

# **RHODE ISLAND TRAINING SCHOOL MANUAL**

**Division of Juvenile Correctional Services:  
Training School and Detention Center**



**STATE OF RHODE ISLAND  
DEPARTMENT OF CHILDREN, YOUTH AND  
FAMILIES**

**MAY, 2010**

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# Interstate Compact

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0005**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The State of Rhode Island is a member of the Interstate Compact on Juveniles. It is, therefore, necessary that the interstate movement of juveniles shall be arranged through the Office of the Interstate Compact Administrator.

## Related Procedure...

[Interstate Compact](#)

## Interstate Compact

**Procedure From Policy 1200.0005: [Interstate Compact](#)**

- A. General Guidelines - The Office of the Interstate Compact Administrator shall be utilized in cases in the following categories pursuant to the provisions of the Interstate Compact on Juveniles:
  1. To arrange for the return of juveniles charged with juvenile offenses to the requesting State.
  2. To arrange for the return of runaways to their home State.
  3. To arrange for the return of juvenile offender escapees and/or absconders to the State from which they have fled.
  4. To arrange for the out-of-state supervision of juvenile probationers in the custody of DCYF who may request or require placement or residency in another State.
- B. Application and Referral for Transfer to Another State
  1. The Unit Manager or Social Worker assigned to the juvenile's case shall ensure that Interstate Form IA (Application for Compact Services) and Form VI (Memorandum of Understanding and Waiver -Parolee or - Probationer) are completed and signed by the juvenile and a judge of the Family Court.
  2. The original and two copies of the properly completed forms are to be sent to the Compact Administrator and a copy of each form is to be given to the juvenile.
  3. Four copies of the juvenile's social history, any other pertinent data and a cover letter shall be forwarded to the Compact Administrator along with the above forms. It is important that all Family Court dispositions be included as well as information on any pending cases.
  4. It shall be the responsibility of the Compact Administrator to forward all of the required material to the proper States and, if the other State accepts supervision, travel arrangements shall be made by the Social Worker.
- C. Return of Juveniles to Other States
  1. In all cases of juvenile escapees, absconders, runaways, and fugitives from other States placed in the custody of the Administrator of the Training School, the Unit Manager or the Social Worker assigned to the juvenile shall inform the Compact Administrator of the presence of said juvenile, and shall provide the Compact Administrator with all of the pertinent information necessary for the Compact Administrator to effectuate the juvenile's return to the other State in accordance with the provisions of the General Laws of the State of Rhode Island and the Interstate Compact on Juveniles.
  2. The Compact Administrator shall make all the necessary arrangements for the juvenile's return through his office.

ACA 2-8041, 2-8405, 2-8406, 2-8407, 2-9036

# Legislative Correspondence, Visits, Tours

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0006**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy to maintain cooperative lines of communication with members of the Legislature by such means as telephone and written correspondence, interviews and visits to the facilities. It is necessary, however, for purposes of security as well as validity and accuracy of information that the Assistant Director is notified of all such communication regarding Division activities.

## Related Procedure...

[Legislative Correspondence, Visits, Tours](#)

## Legislative Correspondence, Visits, Tours

**Procedure From Policy 1200.0006: Legislative Correspondence, Visits, Tours**

- A. Telephone
  1. Employees who receive telephone calls from members of the Legislature are to inform such persons that administrative approval must be obtained prior to the fulfillment of any request or release of information.
  2. Employees receiving the telephone request shall take the caller's name, office of employment and telephone number and inform the individual that their call will be returned as soon as possible.
  3. The employee shall then contact the Administrator or the Administrator on-Call who will inform the Assistant Director and return the call.
- B. On-Site Visits
  1. Employees shall immediately notify the Administrator or the Administrator-on-Call of the awaiting visitor.
  2. The Administrator/Administrator-on-Call shall contact the Assistant Director and also direct employees in an appropriate manner.
- C. Mail
  1. Written correspondence received by any employee should be given to the Administrator.
  2. Administrator shall forward it to the Assistant Director for reply.

ACA 2-8010  
2-8023  
2-9023

# Tours

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0007**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Although tours of the facility may be educational for the community, the number of such visits will be strictly controlled for reasons of confidentiality and privacy.

## Related Procedure

[Tours](#)

## Tours

**Procedure From Policy 1200.0007: [Tours](#)**

- A. Requests for tours shall be made in writing to the Assistant Director.
- B. There shall be no tours of any of the facilities or the grounds unless permission is granted by the Assistant Director.
- C. Advance notice of approved tours will be given by the Assistant Director to the Administrator.
- D. The Administrator will inform the employees to alert them that special security procedures should be taken.
- E. Only employees authorized by the Administrator or the Assistant Director are allowed to conduct tours of the facility.
- F. Employees shall be courteous and respond to questions of visitors in an accurate manner.



# Extortion Conduct

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0019**

*Effective Date: January 1, 1988 Version: 1*

It is the policy of the Division that the Administrator shall investigate any extortion conduct reported at the institution by any employee or resident.

## Related Procedure...

[Extortion Conduct](#)

## Extortion Conduct

**Procedure From Policy 1200.0019: [Extortion Conduct](#)**

- A. Employees shall report to the Administrator any suspicion or knowledge of extortion.
- B. The Administrator shall investigate or cause to be investigated any such incidents where credible evidence is found.
- C. The Administrator shall report such incidents to the Assistant Director.
- D. The Assistant Director in turn will notify the Director.
- E. The Administrator shall report such incidents where other than hearsay evidence is developed to the State Police and/or Attorney General's Office to determine whether or not the evidence warrants the filing of a criminal complaint against the individual or individuals alleged to have been involved.
  1. In the case of residents, the aforementioned action will in no way preclude disciplinary action by the Institutional Disciplinary Committee.
  2. In the case of employees, the aforementioned action will in no way preclude normal action taken by the Administration in accordance with contract and administrative procedures relative to personnel disciplinary action.

ACA 2-8032  
2-8334  
2-9019  
2-9316

# Conflict of Interest

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0021**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

No employee may have any financial interest, directly or indirectly, in any business within the institution, Division, and/or the Department; nor shall any employee receive, directly or indirectly, any fee, commission from any person or corporation tendering or furnishing supplies to, or doing business with, the institution, Division and/or Department; nor shall any employee accept any fees or any form of payment from anyone having business with or at the institutional Division and/or Department or with any of the residents.

ACA 2-8032  
2-9019

# Contracts

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0024**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

To ensure proper administrative procedures, legal safeguards, uniform development and implementation of contracts, no contract for services shall be implemented without the approval of the Assistant Director. The Division has, therefore, devised a standard procedure to be used when contracting for services.

## Related Procedure

### [Contracts](#)

## Contracts

### **Procedure From Policy 1200.0024:** [Contracts](#)

- A. If services are to be contracted, the appropriate Administrator shall discuss the matter with the Assistant Director.
- B. The Administrator making the request should be prepared to discuss the following:
  1. Need for service;
  2. Cost analysis;
  3. Compliance with Merit System and Personnel Rules as well as collective bargaining agreements.
- C. If approved, the Assistant Director shall discuss the matter with the Division of Management and Budgeting for approval to proceed.
- D. A vendor to provide services should be selected via approved Department of Administration procedures, when applicable.
- E. The Assistant Director shall apprise the Fiscal Management Officer and Associate Director of Management and Budgeting of all necessary information.
- F. Once a vendor is selected, a contract should be drafted by the appropriate Administrator which should include at a minimum:
  1. The name and address of the vendor;
  2. The specific services to be provided;
  3. A time frame for the provision of those services;
  4. A beginning and ending date for the contract;
  5. The rate or amount of payment for the services;
  6. The method of payment to the vendor;
  7. A provision for early termination of the contract;
  8. A system of monitoring shall be in place prior to the signing of any contract;
  9. A system of auditing shall be in place prior to the signing of any contract.
- G. A Document Summary and Approval Routing (DCYF Form No. 014) must accompany all contracts. The following signatures are required on that form:
  1. Assistant Director of the Division of Juvenile Correctional Services;
  2. Legal Counsel for the Department;
  3. Associate Director of the Division of Management and Budgeting;
  4. The Director.

- H. On the last page of each contract, the following paragraph will be' included before any signatures are affixed: "This contract is not legally binding unless approved by the State Purchasing Agent or his/her designee".
- I. The only signatures on the contract are:
  - 1. The vendor's signature on the left side with a line for the date underneath the signature line;
  - 2. The signature of the Director of the Department for Children and Their Families on the right side with a line for the date beneath the signature line;
  - 3. The signature of the State Purchasing Agent or his/her designee in the center with a line for the date beneath the signature line.
- J. The Assistant Director shall return the contract, signed by the necessary parties, to the Fiscal Management Officer to prepare a Purchase Order
- K. The Administrator shall make copies of the contract and forward it to those individuals outlined in #9 above and the Fiscal Management Officer. A copy of the contract shall also be forwarded to the Legal Counsel and to the Associate Director of Management and Budgeting.
- L. The Division of Budget, Department of Administration, has final approval on all contracts.
- M. Once the contract is approved, the appropriate Administrator shall monitor the vendor for full compliance with contract requirements and report such to the Office of the Assistant Director via a written quarterly report.

ACA 2-8007 2-8016  
2-9009

# Weekly Attendance/Time Sheets

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0100**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

For the purpose of ensuring an orderly and efficient payroll process, and to provide a mechanism for employees to certify their work hours and exception hours, and assure prompt payment, time sheets must be signed by employees and approved by their supervisor.

## **Related Procedure...**

[Weekly attendance/time sheets](#)

## **Weekly Attendance/Time Sheets**

**Procedure From Policy 1200.0100: [Weekly Attendance/Time Sheets](#)**

- A. All employees must submit a signed, Individual Weekly Attendance Sheet (Form No. 030), including their social security number, for their supervisor's approval no later than 8:00 a.m. on Monday. When Monday is a holiday, the deadline is 8:00 a.m. on Sunday unless otherwise directed by Administration.
- B. An employee who submits a time sheet after the established deadlines shall be recorded as leave without pay. Corrections cannot be made in the employee's paycheck until the following pay period.
- C. The supervisor shall approve the time sheets and submit them to the Business Office by 9:30 a.m. on Monday.
- D. An employee's absence at the end of the week does not remove responsibility for submitting a time sheet.
- E. Employees shall complete time sheets in advance for planned vacations.
- F. If an employee is absent for a full week due to illness, a time sheet will be completed by a supervisor who may sign it and initial the employee's name.

ACA      2-8057

# Resident Accounts

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0101**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Residents are encouraged to open private bank accounts, through their Social Workers, where they may deposit wages or allowances.

## Related Procedure

[Resident Accounts](#)

## Resident Accounts

### Procedure From Policy 1200.0101: [Resident Accounts](#)

- A. Residents involved in off grounds or on grounds work programs may open an individual bank account at any of the local banks in Garden City.
- B. The resident also has the option to keep wages or allowances earned, moneys received at visits or in the mail and incentive pays in one of the local banks or in the Training School Student's Account Fund. The depositing of all moneys shall be facilitated by the resident's Social Worker or Unit Manager by giving the resident a receipt for the money prior to depositing it in the proper location.
- C. Records of all the Training School Student Account Funds will be maintained in the Business Office utilizing a "cash system".
- D. Bank accounts shall not carry the-name of any employee of the Department.
- E. In those cases where the resident has a savings account at one of the area banks, the bank book shall be in the safe in the Business Office.
- F. When a resident is discharged, he/she goes to the Business Office to withdraw any money which has been held for him/her in the Training School Student's Account Fund and/or to retrieve their savings account book.

ACA	2-8048	2-9043
	2-8059	2-9056
	2-9321	2-9384

# Student Benefit Account

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0102**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

A student Benefit Account has been established for the general benefit of the entire resident population.

## Related Procedure...

[Student Benefit Account](#)

## Student Benefit Account

**Procedure From Policy 1200.0102: [Student Benefit Account](#)**

- A. Money for the Student Benefit Account comes from the following sources:
  - 1. Donations from the general public;
  - 2. Profits from the vending machines;
  - 3. Donations for work done or products made by residents at the Youth Career Education Center.
  
- B. The money is deposited with the General Treasurer in the Rotary Fund.
  
- C. The purpose of this account is to provide funds for special activities such as:
  - 1. Admission fees for cultural, social, and recreational activities;
  - 2. Special meals;
  - 3. Lunches on field trips.
  
- D. The use of funds from this account shall be authorized by the Administrator or Assistant Director only.

ACA	2-8048	2-9043
	2-8059	2-9053
	2-9055	

# Incentive System - Points

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

## Policy: 1200.0103

Effective Date: January 1, 1988 Revised Date: Version: 1

This system has been designed to reward residents for good behavior and for successful participation in programs. This system is used as the primary basis for determining allowances, passes and other special privileges.

### Related Procedure

[Incentive System - Points](#)

## Incentive System Points

### Procedure From Policy 1200.0103: [Incentive System - Points](#)

- A. Residents can earn a designated maximum number of points in the following areas:
1. Attitude and Behavior

First Shift	+ 15
Second Shift	+ 30
Treatment Team (Unit Manager/Social Worker)	+ 20
  2. Cleanliness of room  
(Can earn up to one point per day) + 7
  3. Extras + 8  
(Additional responsibility, chores, etc.)
  4. School or work release +20
- B. Possible point loss occurs if a resident is involved each week in the disciplinary procedure as follows:
1. Disciplinary Reports - 30
  2. In-house reports - 10
- C. Ratings are as follows:
1. Excellent. 95 and above
  2. Very Good 90 to 95
  3. Good 80's
  4. Fair 70's
  5. In Need of Improvement 60's or below
- D. The Unit Manager and the Social worker will evaluate the points earned during the week and ascertain if the resident's performance is in relationship to the established individual treatment goals for the resident.
1. The Unit Manager or the Social Worker shall meet weekly with unit employees to discuss the resident's points utilizing the Point Tally Sheet (Form No. 037).
  2. The Unit Manager will award the points for the week based on the resident's effort, honesty and cooperation in attempting to reach these goals.
- E. A resident must earn a designated number of points to be eligible for passes, allowances and other privileges (refer to Passes/Furloughs Policy, 1200.1510).
- F. Completed Point Tally Sheets shall be kept in an area designated by the Unit Manager.



# Monetary Transactions

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0104**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the responsibility of the Fiscal Management Officer to ensure that all monies at the Rhode Island Training School are accounted for daily and are secured through deposit in a local bank.

## Related Procedure...

[Monetary Transactions](#)

## Monetary Transactions

**Procedure From Policy 1200.0104: [Monetary Transactions](#)**

- A. The Fiscal Management Officer shall daily account for all monetary transactions at the Rhode Island Training School.
- B. All funds shall be deposited at a local bank at the end of each business day.
- C. It is the responsibility of the Fiscal Management Officer to maintain a file on all bank deposit and withdrawal slips.

ACA 2-8049  
2-9044

# Allotment of Appropriations and Budget Preparation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0106**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In the expenditure of appropriations, the Assistant Director shall follow the regulations established by the Department of Administration and/or the Division of Budget for the allotment of appropriations. Expenditures must be limited to the amounts allotted on an annual basis, unless approved to exceed an allotment or appropriation, or approval to transfer an appropriation for emergency reasons is obtained through the Assistant Director's office from the Director.

## Related Procedure...

[Allotment of Appropriations and Budget Preparation](#)

## Allotment of Appropriations and Budget Preparation

**Procedure From Policy 1200.0106:** [Allotment of Appropriations and Budget Preparation](#)

- A. All administrators shall be responsible for monitoring the budget expenditures for their area of responsibility. The Administrator shall have overall responsibility for program, facility and units of the institution.
- B. Any request for appropriation changes or transfers must be made to the Assistant Director through the Fiscal Management Officer and/or the appropriate Administrator.
- C. No appropriation change or transfer shall be made without approval of the Assistant Director and consultation with appropriate Administrators.
- D. All Administrators will be responsible for preparing annually, an itemized estimate of the financial requirement for the operation of the program, facility, unit or agency for which they have responsibility, upon the request of the Assistant Director.
- E. These requirements and requests must be made in accordance with regulations and guidelines established by the Division of Management and Budgeting.
- F. All budget requests, after review by the Administrator, shall be forwarded to the Assistant Director for review and approval.
- G. The Assistant Director will submit approved budget requests to the Director.
- H. The Director will present the budget to the Division of Budget and Legislative Committee.
- I. The Assistant Director, along with the Director, shall appear before the Budget and Legislative Committee and respond to budget requests.
- J. Other Administrators may attend the Legislative Committee sessions only upon the request of the Assistant Director.

ACA	2-8019	2-9021
	2-8042	2-9039
	2-8044	2-9046
	2-8045	
	2-8051	

# Fiscal and Accounting Operations

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0107**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

All fiscal matters, including, but not limited to, inventory control, purchasing, contracting, budget appropriations and expenditures initiated by the Administrators will conform to all rules, regulations and procedures established by the Department of Administration as published in the Procedural Handbook or upon notice from the Department of Administration.

Further, in order to ensure fiscal accountability, only the Assistant Director and the Fiscal Management Officer, with the approval of the Assistant Director, may sign purchase requisitions or vouchers.

## **Related Procedure**

[Fiscal and Accounting Operations](#)

## **Fiscal and Accounting Operations**

**Procedure From Policy 1200.0107: [Fiscal and Accounting Operations](#)**

- A. All inquiries concerning any matters of fiscal and accounting operations, including but not limited to, purchases and vouchers, shall be made of the Fiscal Management Officer.
- B. The Fiscal Management Officer shall prepare and process all purchase requisitions.
- C. Purchase requisitions of other than a routine nature shall- be approved by the Assistant Director.
- D. The Fiscal Management Officer shall handle all fiscal and accounting matters, including all trust fund accounts and benefit funds, in accordance with written regulations issued by or through the State Controller's Office.
- E. The Fiscal Management Officer will communicate all such transactions to the appropriate Administrators, the Administrator and to the Assistant Director for approval.

ACA    2-8019 2-9021  
          2-8042 2-9037  
          2-8044 2-9039  
          2-8048 2-9043  
          2-8053 2-9049  
          2-8054

# Procurement

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

## **Policy: 1200.0108**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

To assure fiscal accountability and the adequate acquisition, distribution of supplies and merchandise, all requisitions are to be directed to the Fiscal Management Officer.

### **Related Procedure...**

[Procurement](#)

## Procurement

### **Procedure From Policy 1200.0108: [Procurement](#)**

- A. All routine requests for procurement and acquisition of merchandise must be made to the Fiscal Management Officer.
- B. The Fiscal Management Officer shall requisition routine institutional requirements through the Department's appropriate offices and in accordance with the rules and regulations of the State Purchasing Division.
- C. Requests other than routine shall be made to the Assistant Director for approval.
- D. The Fiscal Management Officer shall requisition other than routine requests only with the Assistant Director's approval and in accordance with the rules and regulations of State Purchasing.
- E. The Fiscal Management Officer or his/her designee has the authority and the responsibility to reject merchandise and/or supplies furnished by any vendor if same does not meet the specifications set forth in the Purchase Order.
- F. The Fiscal Management Officer shall mark all tools and equipment with dyes and an electric pencil and shall maintain a master list with the identification numbers and descriptions.

ACA	2-8048	2-9043
	2-8054	2-9049

# Contractual Repairs

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0109**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the Division's responsibility to ensure that all repairs are completed in a satisfactory manner. Due to the high costs of contractual repairs and to ensure that the Department is properly billed for the authorized repairs, the following procedure shall be followed.

## Related Procedure

[Contractual Repairs](#)

## Contractual Repairs

**Procedure From Policy 1200.0109: [Contractual Repairs](#)**

- A. The Fiscal Management Officer shall authorize contractual repairs, after conferring with either the Administrator or the Assistant Director.
- B. While working at the Training School, all contractual repair persons are to sign in and out in the Administrator's Office utilizing a Visitor's Identification Card (Refer to Policy No. 1200.0217 - Identification Badges). Also, they shall pick up a Contractual Repairs Form (Form No. 056) and return the completed form to the Administrator's Office when completing the repairs.
- C. The Contractor shall describe the repairs that were completed by him/her and provide his/her signature on Form No. 056 when completing the repair.
- D. When available, a Maintenance employee shall be assigned to oversee the repairs.
- E. When accompanying the Contractor, the assigned Maintenance employee shall complete the time repairs were begun and completed on Form No. 056.
- F. The Maintenance employee supervising the repairs shall also sign Form No. 056 in the appropriate place indicating the repairs were completed properly.
- G. All parts replaced shall be inspected by the Maintenance employee supervising the repairs and if not given credit for the parts by the Contractor, they shall become the property of the Department.

# Reporting Hours of Work

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0200**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to maintain employee accountability and responsibility and to ensure sufficient staffing at all times, a written daily reporting system has been established for all Divisional employees.

## Related Procedure

[Reporting Hours of Work](#)

## Reporting Hours of Work

**Procedure From Policy 1200.0200:** [Reporting Hours of Work](#)

- A. All employees are required to sign in/sign out on the Daily Sign In/Sign Out Sheets (Form No. 008).
  1. All employees shall sign in at the Unit/Facility or designated area to which they are regularly assigned or directed to report.
  2. Upon arrival for a tour of duty, the employee will be responsible for determining where he/she has been assigned to work in accordance with the Unit Assignment Sheet approved by the Administrator-on-Call and will proceed immediately to the assigned post.
  3. Employees who are working overtime are responsible for signing in and out in the area designated on the Daily Sign In/Sign Out Sheet at the Unit/Facility to which they are regularly directed to report.
  4. Employees who take sick, personal or vacation, or discharge time toward other absences shall be so designated on the Daily Sign In/Sign Out Sheet under the appropriate category by the Unit Managers and Department Heads.
  5. Unit Managers and Department Heads shall review the Daily Sign In/Sign Out Sheets and initial approval in the designated area on that sheet.
  6. Unit Managers and Department Heads shall ensure that the Daily Sign In/Sign Out Sheets are submitted to the Business Office each week with the employee's individual weekly attendance sheet (Form No. 030) and the unit/facility's master payroll sheet.

# Staffing

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0201**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division to provide adequate staffing at all times. Staffing patterns are developed to provide security and safety for staff and residents, and to allow sufficient flexibility to respond to various program needs. Staffing patterns are developed pursuant to provisions of the Union Contract and regulations promulgated by the Department of Administration.

## Related Procedure...

[Staffing](#)

## Staffing

### Procedure From Policy 1200.0201 [Staffing](#)

- A. The number of residents, the behavior and type of residents, as well as consideration for the programming activities within the various units and facilities are determining factors in the development of staffing patterns.
- B. The facilities and units are staffed primarily according to three shifts:
  1. 7:00 a.m. - 3:00 p.m.
  2. 3:00 p.m. - 11:00 p.m.
  3. 11:00 p.m. - 7:00 a.m.
- C. Staffing patterns are subject to change with prior notice from the Administrator-on-Call or the Administrator.
- D. The bidding process shall be followed in those situations where it is applicable.
- E. All employees shall adhere to their shift schedules as assigned.

# Overtime and Freezing of Employees

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0202**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to provide adequate staffing in all units and facilities and to maintain security, it may be necessary to request employees to work overtime and/or to freeze in other employees. It is the policy of this Division to comply with contract provisions, Department of Administration regulations and Division guidelines in distributing overtime and freezing in of employees. All calls are to be made by Unit Managers, Supervisors, Seniors and designated persons with the approval of the Administrator-on-Call or the Administrator.

