

DETENTION STANDARDS – COMPLIANCE COVERSHEET

Security	
<p><u>Standard</u> <u>8-3-3</u> MANDATORY</p>	<p>(a) Written policy, procedure, and practice provide that there is a manual containing all emergency preparedness policies and procedures to ensure the facility's security, with detailed instructions for implementing these procedures. Such situations may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> (1) Severe weather. (2) Natural disasters. (3) Escapes. (4) Riots. (5) Hunger strikes. (6) Disturbances. (7) The taking of hostages. <p>(b) The plan covers the following:</p> <ul style="list-style-type: none"> (1) The identification of key personnel and their specific responsibilities during an emergency or disaster situation. (2) Mutual aid agreements with other agencies or departments. (3) Transportation to predetermined evacuation sites. (4) Notification to families. (5) Any special arrangements necessary for youth with disabilities. (6) Immediate release of youth from locked areas in case of an emergency, with clearly delineated responsibilities for unlocking doors. <p>(c) All facility staff are trained in the implementation of the written emergency plans.</p> <p>(d) The emergency manual is available to all staff, and staff is required to review the manual at least annually. The emergency manual is reviewed at least annually and updated, when necessary.</p> <p>(e) A critical incident report shall be completed for all emergency response incidents.</p> <p>(f) This is a mandatory standard.</p> <p><i>Comment 1: Centers should coordinate with emergency response procedures with other agencies housed in the same location, such as the courts or probation.</i></p> <p><i>Comment 2: Emergency preparedness policies and procedures should support the emergency evacuation plans outlined in the fire evacuation policies, located in the Safety Section of these standards.</i></p> <p><i>Comment 3: The manual contains information on physical plant inspection, juvenile counts, chemical agent control, contraband, key control, tool and equipment control, as well as emergency procedures. The plans should designate the personnel who are to implement the procedures; when and which authorities and media should be notified; how the problem should be contained; and the procedures to be followed after the incident is quelled.</i></p>

DETENTION STANDARDS – COMPLIANCE COVERSHEET

<u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u>	<p>Title, page number, and section of <u>Policy</u> demonstrating standard compliance: Policy 10.3, 9.14</p> <p>Title, page number, and section of <u>Procedure</u> demonstrating standard compliance: Procedure</p> <p>Title of document demonstrating <u>Proof of Practice</u>: <i>(Suggested document(s): Statute or Articles of Incorporation; Certificate of Existence)</i></p> <p>1. Emergency Manual 2. Emergency Manual Memo 3. Training Records 4. Incident Reports</p>
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SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <div>2015</div> </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached) </div>	<p>Auditor Signature and Date:</p> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <div style="margin-top: 10px;"> <input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable </div>
<p>NOTES:</p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	

POLICY NUMBER	PAGE	RELATED STANDARDS
10.3	1 of 5	ACA 3B-10-12 IND 8-4-32; 8-4-33; 8-5-3

CHAPTER 10	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
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Safety and Emergency Policies

SUBJECT

Facility Emergency Plans

POLICY

Specific procedures to be followed in emergency situations shall be made available to all staff through an emergency manual. They shall be reviewed and updated at least annually and sent to appropriate local authorities. All staff shall be trained in emergency procedures. The emergency plans shall be conspicuously posted in the facility showing graphically how to evacuate each area of the facility.

PROCEDURES

Security

Every effort shall be made by all staff on duty to prevent escapes during an emergency; however, safety of the juvenile shall take precedence over the matter of security.

Evacuation Procedures

The Director of Detention shall ensure the existence of emergency evacuation plans. The evacuation plan shall include the route of evacuation and the subsequent disposition and housing of the juveniles as well as provisions for the immediate release of juveniles from locked areas. Also included are provisions for medical care and emergency transportation for injured juveniles and staff. The plans should provide evacuation plans for visiting areas and areas accessible to visitors that clearly indicate primary and secondary exits. There shall be a notification procedure for contacting additional law enforcement personnel for assistance.

