

# DETENTION STANDARDS – COMPLIANCE COVERSHEET

Security	
<u>Standard</u> <u>8-5-12</u>	<p>(a) Written policy, procedure, and practice provide a system to govern the control and distribution of all security equipment, including mechanical and chemical restraint equipment and supplies and radios.</p> <p>(b) Security equipment is stored in a secure but readily accessible location outside of the juvenile housing areas.</p> <p>(c) The accountability system provides for, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>(1) Restraint equipment is stored and issued in a manner that its location can be easily determined upon immediate notice.</li> <li>(2) A log is maintained to record each restraint device, including mechanical, chemical, and radios.</li> <li>(3) A log is maintained to record the name of the employee possessing the equipment.</li> <li>(4) The restraint logs are reviewed at least quarterly by a designated individual.</li> <li>(5) Restraint equipment is maintained in operable conditions or is removed from the inventory.</li> <li>(6) Corrective action is initiated, when necessary.</li> </ol> <p><i>Comment 1: When staff is permitted to use their own security equipment, this information is also included in the daily log.</i></p> <p><i>Comment 2: A written or electronic record detailing who receives restraint equipment and the equipment they receive is necessary to establish responsibility and accountability for its use.</i></p>
<u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u>	<p>Title, page number, and section of <b>Policy</b> demonstrating standard compliance with (a):</p> <hr/> <hr/> <p>Title, page number, and section of <b>Procedure</b> demonstrating standard compliance with (a):</p> <hr/> <hr/> <p>Title of document demonstrating <b>Proof of Practice</b> with (a) and (b):  <i>(Suggested document(s): Facility floor plan; Photograph of control area)</i></p> <hr/> <hr/> <p>Title of document demonstrating <b>Proof of Practice</b> with (a) and (c):  <i>(Suggested document(s): Photograph of shadow board feature; Inventory log; Restraint usage logs with daily inventory check-in and check-out records; Documentation of restraint log review for two consecutive quarters; Inspection records; Documentation of corrective action)</i></p> <hr/> <hr/>

# DETENTION STANDARDS – COMPLIANCE COVERSHEET

Standard 8-5-12 cont.	
SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
Staff Signature and Date:	Auditor Signature and Date:
<input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached)	<input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable
NOTES:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	



ALLEN SUPERIOR COURT – FAMILY RELATIONS DIVISION  
ALLEN COUNTY JUVENILE CENTER

## POLICY & PROCEDURE

SUBJECT: Security Equipment

NUMBER: 8-5-12

EFFECTIVE DATE: February 27, 2015

### POLICY:

- (a) The Allen County Juvenile Center provides a system to govern the control and distribution of all security equipment, including mechanical, chemical, restraint equipment, supplies and radios.
- (b) Security equipment is stored in a secure but readily accessible location outside of the juvenile housing areas.
- (c) The accountability system provides for, but is not limited to, the following:
  - (1) Restraint equipment is stored and issued in a manner that its location can be easily determined upon immediate notice.
  - (2) A log is maintained to record each restraint device, including mechanical, chemical, and radios.
  - (3) A log is maintained to record the name of the employee possessing the equipment.
  - (4) The restraint logs are reviewed at least quarterly by a designated individual.
  - (5) Restraint equipment is maintained in operable conditions or is removed from the inventory.
  - (6) Corrective action is initiated, when necessary.

### PROCEDURE:

- a) The distribution of all security equipment is logged into the Quest Case Management System (Quest) specific to each area of the building.
- b) All security equipment is stored in the Unit offices, Admissions, Central Control, or Shift Leaders' Office.
- c) The Allen County Juvenile Center provides accountability for the following:
  - (1) Restraint equipment is stored in the Unit Offices, Admissions, Central Control, or Shift Leaders' office for accessibility.
  - (2) All restraint equipment is logged into Quest specific to individual unit or office log book notes.
  - (3) Staff and equipment assignments are identified at the beginning and end of each shift and logged into the Quest log book notes.
  - (4) The Director of Training/Security or designee reviews all restraints weekly.
  - (5) At the beginning of each shift, staff inspects all equipment and reports/removes non-functioning equipment to the Shift Leader.
  - (6) Correction action is initiated, as needed.