## Related Procedure

[Overtime and Freezing of Employees](#)

## Overtime and Freezing of Employees

**Procedure From Policy 1200.0202: [Overtime and Freezing of Employees](#)**

- A. The Supervisory employee, once aware of the need for any overtime, shall notify the Administrator-on-Call as soon as possible for approval.
- B. The Supervisory employee making the overtime calls must record the name of the employee given the overtime in the Overtime Log Book, as well as the date, the shift and the Administrator-on-Call's name who gave approval for the overtime slot.
- C. The supervisory employee making the overtime calls is to complete an overtime call sheet, listing all the calls made and the responses. They must also ensure that the sheet is brought to the office of the Assistant Administrator at the end of the shift when the overtime occurred.
- D. When there is more than one overtime slot for two different shifts, they must be filled in the order in which they occur (i.e. fill a first shift slot before a second shift slot).
- E. An employee cannot be considered for overtime if any of the following applies:
  1. He/she has worked two shifts, sixteen hours prior to the overtime slot;
  2. He/she has discharged sick time within-ten working days prior to the overtime;
  3. He/she has discharged vacation or personal time during that week and has not yet worked hours during that week.
  4. He/she is working that shift.
- F. The Supervisory employee calling for the overtime slot shall begin by using the "Owed Board".
  1. The Owed Board consists of names of employee who could not accept overtime because it was their regular shift to work; or it would result in his/her working more than sixteen hours.
  2. An employee's name is on the Owed Board only once. His/her name is removed if he/she accepts an overtime slot, is not able to be contacted, or if he/she refuses to work an overtime slot.
- G. After using the Owed Board, the Supervisory employee may then proceed to use the "Long Board".
  1. The Long Board is a seniority listing of staff within a classification. The list is a continuing call list with each successive call beginning where the previous calls left off.
  2. The employee making the telephone calls should begin at the designated employee.
  3. "DNC" - Do not Contact - indicates the employee does not wish to be called for overtime.



4. All responses shall be noted on the overtime call sheet.
- H. If the Owed Board and the Long Board have been exhausted and the overtime slot is still available, those employees not eligible for overtime (Refer to E above), can accept overtime at a "straight time" pay rate. Straight time is defined as when an employee works eight hours and receives eight hours pay and is not paid at an overtime rate.
- I. Once all the previously-mentioned means of overtime have been exhausted, "Call Back" can be put into effect. "Call back" allows employees who would otherwise be ineligible for overtime to accept overtime at an overtime rate of pay.
1. **Voluntary Call Back** - Employees are contacted for Voluntary Call Back after all eligible employees have been contacted and have refused overtime. These calls are begun according to seniority on the Long Board from the most senior person to the least senior employee.
  2. **Mandatory Call Back - Freezing in of Staff** - When all of the above procedures have been exhausted, in order to provide minimum coverage, or in an emergency situation, the least senior employee on duty will be directed to stay on duty so long as it does not entail his/her working more than sixteen hours.

# Employee Lateness and Absenteeism

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0203**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division to ensure that employees report to work in a timely manner for purposes of security and accountability.

## Related Procedure...

[Employee Lateness and Absenteeism](#)

## Employee Lateness and Absenteeism

**Procedure From Policy 1200.0203: [Employee Lateness and Absenteeism](#)**

### A. Lateness:

1. All employees shall be at their designated posts or assignments at the beginning of his/her shift.
2. Should an employee anticipate that he/she will be late, he/she must contact a supervisor or the Administrator-on-Call in as much in advance as possible.
  - a. Unit employees shall leave a message in the Unit they are assigned to and request that it be recorded in the Daily Log Book.
  - b. Employees working in other facilities (i.e. kitchen, school building, nursing unit, maintenance employees, etc.) shall call the Youth Correctional Center and request that the Control Center employee record that they will be late and also notify their Superior of their absence.
  - c. At least one hour notice is required for other than emergencies.
3. Should an employee not be at his/her assignment and is up to ten (10) minutes late, he/she is subject to leave without pay.
4. Should an employee not be at his/her assignment and is more than ten (10) minutes late, he/she shall be placed on leave without pay status for the duration of the lateness unless caused by a personal emergency. The Administrator shall be notified by the employee in all such emergency situations.

### B. Absenteeism:

1. Should an employee not be available at the beginning of his/her shift for more than one (1) hour and he/she does not contact a Supervisor, he/she is considered absent and subject to leave without pay for the duration of the absence.
2. Should a staff member not report to work within three (3) consecutive working days and fails to contact the Administrator in writing directly or through a Supervisor, he/she is subject to termination.

# Change of Address and Telephone Number

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0205**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

For the purpose of records, emergencies, etc., it is necessary that each employee's address and telephone number are current.

## Related Procedure

[Change of Address and Telephone Number](#)

## Change of Address and Telephone Number

**Procedure From Policy 1200.0205: [Change of Address and Telephone Number](#)**

- A. The employee shall immediately notify his/her immediate supervisor of any change in address or telephone number and complete a Notification of Change of Address Form (Form CS-111).
- B. The supervisor shall ensure that the Notification of Change of Address Form is forwarded to the Administrator's Office.
- C. The Administrator's office shall forward the Notification of Change of Address Form to the Office of Employee Relations for proper notification of the employee's change of address and/or telephone.

# Telephone Procedures

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0206**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is necessary that restrictions be placed upon telephone calls made or received by employees in order that lines are readily accessible for official Department business and emergencies.

Employees are allowed to make and receive telephone calls in emergency situations only.

## Related Procedure

[Telephone Procedures](#)

## Telephone Procedures

**Procedure From Policy 1200.0206: [Telephone Procedures](#)**

- A. When answering the telephone, all employees shall identify their location and their name to the caller.
- B. All employees must display a courteous, polite attitude when speaking on the telephone and shall assist callers in a professional manner.
- C. Employees are not to give any information regarding residents of the Training School to persons making telephone inquiries.
- D. Employees may take messages and telephone numbers for other employees but are not allowed to give out other employees' telephone numbers to callers.

# Use of Gymnasium and Recreational Facilities

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0207**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Employees may have personal use of the gymnasium, swimming pool and other recreational facilities after all of the resident activities have ended for the day and all residents have left the vicinity. These requests must conform to specific procedures as outlined below.

## Related Procedure

[Use of Gymnasium and Recreational Facilities](#)

## Use of Gymnasium and Recreational Facilities

**Procedure From Policy 1200.0207: [Use of Gymnasium and Recreational Facilities](#)**

- A. The employee making the request must remain to supervise activities and agree to take responsibility for himself /herself and the group.
- B. Employees should state the request in writing to the Administrator including dates, times and names of anyone wishing to use any of the Division's facilities as well as identifying who shall be responsible for the proper use of equipment and the facility.
- C. The Administrator will review the request with the Recreational Supervisor.
- D. The Administrator will notify the employee making the request of said approval or denial.
- E. The swimming pool may never be used unless a licensed lifeguard is available.

## Personal Items

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0208**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

To assure that personal property of staff members do not become lost, stolen or damaged or become the source of behavior problems, staff will not be allowed to bring to work such items as radios, televisions, tape decks, etc., unless permission is granted by the Unit Manager, Assistant Unit Manager or Department Head.

Valuable jewelry and large sums of money should not be in the possession of employees when on duty. The Department will not be responsible for the loss or damage of such items.

# Union Business

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0209**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure sufficient staffing at all times, and to be aware of all employee's whereabouts, it is necessary for all persons leaving their assignments for Union Business to sign out in the Union Log Book.

## Related Procedure

[Union Business](#)

## Union Business

**Procedure From Policy 1200.0209: [Union Business](#)**

- A. Employees needing to leave the unit or facility for Union Business shall notify the supervisory staff member who will request permission from the Administrator.
- B. If permission is granted by the Administrator, the employee shall sign in and sign out in the Union Log Book (Form No. 016) each time.
- C. The Union Log Book shall be kept in the Administrator's Office.

# Paychecks

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0214**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

To ensure that individual paychecks are safely distributed, no one other than the employee to whom the check is issued will be allowed to take another's paycheck unless written permission has been received by the Fiscal Management Officer authorizing another individual to take the paycheck.

## Related Procedure

[Paychecks](#)

## Paychecks

**Procedure From Policy 1200.0214: [Paychecks](#)**

- A. An employee wishing to have his/her paycheck given to another person must submit a written request to the Fiscal Management Officer.
- B. This request must contain the signature of the employee who is making the request and must include the name of the individual who will receive the check for the employee.



# Employees Leaving Facilities and Units

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0215**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

While it is sometimes necessary for employees to be absent from the units or facilities in order to fulfill assigned job tasks, the exact location of all facility and unit employees must be recorded at all times during their working hours. This is important to each employee in the event of an emergency, be it personal or professional, which requires their immediate attention.

## Related Procedure

[Employees Leaving Facilities and Units](#)

## Employees Leaving Facilities and Units

**Procedure From Policy 1200.0215: [Employees Leaving Facilities and Units](#)**

- A. Employee assignments outside the unit which include routine job-related duties shall be designated by a supervisor.
- B. Any spontaneous errands off grounds, which include such errands as store runs, for food or items of personal hygiene for employees or residents shall be made only with the approval of the Unit Manager or the Administrator-on-Call and will be limited to thirty (30) minutes.
- C. The employees assigned to entering information into the Daily Unit Log Book shall record all employee absences' including but not limited to the following locations and destinations:
  1. Hospital trips
  2. Clinical visits
  3. Training sessions
  4. Police Stations
  5. Administrative offices
  6. Other units or facilities located on or off the Training School grounds
  7. Off-grounds approved recreational activities
  8. Off-grounds approved store runs
  9. Approved emergency leaves.
- D. Employees assigned to an area where Daily Log Books are not utilized, (i.e. Maintenance, Kitchen, etc.) must first obtain approval from their supervisor prior to leaving the grounds. These employees must notify their superior of when they leave the grounds as well as when they have returned to their job site.

# Substitute Staffing

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0216**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

In order to ensure adequate and appropriate staffing at all times and to accommodate special requests of employees, substitute staffing is allowed and specific procedures are required to ensure proper management.

## Related Procedure

[Substitute Staffing](#)

## Substitute Staffing

**Procedure From Policy 1200.0216: [Substitute Staffing](#)**

- A. A Request for Substitute Staffing Form (Form No. 024) will be filled out containing the following information:
  1. The name of the employee requesting the substitution and the employee who agrees to substitute;
  2. The shift of the employee;
  3. The date of the substitution;
  4. The date on which the substitution will be paid back;
  5. The signature of the Unit Manager for each of the employees involved noting the approval of said substitution.
- B. The Staff Substitution Form must be submitted to the Administrator for approval twenty four (24) hours prior to the requested substitution.
- C. The Administrator may consider previous work performance in granting the substitute staffing as it relates to the efficient and effective operation of the institution.
- D. Individual substitutions are only allowed for one day at a time. Consecutive day substitutions for the same employee is not allowed.
- E. The employee who is substituting may not accrue any owed overtime during the substitution time.
- F. Staff substitutions shall be recorded in the Unit Log Book and on the Daily Sign In/Sign Out sheet as substitutions.
- G. Substituting employees shall discuss with each other prior to the actual date of substitution their assigned duties for their respective shifts. The substituting employee is responsible for the duties/obligations assigned to the person he/she is substituting for.
- H. Should either substituting employee be unclear about the functions to be assumed, they shall review the matter with their Unit Manager.
- I. If either substituting employee is reluctant to perform the role of the employee they are substituting for, it is incumbent upon him/her not to participate in the substitution.
- J. If a substituting employee fails to provide coverage during the agreed upon substitution, he/she may be subject to applicable contract provisions and Departmental policies and procedures.

- K. The substitution payback date must occur within the same pay period as the date of substitution.

# Identification Badges

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0217**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

For purposes of security, it is important that all persons on the Training School grounds are easily recognized. To this end, all facility employees shall visibly wear a photo identification badge that includes a current picture and position title at all times. All authorized visitors shall wear a visitor identification badge issued from the Administrator's Office.

## Related Procedure...

[Identification Badges](#)

## Identification Badges

**Procedure From Policy 1200.0217: [Identification Badges](#)**

- A. Arrangements shall be made by Administration so that all employees, full time, part time and consultants, obtain an identification badge.
- B. To obtain a photo identification badge, employees shall complete an Employee Identification Badge Form (Form No. 029).
- C. Identification badges are to be displayed by all facility employees/consultants while on grounds and shall be carefully examined by facility and unit employees whenever employees whom they do not know personally and recognize pass through their facility or unit.
- D. Any employee or consultant who arrives for work without his photo identification badge or has misplaced it, shall be issued by the Administrator's Office a temporary identification badge until the original or replacement is obtained.
- E. All visitors shall be directed to go to the Administrator's Office to obtain a visitor's identification badge.
- F. Visitors to the facility, with the exception of those individuals visiting at weekend visiting hours shall be issued a visitor's identification badge once verification of the scheduled appointment is made. No individual is to enter into a unit without displaying a visitor's identification badge.
- G. Once a visitor has completed the visit, the badge must be returned to the Administrator's Office.

# Automotive Accident Reports

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0218**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

To protect the State and employees from potential liability, and to notify the State Insurance Carrier and ensure the prompt repair of all vehicles involved, accident reports and Unusual Incident Reports must be completed by employees in cases when State vehicles are involved.

## Related Procedure

[Automotive Accident Reports](#)

## Automotive Accident Reports

**Procedure From Policy 1200.0218: [Automotive Accident Reports](#)**

- A. Any employee driving a State vehicle involved in an accident, must complete the two (2) copies of the State Accident Form within twenty four (24) hours of the incident and must also complete an Unusual Incident Report prior to completing their shift.
  1. State Accident Forms must be obtained in the Administrator's Office.
  2. Such reports, upon completion, are to be forwarded to the Administrator's Office.
  3. Such reports must be filed for accidents within and outside the State of Rhode Island.
  4. The Administrator shall forward the report to the Assistant Director.
  5. The Assistant Director, after review, shall forward the report to the Division of Management and Budgeting.
  
- B. If the accident involves another vehicle, it is mandatory that a police report be completed which includes the name and address of the other driver. This information shall be forwarded to the Administrator's Office.

# Workers Compensation Report

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0219**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure that an employee receives financial compensation for sustained injuries related to his/her tour of duty, the following procedure has been developed.

## Related Procedure

[Workers Compensation Report](#)

## Worker's Compensation Report

**Procedure From Policy 1200.0219: [Worker's Compensation Report](#)**

- A. An employee may obtain a Worker's Compensation Injury Form from either the Administrator's office or the Assistant Director's office and are to be fully completed.
- B. Once completed, it shall be submitted to the Assistant Director's office within forty-eight (48) hours of said injury.
- C. The Assistant Director's office will then forward the form to the Office of Employee Relations for processing.

# Court Appearances of Staff

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0220**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Court appearances by employees as Departmental witnesses is sometimes necessary as a result of a subpoena or at the request of the Division and may occur during hours other than those which the employee is scheduled to work. Therefore, compensation will be given for employees who are requested or required to appear in court during other than their regularly scheduled hours.

## Related Procedure

[Court Appearances of Staff](#)

## Court Appearances of Staff

**Procedure From Policy 1200.0220: [Court Appearances of Staff](#)**

- A. An employee who receives a subpoena to testify in court on a departmental matter shall notify his/her supervisor of the date and time he/she is required to appear.
- B. An employee who is requested to testify in court by the Division during hours other than those which the employee is scheduled to work will receive compensation. The exception to his/her normal work schedule shall be so noted on the Daily Sign In/Sign Out Sheet as well as on the individual's Weekly Attendance Time Sheet.
- C. The Supervisor shall authorize the necessary compensation and notify the Business Office.

# Personnel Transactions

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0222**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

All personnel transactions initiated by the Administration will conform to rules and regulations established by the Department of Administration, as published in the "Personnel Rules and Merit System Law". All personnel transactions initiated by the Administration will further conform to contract provisions as published in the "Master Contract Between the State of Rhode Island and Rhode Island State Employees Association", "Agreement Between the State of Rhode Island and Rhode Island Alliance of Social Service Employees" and/or any applicable contracts.

ACA	2-8031	2-9012
	2-8061	2-9065
	2-8063	2-9066
	2-8069	2-9067
	2-8070	2-9072
	2-8071	2-9074
	2-8076	2-9075
	2-8077	2-9076
	2-8078	2-9077
	2-8079	2-9079
	2-8081	2-9081
	2-8100	2-9084
		2-9099



# Employee Evaluation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0223**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Once an employee has successfully completed the probationary period, it is the policy of the Department to assist the employee in continued exemplary job performance. Personnel evaluations will take place each year on the anniversary date of the employee's employment.

## Related Procedure

[Employee Evaluation](#)

## Employee Evaluation

**Procedure From Policy 1200.0223:** [Employee Evaluation](#)

- A. Informal evaluations and discussions with the employee regarding job skills and performance will be conducted with employees by their supervisors.
- B. Written evaluations will be completed by the designated supervisors at least annually.

ACA	2-8078	2-9076
	2-8082	2-9078

# Transfer, Request for Leave, Retirement and Termination

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0224**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

For purposes of sufficient staffing, accountability and a uniformly efficient system, requests for transfer, leaves of absence, retirements and termination's will be referred to and handled by the office of the Assistant Director.

## Related Procedure

[Transfer, Request for Leave, Retirement and Termination](#)

## Transfer, Request for Leave, Retirement and Termination

**Procedure From Policy 1200.0224:** [Transfer, Request for Leave, Retirement and Termination](#)

- A. All employees requesting a transfer, leave of absence, retirement or termination should notify their superior in writing, accompanied by a Personnel Action Form (Form No. 028) available in the Administrator's Office.
- B. The employee's request should include the reason(s) for the leave and the date(s) involved.
- C. The supervisor shall forward all of the completed paperwork to the Administrator who shall in turn notify the Assistant Director of the employee's request.
- D. Once approved, the Assistant Director shall forward the Personnel Action Form and written request to the Office of Employee Relations for processing.

# Personal Leave

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0225**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

For purposes of sufficient staffing, accountability and a uniformly efficient record system, requests for personal leave must be reviewed and approved by appropriate administrative employees. This shall be done in accordance with guidelines established by the Division of Personnel and pursuant to the Union Contract.

## Related Procedure

[Personal Leave](#)

## Personal Leave

**Procedure From Policy 1200.0225: [Personal Leave](#)**

- A. Regular Personal Time
  - 1. An employee wishing personal leave time should make the request, if possible at least seventy-two (72) hours in advance in writing utilizing an Employee Leave Request Form (Form No. 001), to his/her superior.
  - 2. The superior shall initial his/her approval of the request and forward the request form to the Administrator for review.
  - 3. The Administrator will review the request and forward a copy to the employee and to the employee's supervisor approving or denying the request.
  
- B. Emergency Personal Time
  - 1. Should an employee not have sufficient time to make the request in writing, he/she shall request permission verbally through his/her supervisor, from the Administrator or the Administrator-on-Call.
  - 2. The Administrator shall consider the request and will personally respond to the employee and the employee's supervisor stating approval or denial of the request.

# Loan of Sick Time in Advance of Accrual

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0226**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In accordance with the State of Rhode Island Personnel Rules, an employee who exhausts his/her sick leave credits and wishes to borrow additional time must make the request through the proper administrative channels.

## Related Procedure

[Loan of Sick Time in Advance of Accrual](#)

## Loan of Sick Time in Advance of Accrual

**Procedure From Policy 1200.0226: [Loan of Sick Time in Advance of Accrual](#)**

- A. Permission for loan of sick time in advance of accrual must be requested in writing by the employee through his/her supervisor to the Administrator.
- B. The Administrator shall make the request in writing to the Assistant Director and shall include the employee's status and number of hours requested.
- C. The Assistant Director, if approved, shall make the request to the Director through the Office of Employee Relations.
- D. The employee, his/her supervisor and the Administrator shall be notified by the Assistant Director in writing of said approval.

# Personal Grooming and Hygiene

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0228**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

All employees must adhere to good grooming standards so as to be role models for the residents. They must be neat, clean and appropriately attired when reporting for work and be ready to assist residents in the development and maintenance of good grooming techniques.

# Vacation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0230**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of the Division to provide vacation time for employees in a fair and equitable fashion and so as to not interfere with the good management of the institution. This will be done in accordance with guidelines established by the Division of Personnel and pursuant to the Union Contract.

## Related Procedure

[Vacation](#)

## Vacation

**Procedure From Policy 1200.0230: [Vacation](#)**

### A. General

1. On a quarterly basis, the Administration shall request that employees submit vacation requests in writing via the Employee Request for Leave Form (Form No. 001), specifying the desired time off during an identified quarterly time frame. Employee's requests submitted for time off during these identified periods will be granted vacation in accordance with seniority and with consideration given to staffing levels providing ample coverage for each unit/facility.
2. Vacation requests submitted after the identified quarterly deadlines, will be granted on a first-submitted, first approved basis providing there is ample facility coverage.
3. No requests for vacation will be accepted less than seventy-two (72) hours in advance of the desired vacation with the exception of emergency vacations which may only be approved by the Administrator/Administrator-on-Call.
4. Employees requesting vacation time seventy-two (72) hours in advance of the desired vacation time must submit these requests in writing utilizing an Employee Request for Leave Form (Form No. 001) to their supervisor.
5. The supervisor shall initial approval or disapproval of the request after confirming sufficient staffing for the requested day(s) off and forward the request to the office of the Administrator for review.
6. No employee is to discharge vacation time without first receiving authorization for that vacation time off. All attempts to discharge vacation time without prior approval will be recorded as Leave Without Pay (LWOP).

### B. Vacation in Advance of Accrual

1. Employees wishing to borrow vacation time in advance of accrual shall make their request in writing through his/her supervisor to the Administrator.
2. The Administrator shall forward the request with his/her recommendations in writing to the Assistant Director and shall include the employee's status and the number of hours requested.
3. The Assistant Director, if approved, shall direct the request to the Office of Employee Relations.
4. The employee, his/her supervisor and the Administrator shall be notified in writing by the Assistant Director of said approval.

# Physical Fitness for Employees

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0234**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The Division encourages the maintenance of health for all its employees and encourages all employees to become actively engaged in a physical fitness and/or recreational program in their community to provide the highest possible health and physical fitness standards for its employees. Group activities for employees such as basketball, baseball, swimming, etc., are examples of physical fitness programs supported by the Division. The Division's facilities may be available for these activities as outlined in Policy 1200.0207, Use of Gymnasium.

ACA 2-8064  
2-9060

# Medical Services to Employees

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0235**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

Department policy requires all applicants for positions in the Division to undergo a physical examination prior to appointment. The examination will be administered by an appropriate physician designated by the Department or a physician of the applicant's choice. The physical examination ensures that the applicant's medical health and ability is adequate to perform his/her tasks effectively. This policy does not preclude the hiring of handicapped persons who meet the basic health requirements for the position.

Medical services which include treatment and dispensing of medication are not to be provided for employees, unless of an emergency nature, requiring immediate medical attention and approved by the Assistant Director or unless employees suspect they are carrying a communicable disease. In this circumstance, employees should report to the medical unit for appropriate testing to ensure prompt treatment of the problem.'

ACA	2-8063	2-9194
	2-8204	2-9242
	2-8261	



# Employment of Medical Personnel

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0236**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of this Division that all medical personnel shall be licensed and certified as appropriate to their qualifications to practice.

## Related Procedure...

[Employment of Medical Personnel](#)

## Employment of Medical Personnel

**Procedure From Policy 1200.0236: [Employment of Medical Personnel](#)**

- A. No physician, psychiatrist, dentist, or nurse shall be hired until the Director or his/her designee has reviewed the candidate's credentials and approves the employment of such individual.
- B. Appropriate State and Federal licensure, certification or registration requirements shall be on file with the Clinical Coordinator and the Assistant Director and updated as necessary.
- C. The Department, or its authorized representative(s), shall not in any way or manner be answerable or suffer loss, damage, expense of liability for any loss or damage that may happen as a result of the service required by this agreement. Contractor shall assume all liability of every kind of nature arising from such service either by accident, negligence, theft or vandalism to his/her private property. The Contractor agrees to hold the Department harmless against all claims, demands, causes of action, suits or judgments including expenses incurred therewith caused by negligent acts of Contractor

ACA	2-8248	2-9229
	2-8252	2-9233
	2-8258	2-9239
	2-8280	

# Staff Medication

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0237**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to provide accountability and to ensure the safety and security of drugs on the grounds, a procedure has been developed for employees who have reason to bring prescription drugs to work or have them on their person.

## Related Procedure...

[Staff Medication](#)

## Staff Medication

**Procedure From Policy 1200.0237: [Staff Medication](#)**

- A. When it is necessary for an employee to have prescription drugs on his/her person during his/her tour of duty, their supervisor shall be notified and shall in turn notify the Administrator of the situation.
- B. The employee, while on duty, shall possess only that amount of medication that is required for his/her tour of duty.
- C. While in possession of prescription drugs while on duty, the employee shall ensure the drugs are not accessible to other employees and residents.