Authority and Responsibility During and Emergency

During an emergency situation, the Director of Detention or highest ranking staff member on duty shall have absolute and total authority for decisions made affecting the facility, the emergency, and security of the premises.

Emergency-Related Duties for Administrative Office

When notified of an emergency, staff shall notify the affected areas, if necessary, to begin evacuation procedures. This notification shall consist of both telephone instructions to the Supervisor, when possible, and verbal instructions via the public address system. Staff shall advise all radio units of the emergency situation directing available staff to proceed to the affected area.

All emergency keys shall be made available to authorized staff immediately upon notification of the emergency. All staff on the emergency notification log and the medical section must be alerted. An accurate record of all notifications and times pertaining to the emergency shall be kept in the emergency log.

Emergency-Related Duties of Physical Plant Staff

Maintenance staff shall be notified and placed on stand-by to perform any necessary emergency repair work.

Emergency Review

The Detention Director shall review the emergency plan as specified in this document annually and revise and update if necessary.

Severe Weather (Tornadoes, Hurricanes, Earthquakes, Floods)

All staff shall be familiar with the alarm and warning signals used to alert the population. A battery-powered radio with weather station shall be operable at all times.

Juveniles shall not be allowed outside the facility if threatening weather conditions are present. In severe thunder and electrical storms, juveniles should stay away from windows and should refrain from using plumbing, telephones, and electrical appliances.

Weather Watch

A weather watch means that a certain weather condition may develop. All staff should be notified of the impending weather conditions. Emergency shelters should be checked to ensure that they are in the proper condition, and one telephone line should remain open at all times to receive emergency calls.

Weather Warning

A weather warning means that a certain weather condition has developed and will probably affect those stated in the weather bulletin. The Director of Detention or highest ranking staff member shall determine whether the juveniles need to move to emergency shelter, and if necessary, move the juveniles to the emergency shelter. Staff should take a head count to ensure that all juveniles are accounted for. Staff should have flashlights and carry portable radios to keep informed of changes in the weather conditions. Staff and juveniles shall remain at the emergency shelter until the Director of Detention or highest-ranking staff member has determined that it is safe to return, based upon weather bulletins.

Gas Leak/Power Failure

Any odor of gas should be investigated, and strong odors of gas or gas leaks will mean the immediate evacuation of the facility and contacting the gas company and/or the fire department. No one will re-enter the facility until the gas company or fire department personnel give the all-clear.

Emergency lights will come on if power fails, but additional flashlights will be kept in the facility for added emergency lighting. Any power failure should be reported to the gas and electric companies. If a power outage is to be prolonged, arrangements will need to be made to take care of juveniles and perishable foods until power is restored.

Bomb Threats

When receiving a bomb threat over the phone, remain calm at all times and log all information thoroughly in the logbook. Try to keep the caller on the phone as long as possible by prolonging the conversation and asking questions regarding the bomb: **location, when it is to go off, physical description, and projected magnitude of explosion.** Ask the caller his or her name and why he/she wants to plant the bomb. **When the caller stops talking, do not hang up.** When the receiver is not hung up, the caller is kept on the phone longer, and the possibility of tracing the call is greater. Notify the administrative officer or designee and the police. Evacuate the building immediately. The search for the bomb is to be conducted by the police or under their direction. Do not touch any lights, switches, mail, or packages. Search areas described by the caller first. Report any suspicious item to the bomb squad.

