

DETENTION STANDARDS – COMPLIANCE COVERSHEET

<p><b>Standard</b> <b>8-4-30</b> <b>Mandatory</b></p>	<p>(a) Written policy, procedure, and practice provide that all flammable, toxic, and caustic materials are controlled, handled, labeled, and stored properly.</p> <p>(b) Staff and juveniles are trained in the proper use and safe handling of toxic and caustic materials as required by federal, state, and local safety codes.</p> <p>(c) The following are made available:  (1) Material Safety Data Sheets (MSDS); or  (2) Safety Data Sheets (SDS); and  (3) Personal protective equipment;  (4) Emergency spill kits; and  (5) Eyewash stations.</p> <p>(d) This is a mandatory standard.</p> <p><i>Comment: Whenever possible, toxic and caustic chemicals (especially those used in housing areas) should be replaced by a nontoxic or non-caustic alternative. Toxic and caustic chemicals should be inventoried, tracked, and their access/use by juveniles strictly controlled and supervised.</i></p>
<p><b>Documentation</b> <b>Demonstrating</b> <b>Compliance</b></p>	<p>Title, page number, and section of <b>Policy</b> demonstrating standard compliance with (a):  <u>Safety Standards/ Flammable, Toxic, and Caustic Materials/ Page 42</u></p> <p>Title, page number, and section of <b>Procedure</b> demonstrating standard compliance with (a):  <u>Safety Standards/ Flammable, Toxic, and Caustic Materials/ Pages 43-44</u></p> <p>Title of document demonstrating <b>Proof of Practice</b> with (a):  <i>(Suggested document(s): Flammable, Toxic, and Caustic Inventory/Issue log; Photographs; Inspection reports)</i>  <u>Photographs of SDS book locations, Photographs of SDS sheet locations, Weekly Safety and Sanitation Inspection</u></p> <p>Title of document demonstrating <b>Proof of Practice</b> with (b):  <i>(Suggested document(s): Staff and juvenile training records)</i>  <u>Staff and Juvenile Training Record</u></p> <p>Title of document demonstrating <b>Proof of Practice</b> with (c):  <i>(Suggested document(s): MSDS/SDS documentation; Photographs; Inventory list; Staff acknowledgement of safety equipment)</i>  <u>Photographs of SDS book and sheet locations, Staff training record</u></p>

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION

# DETENTION STANDARDS – COMPLIANCE COVERSHEET

<p>Staff Signature and Date:</p> <p><i>Stefan Ceter - Cullison 3/6/15</i></p> <p> <input checked="" type="checkbox"/> Compliance  <input type="checkbox"/> Non-Compliance  <input type="checkbox"/> Non-Applicable (justification attached)         </p>	<p>Auditor Signature and Date:</p> <hr/> <p> <input type="checkbox"/> Compliance  <input type="checkbox"/> Non-Compliance  <input type="checkbox"/> Non-Applicable         </p>
<p>NOTES:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	



Madison County  
Circuit Court, Div. 2

Section: Safety Standards  
Policy: Flammable, Toxic, and Caustic Materials; Mandatory  
Standard: 8-4-30  
Date: February 5, 2015  
Approved By: \_\_\_\_\_  
N. Gary Williams, Superintendent

Page | 1 of 3

## I. STANDARD:

- (a) Written policy, procedure, and practice provide that all flammable, toxic, and caustic materials are controlled, handled, labeled, and stored properly.
- (b) Staff and juveniles are trained in the proper use and safe handling of toxic and caustic materials as required by federal, state, and local safety codes.
- (c) The following are made available:
  - (1) Material Safety Data Sheets (MSDS); or
  - (2) Safety Data Sheets (SDS); and
  - (3) Personal protective equipment;
  - (4) Emergency spill kits; and
  - (5) Eyewash stations.
- (d) This is a mandatory standard.