# Personal Illness or Emergency

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0238**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to maintain security, order and sufficient staffing, it is necessary that employees request permission to leave their post for a personal illness or emergency.

## Related Procedure

[Personal Illness or Emergency](#)

## Personal Illness or Emergency

**Procedure From Policy 1200.0238: [Personal Illness or Emergency](#)**

- A. In the event that an employee wishes to leave his/her post or work assignment for a personal illness or emergency, he/she must receive approval from a superior or the Administrator-on-Call.
- B. Staff are expected to remain on duty until approval of this request is received from a superior.

ACA                      2-8251  
                                 2-9232

# Unauthorized Transportation of Residents Off Grounds

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0240**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

To protect staff and the Department, no employee shall take any resident off grounds for any activity when not specifically authorized to do so.

## Related Procedure

[Unauthorized Transportation of Residents off Grounds](#)

## Unauthorized Transportation of Residents Off Grounds

**Procedure From Policy 1200.0240: [Unauthorized Transportation of Residents off Grounds](#)**

- A. No employee shall take a resident off grounds to do personal work at the employee's business or home.
- B. Residents shall not be taken off grounds for recreational purposes unless accompanied by an employee as part of his/her normal tour of duty.
- C. Requests for exceptions of the policy of residents being taken off grounds must be made in writing and must be approved by the Administrator prior to the activity.

# Interaction with Other Agencies

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0241**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The Division encourages employees to participate in the overall community planning with other Federal, State and local agencies and our State Colleges and Universities. This cooperative relationship will ensure that the services of public and private agencies complement each other and eliminate duplication of services for youth.

## Related Procedure

[Interaction with Other Agencies](#)

## Interaction with Other Agencies

**Procedure From Policy 1200.0241: [Interaction With Other Agencies](#)**

- A. The Office of the Assistant Director is to be notified of the participation of any employee on policy or planning committees of local, State and Federal agencies.
- B. Whenever possible, Administrative Leave will be granted to those employees participating with other agencies in this cooperative effort.
- C. Whenever possible, meetings should be arranged after normal working hours.

ACA 2-8025- 2-9023

# Employee Training

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0300**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the Division's policy to maintain a continuing training program for all employees. The Administrator or his/her designee shall initiate employee training at the beginning of employment and shall continue training throughout the employee's service. In order to continually assess training needs and to ensure a fully functional program, the Administrator shall plan, coordinate and implement all training activities with the Department's Training Director and the advisory committee on training. All Department Trainers are qualified and have received forty (40) hours of Training of Trainers. The purpose of this program is to assist them in performing their duties in an efficient manner and to provide full benefit to residents.

All newly-hired employees shall receive forty (40) hours of orientation training through the Department's Staff Development Office. All full-time employees or volunteers who work in direct and continuing contact with residents shall receive one hundred and twenty (120) additional hours of training in their first year of employment. Administrative, managerial employees, professional employees and support employees shall receive a minimum of forty (40) hours of training each year after the first year of employment. Clerical and support employees who are not in continuous contact with residents, shall have an additional sixteen (16) hours of training each year. Part-time employees and volunteers working less than forty (40) hours per week shall receive training appropriate to their assignments.

## Related Procedure

[Employee Training](#)

## Employee Training

**Procedure From Policy 1200.0300: [Employee Training](#)**

- A. Employees shall be informed of all training sessions in advance.
- B. Training shall include the purposes and goals of the Division as well as its policies and procedures. The training program shall be reviewed annually.
- C. Specific skill training shall be conducted so as to enhance the efficient functioning of the employee in his/her capacity.
- D. An opportunity shall be given to employees to share their recommendations for training with administrative personnel.
- E. Employees shall participate in training sessions (when conducted) during their regular tour of duty.
- F. Employees may be required to participate in training outside of their regular tour of duty, but will be compensated for such time. Administrative leave time may be granted. Requests should be made to the employee's supervisor.
- G. Special areas, such as fire safety training and first aid training, shall be implemented at least annually.

ACA 2-8064, 2-9060, 2-8086, 2-9254, 2-8273, 2-9290, 2-8311, 2-9317, 2-8380, 2-9325, 2-8388

# Workshops, Conferences, Training Programs, Etc.

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0301**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

Professional development through participation in educational, professional opportunities and public relations is encouraged. In order to provide adequate staffing and not interfere with job-related priorities, all employees must follow stated procedures for attending workshops, conferences, training programs and lectures.

## Related Procedure

[Workshops, Conferences, Training Programs, Etc.](#)

## Workshops, Conferences, Training Programs, Etc.

**Procedure From Policy 1200.0301:** [Workshops, Conferences, Training Programs, Etc.](#)

- A. Any employee wishing to attend a conference, workshop, training program, lecture, etc., must submit the request in writing to his/her supervisor prior to the event.
- B. Any costs to the State which may include meals, registration fees and mileage must be indicated on the request.
- C. The request will be brought by the supervisor to the Administrator for approval.
- D. Should the request include a total reimbursement request of more than \$25.00 including mileage, registration fee, etc., the Administrator must obtain approval from the Assistant Director.
- E. Should any of the reimbursements be approved, the employee must comply with reimbursement regulations.
- F. Administrative leave or compensation may be provided for attendance at educational programs, professional meetings, seminars or similar work-related activities through approval of the Administrator.

ACA	2-8084	2-9083
	2-8100	2-9099

# Incentive Credits and Other Courses

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0302**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The Division encourages employees to participate in courses and education programs related to an employee's job duties, knowledge and/or skills when such participation does not interfere with the maintenance of order in the institution or with office coverage and/or work loads. All procedures governing this procedure are in accordance with regulations established by the Division of Personnel and pursuant to contract provisions.

## Related Procedure

[Incentive Credits and Other Courses](#)

## Incentive Credits and Other Courses

**Procedure From Policy 1200.0302:** [Incentive Credits and Other Courses](#)

### A. Employee Incentive Credits

1. Employees wishing to take courses for incentive credits shall complete the Division of Personnel Form (Form No. CS 365) and submit it to their supervisor.
2. For courses taken during regular work hours, the employee shall attach a statement clearly stating the time, dates and duration of the course along with a statement that they will make arrangements with their supervisor to make up or discharge time equal to the time they are released from their regular work hours.
3. The supervisor shall submit the form and attached statement if applicable, to the Administrator for review.
4. The Administrator will submit the request form and attached statement, if applicable, to the Assistant Director for approval.
5. If approved by the Assistant Director, the form shall be forwarded to the Office of Employee Relations.
6. The Office of Employee Relations should certify that said course is related to the employee's job and forward the form to the Division of Personnel where they will be approved or denied.
7. If approved, the Division of Personnel shall forward the approval directly to the employee making the request.
8. If approved, and after the course is satisfactorily completed, the employee shall notify the Division of Personnel.
9. The Division of Personnel will notify the Office of Employee Relations for recording purposes.
10. Employees will be allowed to take only two (2) courses concurrently for incentive credits.

### B. Other Courses

1. Employees wishing to take a course during work hours which does not involve incentive credits shall make the request of their supervisor.
2. This request shall be in writing and shall include time, dates and duration of the course along with a statement that they will make up or discharge time equal to the amount of time they are released from their regular work hours.
3. The supervisor shall submit the request to the Administrator for approval.

ACA 2-8100

2-9099



## Medical Research

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0401**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to avoid manipulation of a resident's status and to ensure the dignity of residents, it is prohibited for any resident to be allowed to participate in any experimental medical, cosmetic or pharmaceutical research unless it is specifically for the diagnosis and treatment of a resident's particular disorder. In such cases only, the Assistant Director with approval of the resident's parents/guardian may authorize such treatment subsequent to a full explanation of the positive and negative features of the treatment.

ACA	2-8282	2-9263
	2-8287	2-9268
	2-8290	2-9271

# Medical Records

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0501**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

To assure confidentiality of medical information maintained in medical records, all medical records will be kept separately from the central records. Medical personnel shall share with appropriate facility employees information regarding a juvenile's medical management, security and ability to participate in programs.

## Related Procedure

[Medical Records](#)

## Medical Records

**Procedure From Policy 1200.0501: [Medical Records](#)**

- A. Access to medical records will be controlled by medical employees (Clinical Coordinator, physician or nurse).
- B. Routine information needed for program planning will be shared with Social Workers and education employees at Individual Treatment Planning meetings and monthly reviews. This information will be given directly to Social Workers or education employees by the nurse or will be transmitted through the Clinical Coordinator.
- C. Emergency instructions or any restrictions due to medical conditions will be transmitted from nursing employees to any unit employees.
- D. Information for the Special Notice Board (Policy No.1200.0829) will be transmitted from nursing employees to unit employees on a regular basis.

# Employee Access to Resident Records

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0502**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Employees should be provided with pertinent information concerning residents under their supervision by the Administration. Any information must be conveyed in such a manner as to ensure confidentiality.

## **Related Procedure...**

[Employee Access to Resident Records](#)

## Employee Access to Resident Records

**Procedure From Policy 1200.0502: [Employee Access to Resident Records](#)**

- A. All employees have access to resident records since all are involved in the care and treatment of these individuals. In an effort to ensure that information is handled properly and conveyed clearly, the Unit Manager must approve access to resident records by other than Social Work employees.
- B. If there is any question as to the validity of a request or if data should be reviewed in the presence of a Clinical Services employee, arrangements should be made with the Clinical Coordinator by the Unit Manager or access to the resident's record.
- C. Employees are never to discuss information concerning a resident with other residents.

ACA 2-8110	2-9109
2-8113	2-9113
2-8117	2-9115
2-8121	

# Daily Census Report, Juvenile Correctional Services

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0504**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to administer control over the intake and release procedures of our facilities, it is the policy of this Division to ensure that accurate records of the daily population are maintained for juveniles in detention.

## Related Procedure

[Daily Census Report, Juvenile Correctional Services](#)

## Daily Census Report, Juvenile Correctional Services

**Procedure From Policy 1200.0504:** [Daily Census Report, Juvenile Correctional Services](#)

- A. When a juvenile is detained, the employee receiving the resident shall immediately advise the Administrator-on-Call or the Administrator of the resident's name, date of birth, date of admission, length of period of detention and charges. A decision will then be made by the Administrator-on-Call or the Administrator as to what unit the resident will be assigned.
- B. The Keeper of the Records shall compile a Daily Census Report (Form No.068) by speaking with employees daily regarding every juvenile in detention in the Division. The total number of residents in each facility, along with the capacity of the units, totals of current elopements, inactive elopements, temporary community placements and other authorized absences shall also be recorded.
- C. Any juvenile in lock-up status shall be so noted with an asterisk on the Daily Census Report. Monitoring of residents so noted to be in lock-up status shall be done by Clinical employees as assigned by the Clinical Coordinator and Administrative employees on a daily basis.
- D. Assignment of registration numbers will be completed on every juvenile in detention by the Keeper of the Records.
- E. All movement of residents shall be reported to the Keeper of the Records immediately by Court Services employees, Unit Managers or their designees. The Keeper of the Records shall maintain a daily record of the movement of residents on the Traffic Report Form (Form No. 067). The record of movement shall include the names of residents who have been detained, released or transferred or who have eloped from one of our facilities or while at another location, have returned from elopement.

# General Guidelines

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0700**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

There are a number of emergency situations that may occur and there are specific procedures that employees must follow when these situations arise in order to protect residents and personnel. Emergency situations include bomb scares, fires, riots, attempted suicides, suicides, escapes and other special or unusual incidents.

## Related Procedure...

[General Guidelines](#)

## General Guidelines

**Procedure From Policy 1200.0700: [General Guidelines](#)**

- A. In all emergency situations, the employee directly observing the unusual incident shall notify their superior or the Administrator or the Administrator-on-Call.
- B. The Administrator or the Administrator-on-Call shall notify the Assistant Director.
- C. The employee directly observing the special or unusual incident shall complete an Unusual Incident Report (Form No. 007) detailing all pertinent information.
- D. When notifying the appropriate authorities for assistance, employees must report the important facts of the emergency in a brief, yet complete fashion.
- E. The employee must remain calm and maintain control over the situation.
- F. The employee must be familiar with the stated emergency procedures and to know the location of fire extinguishers, alarm boxes, and other emergency equipment. Emergency telephone numbers are posted in all units, facilities and offices.

# Hostages

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0701**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of the Department of Children, Youth and Families that any member of the Department or any other person held as a hostage has no rank or authority while under duress.

## Related Procedure...

[Hostages](#)

## Hostages

### Procedure From Policy 1200.0701: [Hostages](#)

- A. Should an employee observe any other employee in a hostage situation, the Administrator or the Administrator-on-Call should be notified immediately.
- B. The Administrator or the Administrator-on-Call will notify the Assistant Director.
- C. The Assistant Director will notify the Director.
- D. The Director or the Assistant Director are the only employees who have the authority to negotiate with persons holding hostages.
- E. Unusual Incident Reports (Form No. 007) shall be completed by employees directly involved in or observing a hostage situation. These reports shall be forwarded to their Superior who will forward it to the Administrator. A copy of this report shall be placed in any resident's file who is involved in such an incident.

ACA    2-8205                      2-9197

# State or Municipal Assistance During Disturbances

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0704**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The controlling of disturbances occurring in the facilities or units is the responsibility of its employees. A call for assistance from State or Municipal Police will be made only when all measures to subside the disturbance have been exhausted, it is a clear emergency, or physical danger to residents or employees is imminent. The Administrator, Administrator-on-Call and the Assistant Director must be notified of all such calls.

## Related Procedure

[State or Municipal Assistance During Disturbances](#)

## State or Municipal Assistance During Disturbances

**Procedure From Policy 1200.0704:** [State or Municipal Assistance During Disturbances](#)

- A. Should an employee feel the assistance of State or Municipal Police is necessary in controlling a disturbance, the employee shall contact their superior, the Administrator and/or the Administrator-on-Call.
- B. The superior, the Administrator and/or the Administrator-on-Call will contact the Police or direct an employee to do so.
- C. The Administrator or the Administrator-on-Call shall notify the Assistant Director.

# Use of Electronic Pagers (Beepers)

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0706**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Accessibility of Administrators and a constant flow of personnel communication are necessary factors in the daily operations of institutional programming. Electronic pagers are a means of expediting communication between employees and the Administration in emergency situations.

## Related Procedure

[Use of Electronic Pagers \(Beepers\)](#)

## Use of Electronic Pagers (Beepers)

**Procedure From Policy 1200.0706: [Use of Electronic Pagers \(Beepers\)](#)**

- A. The pager system is to be used only in situations when contacting the Administrator-on-Call or the Assistant Director.
- B. Pager numbers are not to be given out to individuals who call the institution looking for an Administrator or the Assistant Director.
- C. When an employee needs to contact the Administrator-on-Call or the Assistant Director, he/she will contact the Control Center at the Youth Correctional Center. The Control Center employee shall place the call to the Administrator-on-Call or the Assistant Director using the following procedures:
  1. Dial the appropriate pager number;
  2. Listen for the tone;
  3. After the tone, dial the telephone number of the unit needing assistance, followed by the "pound" button (#) on the telephone (i.e. 2441#).
  4. If it is an emergency (i.e. fire, suicide attempt, etc.), the Control Center employee shall additionally dial "300" preceding the telephone number of the unit needing assistance followed by the "pound" (#) button to indicate it is an emergency.(i.e., 300 2441#).
- D. The unit needing assistance shall not use the telephone line with the number left in the message until their call has been returned.
- E. If the telephone call is not returned within ten (10) minutes, the unit needing assistance shall again notify the Youth Correctional Center so the Control Center employee may repeat the previously-outlined procedures.

ACA	2-8208	2-9170
	2-8273	2-9254



# Use of Portable Radios

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0708**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

For purposes of security, control and ready communication, portable radios are issued for use to all units, medical personnel and assigned administrative employees.

## Related Procedure

[Use of Portable Radios](#)

## Use of Portable Radios

**Procedure From Policy 1200.0708: [Use of Portable Radios](#)**

### A. Youth Correctional Center

1. A base station "remote" is located in the Control Center and is used to monitor all portable transmissions by the employees assigned to that post.
2. During all yard activities, a portable shall be carried by the employee assigned to the yard perimeter and/or in yard supervision.
3. During all transports of Youth Correctional Center residents from the unit, the employee escorting the residents shall maintain contact with the Control Center employee utilizing a portable radio.
4. Portables not in use are to be returned to the charger located in the Control Center to ensure they maintain a proper charge.
5. All issuing of the portables from the Youth Correctional Center is to be logged in the Unit Log Book. Radio "testing" should be done before the employee leaves the security of the unit and upon return to the unit.

### B. General

1. A list of radio assignments is maintained in the Control Center in the Youth Correctional Center.
2. Frequent checks of radios are done by employees on a daily basis to ensure the effectiveness in case of emergencies. Any difficulties are to be brought to the Administrator's attention for corrective action.
3. All radio transmissions shall be made on "Channel 1" for off grounds and long distance transmissions, and on "Channel 2" for all on grounds communication.
4. Emergency transmissions are to have priority over all other communications traffic.
5. A radio check and notification is to be made to the Youth Correctional Center for all mass movements of open units and all movement of Medium Security, Detention Center and Youth Correctional Center residents from their units.
6. Portable radios are not to be given to residents or left unattended at any time.
7. Portable radios should be left on so as to monitor transmissions for possible emergency transmissions for assistance.
8. Portable radios will be replaced or repaired as needed by the Administrator.

ACA      2-8208      2-9168      2-8209      2-9170

# Abusive Behavior

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0709**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Because the Department has the responsibility for preserving and safeguarding human life, procedures that anticipate and identify harmful situations are essential to prevent unnecessary self injury and abusive behavior. Such behavior includes but is not limited to head banging, self-inflicted tattoos, multiple scratch markings, self-inflicted cigarette burns, repetitive superficial lacerations and swallowing of soap or other foreign objects.

## Related Procedure

[Abusive Behavior](#)

## Abusive Behavior

**Procedure From Policy 1200.0709: [Abusive Behavior](#)**

- A. Any employee finding a resident participating in self-abusive behavior must immediately stop the behavior by removing the implement, changing the resident's location or taking other appropriate action to prevent further self injury.
- B. An employee shall immediately notify the superior. If their superior cannot be reached, the Administrator-on-Call should be notified.
- C. The employee identifying the abusive behavior must complete an Unusual Incident Report (Form No. 007) and submit this report to the superior who shall forward it to the Administrator.
- D. The employee shall contact medical staff or secure medical treatment if it is needed.
- E. The Administrator-on-Call shall be notified prior to room or activity restriction being imposed.
- F. The Unit Manager shall ensure that social work employees see the resident as soon as possible. After the Social Worker has seen the resident, a decision will be made jointly with the Unit Manager and the resident's Social Worker as to the continuation of any restrictions previously imposed.
- G. The Social Worker shall notify the Clinical Coordinator of the self-abusive behavior. A decision will be made with the Clinical Coordinator, Unit Manager and the Social Worker if assignment of additional clinical staff (i.e. psychologist, psychiatrist) is necessary.

ACA            2-8251  
                  2-9194  
                  2-9232  
                  2-9370

# General Regulations for Fire Safety and Protection

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0712**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division to follow all general instructions for fire protection and safety as recommended by the State Fire Marshall's Office and to comply with Federal, State and local fire regulations as applicable to the Rhode Island Training School for Youth.

## Related Procedure

[General Regulations for Fire Safety and Protection](#)

## General Regulations for Fire Safety and Protection

**Procedure From Policy 1200.0712:** [General Regulations for Fire Safety and Protection](#)

- A. Each employee assigned to the units or facilities should know:
  - 1. The location of fire fighting equipment in the unit or facility to which he/she is assigned;
  - 2. The use of fire fighting equipment including the instructions on the use of the various types of extinguishers;
  - 3. The routes of evacuation for residents from the unit or facility to the outside of the unit or facility or to a safe area within the unit or facility;
  - 4. The correct daily census of residents in the unit or facility;
  - 5. The location of towels or cloths for dampening and placing over the nose and mouth;
  - 6. The location of fire blankets.
- B. All employees shall have in their possession during their tour of duty a key to any locked fire alarm box, fire extinguisher cabinet, fire safety equipment, and those keys as issued under the Division's key policy.
- C. The heads of all keys to the fire alarm boxes, fire extinguisher cabinets and hose boxes shall be painted red.
- D. Administrators shall continually check to ensure that all employees have the appropriate keys during their tour of duty.
- E. Employees shall ensure that fire doors are kept closed and not secured in an open position.
- F. The Unit Manager shall ensure that "**No Smoking**" signs are posted in dormitory quarters and all other areas as smoking is prohibited for all residents.
- G. Smoking for employees shall be limited to designated areas only. Administrators shall ensure that designated staff smoking areas are equipped with non-combustible receptacles for smoking materials.
- H. Employees shall ensure that electrical appliances equipped with heating elements such as hot plates, percolators, toasters, grills, etc., are not used in dormitory areas.
- I. Employees shall ensure that canned heat or other open flames are not used.
- J. Employees shall ensure that any flammable, toxic or caustic materials are stored in secure areas that are inaccessible to residents to prevent serious injury and death. Such materials include but are not limited to items such as lye, insecticide, anti-freeze and denatured alcohol.

- K. Employees are to oversee the use of any flammable or toxic materials to ensure that their use is in accordance with prescribed safe operating procedures.
- L. Unit Managers shall ensure that only flameproof resistant Christmas trees and decorations are used and that all lights are U.L. approved. Christmas tree lights shall not be attached directly to metal Christmas trees.
- M. The Fiscal Management Officer shall ensure that rubbish shall not be burned on the institution's grounds and that all burnable refuse will be trucked to a designated dumping area.
- N. There shall be an annual inspection of all fire equipment and buildings by State and local fire officials for compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code.

ACA	2-8170	2-9155
	2-8172	2-9156
	2-8176	2-9160
	2-8182	2-9163
		2-9165

# Self Inspection of Units

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0713**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to provide the maximum degree of protection for employees and residents from possible hazards of fire, daily inspections of the units and facilities are conducted by employees.

## Related Procedure

[Self Inspection of Units](#)

## Self Inspection of Units

**Procedure From Policy 1200.0713: [Self Inspection of Units](#)**

- A. The Unit Manager or employee so designated by the Unit Manager shall conduct daily inspections of the units and facilities at the beginning and end of his/her shift to check the following:
  1. Cleanliness and order of areas and equipment;
  2. Flammable rubbish and fluids are not allowed to accumulate anywhere inside or outside of the unit or facility;
  3. **FIRE EXIT** and **NO SMOKING** signs are distinctly and permanently marked;
  4. Electrical fixtures and equipment are in good condition;
  5. Exits, regular and emergency, are kept clear and are in usable condition;
  6. Fire extinguishers and fire protection equipment are maintained free from debris and are available in appropriate locations throughout the institution;
  7. Fire alarm boxes are highly visible and securely locked (with exception of the Youth Correctional Center) and hoses are secure and ready for use;
  8. Emergency lighting shall be checked daily in each unit;
  9. Evacuation plans are posted in the day room and dormitory area;
  10. A visible check of Fire Panels in the gym, the Youth Career Educational Center and the Administration Building is done;
  11. Procedures 5, 6, 7 and 8 shall be recorded in the Unit Log Book;
  12. The Administrator-on-Call is to check the Administration Building for the above items, the Recreational Supervisor is to check the gymnasium building and the Principal is to check the school building.
- B. Employees shall bring to the attention of the Assistant Administrator immediately any fuses and missing or broken electrical outlet covers needing replacement, frayed wires and hot plugs.
- C. Employees shall record specific problems in the Unit Log Book and shall ensure that the need for repairs are brought to the attention of their superior who shall notify the Assistant Administrator.
- D. Employees shall ensure that vehicles used for transporting residents to units or facilities are parked in designated parking areas only so as not to obstruct the front or the side entrances of the unit as these areas must be kept clear for emergency vehicles. When vehicles are not in use ignition keys should be removed and doors and trunks also locked.
- E. Administrators shall be responsible for conducting fire and safety inspections of all fire safety equipment including extinguishers, fire boxes, hoses, etc., on a weekly basis. Also, a qualified fire and safety officer shall annually inspect the facility for compliance with fire and safety prevention standards.