Emergency Medical Care

In the event a juvenile or staff member requires medical care, the following steps shall be taken:

- Determine the nature of the injury or illness with as much detail as possible.
- Notify appropriate medical personnel or emergency medical ambulance services, depending on the nature and extent of the illness or injury. The phone number of the fire department shall be conspicuously posted near each phone.
- If the juvenile or staff member can be moved, he or she shall be assisted to the appropriate medical services for diagnosis/treatment.
- If the juvenile/staff member cannot be moved, the emergency medical ambulance service will be called
- In a minor emergency, the Director or designee shall be notified and will arrange transport of the juvenile or staff member in a facility vehicle or personal vehicle
- The Director should be notified (verbally) immediately of the juvenile's injury/illness and a report of the incident shall be written within twenty-four hours of the incident

Death, Homicide, Suicide

If a death, homicide, and/or suicide occurs, notify the Asst/Director immediately. Directions for further actions and investigations will be determined by notification procedures outlined in Chapter 15.5.

Emergency Plans Training

Familiarity with emergency plans and the procedures to be followed in the event of an emergency shall be included in the orientation process for all new staff. Provisions for follow-up and supplemental training shall be conducted on an annual basis.

Other Facility Emergencies

Other emergency situations that would not normally involve evacuation of the premises are addressed in appropriate sections of the policy and procedures manual. Situations that pose a threat to the security and control of the facility can be found in Chapter 9.

In the event of a total power outage (whereby our generator fails for an extended period) and all telephone communication (including lobby or pay phones) with emergency services (police, fire, ambulance) is disrupted, the highest ranking detention supervisor is authorized to transmit on S.B.P.D. channel three (3) for life threatening emergencies only.

The Detention Supervisor has access to the hand held radio (white with black numbers 911) in the southeast corner of the Detention Administration office. This is the only intended use for this radio; do not use it for daily operation.

Radio Procedures:

1. Ensure channel selector is set to channel 3
2. Turn radio on
3. Ensure you don't "cover" existing transmissions, wait your turn, speak clearly "South Bend radio, Juvenile Justice Center, calling for....."
4. Keep transmissions brief

Annual Review

This policy shall be reviewed at least annually and reviewed as necessary.

ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER

Building Services Request

Damage and Repair Report

Date: _____ Time: _____ a.m/p.m.

Location: _____

Request: _____

Department: _____

Damage Incurred: _____ Damage: Accidental/Deliberate

Who Created Damage: _____

Reporting Staff Member: _____

Cost Of Repair: _____

Nature of Repair: _____

Building Supervisor: _____

Outside Source: Yes/No, Who: _____

7-3-98	8-31-98	9-1-05	
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-10-15	S. Coleman

POLICY NUMBER	PAGE	RELATED STANDARDS
9.14	1 of 4	ACA 3B-07, 11, 13 IND 8-4-32; 8-5-3

CHAPTER 9	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
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Security and Control

SUBJECT

Facility Security Threats

POLICY

Specific procedures to be followed in emergency situations that pose a threat to the security and control of the facility shall be written and made available to appropriate staff by the Director. These procedures shall be reviewed and updated at least annually.

PROCEDURES

Security Threat Plans Development

The Director shall develop specific plans for situations that threaten the security and control of the facility including escapes, riots and hostage incidents.

Emergency Communications

The emergency communication center staff in Control Room 1 provide primary communications by telephone and secondary communications by radio, intercom, and walkie-talkies to:

1. The staff member in control at the scene
2. Security staff at the main entrance via Control Room radio relay
3. Staff on perimeter patrols
4. Staff on stand-by
5. Local police

The public address system also shall be available for use in emergency situations.

Disturbance or Riot Control

The Supervisor shall notify the Asst./Detention Director as soon as possible of any incident of group destructiveness in an open program area. Staff on hand should be mobilized, functions of various staff should be defined, and extra assistance should be obtained. If necessary, the Supervisor should call the local police department.

Staff should remove non-participating juveniles from the area and separate members of the group. Most groups can actually be rendered ineffective by neutralizing the leaders/instigators of the disruptive actions.

When control is regained, key juveniles should be isolated and confined. Programs should be restored for other juveniles and any damage should be cleared away. Designated persons shall counsel both the participants and non-participants as necessary. All participating staff shall write a factual account of the occurrence for inclusion in the incident report to the Director.