Suggested document(s): Flammable, Toxic, and Caustic Inventory/Issue log;  
Photographs; Inspection reports; Staff and juvenile training records; Staff  
acknowledgement of safety equipment

## II. POLICY:

The Madison County Youth Center (MCYC) will ensure that all flammable, toxic, and caustic materials are controlled, handled, labeled, and stored properly according to required federal, state, and local safety codes.

MCYC staff and juveniles will be trained in the proper use and safe handling of toxic and caustic materials as required by federal, state and local safety codes.

## III. DEFINITIONS:

**Caustic Material:** A substance with the capability of destroying or eating away by chemical reaction.

**Toxic Material:** A substance with the capacity to, through chemical reaction or mixture, produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract, with toxicity dependent on the quantity of material or substance absorbed at the rate, method, and site of absorption.

**Flammable Material:**

**Flash Point:** A minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid.

**Flammable Liquid:** A substance having a flash point below 100 degrees Fahrenheit (37.8c) and classified as a Class I Liquid.

**Combustible Liquid:** A substance having a flash point at or above 100 degrees Fahrenheit and classified by flash point as a Class II, III, or III B Liquid.

**IV. PROCEDURE:**

- (a) Flammable, Toxic, and Caustic Materials: Prior to making any purchase, careful attention should be given to a product's label. Seemingly harmless items may be extremely hazardous under certain circumstances (i.e. polyurethane foam emits toxic fumes when burned.) Every effort should be made to replace a hazardous substance with one less hazardous in nature or less likely to be abused.

Some of the more commonly used items that require special handling and storage are:

- |                  |                    |  |
|------------------|--------------------|--|
| 1. Gasoline      | 5. Bleach          | 9. Pharmaceuticals                       |
| 2. Insecticides  | 6. Yeast           | 10. Paint thinners                       |
| 3. Anti-freeze   | 7. Explosives      | 11. Flammable and/or combustible liquids |
| 4. Caustic acids | 8. Cleaning fluids | 12. Other Poisonous Substances           |

Juveniles will not have access to or use of any item listed above, or any other material determined hazardous unless a staff member provides direct and constant supervision.