- F. Fire extinguishers shall be inspected quarterly for effectiveness by contracted agents to ensure their reliability in an emergency. This equipment shall be maintained at all times and inspected and re-tagged yearly by a licensed provider at the direction of the Fiscal Management Officer.
- G. All other fire equipment, including hoses and the overall system, shall be inspected and maintained appropriately daily.
- H. Deficiencies in any fire safety equipment shall be brought to the attention of the Assistant Administrator who will effect correction and bring it to the attention of the Administrator.

**ACA        2-9165**  
**2-9168**

# General Fire Procedures

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0714**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order that staff may quickly and effectively respond in the event of a fire, specific instructions have been established.

## Related Procedure

[General Fire Procedures](#)

## General Fire Procedures

**Procedure From Policy 1200.0714: [General Fire Procedures](#)**

### A. **Major Fire**

Where there is a fire which could endanger life and/or property and which cannot be controlled with a fire extinguisher, employees shall proceed as follows:

1. Pull the fire alarm at once.
2. Conduct a total evacuation of the premises.
3. While one employee is proceeding with the evacuation, another employee shall immediately call on the telephone 2321 to serve as both a back-up to the existing alarm system and to provide an additional means of relaying information for ordering fire emergency equipment to deal with the emergency. The employee shall provide the operator with the following information:
  - a. Location of fire
  - b. Severity of fire
  - c. Progress of fire
4. D, E and F Units, Medium Security, Rossi House and the Detention Center shall telephone the Control Center at the Youth Correctional Center and inform personnel of the emergency.
  - a. The senior employee on duty in the Youth Correctional Center will immediately secure the emergency set of keys for the unit and send available staff to the unit to assist with the evacuation.
  - b. The Control Center employee will notify the covering Unit Manager, the Administrator-on-Call and the Administrator.
5. For fires occurring in the Youth Correctional Center, the Control Center employee shall telephone Medium Security, and inform them of the emergency.
  - a. The senior employee on duty in Medium Security will immediately secure the emergency set of keys for the Youth Correctional Center and send all available employees to the unit to assist with the evacuation.
  - b. The employee receiving the telephone call will notify the covering Unit Manager, the Administrator-on-Call and the Administrator.
6. Fatalities, casualties and/or suspicious fires should be reported immediately to the State Marshall's Office by the Administrator or the Administrator-on-Call.
7. When the fire has been extinguished, an investigation will be made by fire officials.
8. After clearance is received from the fire officials, residents and employees may return to the unit or facility. If major damage has occurred in the unit, alternate plans will be made by the Administration.
9. Upon completion of all the above tasks, all combustible materials must be removed.
10. The Administrator will send a written report within twenty-four (24) hours of the fire to the State Marshall's Office outlining the following:
  - a. Date of the fire
  - b. Time of the fire

- c. Location of the fire
  - d. Name of person who first discovered the fire
  - e. Names of all employees and residents present during the fire
  - f. Time the fire was extinguished
  - g. Approximate value of damaged property, if able to ascertain
  - h. Description of items destroyed.
11. An Unusual Incident Report (Form No. 007) shall be completed by employees witnessing the fire and shall be submitted to their superior who shall forward it to the Administrator's Office.

**B. Minor Fire**

Where there is a fire that occurs in or that is confined to a small area such as a wastepaper basket, a trash receptacle or other small fires that can be extinguished quickly and easily, employees shall proceed as follows:

1. All fires, no matter how minor must be reported to 2321.
2. Attempt to extinguish the fire with available fire fighting equipment such as fire extinguishers.
3. If there is any possible doubt about extinguishing the fire, ensure safety by carrying out either a total or partial evacuation of the unit or facility.
4. As soon as possible, notify the covering Unit Manager of the incident who shall in turn notify the Administrator-on-Call or the Administrator.
5. In situations where evacuation is found to be necessary, the Youth Correctional Center shall be notified to assist with the evacuation.
6. When the fire has been extinguished, do not disturb or remove debris from the premises until an investigation has been made or unless conditions appear that residue may rekindle.
7. An Unusual Incident Report (Form No. 007) is to be completed by employees witnessing the fire and shall be submitted to their superior who shall forward the report to the Administrator's Office.

ACA  
2-8180  
2-9160  
2-9163  
2-9164



# Fire Drills and Fire Safety Training

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0716**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division that the Administration will conduct fire drills at regular periodic intervals and will also schedule fire safety training sessions as needed to instruct staff on revised fire regulations and procedures including evacuation and drills.

## Related Procedure...

[Fire Drills and Fire Safety Training](#)

## Fire Drills and Fire Safety Training

**Procedure From Policy 1200.0716: [Fire Drills and Fire Safety Training](#)**

### **A. Fire Drills:**

1. The Administration shall ensure that fire drills are conducted on at least a monthly basis in all units and facilities on all shifts on a rotating basis. Fire drills should include the evacuation of all juveniles except when there is evidence that institutional security is jeopardized. During all fire drills, employees shall perform all duties outlined in fire safety policies.
2. Administrators shall notify employees in advance of the drill.
3. The Youth Career Educational Center shall conduct fifteen (15) fire drills per year in accordance with State law.
4. The gym shall conduct fifteen (15) fire drills per year alternating between the gym and pool areas.
5. The fire drill form (Form No. 057) must be accurately and thoroughly completed and forwarded to the Unit Manager or facility supervisor for review.

### **B. Fire Safety Training:**

1. Administrators will schedule fire safety training sessions on a bi-annual basis or as revision of regulations and procedures might dictate.
2. All new employees shall be trained in fire safety procedures during their first week of employment.
3. Employees shall be notified in advance of scheduled training sessions which will be provided by a certified instructor of the Rhode Island Firefighters Instructional Association.
4. Any fire safety Training shall include all fire safety procedures as outlined in the manual.

ACA

2-9163

# Resetting of Fire Alarms

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0717**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure the safety and protection of employees and residents, it is essential that fire alarms are always in good working order. Any problems with the alarm system shall be reported immediately to the designated authority.

## Related Procedure

[Resetting of Fire Alarms](#)

## Resetting of Fire Alarms

**Procedure From Policy 1200.0717: [Resetting of Fire Alarms](#)**

- A. Administrative employees shall ensure continuing "tests" of the fire alarm system.
- B. The Administrator-on-Call shall immediately notify the Assistant Administrator of any problems with the fire alarm system.
- C. The Assistant Administrator shall immediately notify the Fiscal Management Officer.
- D. Unit Managers or Department Heads are to notify the Fiscal Management Officer of the need for refilling fire extinguishers.
- E. The Assistant Administrator is to be contacted for any other fire safety equipment needing to be maintained such as exit lights, emergency lights, etc.
- F. The Assistant Administrator shall immediately notify the appropriate agent to:
  1. Reset the fire alarm system;
  2. Provide maintenance of any deficiencies in fire equipment.

# Occupational Health and Safety

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0718**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to maintain a healthy and safe environment and to protect the occupational health and safety of all employees and residents, the Department shall maintain an effective and comprehensive occupational health and safety program.

## Related Procedure

[Occupational Health and Safety](#)

## Occupational Health and Safety

**Procedure From Policy 1200.0718: [Occupational Health and Safety](#)**

- A. Employees knowing or suspecting violations of occupational health or safety regulations or unsafe conditions shall bring them to the attention of the Administrator immediately.
- B. The Administrator shall ensure that necessary violations are corrected and make a report of said violations and corrections to the Assistant Director
- C. The Principal shall ensure that all safety equipment, personal protective equipment and devices necessary for protection are used by staff and residents while involved in school activities.
- D. The Principal shall immediately report any accidents, injuries or illnesses to the Assistant Director and complete necessary reports.
- E. The Principal shall request at least annually, via the Assistant Director, an inspection of all facilities, equipment and machinery by the Department of Labor and the Department of Health to ensure safety, cleanliness and healthy conditions.
- F. The Assistant Director shall ensure that annual inspections and concurrent reports are made in cooperation with the Department of Labor and Department of Health of all necessary facilities, units, equipment and machinery and review said reports.
- G. The Assistant Director shall report to the Director the status of these annual reviews and of any emergency situations that develop related to occupational health and safety.

ACA	2-8055	2-9210
	2-8171	2-9214
	2-8229	
	2-8233	

# Lighting, Heating and Ventilation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0720**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure that all residents and employees are ensured a healthy living environment and safe working conditions, it is the policy of the Division to comply with Federal, State and Local safety regulations relative to lighting, heating and ventilation.

## Related Procedure

[Lighting, Heating and Ventilation](#)

## Lighting, Heating and Ventilation

**Procedure From Policy 1200.0720: [Lighting, Heating and Ventilation](#)**

- A. All employees shall be aware and observe any lighting, heating and ventilation problems and promptly report these to Maintenance utilizing a Maintenance, Repairs and Other Needs Form (Form # 025) which will be collected by the Maintenance Supervisor each Monday.
- B. After the collection of the requests, the Maintenance Supervisor and the Assistant Administrator shall review all unit and facility reports to ensure compliance with regulations and to take appropriate action to make appropriate corrections.

# Work Stoppage or Job Action

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0721**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

The following contingency plan has been developed for the purpose of maintaining essential services to institutional residents during the event of a work stoppage or other job action.

## Related Procedure

[Work Stoppage or Job Action](#)

## Work Stoppage or Job Action

**Procedure From Policy 1200.0721: [Work Stoppage or Job Action](#)**

- A. The population of the Training School shall be reduced by granting extended passes to residents who are presently participating in the pass program. Clinical staff will do daily home visits to the residents on extended passes.
- B. The pass eligibility guidelines shall be reviewed in reference to certain residents who will be placed on pass with the Administrator's approval due to this extenuating circumstance.
- C. The resident population is combined in order to provide and maintain essential services to the residents remaining in the institution during the work stoppage. The consolidation will occur as follows:
  1. Rossi House (females) will move to the JDC;
  2. Youth Correctional Center and Medium Security will be combined;
  3. D Unit, E Unit and F Unit will be combined;
  4. The Detention Center population shall remain unchanged.
- D. Employees regularly working their tour of duty during the event of a work stoppage will be "frozen in" and will be scheduled to work on a rotating basis throughout the extent of the job action. This rotation will be based on:
  1. The number of residents remaining in the institution;
  2. The number of employees needed to cover the needed positions.
- E. All administrative personnel will be utilized to cover the needed positions within the institution throughout the job action.
  1. Administrative personnel is identified as follows:

Assistant Director	Clinical Coordinator
Administrator	School Principal
Assistant Administrator	Supervisor of Recreation
Unit Managers	Supervisor of Maintenance
Assistant Unit Managers	Supervisor of Food Service
Deputy Unit Manager	Registered Nurses
  2. If necessary, the Assistant Director will confer with the Director for additional employees from other Divisions.

- F. The Assistant Director will coordinate the operation of the institution during a work stoppage or other job action.
- G. The Administrator will be responsible for the security and the movement of any residents on or off grounds. The issuance of portable radios for additional security measures shall also be handled by the Administrator.
- H. The Assistant Administrator will be responsible for transportation, arranging all picking up and dropping off of employees at designated off grounds sites on a prearranged time schedule.
- I. The Assistant Administrator will be responsible to maintain an updated list of all employees' telephone numbers.
- J. The Clinical Coordinator will be responsible for the medical and psychiatric care of all residents.
- K. The Supervisor of Maintenance will be responsible for all emergency maintenance repairs.
- L. The Administrator's Office in the Administration Building shall be considered the center of all operations. Staffing patterns will be issued from this office.

ACA                    2-8207  
                             2-9167

# Personal Vehicles

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0723**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

To ensure clear and unencumbered access to all units and facilities by State and emergency vehicles and to allow for immediate identification of all employees' vehicles, the following procedure has been established.

## Related Procedure

[Personal Vehicles](#)

## Personal Vehicles

**Procedure From Policy 1200.0723: [Personal Vehicles](#)**

- A. Employees working in the Administration Building, D, E, F Units, Medium Security and the Youth Correctional Center shall park their personal vehicles in the designated parking areas in front of or behind the Administration Building. All employees in other units or facilities shall park in designated parking areas only near their assigned building.
- B. Employees are never to park directly in front of or around the unit or facility blocking fire lanes or direct access to any building.
- C. All employees or visitors shall remove all keys from parked vehicles, close all windows and lock vehicle doors in order to secure personal property and remove additional means of escape for residents.
- D. All employees shall obtain a Juvenile Correctional Services Vehicle Identification Sticker by completing a Vehicle and Registration Form (Form # 073) for their personal vehicle(s) and submit it to the Administrator's office.
- E. For security purposes, all personal vehicles must have a Juvenile Correctional Services sticker displayed in the rear window of their vehicle to allow for rapid identification of authorized vehicles on grounds.

ACA    2-8214  
       2-9172

# Use of State Vehicles

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0724**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Residents are frequently transported by State vehicles for both on grounds and off grounds activities and work projects. It then becomes essential to maintain supervision, security and the safety of residents in all State vehicles. It is the intent of the Department to take every measure to ensure the safety of employees and residents that the Division services. Employees must properly use seat belts and must require all passengers, adults and residents to use seat belts while driving or riding and should ensure that all passengers are secured while driving or riding in privately-owned vehicles. The following regulations must be enforced whenever residents are in transit.

## Related Procedure

[Use of State Vehicles](#)

## Use of State Vehicles

**Procedure From Policy 1200.0724: [Use of State Vehicles](#)**

- A. Employees shall properly use seat belts and ensure that all passengers, other employees and residents are using seat belts or other restraint systems while riding in State cars.
- B. When maintenance crews are traveling with residents to work sites on or off grounds, residents are prohibited from riding in the rear of an open vehicle (i.e. pick-up truck, dump truck, etc.).
- C. The employee who is responsible for driving the State vehicle must always drive in a safe, cautious manner, obeying all State traffic regulations to ensure the safety of passengers.
- D. State vehicles are to be used for State business only. Employees are not to conduct personal business while in State vehicles or transport anyone other than an employee or resident under the care of the Department.

ACA

2-9178



# General Security Procedure

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0800**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Security regulations and procedures for all units and facilities have been formulated so that the facility can operate effectively to ensure maximum protection to residents, the community and employees.

## Related Procedure

[General Security Procedure](#)

## General Security Procedure

**Procedure From Policy 1200.0800: [General Security Procedure](#)**

- A. Employees are to ensure that facility safes are locked at all times except when employees are either removing or placing items for storage.
- B. The Unit Manager's office shall be locked and unoccupied in his/her absence unless otherwise specified by the Unit Manager and appropriately noted in the log book.
- C. All employees shall ensure that all dormitory doors and individual resident's rooms are locked at those times when the resident is not in his/her room.
- D. Employees shall ensure that all doors including perimeter entrances, exterior doors and exits are locked when not in use for admission or exit. Closets and classrooms should also be locked at all times when not in use by employees or residents.
- E. The Unit Manager shall conduct weekly inspections of all locks, windows, doors and other security devices in their unit to ensure they are fully operational. Any deficiencies shall be brought to the attention of the Assistant Administrator to ensure that corrections are made.
- F. Employees in the Youth Correctional Center shall ensure that the door of the Control Center and the caged and hallway passageway doors do not remain open at the same time. Access to these areas is gained by unlocking each door separately.
- G. In the event the Control Center employee on duty needs to use the bathroom, his/her responsibilities will be assumed temporarily by the Youth Correctional Officer posted in the passageway foyer. Control Center employees will use the bathroom in the dayroom or the dorm area.
- H. Employees shall ensure that in all units and facilities where electric gates are in use, said gates are closed at all times except when persons are passing through.
- I. Employees shall never allow a resident to supervise, control or exert any authority over another resident.
- J. Employees shall never discuss security procedures and techniques with the residents or in their presence.
- K. Employees shall never discuss any differences, difficulties or problems with or in the presence of residents.

ACA 2-8184, 2-9174, 2-8188, 2-9182, 2-8192,

# Movement of Residents on Grounds Under Staff Supervision

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0809**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Escorting of residents to the gymnasium, school, cafeteria and other locations is a potentially high risk procedure and employees must take special precautions when movement of juveniles occurs. All juvenile movement from one location to another should be controlled and supervised by employees in the interest of order, control and expedience

## Related Procedure

[Movement of Residents on Grounds Under Staff Supervision](#)

## Movement of Residents on Grounds Under Staff Supervision

**Procedure From Policy 1200.0809: [Movement of Residents on Grounds Under Staff Supervision](#)**

- A. Before leaving a unit or other facility, employees shall count residents and organize the group into a two (2) line formation making the residents a manageable group. When possible, at least two employees shall accompany groups of residents: one at the front of the group and one at the rear.
- B. Employees shall recount residents upon arrival of their destination and accompany groups of residents to their place of assignment.
- C. Employees are responsible for insuring that residents arrive at scheduled activities on time. This includes the cafeteria, recreation, school activities and on-grounds work sites. Employees shall remain with residents in the cafeteria, at recreational activities and in the school building to maintain supervision and responsibility for residents.
- D. Destination, time, number of residents and the names of the employees escorting the residents shall be recorded in the Daily Log Book by the employee assigned to complete Log book entries.
- E. Additional precautions shall be taken for the Youth Correctional Center, Medium Security and the Detention Center when movement of juveniles assigned to these units occurs.
- F. Whenever possible, to increase security, a vehicle shall be used when movement of a group of residents occurs during nighttime hours from one area to another.

ACA        2-8197  
              2-9271  
              2-9178

# Handcuffs

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0811**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Handcuffs may be used when restriction of a resident is necessary to prevent self injury, injury to employees or other residents or for the protection of the community. Handcuffs must be used when there are clear indications that the security or safety of the resident is in question and should not be applied for more time than is necessary.

## Related Procedure

[Handcuffs](#)

## Handcuffs

**Procedure From Policy 1200.0811: [Handcuffs](#)**

- A. Handcuffs shall be used in the following circumstances:
  - 1. For all Family Court appearances
  - 2. Movement of all residents into and out of the Youth Correctional Center and the Detention Center
- B. Handcuffs shall never be applied as punishment. Their use in any other situation other than stated above, is to have prior approval of the Administrator or the Administrator-on-Call.
- C. At no time shall a resident be handcuffed to an object such as an iron grate, bed, radiator cover or other stationary, fixed object.
- D. All individual residents shall be handcuffed with both hands behind their backs when leaving their unit. The only exceptions to this are:
  - 1. When moving groups of Youth Correctional Center or Detention Center residents to or from the gym or other such places, they are to be handcuffed in a chain-like line using the handcuffs.
  - 2. When taking any individual resident off grounds in a vehicle or busette, the resident shall be handcuffed in front of the body for additional safety in the vehicle.
- E. Handcuffs are not to be unlocked, loosened or removed by employees or residents in a vehicle or a busette.
- F. In the Youth Correctional Center or the Detention Center, handcuffs shall be applied within the confines of the building when preparing to transport residents out of the building.
- G. Handcuffs shall be stored in a secure area when not in use. Handcuffs are not to be displayed in an office or any other visible area. Handcuffs are not to be given to residents or left unattended at any time.
- H. Employees are not allowed to use personal handcuffs.
- I. Handcuffs are assigned to individual units and are engraved with the unit's code and are numbered.
- J. All handcuffs must be double-locked.

K. Handcuff count must be made at the beginning and at the end of each shift by the employee assigned to the unit log book who shall log this information in the Unit Log. Any missing handcuffs are to be noted and reported immediately to the Unit Manager and/or the Administrator-on-Call.

ACA	2-8135	2-9191
	2-8187	2-9192
	2-8210	

# Transporting of Residents to Rhode Island Hospitals

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0812**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

The Division is responsible for the safety and control of residents while under the Department's supervision within, as well as, outside of the facility perimeter. Additional safeguards are necessary while residents are transported to community facilities. The courtesy of notifying the facility to which the resident is being transported is also necessary to prepare for potential management problems

## Related Procedure

[Transporting of Residents to Rhode Island Hospitals](#)

## Transporting of Residents to Rhode Island Hospital

**Procedure From Policy 1200.0812:** [Transporting of Residents to Rhode Island Hospitals](#)

- A. Whenever a resident is transported to any Rhode Island hospital for medical reasons, other than routine clinical appointments, the Chief of Security for each facility shall be notified by the Administrator-on-Call.
- B. Employees shall accompany and remain with the resident at all times.
- C. Employees shall not sign any authorizations for treatment for residents.
- D. Employees shall return the written hospital consultation form to the Training School.
- E. For security purposes, employees who accompany residents to the hospital should not communicate information on additional follow-up clinic/hospital appointments to the resident. Whenever a Training School nurse is on duty, the employee should request that hospital personnel call the Training School directly to communicate information regarding the follow-up visits. If there is no Training School nurse on duty, employees should receive such information from hospital personnel in confidence and inform the Training School clinic of the appointment.

ACA	2-8216	2-9176
	2-8272	2-9196
	2-8273	2-9253
	2-8286	2-9254
	2-9267	

# Transporting Residents to and from the Airport

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0813**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In the event that it is necessary to transport residents to and from the airport, and in order that a secure setting is maintained for the benefit of the resident and the community, the following procedure has been developed to govern supervision of residents outside of the Training School.

## Related Procedure

[Transporting Residents to and from the Airport](#)

## Transporting Residents to and from the Airport

**Procedure From Policy 1200.0813: [Transporting Residents to and from the Airport](#)**

- A. In the event that a resident is to be transported to or from the airport, the Airport Security Office shall be notified by the Administrator or the Administrator-on-Call.
- B. The Airport Security Office is to be informed of all details regarding the resident: the resident's name, a description, the airline, the flight number and the time.
- C. Employees so designated to provide the transportation to the resident by the Administrator or Administrator-on-Call will proceed directly to the Airport Security Office.
- D. When picking up a resident from the airport, the employee shall receive the resident and remain with the resident until he/she is placed in the appropriate unit or facility.

ACA      2-8216      2-9176  
            2-9196

# Activities in the Community

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0815**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division to allow residents to leave the Training School Grounds for specific purposes provided necessary safeguards are employed. Escorted or unescorted approved activities shall be provided to residents into the community for needed medical and dental care, to visit ill family members, to attend funerals or to participate in community affairs which would have a positive influence on the resident. For purposes of security and control, it is necessary that employees follow established procedure when involved with resident activity outside the perimeters of the Training School.

## Related Procedure

[Activities in the Community](#)

## Activities in the Community

**Procedure From Policy 1200.0815: [Activities in the Community](#)**

- A. Daily Unit Log Books are used to sign residents in and out of the unit. The employee responsible for log entries shall record the following:
  1. Name of resident;
  2. Destination;
  3. Time of departure and time of return
- B. All off-grounds activities for residents of D, E, F and Rossi House must have prior approval of the Unit Manager.
- C. Permission to take residents off grounds for any organized group activity must be submitted in writing by utilizing an Off-Grounds Activity Approval Form (Form # 036) in advance to the Unit Manager who shall in turn submit it to the Administrator.
  1. The request shall include information on the destination and time of activities, means of transportation, costs to be incurred, meal arrangements, all resident names and employees who shall be responsible for supervision.
  2. Notification of all off-grounds activities must be submitted to the Administrator by the Unit Manager twenty four (24) hours in advance for weekday activities, and forty-eight (48) hours in advance for weekend activities.
- D. If residents are taken to such off-grounds activities as a beach, and no lifeguards are on duty, the Administrator-on-Call should be contacted for an alternate activity.
- E. Residents on disciplinary status are prohibited from participating in off-grounds activities unless approved by the Administrator. Unit employees are responsible for assuring that no resident on disciplinary status is allowed off-grounds privileges.
- F. Off-grounds activities for residents of the Youth Correctional Center, Medium Security or the Detention Center are permitted only for medical appointments or pre-authorized emergency home visits, etc. All of these residents shall be handcuffed when leaving their unit and shall always be escorted by unit employees.

ACA 2-8216, 2-9176, 2-9196, 2-9348, 2-9360, 2-9378, 2-9379,

# Escape of Supervised Residents (Runaways)

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0817**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Whenever a resident escapes from any of the units or facilities or when in the direct custody of an employee either on grounds or off grounds, specific notice is given to family, police and others in order to assist in apprehending the resident as well as to provide the family with knowledge as to the status of their child.