The Asst./Detention Director or the Supervisor shall mobilize as much extra assistance as is needed and define each staff member's role in attempt to control destructive behavior in living areas. Non-participating juveniles may be moved into sections away from the area and supervised by staff.

Staff should confine participating juveniles to their rooms. Should physical force be necessary, more than one staff member should be present. Staff should remove towels, bedding, mattresses, nightwear, shoes, books, toilet paper, and soap. The juvenile may assist in clearing up any damage, if possible; if not, staff should proceed to clear it. The senior staff member shall write the incident report for the Director.

Sit-Down Strikes

The Asst./Detention Director or Supervisor shall mobilize and define the functions of the staff in response to a sit-down strike. The group should be divided and the leader or leaders isolated. Staff should talk to group leaders to determine reasons for the strike and initiate resolution procedures.

Hunger Strikes

In the event of a hunger strike, juvenile careworkers shall offer food at each meal to the juvenile, make a note in the logbook of the juvenile's response, and notify the Probation Officer as soon as possible.

Hostages

NO trades will be made to secure the freedom of hostages. If a staff member has been taken hostage, there is NO risk that the juveniles may have a complete set of keys to take over the facility.

If a staff member is taken hostage, he/she should do nothing that will excite the juveniles. As soon as another staff member becomes aware of the situation, he/she should notify the control center. The following areas should be secured:

1. Recreation and delivery doors
2. Main corridor doors (slider) will remain secure except for Detention staff movement
3. The administrative office

These areas can be secured from the inside, and juveniles will not have keys or access to these doors. The complete hostage plan shall be available to Supervisors only. Confidential sections shall be made available to designated staff.

Escapes

In the event a juvenile attempts to escape from the facility, every reasonable effort should be made to regain custody while the juvenile is on the grounds of the facility. Staff should not engage in acts that could endanger the safety or well being of the juvenile, themselves, or other staff. The staff member discovering the escape should activate the alarm and notify the Control Room 1 and the Supervisor of all known information, such as the name and description of the juvenile and the location he/she was last seen.

The Supervisor will:

1. Secure the area
2. Secure and maintain control of other juveniles
3. Notify Security and Residential sections
4. Direct staff in the pursuit of the escaping juvenile
5. Order a grounds and perimeter search
6. Notify the local police department
7. Alert the medical staff to be on stand-by in the event of any injuries

Apprehension

Juveniles shall be apprehended in a manner that presents the least amount of risk of injury to both the juvenile and staff. Only the amount of force or restraint that is necessary to complete the apprehension shall be used. Handcuffs may be applied. Once the juvenile is under control, he/she will be returned to the facility and placed on room restriction until the incident and reports are reviewed by the Asst./Detention Director.

Follow-up

The Supervisor will notify the Security Director, police, the Director, the juvenile's parents/guardians and the juvenile's probation officer once the juvenile has been apprehended. All staff involved in the escape activities will prepare a report about the incident to be forwarded to the Director and a copy placed in the juvenile's file. A meeting will be held to determine the facts and complete an analysis of the escape.

Attempted Suicide (Not Suicide "Gestures")

On discovery of an attempted suicide of a juvenile, the following actions will be taken by the Detention Officer:

1. If the juvenile is hanging, he/she should immediately be cut down to allow breathing
2. If the juvenile has sustained noticeable injury or shows symptoms of having swallowed a poisonous substance, first aid should be administered immediately
3. The medical staff should be notified as soon as possible
4. If a self-inflicted injury is of such a serious nature that the life of the juvenile is in danger, an ambulance should be requested immediately by calling 8-911
5. If the juvenile can be moved without imperiling his/her life/injury further, he/she should be moved to a private room and made as comfortable as possible
6. The juvenile should be kept under constant and close observation pending arrival of the medical staff or ambulance
7. If the juvenile cannot be moved, he/she should be made as comfortable as possible

8. Any other juveniles should be moved out of the immediate area
9. All recommendations of the medical staff will be complied with
10. The Director, a Mental Health Counselor will notify the juvenile's parents or guardians, and the juvenile's probation officer should be notified as soon as possible

Regardless of the seriousness of the attempt, including cases where a juvenile is discovered making the arrangements for a suicide attempt, the facility medical staff and a Mental Health Counselor notified as soon as possible. If conditions are such that the Detention Officer is unable to do this within a reasonable length of time, another staff member should do so.

