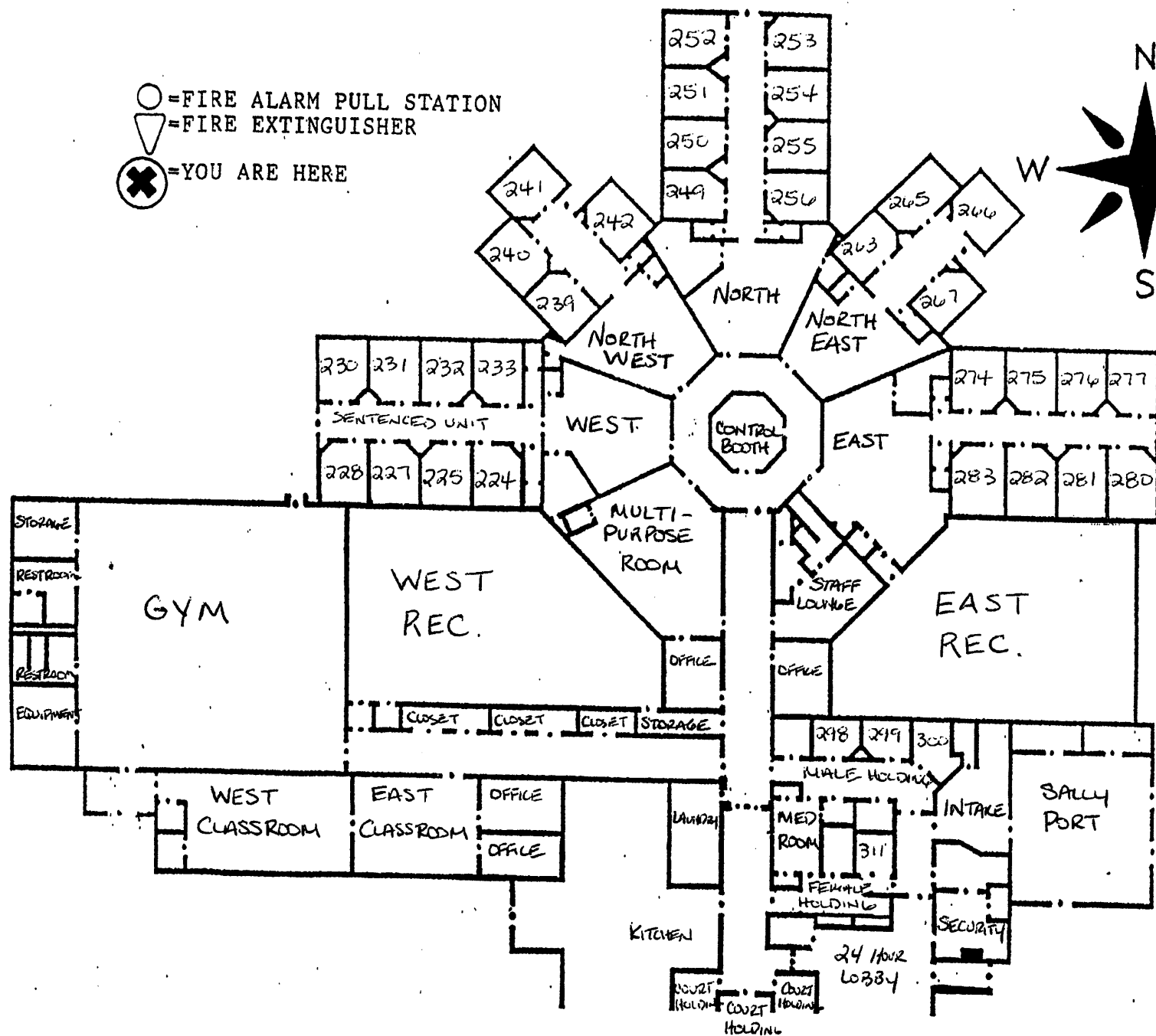
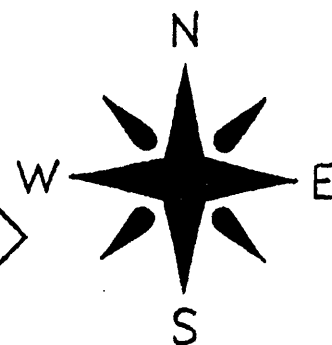
**\*\*\*ALL TIMES ARE APPROXIMATE AND MAY VARY**