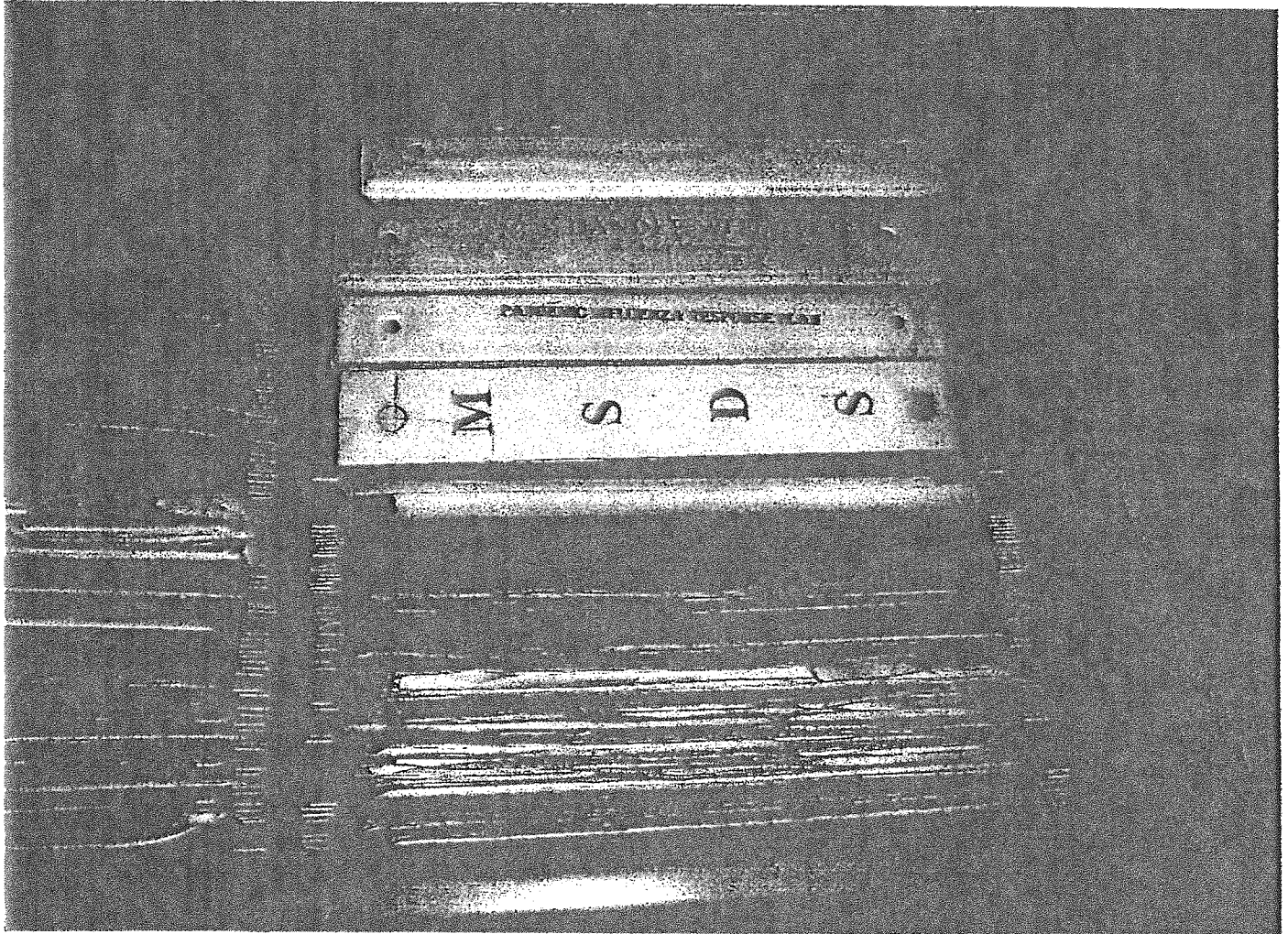
- (b) National Fire Protection Association (NFPA) requirements will be closely observed in the storage of flammable liquids. Copies of this document will be available in the office of the Inventory Control Manager.
- (1) Flammable liquids should be kept in covered, labeled containers when not in use.
  - (2) The quantity of flammable and combustible liquid that may be located outside of an inside storage room or storage cabinet will not exceed 120 gallons if all the liquid is in a single portable tank.
  - (3) Inside a building, flammable and combustible liquids will be drawn from or transferred into containers only through a closed piping system, i.e. from safety cans with an approved self-closing system.
  - (4) Poisonous material will be stored in securely constructed containers inside locked rooms, and available only to staff members authorized by the Inventory Control Manager

- (c) MCYC staff will be trained in the proper use and safe handling of toxic and caustic material as required by federal, state and local safety codes. This training will be conducted by the Anderson Fire Department annually. MCYC staff will train all juveniles on proper handling of toxic and/or caustic materials prior to use.
- (d) The Inventory Control Manager and the Properties Supervisor, or their designee, will assist in defining caustic, poisonous, flammable, or hazardous fluids, substances, or chemicals within the building or on the grounds.
- (e) Safety Data Sheets are located in the Secure Detention Control Room, Security Control Room, Small Laundry Room, Large Laundry Room, and on each cleaning cart.
- (f) Personal Protective equipment such as rubber gloves and face masks are available for use in the Secure Detention Control Room and Security Control Room.
- (g) Emergency spill kit is located in the Secure Detention Control Room.
- (h) Eyewash station is located in the Intake Area Restroom.