4-28-98	5-29-98	9-1-05	
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-10-15	S. Coleman

Memo

From: Sean R. Coleman, Detention Director

Date: February 28, 2015

Re: 8-5-3 Emergency Preparedness

In regards to IDOC Standard 8-5-3, The Detention SOP Manual is accessible in the Intake, Control, and all the Pods through our internal server. This will provides staff with easy access to the manual from any computer in Detention. **Chapters 9 and 10 pertain to our Safety and Security Policies in the event of an emergency.**

The Detention SOP is accessed by clicking on the SOP icon on the desktop of the computer. By selecting this staff are able to see each chapter in the SOP. There is also a link for the Table of Contents.

This manual will be updated as needed, but at least annually to the server.



Sean R. Coleman
Detention Director

STAFF NAME	TRAINING PROGRAM	DATE	INSTRUCTOR	RECERT	HOURS
ADAIR, BRETT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
ANDERSON, DERICK	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
CECIL, LINDSAY	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
CHAMBERLIN, MATTHEW	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
DALY, MICHAEL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
DUBOIS, JEFF	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
DUNCAN, MARIA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
GALLOWAY, BRIAN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
GOHEEN, ALYANNA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
HAILEY, BRANDON	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
HOWELL, DENNIS	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
JACKSON, MARVIN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
JONES, GEORGE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
KARLING, JUSTIN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
KENNEDY, SUSAN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
MACLEAN, CLARKE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
MAUPIN, KATIE	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
PALMER, MICHAEL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
PILARSKI, MELISSA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
RAPER, AMANDA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
RHODES, MATTHEW	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
ROSE, JEREMIAH	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
ROTH, SCOTT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SCHRIVER, SCOTT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4
SIERADSKI, TYLER	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SIMMS, HEATHER	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SMITH, ROOSEVELT	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SOWERS, SHAWN	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014	NELSON		4
STOUDER, ERIKA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
SWAN, ADA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
TAYLOR, CLARISSA	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
VANGOEY, CAROL	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014	NELSON		4
WHITE, LARRY, R.	EMERGENCY, SAFETY, SECURITY PROCEDURES	9/26/2014	NELSON		4

ZILKE, JEFF
WILLIAMSON, JANICE

EMERGENCY, SAFETY, SECURITY PROCEDURES	9/24/2014
EMERGENCY, SAFETY, SECURITY PROCEDURES	9/22/2014

NELSON	4
NELSON	4

Thomas N. Frederick Juvenile Justice Center

Detention Officer Orientation Checklist

EACH STAFF MEMBER WILL INITIAL AND DATE AFTER EACH GUIDELINE HAS BEEN COMPLETED. THE TRAINER WILL ALSO INITIAL AND DATE AFTER THEY HAVE OBSERVED EACH ORIENTATION ACTIVITY. THE FOLLOWING CHECKLIST WILL BE COMPLETED AS YOU SERVE YOUR INITIAL 40 (FORTY) HOUR ORIENTATION TRAINING. WHEN NOT COMPLETING THE FOLLOWING OBJECTIVES, YOU WILL BE "ACTIVELY OBSERVING" WITHIN THE PODS WITH FULL-TIME STAFF AS ASSIGNED BY THE SHIFT SUPERVISOR.