## Related Procedure

[Escape of Supervised Residents \(Runaways\)](#)

## Escape of Supervised Residents (Runaways)

**Procedure From Policy 1200.0817: [Escape of Supervised Residents \(Runaways\)](#)**

### A. Discovering or Observing an Escape

Upon discovering or observing the escape, the following actions shall be taken immediately:

1. The Unit Manager, employee or the individual observing the escape (Teacher, Nurse, etc.) shall notify the following offices in the order listed below. This notice will include the escapee's name, date of birth, and physical description, time of escape, home address, and any other information that may assist in the apprehension of the escapee. The notifications are:
  - a. The Cranston Police or the Police Department in the City where the escape occurs;
  - b. The State Police;
  - c. The Administrator or the Administrator-on-Call;
  - d. For Youth Correctional Center, Medium Security, or Detention Center escapes, and unusual escapes from D, E, F Units and Rossi House, the Assistant Director shall be notified directly by the Administrator or the Administrator-on-Call. The resident's name, date of birth, charges and the date of admission are to be given to the Assistant Director at this time;
  - e. For Youth Correctional Center, Medium Security and Detention Center escapes via the fence, the medical unit shall be contacted immediately after apprehension;
  - f. The Police Department of the escapee's city of residence;
  - g. Notify the Youth Correctional Center giving the following information:
    - i. Name of resident
    - ii. Date of birth
    - iii. Where the resident ran from.
  - h. Parents or guardian;
  - i. The Clinical Services Office on weekdays before 4:00 p.m.;
  - j. CANTS  
Telephone numbers are posted in all units, facilities and offices.
2. Employees will not pursue runaways if this means that the remaining residents will be left with inadequate supervision. In all other instances, employees will make every attempt to apprehend escapees.



3. Under no circumstances will residents be asked to assist in the apprehension of a runaway.
4. The employee directly involved and witness to the escape shall complete an Unusual Incident Report (Form No. 007) and an Escape Witness Form (Form No. 042). These reports shall be forwarded to their superior who will forward them to the Administrator's Office.
5. Employees who witness an escape may be asked to appear in Court to testify.
6. If warranted, the Administrator will conduct an investigation and may refer the incident to the Public Information Office.
7. Within twenty-four (24) hours of the escape, employees involved in the incident may be interviewed by the Administrator or his/her designee to discover the facts of the escape. The purpose of this interview is to ascertain the method of the escape, the extent of property damage or physical harm, the identities of employees and residents involved, and other facts that are relevant to this escape and which may assist in preventing further escapes.

**B. Returned Escapes**

Upon receiving a resident in a unit or facility on return from escape status, the following actions shall be taken immediately:

1. The employee shall contact the Administrator or the Administrator-on-Call to notify and determine the unit or facility assignment.
2. The resident will then be placed in the care of the Unit Manager or the designated employee in that unit. A strip search shall be conducted. Any necessary medical care will also be provided.
3. The Unit Manager or designated employee shall contact the following offices in the order listed below:
  - a. The Cranston Police or the Police Department in the city where the escape occurred;
  - b. The State Police;
  - c. For Youth Correctional Center, Medium Security, and Detention Center escapes, the Assistant Director;
  - d. The police department of the escapee's city of residence;
  - e. The Youth Correctional Center;
  - f. Parent or guardian;
  - g. The Clinical Service office on weekdays before 4:00 p.m.;
  - h. CANTS.
4. The employee receiving the resident shall complete an Unusual Incident Report (Form 007) and an Escape Witness Form (Form No. 042). These reports shall be forwarded to their superior who will forward them to the Administrator's office.
5. Employees who witness an escape may be asked to appear in court to testify.
6. The Administrator or his/her designee shall notify the Public Information Office if said office was previously notified of the escape.

ACA	2-8203	2-9188
	2-8295	2-9275
	2-8334	2-9316

# Escape of Unsupervised Residents

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0818**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division when an unsupervised resident escapes, such as those on passes (furloughs), Temporary Community Placement (TCP) status, work or school release, specific notice must be given to the family, the police and others in order to assist in apprehending the resident as well as to provide the family with knowledge as to the status of their child.

## Related Procedure

[Escape of Unsupervised Residents](#)

## Escape of Unsupervised Residents

**Procedure From Policy 1200.0818:** [Escape of Unsupervised Residents](#)

### A. Discovery or Notification of Escape

1. The Unit Manager, employee or individual being notified of the escape shall contact the Administrator or Administrator-on-Call.
2. The Administrator or the Administrator-on-Call will direct an employee when it has been determined that the resident has eloped to notify the following offices in the order listed below. This notice will include the escapee's name, date of birth, physical description, time of escape, home address, and any other information that may assist in the apprehension of the escapee.
  - a. The police in the city in which the escape occurred;
  - b. The State Police;
  - c. Police department of the escapee's city of residence;
  - d. Notify the Youth. Correctional Center giving the following information:
    - i. Name of the resident;
    - ii. Date of birth;
    - iii. Where the resident ran from.
  - e. Parents or guardian;
  - f. The Clinical Services office on weekdays before 4:00 p.m.;
  - g. CANTS.  
Telephone numbers are posted in all administrative offices, units and facilities.
3. The employee discovering or being notified of the escape shall complete an Unusual Incident Report (Form No. 007) and an Escape Witness Form (Form No. 042). These reports shall be forwarded to the employee's superior who shall forward them to the Administrator's office.
4. Employees completing the Escape Witness Form may be asked to appear in court to testify.
5. If warranted, the Administrator or his/her designee may refer the incident to the Office of Public Information.

### B. Return of Escapees

Upon receiving a resident returning from escape status, the following action shall be taken.

1. The employee receiving the resident shall contact the Administrator or the Administrator-on-Call to notify and determine the unit or facility assignment.
2. The resident will then be placed in the care of the Unit Manager or the designated employee of that unit. A strip search shall be conducted. Any necessary medical care shall also be provided.

3. The Unit Manager or designated employee shall contact the following offices in the order listed below.
  - a. The police in the city in which the escape occurred;
  - b. State Police;
  - c. Police department of the escapee's city of residence;
  - d. Notify the Youth Correctional Center;
  - e. Notify the parent or guardian;
  - f. The Clinical Services office on weekdays before 4:00 p.m.;
  - g. CANTS.
4. The employee receiving the resident from escape status shall complete an Unusual Incident Report (Form No. 007) and an Escape Witness Form (Form No. 042). These reports shall be forwarded to the office of the Administrator.
5. The employee completing an Escape Witness Form may be asked to appear in court to testify.
6. The Administrator or his/her designee shall notify the Office of Public Information if said office was previously notified.

ACA	2-8203	2-9188
	2-8334	2-9316

# Personal Strip Searches

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0819**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to reduce the flow of contraband and for the maintenance of security, residents must be searched. When these searches are being conducted, the dignity and rights of the individual must be maintained. Unnecessary force, embarrassment or indignity must be avoided and searches should guarantee the preservation of evidence.

## Related Procedure

[Personal Strip Searches](#)

## Personal Strip Searches

**Procedure From Policy 1200.0819:** [Personal Strip Searches](#)

- A. Before admission to the general population, employees of the same sex as the resident shall conduct searches of residents who have been out of the unit or facility and not under the direct supervision of Training School employees. These circumstances shall include:
  1. Upon admission or intake;
  2. Return from runaway status;
  3. Return from pass;
  4. Return from work release;
  5. Return from Court;
  6. After all visiting sessions.
- B. Only Unit Managers may directly authorize exceptions and only in cases of residents on work release or other continuing community activities
- C. An employee shall search the resident in the presence of another employee if available.
- D. Employees shall ensure that searches are conducted in the following manner.
  1. Isolate the resident from the group;
  2. The resident is to put personal items in a separate pile. For example, wallet, comb, rings, etc.;
  3. Resident is to remove all clothing;
  4. Once disrobed, the resident is to be requested to raise his/her arms and make a complete turn, slowly; soles of feet are also to be examined;
  5. The resident is to be requested to spread his/her cheeks, namely, buttocks, for the purpose of displaying the rectum;
  6. The employee is to check the resident's hair, utilizing tongue depressors available in the office of the Unit Manager;
  7. The resident is to be requested to open his/her mouth and rotate his/her tongue, utilizing tongue depressors available in the office of the Unit Manager;
  8. The employee is to examine beneath the penis and testicles, utilizing a tongue depressor available in the office of the Unit Manager;
  9. The employee is to thoroughly check the resident's clothing, including shoes, paying special attention to linings and hems;
  10. The resident is to be given State clothes, if available;
  11. If State-issued clothing is not available, the resident will wear his/her clothes until the following day, except on weekends when it will be necessary to wait until Monday for State-issued clothing to be obtained.

- E. After completing the strip search upon admission or intake, the employee conducting the search shall complete an Inventory of Personal effects Form (Form No. 005) and shall forward this form to the Unit Manager for inclusion into the resident's main record.
- F. In place of complete strip searches, employees may conduct a "pat down" search if it is unlikely that contraband will be found due to direct employee supervision (i.e., gym period). These searches serve to verify an employee's belief that contraband is non-existent and also demonstrates to residents that searches may be conducted even when being supervised by employees.
- G. When there is a suspicion that metal objects are being brought into any unit or facility by residents or visitors, a transfer may be used. These are available for the purpose of scanning an individual to reveal metal contraband and are kept in the Youth Correctional Center.
- H. If contraband is discovered in any type of search, the employee conducting the search shall complete an Unusual Incident Report (Form No. 007) and notify his/her supervisor or Administrator-on-Call immediately.
- I. The supervisor or the Administrator-on-Call will determine whether disciplinary action shall be taken against the resident and shall direct employees accordingly.
- J. Any manual or instrument inspection of juvenile body cavities is conducted only when there is reason to do so and shall be performed only by medical personnel with prior approval of the Administrator.

ACA	2-8195	2-9184
	2-8196	2-9297
	2-8213	2-9382
	2-8318	
	2-8350	

# Inspecting Packages from Visitors

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0820**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to maintain security and to control incoming contraband, it is necessary to examine packages brought by visitors. Visitors shall be informed of the rules and policies governing contraband by the resident's Social Worker or the Unit Manager. Such inspections shall be accomplished pursuant to the procedures stated below so as to ensure the preservation of evidence.

## Related Procedure

[Inspecting Packages from Visitors](#)

## Inspecting Packages from Visitors

**Procedure From Policy 1200.0820:** [Inspecting Packages from Visitors](#)

- A. All visitors shall register in the Visitor's Log upon entry to the unit/facility before seeing the resident.
- B. All packages brought by visitors shall be searched routinely by employees for contraband.
- C. Packages will be presented to the employee as visitors enter and he/she shall briefly examine them.
  1. Once the package is inspected and no contraband is found it may be turned over to the resident;
  2. In the event that many visitors are accumulating at the point of entry, packages will be labeled with the name of the visitor and the name of the resident for whom it is meant, and examination and distribution of the packages will then take place as soon as an employee has inspected the package.
- D. Should contraband be discovered, visiting privileges shall be terminated immediately by separating the resident and the visitor. Additionally, employees shall contact the Unit Manager or Administrator-on-Call. Employees shall not attempt to hold or apprehend the visitor.
- E. The Unit Manager or the Administrator-on-Call will notify local and State Police if the contraband in question is of an illegal nature, i.e. drugs, dangerous weapons, etc., and give them all possible information concerning the visitor (i.e., their name, description, license plate number, etc.).
- F. Termination of a resident's visiting privilege shall be discussed by the resident's Social Worker and Unit Manager and will be reviewed by the Administrator. The information shall also be documented in the resident's file with a copy of the restriction being sent to the resident.
- G. An Unusual Incident Report shall be completed by the employee involved. This report shall be submitted to the Supervisor/Unit Manager and submitted to the Administrator in accordance with the Unusual Incident Report Policy (Policy No.1200.0827).

ACA      2-8192      2-9184  
            2-8196      2-9320  
            2-8383, 2-8390

# Searches for Contraband

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0821**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Searches for contraband must ensure that undue or unnecessary force or embarrassment are avoided and must guarantee the preservation of evidence. All areas within units and facilities must be thoroughly searched. Searches should never result in the loss, damage or abuse of a resident's personal property.

Searches for contraband are necessary when there is a strong suspicion of illegal material and for the maintenance of security in order to prevent a resident from storing unauthorized items in unusual hiding places which may facilitate his intention to escape, endanger human life, destroy State property, or which may be used in trafficking or trading.

Contraband is considered to be any object which the resident is not permitted to have in his/her possession, either on his/her person, in his/her room or at his/her assignment, which could be used by him/her or other residents for the purpose of destroying property, endangering human life or escaping, or any item that is illegal. This includes but is not limited to the following:

- Glass bottles
- Tools
- Cans
- Razor blades, ropes, wires
- Sharp instruments
- Drugs, alcohol, or controlled substances which require a prescription
- Unauthorized State property
- Keys
- Cigarettes
- Lighters, strikers, matches
- Dice
- Money over \$5.00

Specific written notice to residents of what is considered contraband, specific consequences and the discipline process are found in the resident's handbook/discipline manual.

## **Related Procedure**

[Searches for Contraband](#)

## Searches for Contraband

**Procedure From Policy 1200.0821: [Searches for Contraband](#)**

### **A. Room Searches**

1. Employees shall ensure that routine searches are conducted in the following situations:
  - a. Whenever a resident is initially assigned to a room
  - b. Whenever a room change is made between residents
  - c. Whenever a room is left vacant
2. Additionally, with approval of the Unit Manager, employees must ensure continuing frequent searches are made in a timely manner so as not to be anticipated by residents.
3. Residents, when possible, shall be present during searches for contraband by employees. Additional employees shall be present to witness the search whenever possible.

4. Any material discovered in a resident's room during the resident's absence cannot be used as evidence in disciplinary actions.
5. Employees shall follow the guidelines listed below when conducting a search:
  - a. Check all books, personal items, etc.
  - b. Remove all bedding and shake;
  - c. Remove pillow case;
  - d. Check under the bed;
  - e. Lift mattress to check both sides;
  - f. Check any openings in the mattress;
  - g. Check light fixture;
  - h. Check all window sills;
  - i. Remove trash can or other such items;
  - j. Search any other place where contraband may be concealed;
  - k. Examine all windows and window bars for traces of tampering;
  - l. If a bed has tubular legs and is not fastened, lift the leg and inspect the tubing to make sure that nothing has been hidden or suspended in the hollow legs;
  - m. Inspect the entire floor for tampering.
6. Employees shall complete an Unusual Incident Report (Form No. 007) if contraband or other unauthorized material is discovered.
7. Specific and comprehensive disciplinary reports shall be prepared by employees if contraband is discovered in a resident's possession.
8. If a juvenile is charged with possession of contraband which would require his/her room confinement, he/she cannot be confined for a period over twenty-four (24) hours until disposition of the charge is finalized.
9. All searches shall be logged in the Unit Log Book by the employee assigned to complete log entries.
10. The Administrator will determine whether referral to the State Police is warranted for possible prosecution upon reviewing and discussing the circumstances with the employees involved and the Unit Manager.
11. Referrals to the State Police shall only be made by the Administrator.

#### **B. Unit/Facility Searches**

1. All areas of the unit, including those areas where residents may not normally or routinely have access shall be thoroughly searched for contraband.
2. Employees shall inspect in, under and in back of washbowls when searching the bathroom area. Employees shall also check any recess between the washbowl, the toilets and the wall.
3. Employees shall carefully examine toilet paper containers and rolls.
4. Employees shall carefully inspect all walls, being alert for any evidence of mortar having been removed from anywhere in the wall.
5. Employees shall give careful attention to registers or ventilating grills. Employees shall make certain that nothing has been suspended by strings or threads in the back of the grills.
6. Employees shall inspect radiators thoroughly, shall look between the fins, check behind and underneath the radiators.
7. If it is an "outside" wall with exterior windows, employees shall examine the window frame thoroughly to make sure that nothing is concealed in any recess of the window or suspended outside the window.
8. Employees shall ensure that all trash containers are emptied.
9. Employees shall ensure that a thorough search is made of the kitchen area including cabinets, supplies, refrigerator and behind the refrigerator. Any open containers should be inspected inside.
10. Employees shall ensure that the supply room is thoroughly searched with special attention paid to the shelving areas with supplies on them.
11. Employees shall ensure that the pool table is thoroughly searched. All ledges and the underside should be inspected.
12. Employees shall inspect all underneath sections of all tables.



13. Employees shall ensure that any place where contraband could be concealed in furniture is inspected.
14. Employees shall inspect all interior window ledges.
15. Employees shall ensure that the mop room and the classroom are thoroughly searched.
16. Employees shall ensure that they carefully inspect all. light fixtures. Employees shall be sure to remove the plastic cover and examine the exterior top surface.
17. Employees shall carefully inspect all ledges and recesses within the building.
18. Employees shall ensure that the floor area in all areas is observed for lifting and tampering.

**C. Disposition of Contraband**

1. Any and all contraband is to be turned over by the Unit Manager to the office of the Administrator for safekeeping and disposal.
2. Except for drugs, small quantities of contraband may be disposed of by the Administrator. The Administrator will keep a record of all disposed contraband.
3. For sizable amounts of contraband and all drugs, the Administrator shall contact the appropriate department for disposal (i.e., Department of Health, etc.).
4. Any moneys confiscated, whose owner cannot be identified, shall be placed into the Resident's Benefit Account Fund.

ACA      2-8195 2-9184  
            2-8196 2-9297  
            2-8318 2-9316  
            2-8334

# Security Checks - Gymnasium

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0822**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Residents of all facilities and units are given the opportunity to participate in physical education and/or recreational programs outside their facility/unit unless otherwise directed by the Administrator.

In order to ensure security and prevent related problems, special precautions must be undertaken when residents are utilizing the gymnasium.

## Related Procedure

[Security Checks - Gymnasium](#)

## Security Checks - Gymnasium

**Procedure From Policy 1200.0822: [Security Checks-Gymnasium](#)**

- A. Prior to any Youth Correctional Center, Medium Security or the Detention Center residents entering the gymnasium, a check must be made by the Recreation Supervisor or his/her designee of equipment and other items. The Daily Gymnasium Check Sheet (Form No. 027) must be completed by recreation employees at the beginning and the end of each gym shift (twice daily) and submitted to their supervisor for review.
- B. Equipment checks:
  1. Recreation employees shall set up all equipment to be used in the gym proper, i.e., trampoline, racquetball, badminton, basketballs, etc.
  2. Recreation employees shall set up all equipment to be used in the pool/shower area, i.e. towels, water polo balls, water tubes, etc.
- C. The recreation employees shall check all doors, padlocks and windows to ensure that they are operational and secure. These shall include the following:
  1. - North end outside door
    - Door to front weight room
    - Double door leading down front stairwell
    - Double doors at north end of gym proper
    - Door to auditorium
    - Equipment room door
    - Office door
    - Double doors at south end of building
  2. Downstairs doors:
    - Double outside south door leading to caged area
    - Laundry room door
    - Double door at south end of pool
    - Double doors at north end of pool
    - Door in north end foyer
    - Door to locker room at north end of building
    - Both entrances to caged area
  3. Windows - in the entire gymnasium.
  4. Any other areas of potential problems or possible means of escape.
- D. After completion of the form, should there be reason to feel security is weakened, the recreation employee shall advise the Administrator or the Administrator-on-Call as well as

his/her supervisor, and explain the conditions. The Administrator or the Administrator-on-Call shall make the determination of whether gym Activities should be canceled until corrective action is completed.

- E. After completion of the Daily Gymnasium Check Sheet, if conditions indicate proceeding with the routine gym schedule, the recreation employees shall contact the unit employees at the designated unit or facility to determine the following:
  - 1. Headcount;
  - 2. Any suspected problems;
  - 3. Potential poor attitudes with particular residents;
  - 4. Estimated time of arrival.
- F. Residents are not allowed into the gymnasium until the preceding procedures have been completed.
- G. The recreation employees will proceed to the gym door to greet residents at the caged area at the rear of the building.

ACA      2-8104            2-9182  
            2-8192

# Preliminary Check/Yard Activity

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0823**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Residents are allowed to move into the yard of the respective facilities for various types of activities or to fulfill purposes of physical education and recreation. In order to ensure security, special precautions are taken in the Youth Correctional Center, Medium Security and the Detention Center before residents move into the yard.

## Related Procedure

[Preliminary Check/Yard Activity](#)

## Preliminary Check/Yard Activity

**Procedure From Policy 1200.0823: [Preliminary Check/Yard Activity](#)**

- A. A preliminary yard check shall be undertaken whenever residents are moved into the yard regardless of the number of residents.
- B. Employees will be assigned to check the yard and fence in the following manner before movement into the yard occurs:
  1. The designated employee shall check the entire perimeter of the fence both visually and by pushing on the fence to be certain the fence is intact;
  2. The designated employee shall pay special attention to areas where the fence is secured to the post with strappings, gate areas and areas along the footing for digging and contraband;
  3. Attention shall be paid to any unusual conditions or circumstances of the fence, the yard and the immediate area.
- C. Once the above check is completed, the employee assigned to the Daily Log Book shall enter the following information into the Log:
  1. Time;
  2. Condition(s);
  3. Name of employee who inspected the fence.
- D. If any unusual circumstances or conditions are noted, the following is to be done and logged by the employee assigned to make entries into the Daily Log Book:
  1. Residents are not allowed into the yard area;
  2. Obtain necessary information regarding the condition of the yard from the employee inspecting the yard;
  3. Log time of observations and the employee's name who inspected the yard;
  4. Notify their Unit Manager who in turn shall notify the Administrator or the Administrator-on-Call;
  5. Residents will not move into the yard until the situation has been resolved;
  6. Under a directive from the Administrator or Administrator-on-Call, the Unit Manager shall notify employees when the situation has been resolved and this information is to be logged in the Daily Log Book.

ACA      2-8188      2-9175      2-8197

# Unusual Incident Report

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0827**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

In order to provide the Administration with specific and accurate facts regarding incidents, an Unusual Incident Report has been developed and shall be completed by employees for recording emergencies or other unusual incidents. Employees shall record all pertinent information for daily review by the Administrator.

## Related Procedure

[Unusual Incident Report](#)

## Unusual Incident Report

**Procedure From Policy 1200.0827: [Unusual Incident Report](#)**

- A. The employee directly observing the unusual incident or who is directly involved, shall notify the supervisory employee on duty (i.e. Unit Manager), and then complete items 1 through 7 of the Unusual Incident Report (Form No. 007) and shall sign and date the form.
- B. Unusual Incident Reports shall be completed for, but shall not be limited to, the following circumstances:
  - 1. Emergencies - Destruction of State property, bomb threats, fires, riots, suicides, attempted suicides, resident or staff sudden illness or death, use of physical force, hostage situations;
  - 2. Resident Violations - Assaults of employees or residents, injuries, sexual intimidation, extortion, property damage, stealing, possession of drugs and other serious violations.
  - 3. Other Incidents - Observation of intruders, motor vehicle accidents, discovery of property damage and other unusual situations.
- C. The supervisory employee shall complete items 8 through 12 of the Unusual Incident Report Form and shall also sign and date the form before submitting the report to the office of the Administrator at the end of the tour of duty when the incident has occurred.
- D. The Administrator may request additional information from the employee involved due to the serious nature of the incident or as a result of further investigation and a deadline will be given for said additional written information.
- E. All reports will be completed in a neat, concise and accurate manner as soon as possible after the incident and no space is to be left blank.
- F. Reports must be dated and signed by all employees completing any part of the report.
- G. In incidents involving resident violation of facility rules, discipline reports are also necessary and should be completed by employees.

ACA	2-8187	2-9179	2-8204	2-9197
	2-8190	2-9193	2-8212	2-9296
	2-8198	2-9194	2-8317	2-9298

# Abnormal or Questionable Situations

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0828**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to maintain security and control and prevent possible dangerous or explosive occurrences, all abnormal or questionable situations will be brought to the attention of the Administrator or the Administrator-on-Call.