*\*ACJC does not permit the use of personal security equipment.*

*\*ACJC does not permit the use of Chemical Agents.*

\_\_\_\_\_

Approved Date:

Approved Date:

Date/time	By	Notes
3/5/2015 6:07:06 AM	H. Curry	Admissions was informed of A-unit population. (22)
3/5/2015 6:01:50 AM	H. Curry	1st shift on duty. POPULATION #22. 5 KEYS, 6 BATTERIES, 3 RADIOS/CHARGERS, RESCUE TOOL W/CASE, FOB, & ALL CUFFS ARE PRESENT. Staffs [REDACTED] Henderson, S [REDACTED] ( [REDACTED] ) on duty.
3/5/2015 5:55:40 AM	V. Turner	3rd shift OFF duty, Population (#22) [REDACTED] 5 keys, 1 set of handcuffs, 1 rescue tool, 1 fob, 3 radios, 6 batteries, 3 chargers and 25 blue evacuation handcuffs

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(a)

(c)

(2)

(3)

(5)

Date/time	By	Notes
		physical count in their Log Book Notes. Please continue to document the "physical count" for 1st and 2nd shift.
3/5/2015 4:56:24 PM	K. Patterson	Per Diagnostic staff Keisha resident ( ) is a no roommate status.
3/5/2015 4:49:11 PM	K. Patterson	Staff Brown and Anderson back on unit with 6 residents from dinner.
3/5/2015 4:32 PM	K. Patterson	Staff Brown and Anderson off unit with 6 residents to dinner.
3/5/2015 4:25 PM	K. Patterson	Diagnostic staff Keisha on unit to speak with resident ( )
3/5/2015 4:24 PM	K. Patterson	Trays collected on A-Unit by staff Anderson.
3/5/2015 4:20 PM	K. Patterson	Resident (Rau) returned to unit from court.
3/5/2015 4:09:01 PM	T. Brown	The trays passed out on the unit by staff Patterson.
3/5/2015 3:09:17 PM	K. Patterson	Dinner trays ordered and submitted to Central Control as follows: DINNER Date: 03/05/15 10 Regular Trays 3 Finger Foods 0 NO NUTS 1 NO PORK 0 NO MUSHROOMS 0 no milk products/finger food 0 no strawberries 0 no crunchy or sticky food 1 STAFF TRAY Total trays: 15
3/5/2015 3:03:33 PM	K. Patterson	Staff Anderson off unit with 1 resident ( ) to interview room.
3/5/2015 3:00:55 PM	K. Patterson	Room Searches/Inspections completed on A102 side by staff Anderson and Patterson, nothing was found. Central Control was notified.
3/5/2015 2:44 PM	K. Patterson	Staff Beall off unit with 3 residents ( , Navarez, and Henry) for tutoring.
3/5/2015 2:42 PM	K. Patterson	Diagnostic staff Margaret off unit with 1 resident ( ) to diagnostic area.
3/5/2015 2:40 PM	K. Patterson	Staff Beall and J. Johnson back on unit with residents from school. All were searched before being secured in their rooms.
3/5/2015 2:31 PM	K. Patterson	Room Searches/Inspections started on A102 by staff Anderson. Central Control was notified.
3/5/2015 2:08:51 PM	D. Anderson	Population called in and confirmed by admissions.
3/5/2015 2:00:13 PM	D. Anderson	2nd Shift ON Duty: 5 keys, 3 radios, 3 chargers, 6 batteries, 1 rescue tool w/ case, 1 fob and 1 set of cuffs. Staff's reporting on duty: (Anderson and Patterson) POPULATION#22
3/5/2015 1:59:50 PM	H. Curry	1st shift off duty. POPULATION #22. 5 KEYS, 6 BATTERIES, 3 RADIOS/CHARGERS, RESCUE TOOL W/CASE, FOB, & ALL CUFFS ARE PRESENT.
3/5/2015 1:42:14 PM	H. Curry	2residents back on A-unit from tube testing with staff Beall.
3/5/2015 1:38:32 PM	H. Curry	

## ALLEN SUPERIOR COURT



## FAMILY RELATIONS DIVISION

JUDGE DANIEL G. HEATH  
JUDGE CHARLES F. PRATT  
MAGISTRATE LORI K. MORGAN  
MAGISTRATE THOMAS P. BOYER  
MAGISTRATE CAROLYN S. FOLEY  
MAGISTRATE DANIEL G. PAPPAS

ALLEN COUNTY JUVENILE CENTER

JAMIE L. MANN  
CHIEF OF PROBATION/SUPERINTENDENT

SHANE D. ARMSTRONG  
DIRECTOR OF DETENTION

*Allen County Juvenile Center  
Use of Mechanical or Physical Restraints  
Administrative Review Form*

Report/Incident Date: 2/27/15Resident (s) name: [REDACTED]Incident Time: 3:50 p.m.Incident Report Attached: ☒ Yes ☐ NoTime Administration notified of use of restraint being used: 4:00 ☐ a.m. ☒ p.m.

Length of Time in Restraints: ☒ PRT 1 min ☒ Handcuffs 4 mins ☐ Rest. Chair \_\_\_\_\_  
☐ Shackles \_\_\_\_\_ ☐ Other: \_\_\_\_\_

Staff Involved: Dorey Paige \_\_\_\_\_ (C)  
Jay Snyder \_\_\_\_\_ (4)  
Todd Starks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Rational for use of restraints:

Resident refused to comply with staff instructions after  
numerous warnings.