Officer Name: Alayna Goheen

Date of Hire: 08/04/2014

Introduction	Employee Initial/Date	Trainer Initial/Date
Training Expectations	AG/08.04.14	AG 8/4/14
Tour	AG/08.04.14	AG 8/4/14
Time Cards	AG/08.04.14	AG 8/4/14
Telephone Usage	AG/08.04.14	AG 8/4/14
Basic Pod Rules	AG/08.04.14	AG 8/4/14
Equipment Deposit	AG/08.04.14	AG 8/4/14
Employee Manual (Viewed on Server or CD-Rom)	AG/08.04.14	AG 8/4/14
Introduction Test	AG/8.15.14	AG 8/15/14

Basic Overview	Employee Initial/Date	Trainer Initial/Date
Mission Statement	AG/8.4.14	AG 8/4/14
Code of Ethics	AG/8.4.14	AG 8/4/14
Confidentiality	AG/8.4.14	AG 8/4/14
Detention Dress Code	AG/8.4.14	AG 8/4/14
Comp/Mandatory Stay	AG/8.4.14	AG 8/4/14
Parking Lot Instructions	AG/8.4.14	AG 8/4/14
Shift Briefing	AG/8.4.14	AG 8/4/14
Discipline	AG/8.4.14	AG 8/4/14
Employee Evaluation	AG/8.4.14	AG 8/4/14
Call Off Procedure	AG/8.4.14	AG 8/4/14
S.O.P. (Viewed on Server)	AG/8.4.14	AG 8/4/14
Chain of Command	AG/8.4.14	AG 8/4/14
D.O., C.O., and Supervisor Job Descriptions	AG/8.4.14	AG 8/4/14
Professional Boundaries	AG/8.4.14	AG 8/4/14
Basic Overview Test	AG/8.15.14	AG 8/15/14

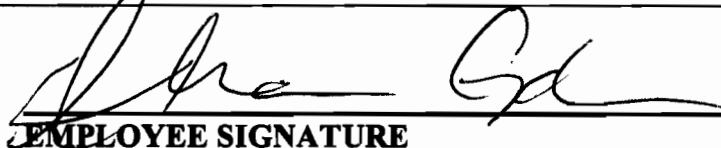
Detainee Behavior	Employee Initial/Date	Trainer Initial/Date
Chapter 11- Rules & Discipline/Chapter 12- Juvenile Rights	BS / 8.5.14	AN 8/5/14
Value Based Behavior Management (VBBM)	BS / 8.5.14	AN 8/5/14
Facilitating VBBM Groups	BS / 8.5.14	AN 8/5/14
Detention Handbook	BS / 8.5.14	AN 8/5/14
Dining Hall/ Visitation/ Recreation	BS / 8.5.14	AN 8/5/14
Education Pod	BS / 8.5.14	AN 8/5/14
Uniforms	BS / 8.5.14	AN 8/5/14
Detainee Behavior Test	BS / 8.15.14	AN 8/15/14

Safety/Security/Communication	Employee Initial/Date	Trainer Initial/Date
12 Basic Operation Policies and Procedures	BS / 8.6.14	AN 8/6/14
Chapter 10 – Emergency Procedures (Power Point)	BS / 8.6.14	AN 8/6/14
Chapter 9 – Security and Control/ Force Continuum (pwrpnt)	BS / 8.6.14	AN 8/6/14
Onsite Pod Training	BS / 8.6.14	AN 8/6/14
- Radio Usage (color codes, military call signs)	BS / 8.6.14	AN 8/6/14
- Duress Alarm System (Portable/Plunger)	BS / 8.6.14	AN 8/6/14
- Intercom and Paging Systems	BS / 8.6.14	AN 8/6/14
- Searches/Patdowns	BS / 8.6.14	AN 8/6/14
- Watchtours and Welfare Checks	BS / 8.6.14	AN 8/6/14
- Proper Staff Positioning (PSP)/ Supervision/ Breaks	BS / 8.6.14	AN 8/6/14
- Crisis Response Training	BS / 8.6.14	AN 8/6/14
Universal Precautions	BS / 8.6.14	AN 8/6/14
Suicide Prevention/Policy & Procedure (Chap. 15.5)	BS / 8.8.14	AN 8/8/14
Safety and Security Test	BS / 8.15.14	AN 8/15/14