## Related Procedure

[Abnormal or Questionable Situations](#)

## Abnormal or Questionable Situations

**Procedure From Policy 1200.0828: [Abnormal or Questionable Situations](#)**

- A. Employees noting any abnormal or questionable situations will immediately bring them to the attention of the supervisory employee/Unit Manager.
- B. The supervisory employee/Unit Manager will report such situations to the Administrator or the Administrator-on-Call if so warranted.
- C. Such situations include, but are not limited to:
  - 1. Loud banging in a resident's room;
  - 2. Excessive noise in one area of the building;
  - 3. Behavior that may indicate an intended distraction;
  - 4. Any unusual patterns of behavior of a resident or group of residents.
  - 5. Sudden flare-ups, tense and restless attitudes of a resident or group of residents.
- D. These situations will be documented on an Unusual Incident Report (Form No. 007).

ACA            2-8273                      2-9254

# Special Notice Board

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0829**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

In order to ensure that provision of special attention is provided to those residents with special problems and to avoid potential problems, the Special Notice Board has been established and posted in each unit. Special attention must be paid to high risk residents who cannot control their behavior, present a danger to themselves or others, have medical conditions needing close supervision/observation or are potential runaway risks.

## Related Procedure

[Special Notice Board](#)

## Special Notice Board

**Procedure From Policy 1200.0829: [Special Notice Board](#)**

- A. The Unit Manager or the Administrator-on-Call shall authorize an employee to place a resident's name on the Special Notice Board making note of the type of special supervisory attention required.
- B. An employee may request a resident's name be placed on the Special Notice Board based on, but not limited to, any of the following concerns:
  1. Disruptive behavior/interactions with peers/employees
  2. Resident's verbal comments
  3. A resident's lack of communication
  4. Staff knowledge of an emotional life occurrence for the resident, (i.e. death in family, recent divorce, hospitalization of relative or close friend, etc.)
  5. Verbalization of suicide
  6. Self-inflicting injuries
  7. Suicide attempt
  8. Special medical conditions needing close supervision
  9. Cues for potential runaway behavior
  10. Additional concerns with regard to other problem areas shall be discussed with the Unit Manager and/or the Administrator-on-Call to be included on the Special Notice Board.
- C. To aid in confidentiality of resident case information, employees shall delineate the reasons/concerns as to why a resident's name is being placed on the Special Notice Board in the Daily Log Book and also relay this information verbally to other unit employees. The following codes shall be used on the Special Notice Board to alert employees of the potential problem:
  1. D - Disruptive
  2. S - Suicide, verbalization, attempts, etc.
  3. M - Medical problems
  4. R - Potential runners
- D. Residents' names shall remain on the Special Notice Board with the appropriate restrictions/precautions maintained until the Unit Manager and/or other appropriate employees (i.e. medical personnel) have determined the precautions are no longer necessary.
- E. All employees are responsible to review the Special Notice Board before beginning his/her tour of duty.

# Protecting and Preserving Evidence

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0835**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Since it is vitally and critically important to preserve evidence at the scene of, or associate with, any illegal action committed within a facility or unit, it is the policy of the Division to provide guidelines for the systematic protection, acquisition and preservation of evidence for possible future court action.

## Related Procedure

### Protecting and Preserving Evidence

## Protecting and Preserving Evidence

### **Procedure From Policy 1200.0835: Protecting and Preserving Evidence**

- A. On discovering an incident needing investigation, the Unit Manager or Assistant Unit Manager shall immediately contact the Administrator or Administrator-on-Call.
- B. The Unit Manager or the Assistant Unit Manager shall be responsible for the following:
  1. Sealing off the area, moving all of the residents out of the area and making a list of all employees, residents or other persons in the area prior to the incident;
  2. Assign an employee to guard the area to ensure that the evidence and the area are left untouched, keeping everyone not involved in the investigation out of the area until the investigation is completed.
- C. All employees in the facility or unit on duty and having knowledge or information regarding the incident shall fill out an Unusual Incident Report (Form No. 007) before the end of their tour of duty.
- D. The Unit Manager or Assistant Unit Manager shall be responsible to complete and collect all Unusual Incident Reports (Form No. 007) and any additional reports completed by all employees and submit these to the Administrator's Office within twenty-four (24) hours of the incident.
- E. The Administrator shall review all of the reports forwarding copies to the Assistant Director for his review.
- F. The Administrator and/or the Assistant Director shall notify the Rhode Island State Police when a crime has been Committed within the facility and request that they investigate for possible arrests and subsequent legal action.



G. The State Police shall be responsible to photograph any and all scenes within the facility pertaining to the incident with the cooperation of the Administrator.

ACA	2-8317	2-9297
	2-9318	2-9298
	2-8310	2-9316
	2-8334	

# Culinary Equipment

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0838**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to maintain security and control, it is the policy of the Division to accurately account for all knives, cleavers and potentially dangerous culinary equipment.

## Related Procedure

[Culinary Equipment](#)

## Culinary Equipment

**Procedure From Policy 1200.0838: [Culinary Equipment](#)**

### A. CAFETERIA

1. All knives and cleavers shall be kept in a locked cabinet in the kitchen when knives are not in use.
2. The Principal Cook and the Senior Cook shall have a key to the box.
3. All knives and cleavers shall be counted twice daily: once in the morning when the Principal Cook and/or the Senior Cook comes on duty and again at the end of the day when the Principal Cook and/or the Senior Cook are finished with their Chore of duty.
4. The Principal Cook and/or the Senior Cook shall immediately report any missing knives to the Assistant Administrator or the Administrator.
5. The Principal Cook and/or the Senior Cook shall immediately complete an Unusual Incident Report (Form No. 007) regarding the incident and shall submit it to the office of the Administrator immediately.

### B. CULINARY ARTS

1. All knives and cleavers shall be kept in a locked cabinet in the Culinary Arts kitchen when not in use.
2. The Culinary Arts teacher shall have a key to the Culinary Arts knife cabinet.
3. The Culinary Arts teacher shall count all knives and cleavers twice per class: once at the beginning of each class and again at the end of each class.
4. The Culinary Arts teacher is responsible for supervising the distribution and use of all utensils.
5. The Culinary Arts teacher shall immediately report any missing knives to the office of the Administrator.
6. The Culinary Arts teacher shall immediately complete an Unusual Incident Report (Form No. 007) detailing the incident and shall submit it to the office of the Administrator.

ACA    2-8201                      2-9186

# Room Condition Report

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0840**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to ensure that all resident rooms and the content therein are clean and in good working order, and to prevent possible escapes, the specific condition of the room will be inspected and recorded. Residents could be held accountable for damage.

## Related Procedure

### Room Condition Report

## Room Condition Report

**Procedure From Policy 1200.0840: Room Condition Report**

- A. Employees shall insure that the room is inspected whenever:
  1. A resident is newly admitted;
  2. A room is empty for a period of more than forty-eight (48) hours;
  3. A resident room change occurs;
  4. A resident is discharged.
- B. The employee shall inspect the room and record the necessary information on the Room Condition Report (Form No. 038).
- C. The employee shall sign the form and discuss any unusual circumstances with the Unit Manager or Assistant Unit Manager.
- D. The Unit Manager and Assistant Unit Manager shall approve the report and file it in the Unit Manager's Office.

ACA    2-8193                      2-9183

# Designated Posts - Medium Security/Detention Center

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0847**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

For the purposes of efficiency and optimum staffing, it is necessary to assign employees to specific areas, considered to be "posts." A procedure has been developed to designate such Medium Security and Detention Center posts and must be followed at all times in order that security breaches do not occur.

## Related Procedure

[Designated Posts - Medium Security/Detention Center](#)

## Designated Posts - Medium Security/Detention Center

**Procedure From Policy 1200.0847:** [Designated Posts - Medium Security/Detention Center](#)

A. The following posts shall be assigned for the 7:00 a.m. to 3:00 p.m. shift and 3:00 p.m. to 11:00 p.m. shift:

1. Dayroom (1)
2. Passage Way (1)
- \*3. Dorm (1)

\*Posts 2 and 3 may/are to be combined if only two (2) employees are on duty.

For the 11:00 p.m. to 7:00 a.m. shift:

1. Dorm (1)
2. Passage Way (1)

- B. The Unit Manager, Assistant Unit Manager or other supervisory employee shall assign employees to specific designated posts.
- C. Unit Managers and Assistant Unit Managers shall insure that post assignment charts are displayed on the employee bulletin board (Form No. 034B).
- D. Employees shall remain at these posts unless otherwise directed by the Unit Manager, Assistant Unit Manager or other supervisory employee.
- E. Employees shall not leave assigned posts without permission of a supervisory employee and for job-related duty only.
- F. The Post Assignment Form (Form No. 034B) shall be filed in the Unit Manager's Office at the close of each week.

ACA        2-8185        2-9187  
              2-8186  
              2-8202  
              2-8355

# Materials in Residents' Rooms

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0855**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

While the Division recognizes the importance of the personalization of a room by a resident, considerations for the safety and security of employees and residents make it necessary to limit the type and amount of materials allowed in a resident's room.

## Related Procedure

[Materials in Residents' Rooms](#)

## Materials in Residents' Rooms

**Procedure From Policy 1200.0855:** [Materials in Residents' Rooms](#)

- A. **Approved items** include the following, however, exceptions may be made with prior approval of the Unit Manager:
1. Grooming products (only plastic containers allowed): shampoo, stick deodorant, hair cream, soap, toothbrush, toothpaste, and similar products
  2. Non-perishable food: wrapped pastries and candies
  3. Plastic combs and picks
  4. Writing materials: pens, pencils, stationary, postage stamps
  5. Books and magazines, crafts, approved art supplies, etc.
  6. Games: Scrabble, Monopoly, Checkers, etc.
  7. A total of six (6) posters or pictures are allowed on the door of a resident's room, however, nothing is allowed to be put on the walls.
- B. **Disapproved items** include but are not limited to:
1. Matches, cigarette lighters, strikers, cigarettes
  2. Ashtrays
  3. Candles
  4. Electrical devices: radios, tape players, hair dryers
  5. Medication of any kind
  6. Glass in any form
  7. Mirrors - with the exception of the Female Unit, when prior approval has been received by the Unit Manager
  8. Metal picks
  9. Razors, scissors, nail files, cutting instruments, sharp instruments, tools and rope
  10. Unwrapped food items
  11. Dice
  12. Belts
  13. Plastic bags
  14. Jewelry
  15. Keys
  16. Battery-operated radios and tape decks, cassettes and cartridges
  17. Personal bedding
  18. Personal clothing - except with permission of the Unit Manager
  19. Objects made in arts and crafts will be kept with the resident's other personal items in the Unit Manager's office or other designated areas.

# Vehicles

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0856**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to meet the various program needs of residents, a fleet of vehicles is maintained for the Division. A clear procedure has been developed for the use of these vehicles. A vehicle is always and easily accessible to employees for emergency use.

## Related Procedure

[Vehicles](#)

## Vehicles

### Procedure From Policy 1200.0856: [Vehicles](#)

- A. Employees shall ensure that smoking and eating in all vehicles is prohibited.
- B. Vehicles are to be driven only on paved roadways and highways.
- C. Only Maintenance vehicles are to be used for transportation of equipment and/or vocational job projects.
- D. Vehicles shall be inspected on a weekly basis by the Assistant Administrator or his/her designee using the Vehicle Inspection Form (Form No. 035).
- E. Employees shall report immediately to their Unit Manager and the Assistant Administrator whenever any emergency vehicle apparatus is used. Employees shall also complete an Unusual Incident Report (Form No. 007) outlining the details of the incident.
- F. The total number of passengers is not to exceed the seating capacity of the vehicle.
- G. Employees shall report any mechanical difficulties immediately to the Assistant Administrator or his/her designee.
- H. Employees shall report any accidents immediately to their Unit Manager, the Assistant Administrator or the Administrator-on-Call.
- I. Employees involved in an accident shall complete an accident report which may be obtained in the Administrator's Office. (Refer to Policy No. 1200.0218 - Automotive Accident Reports). Staff shall also complete an Unusual incident Report (Form No. 007) before their tour of duty is completed.
- J. Employees shall drive all vehicles in a safe manner and comply with all motor vehicle laws and regulations.
- K. Whenever possible, one (1) employee shall be seated at the rear of the bus so as to provide adequate supervision of the residents. When more than one (1) employee is available, one employee shall be seated at the rear of the bus and one staff member at the front.
- L. Employees shall park vehicles when not in use in an area designed by the Assistant Administrator or his/her designee.
- M. Employees shall ensure that vehicle gas tanks are not left below half (1/2) full.

- N. The Vehicle Travel Log Sheet (Form No. 032) shall be completed by each employee whenever a vehicle is used. The log is kept in the Assistant Administrator's office during daytime hours and in the Youth Correctional Center's Control Center on weekends and night times.
- O. All vehicle keys are kept with the Vehicle Travel Log and shall be returned to be placed with the log in the appropriate location. The responsible employee signing out for vehicle keys must also return the keys recording the time they were taken and time they were returned. The vehicle and the keys shall not be passed from one employee to another. Each employee using a vehicle shall sign out and obtain the keys himself/herself providing an accurate accounting system specifying who has responsibility for the vehicle.
- P. Employees shall have a valid Rhode Island driver's license to drive vehicles. Additionally, a valid Rhode Island Chauffeur's license shall be held by anyone transporting residents in a busette or large vehicle.

ACA	2-8214	2-9171
	2-8215	2-9172
	2-8216	2-9196
	2-8272	2-9253

# Control Center

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0857**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to maintain internal security of the complex, the Control Center at the Youth Correctional Center shall be utilized as the central security and communication point for the Division.

## Related Procedure

[Control Center](#)

## Control Center

**Procedure From Policy 1200.0857: [Control Center](#)**

- A. The Youth Correctional Center shall be staffed twenty-four (24) hours a day by qualified employees trained in security procedures and having a thorough knowledge of the institution's daily operations.
- B. These employees shall conduct a systems check of all communication systems, i.e., portable radios, body alarms, emergency horn, etc., at the beginning of their shift.
- C. These employees shall be responsible for maintaining the Daily Unit Log Book and accounting systems for all juvenile movement in and out of the Youth Correctional Center.
- D. These employees will be contacted by other Division employees if the Administrator-on-Call needs to be contacted or if there is an emergency on grounds needing additional assistance. The Control Center employee shall immediately notify the On-Grounds Unit Manager and Administrator-on-Call (Refer to Use of Electronic Pager - Policy No.1200.706). The Control Center employee must remain calm, relaying all pertinent information indicated by the situation.
- E. Contact shall be maintained with staff members initiating the need for assistance by means of a two-way radio system.
- F. Emergency keys to all units and facilities on grounds are kept in the Youth Correctional Center Control Center. Keys shall only be issued to appropriate employees by the Control Center employee (Refer to Policy No.1200.0805 - Key Log System). The Control Center employee is responsible for maintaining accurate key counts.
- G. The control center shall have an updated listing of all employees' telephone numbers for emergency purposes. These telephone numbers shall not be given to any person requesting them unless it can be verified that the individual requesting the telephone number is an employee of the Department.
- H. The Control Center employee shall operate the main office telephone equipment during evening and weekend hours and direct telephone inquiries appropriately.
- I. The Control Center employee shall ensure that the electric and manually operated gates are secured at all times. The only time they shall be open is when authorized individuals are passing through them.
- J. Employees shall not congregate in the Control Center area.



# Meals and Special Diets

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0900**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

All residents are given three meals per day. Meals are planned in advance with a consulting dietitian to consider flavor, texture, temperature and palatability and shall meet or exceed nutritional standards as recommended by the dietary allowance of the Food and Nutrition Board of the National Research Council. Special diets shall be prescribed by appropriate medical personnel. When it is a requirement of a resident's religious belief that he/she adhere to dietary laws, reasonable provision shall be made.

## Related Procedure

[Meals and Special Diets](#)

## Meals and Special Diets

**Procedure From Policy 1200.0900: [Meals and Special Diets](#)**

### A. Meals

1. Residents in the Youth Correctional Center, Medium Security, Detention Center and Rossi House shall receive meals in their respective facilities.
2. D, E, and F Units shall be brought to the cafeteria in the Administration Building for meals by unit employees. Employees shall ensure that residents return cafeteria trays to the dishwashing area in the cafeteria.
3. Only the Administrator may change the designated dining area of a particular unit/facility.
4. Unit employees shall accompany residents to and from the cafeteria and remain with the residents while they are eating their meals.
5. Unit employees shall be notified by the cafeteria if there is a change in their scheduled mealtime.
6. Kitchen employees shall ensure that the last meal is never served prior to 5:00 p.m.
7. Employees in those units serving meals not in the cafeteria shall ensure that food containers are rinsed out and left reasonably clean before returning them to the kitchen.
8. Employees may never withhold meals or snacks as a form of discipline.
9. The Assistant Administrator or his/her designee shall inspect the food preparation and dining areas weekly. Also, food service equipment shall be inspected on a daily basis.
10. The Unit Manager shall inspect their unit kitchen area on a weekly basis.

### B. Special Diets

1. Requests for special diets shall be made to the dietitian by medical personnel per order of a physician.
2. The dietitian shall review the physician's order and the resident's medical file when deciding the type of diet and foods to be consumed. This information shall be recorded in the resident's medical file by the dietitian.
3. The dietitian, medical personnel and the resident shall meet to discuss the requirements of and reasons for the diet.
4. The dietitian shall notify the Principal Cook to make provisions for the resident's special diet.
5. Medical personnel shall ensure that the necessary information is posted on the Special Notice Board (Refer to Policy No.1200.0829) in the resident's unit.
6. Medical personnel and the physician shall review the order on a monthly basis.

7. Special diets for religious purposes shall be approved by the appropriate Chaplain. The diet shall be written and provided to the dietician.
8. The dietician shall notify the Principal Cook to make provisions for the resident's special diet.
9. The Unit Manager shall ensure the necessary information is posted on the Special Notice Board (Refer to Policy No. 1200.0829) for unit employee's information.
10. The special diet shall be reviewed monthly by the appropriate Chaplain. This process shall be facilitated by the resident's Social Worker.

ACA	2-8223	2-9204
	2-8224	2-9205
	2-8225	2-9026
	2-8226	2-9207
	2-8229	2-9210
	2-8231	2-9211
	2-8232	2-9212
	2-8277	2-9213
	2-8301	2-9258
	2-8354	2-9266
	2-8373	2-9277
	2-8230	2-9281
	2-8285	
	2-8297	

# Food Services Sanitation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0901**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division to ensure that the food service program (i.e., kitchen, cafeteria, food service personnel) complies with all sanitation and health code regulations as promulgated by Federal, State and local authorities.

The following procedures have been established to ensure a clean and sanitary program that complies with Federal, State and local regulations.

## Related Procedure

[Food Services Sanitation](#)

## Food Services Sanitation

**Procedure From Policy 1200.0901: [Food Services Sanitation](#)**

- A. The Assistant Administrator shall conduct weekly inspections of all food service areas, equipment, personnel and meals (food).
- B. The Principal Cook shall ensure that all areas and equipment are clean and sanitary at all times.
- C. The Principal Cook shall maintain accurate records of all meals served.
- D. The Principal Cook shall ensure that all food service personnel have clean hands and fingernails at all times.
- E. The Principal Cook shall ensure that all food service personnel wear caps or hairnets and maintain good hygiene.
- F. The Principal Cook shall ensure that all food service personnel wear washable garments.
- G. All food service personnel shall be subject to a regular yearly physical examination to ensure that they are in good health.

ACA	2-8171	2-9208
	2-8227	2-9210
	2-8229	2-9211
	2-8230	2-9214
	2-8233	2-9215

# Canteen Services, Snacks and "Goodies"

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0902**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In addition to the three (3) meals per day provided for all residents, canteen services, snacks and "goodies" are made available to residents daily.

## Related Procedure...

[Canteen Services and Snacks](#)

## Canteen Services, Snacks and "Goodies"

**Procedure From Policy 1200.0902: [Canteen Services, Snacks and "Goodies"](#)**

### A. Canteen Services

1. Canteen privileges are allowed for residents in the form of vending machines located in the cafeteria in the Administration Building.
2. Residents in D, E, F Unit, and Rossi House may use the vending machines three (3) times daily following each meal.
3. Residents of the Youth Correctional Center, Medium Security and the Detention Center may use those vending machines located in their respective units once daily.
4. Should residents desire items not available through canteen services, provisions may be made to purchase these items off grounds providing direct permission is granted to the employee each time by the Unit Manager or the Administrator-on-Call.

### B. Snacks

1. Employees shall ensure that snacks are distributed to all residents on a daily basis.
2. Employees may never withhold snacks from a resident.

### C. "Goodies"

1. "Goodies" are snack foods brought to the resident, by visitors.
2. Employees shall ensure that residents receive "goodies" only during visiting hours.
3. All packages are to be inspected by employees assigned to the visiting areas. If visitors begin to accumulate, employees shall label packages with the resident's name. Once inspected, the packages may be given to the resident.
4. Employees may store resident's "goodies" in the unit's refrigerator or in the area designated for storage by the Unit Manager.
5. Employees shall ensure that "goodies" are given to residents in a timely manner and shall not withhold them.

ACA	2-8058	2-9054
	2-8231	2-9055
	2-9212	

# Meals for Staff

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.0903**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division to provide meals for employees who supervise residents during their meal time, selected volunteers and other appropriate Division employees. This allows employees access to a good meal, provides supervision for residents during mealtime and permits observation and reporting of unusual eating habits of individual residents such as not eating or overeating.

## Related Procedure

[Meals for Staff](#)

## Meals for Staff

**Procedure From Policy 1200.0903: [Meals for Staff](#)**

- A. The cafeteria does not accept cash transactions for meals or food.
- B. Serving of food will be prioritized in the following manner:
  - 1. Residents;
  - 2. Unit employees on duty, supervising residents' mealtime;
  - 3. Nursing personnel on duty;
  - 4. Kitchen employees;
  - 5. Maintenance employees.All other employees will be given access to meals/food once the above persons have all been served.
- C. No food service is to be extended to non-employees without prior approval from the Administrator's office.
- D. A daily menu of all meal items for employees and residents is posted in the cafeteria located in the Administration Building and in each unit and facility.

ACA	2-8222	2-9203
	2-8232	2-9213

# Resident Hygiene and Grooming

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1000**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

Employees shall provide an example for residents by maintaining a neat and clean appearance. Employees are to provide corrective guidance to residents on proper hygiene when necessary. Items for personal hygiene are to be made accessible to residents.

## Related Procedure

### Resident Hygiene and Grooming

## Resident Hygiene and Grooming

**Procedure From Policy 1200.1000: Resident Hygiene and Grooming**

- A. Each resident shall be furnished with soap, toothpaste, a toothbrush, comb, brush and deodorant. Employees are responsible for assuring that each resident has access to adequate supplies.
- B. Residents are to shower daily before bedtime in their unit or at the gym. Employees shall supervise residents in the shower area.
- C. Residents may shave daily. Razors are provided by employees and returned to employees after their use. Under no circumstances are residents allowed to keep shaving utensils in their rooms.
- D. Residents should maintain clean hair. Barbering services are available regularly, according to scheduled hours.
- E. Residents must brush their teeth at least daily.
- F. Employees shall ensure that when residents shower in the unit the following procedure is followed:
  - 1. All residents will return to the dormitory area to shower at the designated time;
  - 2. Residents will proceed to their assigned rooms
  - 3. Residents will shower in small groups as assigned by unit employees;
  - 4. Residents assigned to clean-up detail shall shower first;
  - 5. Only those residents on clean-up detail and those in the group that is showering shall be out of their rooms.

ACA	2-8139	2-9220
	2-8240	2-9221
	2-8246	2-9227
	2-8285	2-9226
	2-8306	2-9285
	2-8307	2-9286
	2-8350	2-9382

# Clothing, Bedding and Linen

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1002**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division to provide an adequate clean supply of clothing, bedding and linen to the residents. Clothing is climatically suitable, durable and easily laundered. Clean clothes and linen are distributed throughout the week on an approved schedule.

## Related Procedure

[Clothing, Bedding and Linen](#)

## Clothing, Bedding and Linen

**Procedure From Policy 1200.1002: [Clothing, Bedding and Linen](#)**

- A. Upon intake, unit employees are responsible for the issuance of State clothing to new residents.
- B. State clothing will be distributed to the units labeled with each resident's name on his/her clothing. The standard issue of clothing, bedding and linen consists of the following items:

### **Male Population**

D, E, F Units, Medium Security  
Socks  
Sneakers or boots  
T-shirts  
Underwear  
Jeans or trousers  
Gym Shorts  
Winter coat or seasonal jackets  
Flannel shirts

### **Female Population**

Rossi House  
Tops  
Socks  
Sneakers  
Underwear  
Gym suits  
Jeans or slacks  
Winter coat or seasonal jacket  
Flannel shirts

### **YCC, Detention**

Jumpsuits issued instead of flannel shirts, jeans and trousers. All other items the same as listed above for male population.