[Signature]  
Administrator's Signature

3/3/15  
Date

## Administrator's additional comments (if any):

Video confirms resident's misbehavior and staff appropriate  
action taken.

# ACJC DISCIPLINAR , REPORT RESTRAINT, INJURY and LEVEL C INFRACTION

NAME: J [REDACTED] UNIT: L INCIDENT DATE/TIME: 2/27/15 3:50 pm INCIDENT  
LOCATION: L-unit 102 side

## STAFF INVOLVED/STAFF WITNESSES:

[REDACTED] Dontaey Paige, Jay Snyder, Todd Starks

## RULE VIOLATION:

Excessive noise, Arguing, Following staff instructions, Touching of controls and/or equipment,  
Excessive/repetitive rule violations and Provoking, instigating, or participating in an altercation

## LENGTH OF TIME IN RESTRAINTS:

Physical Restraint: for 1 minute

TIME SUPERVISOR/ADMINISTRATOR NOTIFIED OF RESTRAINT: 4:00 pm

and Mechanical Restraint: for 4 minutes

TIME SUPERVISOR/ADMINISTRATOR NOTIFIED OF RESTRAINT: 4:00 pm

## CONFINEMENT:

Date Confinement Began: 2/27/15 Time Confinement Began: 3:54 pm

## MEDICAL STAFF NOTIFICATION:

TIME MEDICAL STAFF NOTIFIED OF RESTRAINT/INJURY: 3:54 pm

## MEDICAL:

Resident seen by medical Time: 3:55 pm Date: 2/27/15 Seen by: [REDACTED] Stapleton, RN

Resident Injury: Bloody lip

## DIAGNOSTIC:

N/A

## STATEMENT OF FACTS:

### STATEMENT OF FACTS DONTAEY PAIGE:

On the day of February 27, 2015 at approximately 3:50 pm resident [REDACTED] refused to follow staff instructions. I, staff, [REDACTED] ask resident [REDACTED] to leave the clothes alone on the L102 side that residents just rolled but he continue to not listen. After asking him more then twice to



leave them alone, I just put them inside the sally port. Once I did that resident [redacted] became more frustrated and started banging on the wall where the resident rules are posted disturbing others. I ask him over three times to stop and he said, "No put me in my room." I then called for his door L18. At this point he tried to run inside his room and shut the door without kicking his shoes or removing clothing due to him being on smock and blanket. I stopped the door from shutting and he ran out to grab the remote for the television and throw it onto the ground. At that moment to put him in a primary restraint technique where he continue to fight so I took him to the ground where he hit his lip making it bleed. I called for back up, staff J [redacted] Snyder arrived handcuffing resident [redacted]. Due to resident [redacted] being on smock and blanket, staff T [redacted] Starks, staff Snyder, and myself had to remove his clothing before securing him inside his room. Once all clothing was off, and handcuffs removed all staff exit the room. Nurse [redacted] was on L-unit to see resident [redacted]. No shift leader on duty. End of report.

#### STATEMENT OF FACTS BY STAFF TODD STARKS

On the day of February 27, 2015 at approximately 3:50 pm, I staff [redacted] Starks responded to a "back-up" call on L-unit on the L102 side. Upon arrival I observed staff [redacted] on the floor with resident [redacted] subdued in a primary restraint technique (PRT) hold. Handcuffs were then secured on resident [redacted] and he was escorted to his assigned room. After being placed on his bed, I assisted with removing the residents clothing, removed the cuffs and exited the room. The nurse on call responded appropriately and the residents door was secured.

#### STATEMENT OF FACTS BY STAFF JAY SNYDER

On the day of Friday February 27, 2015 at approximately 3:50 pm I, staff [redacted] Snyder responded to back-up call on L-unit where staff [redacted] Paige had resident [redacted] Alexander secured on the ground in a primary restraint technique (PRT) in the L102 dayroom. Upon arriving in the L102 dayroom I immediately secured handcuffs on resident [redacted] and escorted him to his room L18. Because [redacted] is on smock and blanket, staff Todd Starks, staff [redacted] and I removed his clothing. Resident [redacted] Alexander was screaming, "I'm telling my mom you're touching me." Staff [redacted] Starks, staff [redacted] and I continuously told resident [redacted] Alexander that no one was trying to hurt him and that he needed to stop fighting and kicking. Once all clothing and the handcuffs were removed all staff exited the room. Nurse [redacted] was on L-unit. Handcuffs removed at 3:54 pm. Report written.