Documentation	Employee Initial/Date	Trainer Initial/Date
Behavior Observation and Recording	BS / 8.8.14	AN 8/8/14
Log Books	BS / 8.8.14	AN 8/8/14
Incident Reports	BS / 8.8.14	AN 8/8/14
Military Time	BS / 8.8.14	AN 8/8/14
UDS Collection and Observation	BS / 8.8.14	AN 8/8/14
Detention Paperwork	BS / 8.8.14	AN 8/8/14
QUEST System/E-Mail	BS / 8.8.14	AN 8/8/14
Documentation Test	BS / 8.15.14	AN 8/15/14

Skills Training			Employee Initial/Date	Trainer Initial/Date
NCI- Nonviolent Crisis Intervention (CPI)			8/8.11.14	8/11/14
Aikido Control Training (A.C.T.)			8/8.15.14	8/15/14
CPR/AED/First Aid/Bloodborne Pathogen Training			8/8.12.14	8/12/14
Restraint Device Training			8/8.14.14	8/14/14
OC-10 Pepper Spray Training			8/8.14.14	8/14/14
Pod Orientation/Observation	Start Date	Comp Date	Employee Initial/Date	Trainer Initial/Date
	8.25.14	8/30/14		8/30/14

Exam	Employee Initial/Date	Trainer Initial/Date
S.O.P. Exam	8/8.15.14	8/15/14
S.O.P. Exam Score	158/160	



EMPLOYEE SIGNATURE

08/15/14
DATE



TRAINER SIGNATURE

8/15/14
DATE



D.O.D./A.D.O.D. SIGNATURE

8/15/14
DATE

Thomas N. Frederick Juvenile Justice Center

Detention Officer Orientation Checklist

EACH STAFF MEMBER WILL INITIAL AND DATE AFTER EACH GUIDELINE HAS BEEN COMPLETED. THE TRAINER WILL ALSO INITIAL AND DATE AFTER THEY HAVE OBSERVED EACH ORIENTATION ACTIVITY. THE FOLLOWING CHECKLIST WILL BE COMPLETED AS YOU SERVE YOUR INITIAL 40 (FORTY) HOUR ORIENTATION TRAINING. WHEN NOT COMPLETING THE FOLLOWING OBJECTIVES, YOU WILL BE "ACTIVELY OBSERVING" WITHIN THE PODS WITH FULL-TIME STAFF AS ASSIGNED BY THE SHIFT SUPERVISOR.

Officer Name: Joshua R Vale Date of Hire: 12/29/14

Introduction	Employee Initial/Date	Trainer Initial/Date
Training Expectations	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Tour	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Time Cards	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Telephone Usage	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Basic Pod Rules	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Equipment Deposit	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Employee Manual (Viewed on Server or CD-Rom)	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Introduction Test	<u>JR 1/9/15</u>	<u>SN 1/9/15</u>

Basic Overview	Employee Initial/Date	Trainer Initial/Date
Mission Statement	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Code of Ethics	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Confidentiality	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Detention Dress Code	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Comp/Mandatory Stay	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Parking Lot Instructions	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Shift Briefing	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Discipline	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Employee Evaluation	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Call Off Procedure	<u>JR 12/29</u>	<u>SN 12/29/14</u>
S.O.P. (Viewed on Server)	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Chain of Command	<u>JR 12/29</u>	<u>SN 12/29/14</u>
D.O., C.O., and Supervisor Job Descriptions	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Professional Boundaries	<u>JR 12/29</u>	<u>SN 12/29/14</u>
Basic Overview Test	<u>JR 1/9/15</u>	<u>SN 1/9/15</u>