### **Bedding and Linen (all units)**

Sheets  
Towels  
Facecloths  
Mattress covers (with medical approval)

- C. Unit employees in those units not equipped with a washer and dryer shall collect soiled items from residents on a daily basis and place these items in the designated receptacle for return to the laundry room on an approved scheduled for cleaning.
- D. Unit employees in those units that are equipped with a washer and dryer shall also collect soiled clothing on a daily basis and ensure that they are washed daily. All linen and bedding items shall be sent to the laundry on an approved schedule for cleaning.
- E. Under no circumstances may an employee withhold distribution of clean laundry items to residents.

- F. Laundry employees shall note any missing articles and request such articles from the unit/facility. If missing articles are not returned, notice shall be given to the Unit Manager for possible disciplinary action against the resident which may include restitution.
- G. Unit employees shall spray disinfectant on the mattress when a room change occurs. All bedding materials, blankets, pillows, etc., shall be washed before being re-issued to another resident.
- H. The storage of personal clothing within the unit or facility is not encouraged. However, with permission of the Unit Manager, a reasonable amount of personal clothing may be stored in a designated area within the unit.
- I. In the event that a resident is in need of personal clothing that has been stored in the laundry/storage room, it is the responsibility of the Unit Manager or his/her designee to notify the laundry/storeroom employee that the clothing is to be released. Employees shall not allow a resident to go to the laundry/storeroom to pick up personal clothing unless prior approval has been given by the Unit Manager.

ACA	2-8241	2-9222
	2-8242	2-9223
	2-8243	2-9224
	2-8244	2-9225
	2-8247	2-9228
	2-8285	2-9266
	2-8309	2-9288
	2-8350	2-9382



# Daily Room Inspections

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1003**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Residents are expected to keep their rooms clean and orderly. Each resident is provided with an adequate supply of linen, grooming supplies and clothing. In order to guarantee that each resident's room conforms to institutional standards, room inspections should be conducted on a daily basis.

## Related Procedure

[Daily Room Inspections](#)

## Daily Room Inspections

**Procedure From Policy 1200.1003: [Daily Room Inspections](#)**

- A. Employees on the first shift (7:00 a.m. to 3:00 p.m.) and second shift (3:00 p.m. to 11:00 p.m.) shall inspect each occupied room at the beginning of their shift.
- B. Employees shall identify and remove any contraband.
- C. Employees shall ensure that each resident has the standard issue of State linen, bedding, toiletries and clothing.
- D. Employees shall ensure that residents keep their personal clothes in the laundry unless otherwise approved by the Unit Manager.
- E. Employees shall inspect each room to see that beds are made, soiled clothes are properly disposed of and clothing is properly stored.
- F. Employees shall ensure that residents do not write on walls or doors.
- G. Employees shall ensure that residents do not place more than six (6) posters or pictures in their rooms. Pictures may only be placed on the doors; nothing is allowed to be put on the walls.
- H. Employees shall ensure that electrical light fixtures are not covered with any paper or other decorative material.
- I. Employees shall ensure that towels and other such items are not permitted to hang on walls, doors, windows or from the ceiling.
- J. Employees shall close off the dormitory area after the morning inspection while residents attend scheduled activities.
- K. Employees shall ensure that no residents are in the dormitory area unsupervised.
- L. The Unit Manager or his/her designee shall be responsible for ensuring that the unit pump room remains free of any debris.
- M. Maintenance employees shall inspect the pump room on a weekly basis to ensure there are no mechanical problems present.

N. When inspecting the unit, employees shall report any problems to the Assistant Building and Grounds Supervisor via Policy 1200.1007, Emergency and Preventative Maintenance.

ACA	2-8193	2-9182
	2-8234	2-9183
	2-8235	2-9216

# Control of Vermin and Pests

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1004**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

In order to immediately eliminate conditions conducive to harboring or breeding insects, rodents or other vermin, it is essential that routine and continuing controls are followed.

## Related Procedure

[Control of Vermin and Pests](#)

## Control of Vermin and Pests

**Procedure From Policy 1200.1004: [Control of Vermin and Pests](#)**

- A. Employees shall ensure that conditions conducive to preventing the harboring or breeding of insects, rodents or vermin are employed.
- B. Employees shall address all problems with their supervisor who shall in turn notify the Fiscal Management Officer of the conditions that exist which contribute to harboring or breeding insects, rodents or vermin.
- C. The Fiscal Management Officer shall be responsible for ensuring the services of a licensed pest control professional for all facilities and units.
- D. The Fiscal Management Officer shall ensure that these services are provided at least twice weekly.
- E. The Fiscal Management Officer shall ensure that provisions for emergency services are available.

ACA    2-8237                      2-9218

# Trash Disposal

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1006**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to maintain the highest levels of sanitation in living, dining and program areas, it is essential that regular schedules of trash collection and disposal are followed.

## Related Procedure

[Trash Disposal](#)

## Trash Disposal

**Procedure From Policy 1200.1006: [Trash Disposal](#)**

- A. At the beginning of each shift and as required, employees will ensure that trash held in plastic-lined barrels is removed, tied and placed in available dumpsters.
- B. Dumpsters shall be emptied on a regular basis. Any collection problems are to be brought to the attention of the Fiscal Management Officer.
- C. Employees shall encourage residents to deposit trash in appropriate receptacles provided in each unit/facility.

ACA	2-8176	2-9160
	2-8234	2-9215
	2-8238	2-9219

# Emergency and Preventative Maintenance

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1007**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

Units and facilities are inspected regularly on a weekly basis and at the discretion of the Administrator or his/her designee in order to ensure that standards for maintenance, safety, sanitation and general neatness are being followed.

## Related Procedure

[Emergency and Preventative Maintenance](#)

## Emergency and Preventative Maintenance

**Procedure From Policy 1200.1007: [Emergency and Preventative Maintenance](#)**

- A. The Assistant Building and Grounds Supervisor shall conduct a scheduled inspection of all units and facilities on a weekly basis.
- B. These inspections shall include all institutional buildings, especially the living units and shall include residents' rooms, showers, toilet facilities, dayrooms and frequently-used areas. Areas will be inspected for cleanliness, order, general appearance, need for repair, etc.
- C. The Assistant Building and Grounds Supervisor shall collect any Maintenance, Repairs and Other Needs Form (Form No. 025) from employees and will submit a weekly report to the Assistant Administrator of maintenance work pending and completed.
- D. The Assistant Administrator or his/her designee shall review these reports and see that deficiencies cited are corrected and improved upon.
- E. The Assistant Administrator shall submit monthly reports to the Administrator, noting areas of deficiencies and areas of compliance.
- F. Employees shall report any damage of an emergency nature in their unit to their Unit Manager or the Administrator-on-Call who shall direct employees in an appropriate manner to ensure repairs are obtained.

ACA	2-8158	2-9182
	2-8192	2-9183
	2-8193	2-9215
	2-8194	2-9216

# Medical Consent Authorization

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1100**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

To assure that any resident of the Training School receives prompt and adequate medical attention should a medical emergency arise, a Medical Consent Authorization has been developed.

## Related Procedure

[Medical Consent Authorization](#)

## Medical Consent Authorization

**Procedure From Policy 1200.1100: [Medical Consent Authorization](#)**

- A. The Medical Consent Authorization (Form No. 017) provides permission for medical, surgical, dental treatment and/or the administering of anesthesia to residents by duly authorized and licensed physicians and nursing personnel.
- B. The resident's social worker, upon a resident's admission to the Training School, shall ensure that parents or legal guardians receive a Medical Consent Authorization form within forty-eight (48) hours of admission. The only exception to this authorization is for weekend and overnight holds when such authorization is not possible or necessary.
- C. The social worker shall ensure that the Medical Consent Authorization is signed and returned for inclusion in the resident's medical file.

ACA	2-8251	2-9232
	2-8283	2-9230
	2-8286	2-9264
	2-8287	2-9267
		2-9268

# Intake Physical Examination

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1101**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

In order to provide residents with appropriate medical services and to prevent newly-arrived residents who pose a health or safety threat to themselves or others from being admitted to the general population, each resident shall receive a preliminary medical screening. Additionally, all residents, excluding overnight and weekend holds, will receive a comprehensive physical examination in the clinic during the intake process. Residents are to receive all medical treatment deemed necessary and proper by appropriately licensed physicians and nurses. They are to be provided with medical services with a level and quality of care commensurate with good medical practice. Medical information is recorded to assure that the health history is known.

## Related Procedure

[Intake Physical Examination](#)

## Intake Physical Examination

**Procedure From Policy 1200.1101: [Intake Physical Examination](#)**

- A. Within twenty-four (24) hours of admission, each resident, whether admitted on weekdays or weekends, shall be given a preliminary medical screening by a registered nurse.
  1. A complete medical history is taken and reviewed by the physician;
  2. Elements of the initial screening include an abbreviated medical history and a cursory physical examination to detect any problems requiring immediate medical/psychiatric attention.
- B. Each resident admitted on weekdays shall be given a comprehensive physical examination by a qualified physician forty-eight (48) hours following admission. Those residents admitted on weekends shall be examined within seventy-two (72) hours following admission.
- C. This comprehensive medical examination shall include:
  1. Required immunizations;
  2. Vision and hearing tests (Snelling and Screening Audiometry);
  3. Medical history to include physical and psychological status;
  4. Blood profile to include a minimum of CBC, VDRL and Rubella Titre, Sickle Cell, HBsAg, urinalysis, screening for venereal disease, drug use and tuberculosis;
  5. Other testing or screening as indicated by preliminary work.
- D. Gynecological services will be made available where appropriate in the judgment of the examining physician
- E. Medical staff shall maintain a daily log which details attendance at sick call, medication regimens, plans for additional special treatment and other information.
- F. Each resident's medical file shall remain in the clinic and include information on medication regimens, plans for additional special treatment and other information
- G. Medical staff shall note intake examinations administered by physicians and nurses in the Daily Log.
- H. Physicians and nurses are scheduled as follows:\*

Nurses 7 days a week

Physician 7:00 a.m. to 11:00 p.m.  
Monday through Friday  
Hours scheduled by physician  
Physician is on call twenty-four (24) hours, seven (7) days a week.  
\*Physician's hours are subject to change with prior notice.

- I. Between the hours of 11:00 p.m. and 7:00 a.m. when the physician-on-call is not on site, and/or in an emergency situation, residents are to be transported to a licensed general hospital approved by the Administrator-on-Call.
- J. Any resident suffering from or suspected to be suffering from a communicable disease is to be quarantined per medical orders until proper diagnosis can be made or until the resident is free of such disease.

ACA	2-8249	2-8270	2-9232	2-9255
	2-8251	2-8272	2-9242	2-9253
	2-8261	2-8283	2-9244	2-9264
	2-8263	2-8289	2-9245	2-9270
	2-8264	2-8350	2-9246	2-9334
	2-8265	2-8254	2-9247	2-9382
	2-8269	2-9250	2-9251	2-9283



# Daily Sick Call

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1102**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

To insure that residents are provided with consistent, adequate and quality medical care for non-emergency illness or injury, medical services are available to residents at sick call which is held on a daily basis. Physicians and nurses are available for medical care on a regular basis.

## Related Procedure

[Daily Sick Call](#)

## Daily Sick Call

**Procedure From Policy 1200.1102: [Daily Sick Call](#)**

- A. Daily sick calls are scheduled on weekdays, Saturdays and Sundays.
- B. Nursing employees will provide medications in the cafeteria at 8:00 a.m., 12:00 p.m. and 5:00 p.m. Nursing employees will make rounds to all units in the evening. Nursing employees will go to the Youth Correctional Center, Medium Security, Detention Center, Rossi House and the Juvenile Diagnostic Center when needed for daily sick calls at 8:30 a.m., 12:30 p.m. and 5:30 p.m.
- C. Medical services including the administration of medications will be provided in the Clinic.
- D. The unit employee shall contact the Clinic before the scheduled sick call time to inform them when a resident will be requesting services. This allows the medical staff to locate a resident's file and prepare any special procedures for examining the resident.
- E. In no event shall an employee inhibit or delay a resident's access to medical care.
- F. Standing orders for admission, non-prescription medications, and emergencies will allow nursing employees to provide treatment to residents. These orders will be reviewed by the staff physician.
- G. The 3:00 p.m. to 11:00 p.m. nurse shall visit each resident who is on lock-up status. The visit shall take place outside of the resident's room.

ACA	2-8251	2-9~32
	2-8267	2-9248
	2-8268	2-9249
	2-8269	2-9250
	2-8270	2-9251
	2-8354	

# First Aid

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1105**

*Effective Date: January 1, 1988    Revised Date:                    Version: 1*

All employees are offered training in First Aid and CPR by certified instructors from either the American Red Cross or the American Heart Association. The goal of this Department is to provide this training as part of core curriculum after the mandatory probationary period has been successfully completed. Training is tracked and provided as needed for all employees as re-certification becomes necessary. The Department encourages all employees to administer First Aid, CPR and other first aid procedures until emergency services or medical personnel are available. To this end, all units and facilities are provided with First Aid kits. The contents, number and location of the First Aid kits are approved by the staff physician.

## Related Procedure

[First Aid](#)

## First Aid

### Procedure From Policy 1200.1105: [First Aid](#)

- A. **Basic First Aid Treatment** shall include the application of bandages, gauze, and antiseptic. Any foreign substances in the eyes shall be rinsed with water only and the resident brought directly to the nurse.
1. First Aid kits are kept locked in the staff's closet in each of the units and are available to all unit employees for the purpose of treating minor physical injuries.
  2. Whenever a resident needs any first aid care, employees shall call the Clinic to inform medical personnel of the problem and what care was given. If the resident requests either Tylenol tablets or Mylanta, staff shall notify the Clinic before dispensing the medication. If there are no medical personnel available (between the hours of 11:00 p.m. and 7:00 a.m.), the employee may dispense any first aid item and record the resident's name, the time the treatment was given and what was done in the Daily Log Book. The same employee who provided care to the resident is responsible for notifying medical personnel at 7:00 a.m. All information shall be charted by medical personnel in the resident's medical file.
  3. Contents of the First Aid boxes include: Gauze, Peroxide, Band aids, Tylenol tablets, Vaseline, Mylanta, Tape ½" (adhesive)
  4. Any accident or injury of a serious nature will be brought to the attention of the medical personnel and provisions may be made for emergency room treatment, if necessary.
  5. Any employee using the First Aid kit and exhausting a supply of any item (i.e. band aids) must notify the nursing personnel.
  6. The nursing personnel shall ensure that the First Aid kits are adequately equipped through a periodic inspection schedule approved by the staff physician. When necessary, nursing personnel will request replacement of items from the Pharmacy through the Formulary.
- B. **Other Intensive First Aid Treatment** requiring use of tourniquets, splints, pressure to stop bleeding, practice of "Heimlich Maneuver" (choking), Cardio-Pulmonary Resuscitation (CPR) or similar procedures.
1. These first aid methods shall be administered by staff trained in First Aid and CPR.
  2. In above situations, staff shall follow procedures for emergency medical treatment.

ACA	2-8251	2-9232
	2-8260	2-9241
	2-8273	2-9254

# Laboratory Services

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1106**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

The use of clinical laboratory services is sometimes necessary in the diagnosis and treatment of resident illness. It is the policy of the Division to use only those clinical laboratories whose services meet the hospital accreditation standards set by the Rhode Island Department of Health.

ACA 2-8251 2-9232

# Neurological Examinations

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1107**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of the Division that neurological examinations, if determined necessary by a physician, will be given to residents in order to identify and treat health problems which, if left untreated, would hinder rehabilitation.

## Related Procedure

[Neurological Examinations](#)

## Neurological Examinations

**Procedure From Policy 1200.1107: [Neurological Examinations](#)**

- A. Should a member of the clinical staff feel a neurological examination is necessary for a resident, he/she should bring it to the attention of the Clinical Coordinator who will discuss the case with the staff physician.
- B. The staff physician, through examination of the resident and/or the resident's medical records, may determine that a neurological examination is necessary.
- C. The staff physician will notify nursing personnel for appropriate referral of the resident for a neurological examination.
- D. Nursing personnel shall arrange all referrals for neurological examinations.
- E. A written consultation request will be provided by the referring staff physician.

ACA    2-8251                      2-9232

# Special Needs Residents

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1108**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division that handicapped residents are to be provided with specialized care and treatment services. It shall, therefore, be the responsibility of the Clinical Coordinator to develop a comprehensive diagnostic and treatment plan for all handicapped residents.

Handicapped residents shall be considered persons who have a disability which substantially hinders a satisfactory, normal, free community adjustment. The following will be considered substantial handicaps:

- Behaviorally Disordered
- Mentally Retarded
- The Orthopedically Handicapped, Medically Impaired
- Learning Disabled
- Hearing Disordered
- Speech Disordered
- Blind and Partially Sighted
- Multi-handicapped
- Other handicaps as described by competent medical authorities
- Naive Offender as diagnosed by Clinical Personnel.

## Related Procedure

[Special Needs Residents](#)

## Special Needs Residents

**Procedure From Policy 1200.1108: [Special Needs Residents](#)**

- A. When any handicapped resident is admitted to a facility, the Unit Manager or Social Worker must advise the Clinical Coordinator.
- B. The handicapped resident shall be placed in the most appropriate unit.
- C. A diagnostic evaluation will be completed utilizing the services of as many outside specialists and authorities in the particular handicap as is necessary and available. This may even include the use of Temporary Community placement provisions and transfer procedures as approved by the Family Court, when necessary.
- D. The Clinical Coordinator shall ensure that diagnostic recommendations and treatment plans and services are implemented while the resident is in the facility. The Clinical Coordinator shall chair the treatment team who will be involved in making the appropriate recommendations. This team will include, but not be limited to, the Social Worker assigned to the resident, the Unit Manager, educational personnel, the staff physician and/or nurse, outside specialist(s), and the parent or legal guardian.
- E. A final decision as to placement and/or treatment plan must include one which shall comply with the majority decision of these specialists and include provisions for whatever specialized therapy and treatment is necessary. The decision may include a referral to the Department of Mental Health, Retardation and Hospitals and the Review Team in the Division of Community Services.

- F. The Clinical Coordinator shall make provisions for continuing any special recommendations and plans for the resident upon release, including recommending the use of probation when necessary and applicable.
- G. A tracking system shall be devised by the Clinical Coordinator to provide for prompt attention and follow-through for these residents while detained in the facility.

ACA	2-8166	2-9232
	2-8251	2-9246
	2-8265	2-9257
	2-8266	2-9258
	2-8276	2-9272
	2-8277	2-9344
	2-8289	2-9375
	2-8291	2-9390

# Detoxification

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1109**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

In the event that a resident's condition is diagnosed by medical personnel as having withdrawal symptoms from a chemical substance (drugs, alcohol, etc.), he/she will be detoxified with medical supervision under the following guidelines.

## Related Procedure

[Detoxification](#)

## Detoxification

### Procedure From Policy 1200.1109: [Detoxification](#)

- A. Any employee is to notify the medical personnel if they become aware that a resident appears to have withdrawal symptoms, (i.e., agitation, chills, extreme drowsiness, etc). Employees will report the signs and symptoms they observe to the medical personnel.
- B. Medical personnel shall see the resident as soon as possible to make a determination as to the extent of the intoxication. After consultation with the staff physician, medical personnel may recommend any of the following courses of action:
  1. Observation of the resident in his/her unit in their routine environment. Medical personnel will instruct employees if any additional restrictions need to be imposed on the resident and what anticipated behaviors may occur as a result of the intoxication. Additionally, the resident's condition will be monitored by medical personnel until the period of intoxication has passed.
  2. Observation and/or treatment of the resident in the Clinic area under direct medical supervision.
  3. Transportation of the resident to the hospital.
- C. If the resident is to be observed in the Clinic area, the Administrator or the Administrator-on-Call must be notified to arrange for supervision for the resident.
- D. In the event that hospitalization is necessary, depending upon the severity of the resident's condition, transportation will be arranged through the Administrator or the Administrator-on-Call. In serious instances, medical personnel shall contact the Cranston Rescue for transportation and ensure that employees are directed in an appropriate manner to secure medical treatment for the resident.
- E. Employees reporting the incident shall complete an Unusual Incident Report (Form No. 007) outlining all pertinent information.

ACA	2-8251	2-9232
	2-8273	2-9254
	2-8278	2-9259

# Stimulants, Tranquilizers, Psychotropic Drugs

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1111**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

It is the policy of the Division to provide a treatment program of the most humane level and quality commensurate with good medical practice. Special procedures have, therefore, been established to govern the use of behavior modifying medications such as stimulants, tranquilizers and psychotropic drugs including those that require intra-muscular administration and other such drugs subject to abuse. Medications including stimulants, tranquilizers and psychotropic drugs will only be used to help a resident attain his/her potential or to protect themselves or others. Under no circumstances are these drugs to be administered for purposes of program management and control or for the purpose of experimentation and research and only by prescription when medically required.

## Related Procedure

[Stimulants, Tranquilizers, Psychotropic Drugs](#)

## Stimulants, Tranquilizers, Psychotropic Drugs

**Procedure From Policy 1200.1111: [Stimulants, Tranquilizers, Psychotropic Drugs](#)**

- A. All stimulants, tranquilizers, psychotropic and other such drugs subject to abuse or requiring intra-muscular administration shall be administered only by prescription and under the direction of a physician or psychiatrist and only after a physical examination has been given.
- B. The distribution and administration of stimulants, tranquilizers, psychotropic and other such drugs subject to abuse shall only be done by the physician, psychiatrist or registered nurse.
- C. The physician shall advise the Clinical Coordinator of all residents for whom these drugs have been prescribed. The Clinical Coordinator shall bring this to the attention of the Administrator and the Administrator shall be informed of any incidents of continued prescription of these drugs.
- D. The Clinical Coordinator shall schedule a monthly medical consultation with the psychiatrist and/or physician to determine the future medical treatment (i.e., medication) of the resident.
- E. A protocol will be in place for each resident who is receiving a stimulant, tranquilizer or psychotropic drug. The protocol will be with the resident's medical file. Appropriate unit staff (i.e., Unit Manager, Social Worker) will be advised of medication usage and asked to monitor for behavior change.
- F. Medical staff, in conjunction with Probation, DCYF Social Worker, parent/guardian, or other appropriate agency or adult will arrange for follow-up care in the community when a resident is discharged and on medication. Arrangements will be noted in medical and Clinical Services files.
- G. The medical staff shall ensure that notation of each resident's medication shall be kept in his/her medical record. The medical regime of each resident shall be reviewed by the primary and/or prescribing physician. All medication shall be administered only by authorized personnel and under the controls and guidelines established by the individual responsible for coordinating medical health personnel in consultation with the staff physician.
- H. The use of medication shall not exceed standards prescribed by the Federal and State Law.



- I. No medication may be administered intramuscularly without attempting to utilize oral medication unless ordered otherwise by the physician or psychiatrist in each case.
- J. When a resident is being considered for extended stimulant, tranquilizer or psychotropic drug intervention, a meeting will be held with the parent/guardian and parental consent shall be obtained in writing.
- K. There shall be an "automatic stop order" of one month for stimulants, tranquilizers and psychotropic drugs.
- L. The physician's order to administer this medication must be reviewed at this time either in written form or verbally followed by written confirmation within forty-eight (48) hours. Only registered nurses may accept verbal orders.

ACA	2-8279	2-9260
	2-8280	2-9262
	2-8281	2-9263
	2-8282	2-9271
	2-8290	

# Medical Inventory

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1113**

*Effective Date: January 1, 1988    Revised Date:                    Version: 1*

In order to ensure adequate security, control and storage of all controlled substances, syringes, needles and surgical instruments, it is the policy of the Division that medical personnel shall conduct a weekly inventory of all such paraphernalia to ensure that it is kept under lock and key.