#### STAFF DISCIPLINARY RECOMMENDATION:

Room Confinement: 3 days

#### REPORTING STAFF NAME(S) AND DATE/TIME: [redacted] 2/27/15 5:55 pm

[redacted] 2/27/15 4:40 pm

[redacted] 2/27/15 4:23 pm

#### SHIFT LEADER:

DOES RESIDENT(S) REQUEST A HEARING: No STAFF INITIALS: \_\_\_\_\_ JUVENILE INITIALS: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_ DATE HEARING WAS SCHEDULED: \_\_\_\_\_

DOES RESIDENT(S) CONSENT TO A HEARING WITHIN 24-HOURS OF INCIDENT? No

RESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*By signing this form, resident states that he/she was notified of scheduled hearing date.

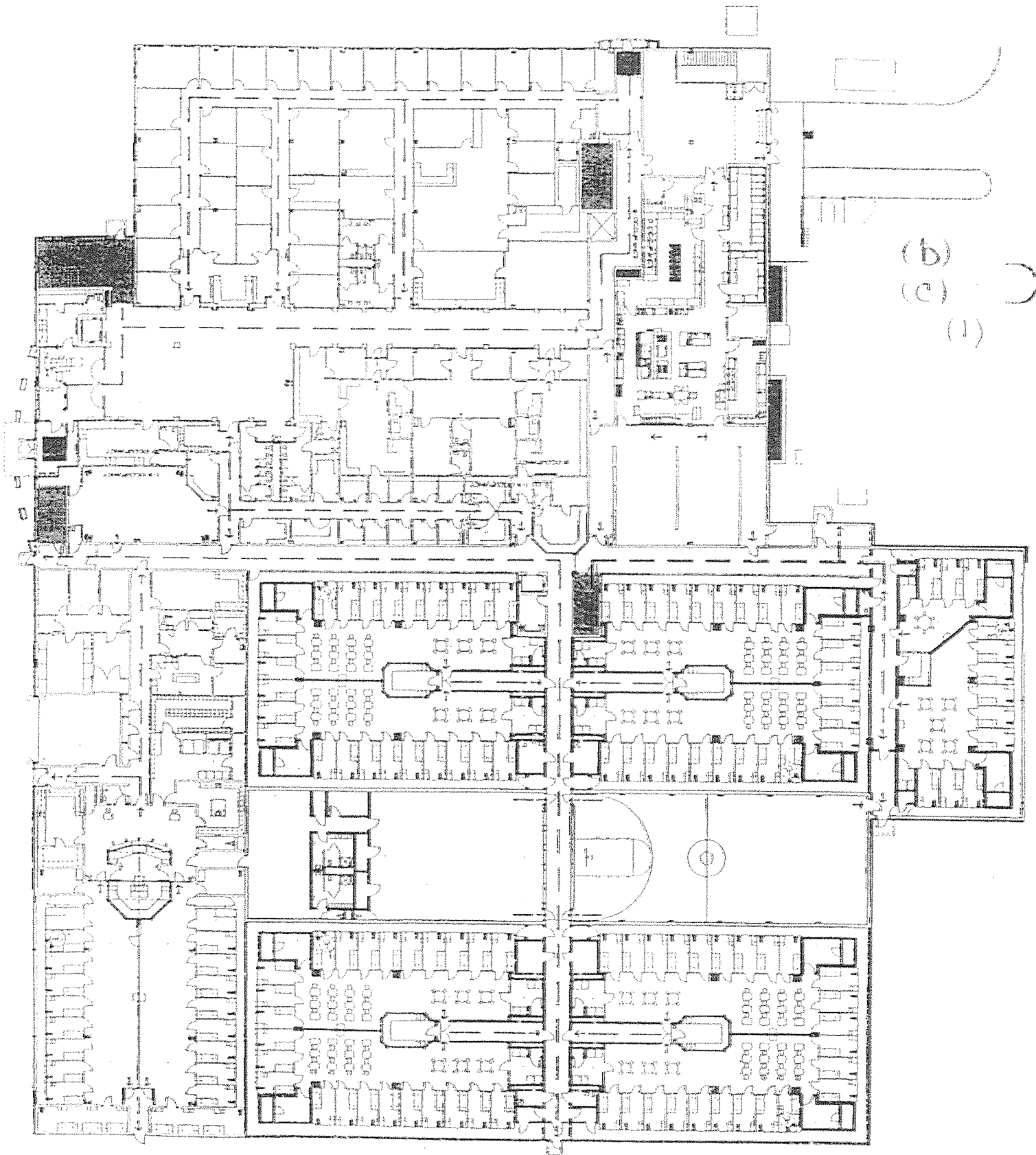
REVIEWED BY: [REDACTED] DATE/TIME: 2/28/15 5:30 am

DISCIPLINARY ACTION TAKEN: Up 3/2/15 - will review before confinement time end.

Hours of Confinement: 72 hours Confinement ends: 3-2-15 Time: 6:00 am

First Floor Rel. + Life Safety Plan

000 - 1-1



(1)  
(c)  
(g)