Detainee Behavior	Employee Initial/Date	Trainer Initial/Date
Chapter 11- Rules & Discipline/Chapter 12- Juvenile Rights	EL 12/31	AN 12/31/14
Value Based Behavior Management (VBBM)	EL 12/31	AN 12/31/14
Facilitating VBBM Groups	AR 12/31	AN 12/31/14
Detention Handbook	AR 12/31	AN 12/31/14
Dining Hall/ Visitation/ Recreation	AV 12/31	AN 12/31/14
Education Pod	EL 12/31	AN 12/31/14
Uniforms	AR 12/31	AN 12/31/14
Detainee Behavior Test	AN 1/9/15	AN 1/9/15

Safety/Security/Communication	Employee Initial/Date	Trainer Initial/Date
12 Basic Operation Policies and Procedures	EL 1/5/15	AN 1/5/15
Chapter 10 – Emergency Procedures (Power Point)	AR 1/6/15	AN 1/6/15
Chapter 9 – Security and Control/ Force Continuum (pwrpnt)	AR 1/5/15	AN 1/5/15
Onsite Pod Training	AR 1/5/15	AN 1/5/15
- Radio Usage (color codes, military call signs)	AR 1/5/15	AN 1/5/15
- Duress Alarm System (Portable/Plunger)	AR 1-5-15	AN 1/5/15
- Intercom and Paging Systems	AR 1-5-15	AN 1/5/15
- Searches/Patdowns	AR 1-5-15	AN 1/5/15
- Watchtours and Welfare Checks	AR 1-5-15	AN 1/5/15
- Proper Staff Positioning (PSP)/ Supervision/ Breaks	AR 1-5-15	AN 1/5/15
- Crisis Response Training	AR 1-5-15	AN 1/5/15
Universal Precautions	AR 1-5-15	AN 1/6/15
Suicide Prevention/Policy & Procedure (Chap. 15.5)	EL 1/7/15	AN 1/7/15
Safety and Security Test	AN 1/9/15	AN 1/9/15

Documentation	Employee Initial/Date	Trainer Initial/Date
Behavior Observation and Recording	AR 1/6/15	AN 1/6/15
Log Books	AR 1/6/15	AN 1/6/15
Incident Reports	AR 1/6/15	AN 1/6/15
Military Time	AR 1/6/15	AN 1/6/15
UDS Collection and Observation	AR 1/6/15	AN 1/6/15
Detention Paperwork	AR 1/6/15	AN 1/6/15
QUEST System/E-Mail	AR 1/6/15	AN 1/6/15
Documentation Test	AN 1/9/15	AN 1/9/15

Skills Training			Employee Initial/Date	Trainer Initial/Date
NCI- Nonviolent Crisis Intervention (CPI) Verbal De-escalation			1/8/15	1/8/15
Aikido Control Training (A.C.T.)				
CPR/AED/First Aid/Bloodborne Pathogen Training			1/9/15	1/9/15
Restraint Device Training			1/7/15	1/7/15
OC-10 Pepper Spray Training			1/8/15	1/8/15
Pod Orientation/Observation	Start Date	Comp Date	Employee Initial/Date	Trainer Initial/Date
	1/12/15	1/19/15	1/9/15	1/19/15

Exam	Employee Initial/Date	Trainer Initial/Date
S.O.P. Exam	1/9/15	1/9/15
S.O.P. Exam Score	153/160	

EMPLOYEE SIGNATURE

DATE

TRAINER SIGNATURE

DATE

D.O.D./A.D.O.D. SIGNATURE

DATE

Memo

From: Sean R. Coleman, Detention Director

Date: February 28, 2015

Re: 8-5-3 Incident Report

In regards to IDOC Standard 8-5-3, ***There have been no Emergency Situations during this inspection period as of 2/28/15***



Sean R. Coleman
Detention Director