DETENTION\ADMINISTRATION SECTION 1  
FURNITURE PLAN

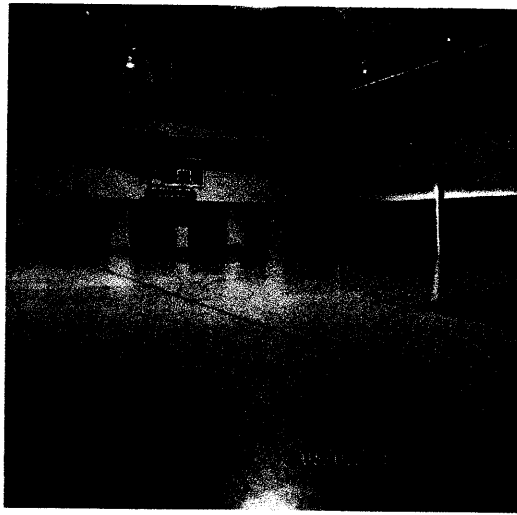
SCALE: 1/8" = 1' 0"

NORTH

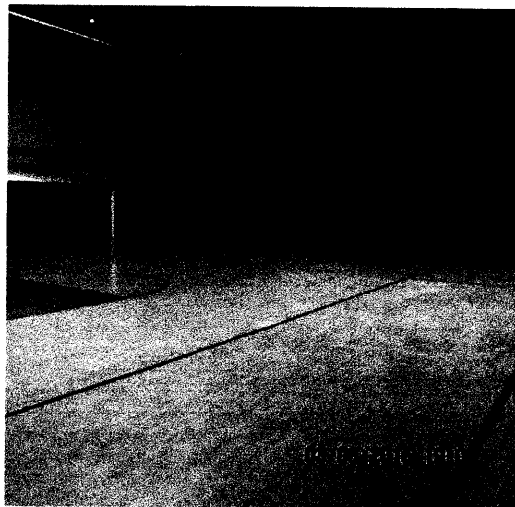




Gymnasium Pic 1



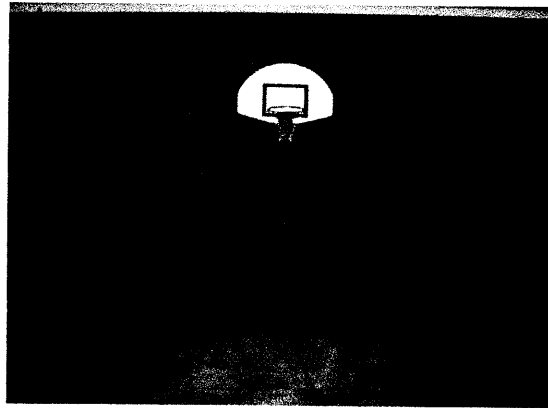
Gymnasium Pic 2





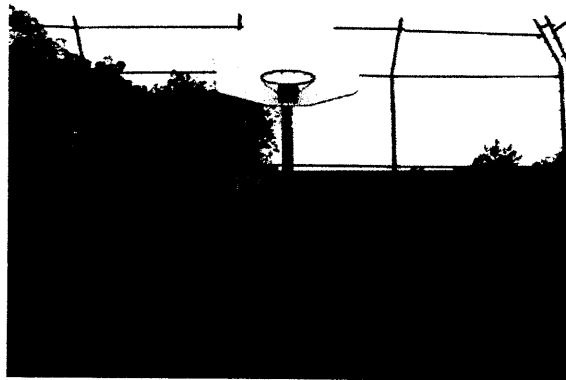
Outside West Recreation Area

9.30.2014



Outside East Recreation Area

9.30.2014



## **Log Book Detail**

### **Secure Detention Log Book**

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Log date/time: 3/4/2015 3:34:20 PM

NOTES: 6r/4s to the gym  
resident cole stays on the West unit due to no rec

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Added by Jared Privett on 3/4/2015 3:34:20 PM - Last updated by Jared Privett on 3/4/2015 4:04:11 PM

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## **Log Book Detail**

### **Secure Detention Log Book**

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Log date/time: 3/4/2015 5:29:25 PM

Notes: Sup. Zion on the North East with resident Hernandez; 6r/4s return from gym

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Added by Jared Privett on 3/4/2015 5:29:25 PM - Last updated by Jared Privett on 3/6/2015 7:22:50 PM

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