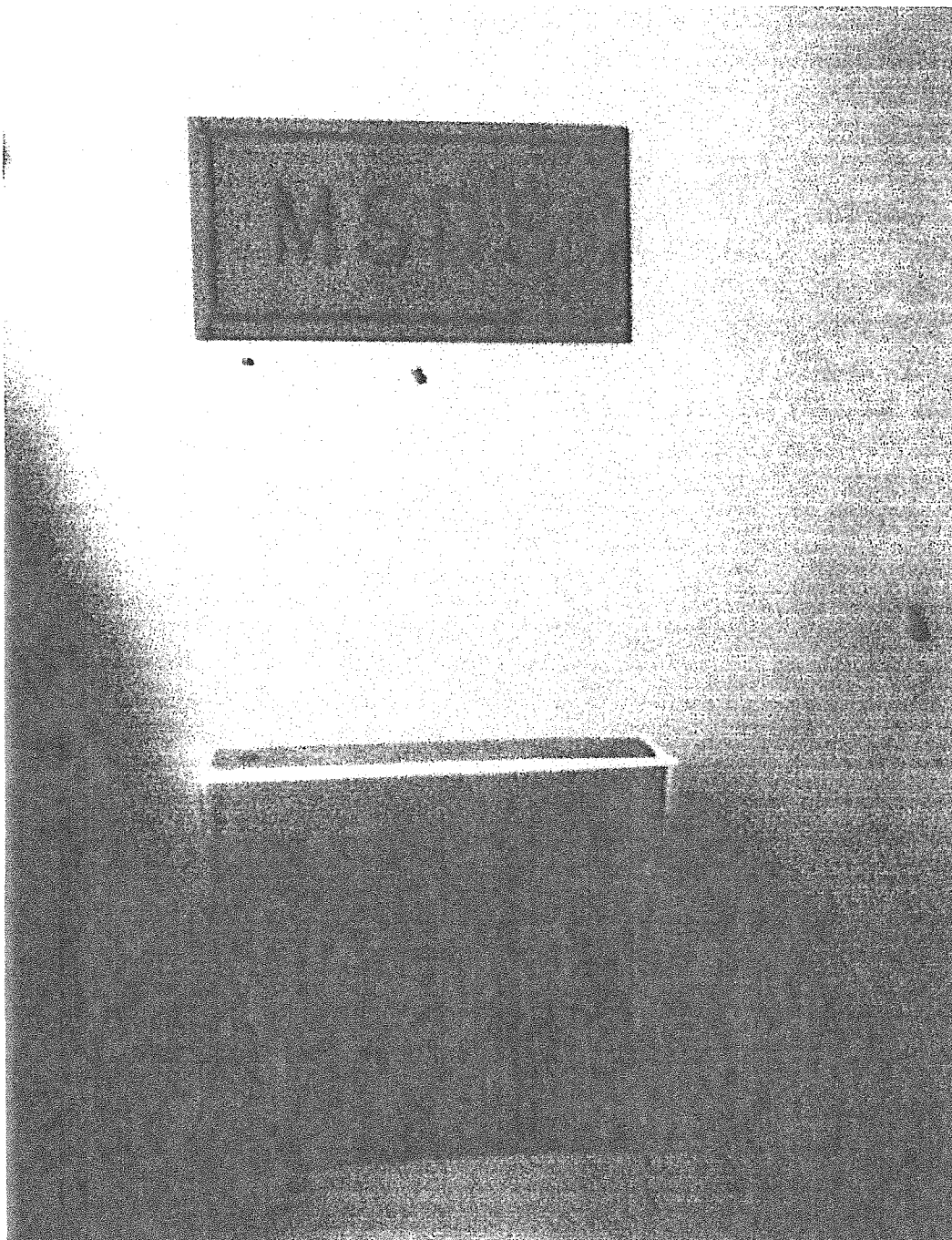
The Manager of Secure Detention and Security or designee will supervise fire and safety procedures. The Inventory Control Manager will oversee types and amounts of hazardous substances, note any discrepancies and concerns, and report to the Facility Administrator for appropriate action.

# MSDS Manual

## Secure Detention Control Booth



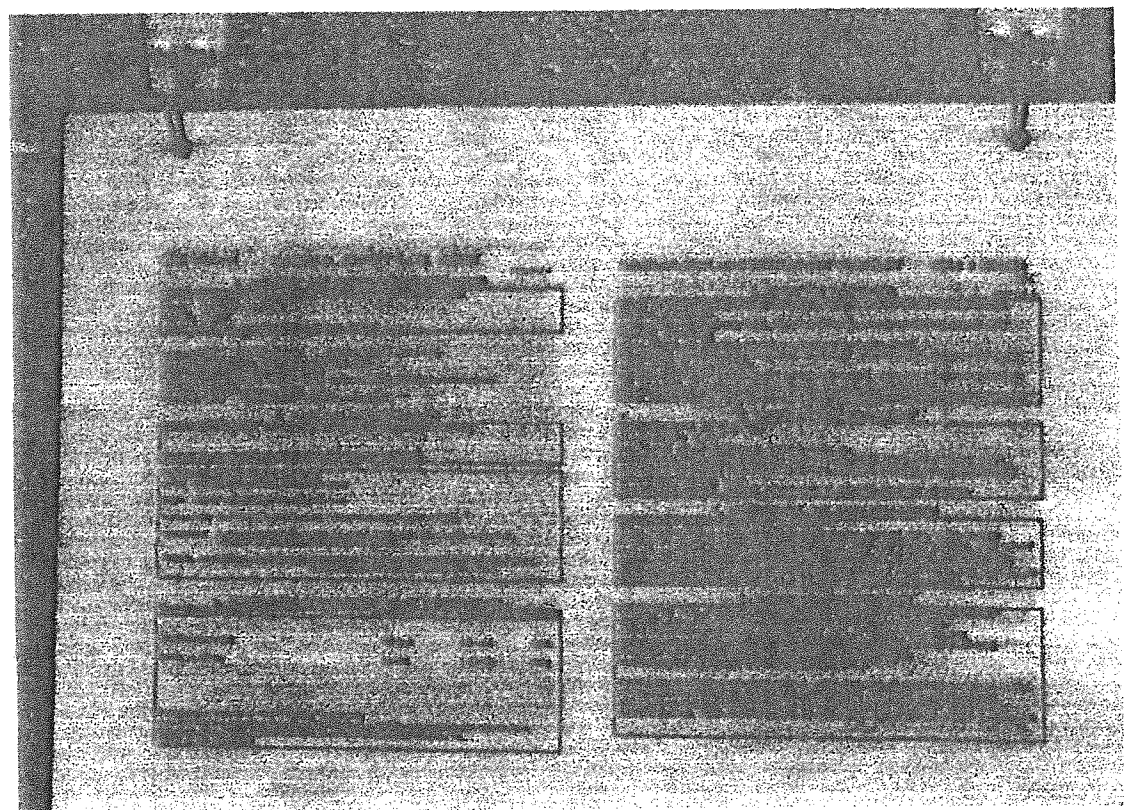
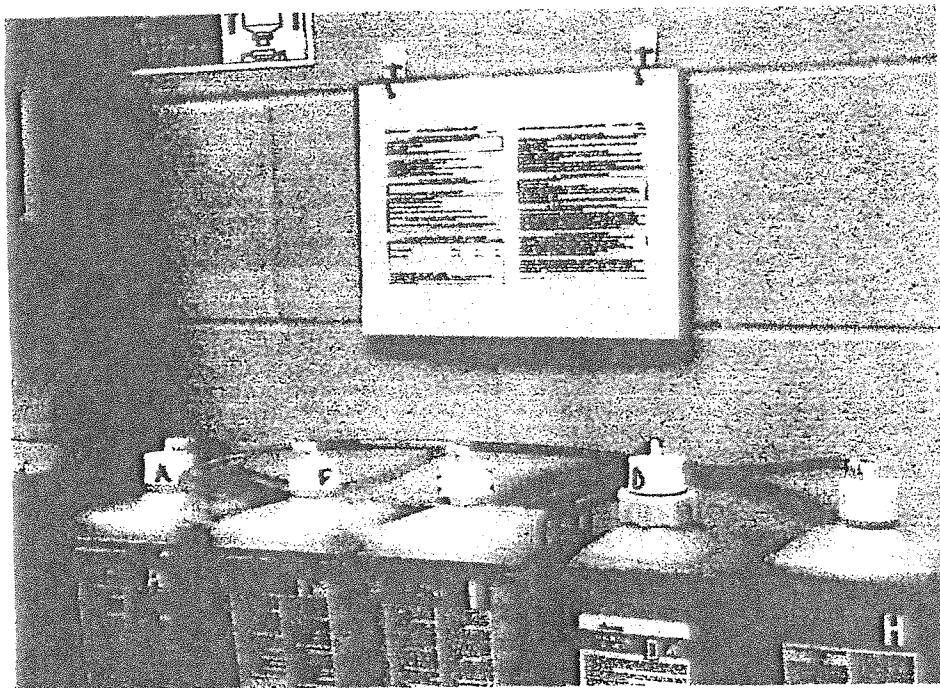
# Administration--Large Laundry Area MSDS





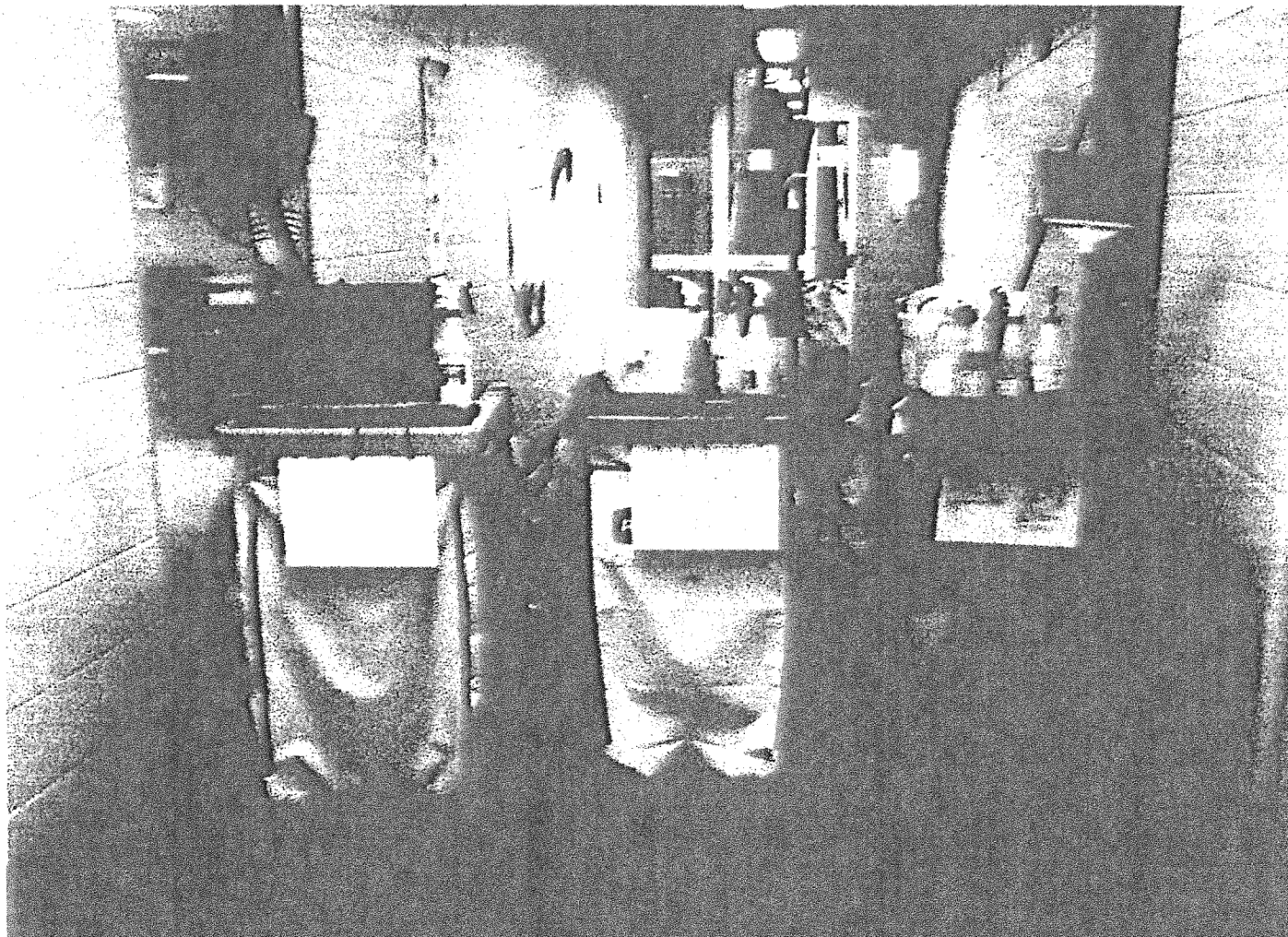
# Secure Detention Unit--Small Laundry Room

## MSDS Posted Information





# MSDS--Secure Detention Unit Cleaning Carts



MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION

COMPLETED 3/6/15

By: S. Murphy

West Unit

Day Room D237

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ☒ Other

Day Room Restroom D236

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

Shower Room D223

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

Shower Room D234

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

Room 224

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 225

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 227

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 228

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 230

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 231

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Room 232

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

(W) Room 233

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Quiet Room D221  
Hall D229

No issues found

LIGHT OUT  
TXT MAINTENANCE

MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION

North-West Unit

\_\_\_ Day Room D238

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ☒ Other

\_\_\_ Day Room Restroom D245

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

\_\_\_ Shower D244

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

\_\_\_ Room 239

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 240

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 241

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 242

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Hall D244A

*No Issues*

**MADISON COUNTY YOUTH CENTER**  
**WEEKLY SAFETY AND SANITATION INSPECTION**

**North Unit**

\_\_\_ Day Room D259

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ☒ Other

\_\_\_ Day Room Restroom D260

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

\_\_\_ Shower Room D248

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

\_\_\_ Shower Room D257

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other lock

\_\_\_ Room 249

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 250

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 251

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 252

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 253

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 254

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 255

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 256

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Quiet Room D246

Hall D259A

*NO ISSUES*

**MADISON COUNTY YOUTH CENTER**  
**WEEKLY SAFETY AND SANITATION INSPECTION**

**North-East Unit**

\_\_\_ Day Room D270

- ☒ ~~N/A~~ Water Fountain
- ☒ Lights
- ☒ ~~N/A~~ Telephone
- ☒ Door Lock
- ☒ Other

\_\_\_ Day Room Restroom D261

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

☒ Shower D268

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other Shower head  
limod up needs cleaned

\_\_\_ Room 263

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

☒ Room 264

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other Vent clogged

\_\_\_ Room 266

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 267

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Hall D262

☒ Vent clogged  
By emergency Exit Door

MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION

East Unit

\_\_\_ Day Room D286

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ☒ Other

\_\_\_ Day Room Restroom D288

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

\_\_\_ Shower Room D273

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

W Shower Room D285

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- W Other Lock

\_\_\_ Room 274

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 275

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 276

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights

Replaced Mattress Condition

- ☒ Door Lock
- ☒ Other

\_\_\_ Room 277

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 280

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 281

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_ Room 282

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

W Room 283

- ☒ Hot Water
- ☒ Cold Water
- W Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

Quiet Room D271

Hall D278A

W Outdoor Area D289 - lock need oiled.



**MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION**

**Male Holding Cells**

\_\_\_\_ Shower I312

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☒ Other

\_\_\_\_ Room 300

- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_\_ Room 298

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

\_\_\_\_ Room 299

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION

Female Holding Cell

Restroom I315

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Light
- ☒ Other
- ☒ Shower

Med Room I316

*NO ISSUES*

Room 311

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☒ Other

MADISON COUNTY YOUTH CENTER  
WEEKLY SAFETY AND SANITATION INSPECTION

Multi-Purpose Room

\_\_\_\_ Day Room D220 and D220A

- ☒ Lights
- ☒ Door Locks
- ☒ Other

\_\_\_\_ Restroom D220B

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Light
- ☒ Other

**MADISON COUNTY YOUTH CENTER**  
**WEEKLY SAFETY AND SANITATION INSPECTION**

**GYM**

✓ R212 EAST EXIT DOOR

✓ Door Locks

✓ R212A NORTH EXIT DOOR

✓ Door Locks

✓ R212B SOUTH EXIT DOOR

✓ Door Locks

✓ CLOSET R208

✓ Lights

✓ Locks

✓ Other

✓ CLOSET R211

✓ Lights

✓ Locks

✓ Other

✓ Girls Restroom R209

✓ Lights

✓ Other

**LEFT SINK**

✓ Hot Water

✓ Cold Water

✓ Water Pressure

**RIGHT SINK**

✓ Hot Water

✓ Cold Water

✓ Water Pressure

**LEFT TOILET**

✓ Toilet Flush

**RIGHT TOILET**

✓ Toilet Flush

✓ Girls Restroom R209 Cont.

**LEFT SHOWER STALL**

✓ Water Pressure

✓ Light

**RIGHT SHOWER STALL**

✓ Water Pressure

✓ Light

✓ Boys Restroom R210

✓ Lights

✓ Other

**LEFT SINK**

✓ Hot Water

✓ Cold Water

✓ Water Pressure

**RIGHT SINK**

✓ Hot Water

✓ Cold Water

✓ Water Pressure

**URINAL**

✓ Flush

**LEFT TOILET**

✓ Toilet Flush

**RIGHT TOILET**

✓ Toilet Flush

**LEFT SHOWER HEAD**

✓ Water Pressure

✓ Light

**RIGHT SHOWER HEAD**

✓ Water Pressure

✓ Light

Madison County Youth Center  
Secure Detention

Date: 3.4.15

Facilitator: Cato, Zion

Topic: Material Safety Data Sheets (MSDS)  
Safety Data Sheets,

Read + Sign Meeting Minutes

SECURE DETENTION STAFF	STAFF SIGNATURE
Bierworth, Jeff	Jeff Bierworth
Cates, Leshea	Leshea Cates
Daniels, Shonnie	Shonnie Daniels
Fuson, Adam	Adam Fuson
Gaskill, Jon	Jon Gaskill
Gillespie, Eric	Eric Gillespie
Heifner, Edie	Edie Heifner
Hiatt, Dillon	Dillon Hiatt
Keel, Ashley	Ashley Keel
Lee, Amy	Amy Lee
Leonard, Melissa	Melissa Leonard
Luzincourt, Rousseau	Rousseau Luzincourt
Macnamara-Ferguson, Krista	Krista Macnamara-Ferguson
Malone, Emily	Emily Malone
Michael, Jordan	Jordan Michael
Murphy, Pam	Pam Murphy
Murphy, Rubin	Rubin Murphy
Murphy, Shawn	Shawn Murphy
Peak, Mychal	Mychal Peak
Peebles, Priscilla	Priscilla Peebles
Privett, Jared	Jared Privett
Randell, Arnetta	Arnetta Randell
Zion, Linda	Linda Zion

Madison County Youth Center  
Secure Detention

Date: 2/19/15

Facilitator: L ZION

Topic: Proper Use & Safe handling of Toxic & Caustic materials  
(Guerilla)

PRINTED RESIDENT NAME	RESIDENT SIGNATURE
[Redacted]	[Redacted]
Christopher Agnew	Christopher Agnew
Shayne Skipper	Shayne Skipper
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
Waylon Watkins	Waylon Watkins
Shayne Skipper	Shayne Skipper
Taylor Hubbs	Taylor Hubbs
[Redacted]	[Redacted]
PRINTED STAFF NAME	STAFF SIGNATURE
Arnetta Randall	Arnetta B. Randall
Jordan Michael	[Redacted]
SHONNIE DANIELS	Shonnie Daniels