## Related Procedure

[Medical Inventory](#)

## Medical Inventory

**Procedure From Policy 1200.1113: [Medical Inventory](#)**

- A. Controlled substances, syringes, needles, and surgical instruments shall be stored in a designated locked area.
- B. Each Monday, the first shift nurse on duty and the second shift nurse on duty shall make a physical count of all controlled substances, syringes, needles and surgical instruments jointly at 3:00 p.m.
- C. The physical count shall be so noted in the nurse's log and on the Medical Inventory List. A copy of the Medical Inventory shall be placed in the log and the original is to be kept in a separate file.
- D. All discrepancies shall be immediately brought to the attention of the Clinical Coordinator, the Administrator and his/her designee or the Administrator-on-Call. This shall be followed by a written report via the Unusual Incident Report (Form No. 007) which shall give the specific discrepancy.
- E. All used needles and syringes shall be kept in a designated secured area and physically turned over to the Administrator or his/her designee for safe disposal off grounds on a monthly basis or more often as needed. This shall be done by the Nurse Coordinator who will then follow the transfer with a written confirmation of such to the Administrator or his/her designee via the Unusual Incident Report.
- F. The nurse shall be responsible for the accounting of all controlled drugs at the beginning and ending of his/her shift. A narcotic count shall be done at 7:00 a.m., 3:00 p.m. and 11:00 p.m. and signed by the nurses responsible.

ACA	2-8201	2-9186
	2-8279	2-9260

# Health Coverage for Residents' Medical Needs

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1116**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of this Department to utilize, whenever possible, existing health insurance plans for residents having such coverage, whenever the need for community-based medical attention exists.

## **Related Procedure**

[Health Coverage for Residents' Medical Needs](#)

## Health Coverage for Residents' Medical Needs

**Procedure From Policy 1200.1116:** [Health Coverage for Residents' Medical Needs](#)

- A. Social Work employees shall obtain a Blue Cross Number, Military Number (CHAMPUS - Civilian Health and Medical Program of the Unformed Service) or other health care program information and record these on the Admission Report Form (Form No. 046).
- B. Social Work employees shall provide the medical unit with this information.
- C. Nurses in the medical unit shall record this information in the resident's medical record.
- D. Should community-based medical attention be needed for a resident, the medical unit employee will communicate the insurance information to the provider of the medical service.

# Valuable Personal Property

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1203**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

Due to the potential for loss or theft, residents are not allowed to have personal property of any value in their rooms. Residents' personal property shall be identified and recorded on appropriate forms at intake and whenever they return from passes, court or other such times.

## Related Procedure

[Valuable Personal Property](#)

## Valuable Personal Property

**Procedure From Policy 1200.1203: [Valuable Personal Property](#)**

- A. Employees shall complete the Inventory of Personal Effects Form (Form No. 005) for each resident upon intake, return from passes, return from court, return from work release and return from runaway (AWOL) status. The resident shall sign the original 005 form and be given a copy.
- B. Employees shall complete the form and forward it to the Unit Manager for signature. The Unit Manager shall send one copy to the storeroom/laundry with items to be stored there and keep a copy in the Unit.
- C. Valuable articles include, but are not limited to, radios, tape decks, jewelry, watches, personal clothing, etc.
- D. The storage of personal belongings in the unit or facility is not encouraged. Residents are encouraged to send home all of their valuable personal items. With the permission of the Unit Manager, a reasonable amount of personal clothing or other belongings may be stored in a designated area in the unit. Otherwise, it will be stored in the laundry/storeroom area. All items sent to the laundry/storeroom shall be accompanied with a Personal Effects Inventory Form.
- E. Residents in D, E, F Units or Rossi House are not allowed to have more than \$5.00 cash on their person or in their rooms at any time.
- F. Residents in the Youth Correctional Center, Medium Security and the Detention Center are not allowed to have any money or personal property on their person.
- G. Upon arrival, unit employees shall forward any resident's money over \$5.00 to the Unit Manager or Social Worker who will in turn forward the money to the Business Office.
- H. Upon discharge, all personal property stored in the unit, the laundry/storeroom area or money held by the Business Office will be signed for by the resident and/or parent or guardian and returned to him/her by appropriate employees.
- I. The original Personal Effects Inventory Form shall be checked against the items the resident is taking with him/her.
- J. The Personal Effects Inventory Form shall be returned to the Keeper of the Records for inclusion into the resident's file.

K. Employees shall not turn anything over to a resident without the completion of the appropriate form.

ACA	2-8308	2-9143
	2-8350	2-9287
	2-8352	2-9382
	2-9385	2-9299

# Religious Beliefs and Practices

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1204**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

All recognized religious groups, as approved by the Assistant Administrator, are permitted to visit the Training School and speak with any resident who has requested religious counsel.

## Related Procedure

[Religious Beliefs and Practices](#)

## Religious Beliefs and Practices

**Procedure From Policy 1200.1204: [Religious Beliefs and Practices](#)**

- A. Residents may attend planned religious services when such services are held at the Training School unless their status does not permit them the freedom of the facilities and units.
- B. When the resident is not permitted the freedom of the facilities or units, the Assistant Administrator shall arrange for services for the resident.
- C. No employee may belittle a resident's religious beliefs nor seek to persuade him/her to change his/her religious affiliation.
- D. Religious materials and/or insignias are permitted providing they do not interfere with the order of the institution and are not considered contraband.
- E. Special diets/meals for religious purposes are permitted. (Refer to Policy No. 1200.0900, Meals and Special Diets).
- F. All residents shall participate in religious services and religious counseling on a voluntary basis.
- G. Religious services, religious groups, as well as the names of all approved religious personnel, shall be posted in all of the units.
- H. Upon intake, all residents are asked their religious preference. If a resident is affiliated with a religious group not serviced at the Training School, the Assistant Administrator will ensure that services be made available.

ACA	2-8297	2-9277
	2-9334	2-9361
	2-9363	2-9364

# Resident Grievance Procedure

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1206**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of the Division to provide residents with a means to express their dissatisfaction with individual actions or policy issues. These complaints will be submitted through a multi-level formal grievance procedure which has been designated to provide residents with timely responses to their grievances. Grievances shall consist of all matters regarding the substance or application of any policy or practice of the Division or a given employee. Specific findings of the Disciplinary Board may not be submitted to the grievance procedure.

## Related Procedure

[Resident Grievance Procedure](#)

## Resident Grievance Procedure

**Procedure From Policy 1200.1206: [Resident Grievance Procedure](#)**

### A. General

1. Social Workers and Unit Managers shall explain the resident grievance procedure to all newly-admitted residents.
2. All employees must be familiar with the grievance procedure in order to answer resident questions.
3. Resident elections are held in each unit and a Resident Grievance Chairperson and an alternate are elected by a majority vote of their peers. The Unit Manager is responsible for holding elections and ensuring that the names of residents are posted in the unit for the information of all residents and employees.
4. An employee may never discourage or inhibit a resident's attempt to pursue the grievance procedure nor may an employee ever retaliate against residents who have used the procedure.
5. Grievance Forms (Form No. 052) shall be made accessible to all residents and employees in an area designated by the Unit Manager.

### B. Levels of Appeal

There are three levels for the processing of grievances. The emphasis is focused on settling matters at the lowest level possible.

#### Level I - Unit Level

1. Employees who become aware of a resident's grievance should refer the aggrieved resident to the Resident Grievance Chairperson within five (5) working days of the alleged incident.
2. The Resident Grievance Chairperson will be responsible to discuss grievances with the aggrieved and the Unit Manager, and to ensure that the rights of the aggrieved are not violated. He/she should be thoroughly familiar with the grievance procedure since he/she will be the liaison between his/her peers and the Unit Manager.
3. Employees should provide the aggrieved with a Level I Grievance Form (Form No. 052) which must be completed by the resident.
4. Once completed, the Resident Grievance Chairperson shall assign a complaint number to the form utilizing a sequential numbering system as well as including the unit and the year in which the grievance occurred (i.e., No. I-D-87).
5. After receiving the complaint, the Resident Grievance Chairperson will discuss the matter with the Unit Manager or other appropriate employees in an attempt to resolve the matter

within forty-eight (48) hours. The grievance may be discussed in the presence of the aggrieved.

6. The Resident Grievance Chairperson shall record the outcome of each grievance and note on the form (Form No. 052) whether the grievance was satisfactorily resolved or whether it was forwarded to Level II for disposition.
7. If the grievance cannot be satisfactorily resolved within forty-eight (48) hours to the satisfaction of the aggrieved resident, the reverse side of the Resident Grievance Form (Form No. 052) will be completed by the Unit Manager and forwarded to the appointed Chairperson of the Grievance Committee for Level II processing. The Resident Grievance Chairperson may assist the Unit Manager in filing the complaint: when necessary.

#### **Level II - Grievance Committee**

1. Upon receiving the complaint, the Chairperson of the Grievance Committee shall notify the Resident Grievance Chairperson of the time and place of the hearing. This hearing will be held within five (5) working days of the receipt of the grievance. The aggrieved resident and the Resident Grievance Chairperson may attend' the Level II hearing.
2. The Grievance Committee shall consist of five (5) persons: two voting residents and two alternates; two voting employees and two alternates; and one non-voting chairperson. All members of the Grievance Committee shall serve for six (6) month terms. Employees are nominated by Youth Home Life Supervisors, Juvenile Counselors and Youth Correctional Officers. Residents are nominated by all units/facilities residents. All nominees' names shall be placed in a pool and randomly selected as they are needed. The Grievance Committee Chairperson shall be selected by the Administrator.
3. No one who is directly involved in the grievance shall sit as a voting member at any level of the processing, including the Resident Grievance Chairperson, the aggrieved resident, the Unit Manager or other individuals.
4. The Grievance Committee shall complete and submit a written recommendation to the Assistant Administrator within three (3) working days of the hearing on the Resident Grievance Adjustment Form (Form No. 053). A copy of the Board's decision shall also be forwarded to the aggrieved and the Resident Grievance Chairperson.
5. The Assistant Administrator shall respond to the Committee's recommendation within three (3) working days after receiving the Adjustment Form. If the Assistant Administrator contests the recommendation of the Committee or if the aggrieved resident is not satisfied with the proposed resolution, the grievance is referred to Level III for outside review.

#### **Level III - Outside Review**

1. The Special Court Master shall appoint an initial outside reviewer and others will be appointed on an as needed basis by the Administrator. Such selection will be made on the basis of recommendations and reputation as decision-makers and community leaders.
2. Upon receiving a request for an outside review, the outside reviewer will hold a hearing within ten (10) days of receiving the request.
3. The outside reviewer will submit written recommendations in the matter to the Administrator on the Resident Grievance Adjustment Form (Form No. 053) no later than two (2) weeks after his/her review.
4. Three (3) days after receiving the written decision from the outside reviewer, the Committee and the aggrieved resident will receive written notification of what actions will be taken on the grievance from the Administrator.
5. The Administrator will adopt the decision of the outside reviewer unless such decision is in violation of law, would result in physical danger to any person, would require expenditure of funds not reasonably available for such purposes to the Division, or, in the personal judgment of the Administrator, would be detrimental to the public or the proper and effective accomplishment of the duties of the Division.

ACA	2-8298	2-9017	
	2-8293	2-9276	
	2-8296	2-9393	2-8276



# Use of Physical Force/Corporal Punishment

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1207**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

It is the policy of the Division to provide care and treatment programs designed to provide optimum rehabilitation to residents placed in our care. The use of excessive or inappropriate levels of force is not conducive to security, control or rehabilitation, nor does it foster social growth and behavioral improvements.

## Related Procedure

[Use of Physical Force/Corporal Punishment](#)

## Use of Physical Force/Corporal Punishment

**Procedure From Policy 1200.1207: [Use of Physical Force/Corporal Punishment](#)**

- A. Employees must avoid physical contact with residents.
- B. No employee shall use physical means to control or punish a resident.
- C. Employees may use physical restraint only when it is reasonable and necessary to prevent escapes and/or injury of a resident, other residents or employees, or substantial destruction of property or of the unit. In all such cases, an Unusual Incident Report (Form No. 007) and a Physical Restraint Form (Form No. 075) must be completed by the employee. These reports shall be submitted to their supervisor who shall forward them to the Administrator's Office within twenty four (24) hours of the incident (Please refer to Policy No. 1200.0832, Crisis Intervention and the Use of Restraint).
- D. Employees observing the use of necessary physical force or corporal punishment must report such incidents immediately to their supervisor or the Administrator.
- E. No employee is allowed to use corporal punishment under any circumstance.

ACA	2-8212	2-9190
	2-8301	2-9281

# Interviews with Law Enforcement Personnel and Other than Attorneys of Record

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.01208**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

To ensure the legal rights of residents and to ensure the processing of criminal complaints, no law enforcement personnel or attorneys, other than a resident's defense attorney, will be allowed to interview a resident for the purpose of questioning him/her in the hope of obtaining information relative to a crime unless so authorized by the Administrator

## Related Procedure

[Interviews with Law Enforcement Personnel and Other than Attorneys of Record](#)

## Interviews with Law Enforcement Personnel and Other than Attorneys of Record

**Procedure From Policy 1200.1208:** [Interviews with Law Enforcement Personnel and Other than Attorneys of Record](#)

### A. General Requests

1. Employees shall not allow an interview with a resident by law enforcement personnel or attorneys (other than the resident's defense attorney) unless prior written permission is received and an entry is made in the log book by the Administrator or Administrator-on-Call to substantiate the authorization.
2. In the event that such an interview is granted, the resident's parent or guardian and attorney shall be provided an opportunity to be present at the time of the interview.

### B. Emergency Requests

1. Employees shall notify the Administrator-on-Call who can authorize such a request. The Administrator, if approving the request, may give specific instructions and/or place specific restrictions on such interviews and will directly notify employees of such.
2. Employees shall ensure that law enforcement personnel or, attorneys other than the resident's, do not talk with residents unless the Administrator has directly authorized such an interview.

# Institutional and Unit Work Assignments

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1212**

*Effective Date: January 1, 1988    Revised Date:                    Version: 1*

It is the policy of this facility to offer institutional work assignments on grounds and within the units to residents, as it is conducive for residents to keep busy. A procedure for such assignments has been developed and must be followed to ensure fair distribution among residents and avoid program conflicts.

## Related Procedure

[Institutional and Unit Work Assignments](#)

## Institutional and Unit Work Assignments

**Procedure From Policy 1200.1212:** [Institutional and Unit Work Assignments](#)

- A. The Classification Board shall approve residents for various work assignments outside the unit or facility. Jobs are available in the cafeteria, the clinic area, the gymnasium and other locations on grounds.
- B. Residents selected for job assignments should have demonstrated success in unit living, educational and treatment programs and in-unit work assignments.
- C. Residents receive reimbursement for work assignments according to the point system and incentive pay systems.
- D. Prior to Work assignment placements, the residents' Social Workers shall take into consideration their school and treatment program involvement to ensure that the work program does not interfere with any other program.
- E. All work site assignments are to consider age requirements in regard to duties to be performed to ensure that residents are not required to perform duties that would constitute a violation of State or Federal Laws.
- F. Residents in the Youth Correctional Center, Medium Security and Detention Center are not given on-grounds institutional assignments but are responsible for performing general cleaning tasks within their units. These can include, but are not limited to, cleaning the dayroom, dormitory, shower and bathroom areas, etc. The Unit Manager shall ensure these tasks are distributed fairly and in an equitable manner.
- G. Unit work assignments in D, E, F, and Rossi House, shall be distributed among residents in a fair and equitable manner by the Unit Manager.

ACA	2-8302	2-9282
	2-8378	2-9365
	2-8379	2-9366
	2-9367	

# Gambling

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1302**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In accordance with Rhode Island State Law and in the interest of maintaining a wholesome rehabilitative atmosphere in the units, gambling of any kind among employees and/or residents is prohibited.

## Related Procedure

[Gambling](#)

## Gambling

**Procedure From Policy 1200.1302: [Gambling](#)**

- A. Any employee observing or having knowledge of residents gambling shall report it to the Unit Manager or Administrator.
- B. Employees shall complete appropriate disciplinary reports on all residents involved in the incident.

# Smoking

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1303**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In accordance with State Law and in order to promote a healthy environment free from the health hazards of smoke, smoking for employees is limited to designated areas only.

## Related Procedure

[Smoking](#)

## Smoking

### Procedure From Policy 1200.1303: [Smoking](#)

- A. The Administration shall designate an area in each unit/facility to allow employees to smoke. Administrators shall ensure that the designated smoking areas are equipped with noncombustible receptacles for smoking materials. Smoking for employees is only allowed in the designated area or outside of the unit/facility.
- B. Smoking is prohibited for all residents.
- C. Residents are not allowed to possess any cigarettes, cigarette lighters, matches, strikers, etc. as these are considered contraband.
- D. Any resident found smoking or possessing any of the above-mentioned contraband is subject to disciplinary action.

ACA    2-8285            2-9266

# Restitution

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1304**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Restitution is a useful tool in attempting to teach residents the value of property and to provide an alternative for discipline purposes. Restitution is defined as the act of restoring to the rightful owner something that has been taken, lost or destroyed and/or giving something of equal value. The amount of restitution may never exceed the value of the item.

## Related Procedure...

[Restitution](#)

## Restitution

### **Procedure From Policy 1200.1304: [Restitution](#)**

- A. Should an employee observe a resident destroying State property or property belonging to another resident or employee, an Unusual Incident Report (Form No. 007) and a Discipline Report (Form No. 049A) shall be completed.
- B. If it has been determined that the resident has destroyed State property or the property of another individual, the resident may voluntarily agree to provide restitution or it may be so ordered by the Discipline Board.
- C. The resident's Social Worker shall be responsible for completing a Restitution Form (Form No. 043) in a timely manner which will clearly specify the amount of restitution to be paid and the method of payment.
- D. The Social Worker shall ensure that the resident sign the Restitution Form.
- E. The Social Worker shall ensure that the form is filed in the resident's main file.
- F. If the incident is considered serious enough, the State Police may be notified by Administration to determine if charges shall be brought against the resident.

# Waiver

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1311**

*Effective Date: January 1, 1988    Revised Date:                    Version: 1*

Waiver of juveniles to Adult Court jurisdiction is only appropriate where the resident is charged in accordance with provisions of 11-25-16; 14-1-7; or 14-1-7.1 of Rhode Island General Laws as amended.

The Division shall recommend and/or support waiver petitions limited to those residents sixteen (16) years of age or older and only in those instances where the alleged delinquent act is serious or aggravated in nature or part of a pattern of repeated delinquent acts. All other factors must indicate that the resident cannot benefit from institutions or programs within the youth correctional system and/or the system is unable to contain him/her. Additionally, this may occur only when all legal procedures that comport with due process are adhered to.

The guidelines promulgated in the Uniform Policy Position of the Family Court Judges on October 2, 1967, shall be adhered to in all waiver proceedings. The Administrator shall approve all recommendations for waiver proceedings.

## Related Procedure

[Waiver](#)

## Waiver

**Procedure From Policy 1200.1311: [Waiver](#)**

- A. Employees shall bring to the attention of the Administrator any residents who are being considered for waiver.
- B. The Administrator shall review the resident's record and prepare a memorandum to the Assistant Director stating the following:
  1. Resident's name, address, and date of birth;
  2. Who initiated the waiver;
  3. Legal grounds;
  4. Documentation as to whether or not the waiver is supported by the Department;
  5. Reasons why the waiver should or should not be supported.

# Mail

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1400**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Residents are encouraged to correspond with family and friends. Residents are allowed to receive and send letters without limitations except in circumstances which may hinder positive rehabilitation and treatment. This is to be done in the best interest of the resident. This limitation must be with the approval of the Administrator and is with someone other than a resident's attorney, the press or a public official.

## Related Procedure

[Mail](#)

## Mail

### Procedure From Policy 1200.1400: [Mail](#)

- A. The Unit Manager or his/her designee shall ensure that incoming personal correspondence is delivered unopened to residents within twenty-four (24) hours of receipt to the unit, except on weekends and holidays when receipt of mail will occur on the next working day. This includes letters from attorneys, social workers, family, friends or other individuals.
- B. The only exception to the daily delivery of mail is that which the Administrator has prohibited and is from someone other than an attorney, a public official or a member of the press.
  1. The Unit Manager, Social Worker and the unit employees shall be advised by the Administrator of such prohibitions;
  2. When mail is prohibited, the resident shall be given the opportunity to object personally or in writing and he/she shall receive a final written decision from the Administrator.
- C. Employees, in delivering mail to a resident, shall ensure that the resident opens the mail in their presence and ask the resident to shake the envelope or package. The stamp and rear flap of the envelope is to be removed before giving it to a resident.
- D. Employees shall ensure that a package received by mail is inspected in the presence of the resident prior to giving it to the resident.
- E. Residents are allowed to receive periodicals provided they purchase these with their own funds and have approval of their Unit Manager prior to ordering.
- F. Outgoing correspondence is to be mailed unopened and uncensored within twenty-four (24) hours excluding weekends and holidays when it will be mailed on the next working day.
- G. Inter-unit correspondence among residents shall be forwarded through the normal interoffice mailing channels.
- H. Business Office employees shall forward all first class letters and packages to those residents who are no longer in the facility. If the forwarding address is not known, these first class letters and packages shall be returned to the sender.
- I. Postage on all-outgoing correspondence is provided by the Training School. The assigned employee will meter all outgoing mail without delay.

ACA 2-8299, 2-9279, 2-9394, 2-9332, 2-8300, 2-9280, 2-9334, 2-9299, 2-8304, 2-9283, 2-8305, 2-9284, 2-8381, 2-9317, 2-8282, 2-9318, 2-8383, 2-9319, 2-8385, 2-9320, 2-83862-9322, 2-8387, 2-9323, 2-8393, 2-9324, 2-9394, 2-9332, 2-9334, 2-9299,



# Telephone Calls

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1402**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

It is the policy of the Division to enhance communication with families and foster family by allowing residents certain telephone privileges. Residents shall be allowed reasonable access to the telephone. Telephone calls from or to attorneys shall not be restricted.

## Related Procedure

[Telephone Calls](#)

## Telephone Calls

**Procedure From Policy 1200.1402: [Telephone Calls](#)**

- A. Unit Managers shall ensure that residents are allowed at least one (1) telephone call per week to parents, legal guardians or parent substitutes.
- B. Newly-admitted residents shall be permitted to make two (2) telephone calls at the time of admission.
- C. All incoming and outgoing telephone calls are to be logged by the employee answering the telephone or supervising the telephone call on a Telephone Log Sheet (Form No. 012).
- D. Employees shall ensure that residents do not make any telephone calls unless permission has been given by the Unit Manager.
- E. Employees shall ensure that residents do not receive any telephone calls. The only exception is if a telephone call is of an emergency nature. The employee receiving the call shall screen the call by obtaining a name and telephone number from the caller and ask specifics of the emergency situation. The employee may then allow the resident to return the call with the employee supervising the conversation. All details shall be logged in the Daily Unit Log Book and on the Telephone Log Sheet.
- F. Employees may not restrict calls from a resident's attorney at reasonable times.
- G. Residents shall make or receive telephone calls of a personal or professional nature to and from Social Workers, other professional workers, Probation Counselor and others with the approval of the Unit Manager.
- H. All long distance calls made by residents shall be made collect, unless of an emergency nature or otherwise approved by the Unit Manager.

ACA      2-8299 2-9279  
            2-8300 2-9280  
            2-8304 2-9283  
            2-8353 2-9330  
            2-8392 2-9334

# Classification and Treatment-General

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1500**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of the Division to provide comprehensive classification and treatment services to residents. Such services provide for the development of an Individualized Treatment Plan. The following procedures for the delivery of these services comply with Federal Court Orders in the matter of Inmates of the Training School vs. John J. Moran and other State laws as well.

## Related Procedure

[Classification and Treatment-General](#)

## Classification and Treatment-General

**Procedure From Policy 1200.1500: [Classification and Treatment-General](#)**

- A. The classification and treatment plan includes the development of an Individualized Treatment Plan which includes intake procedures, an initial intake meeting, periodic reviews and on-going evaluation.
- B. These services apply to residents other than those detained awaiting trial, those awaiting probable cause hearings, and those held on court-approved overnight status.
  1. In the above cases, psychiatric, psychological, social work and counseling services shall be provided, if necessary, although said reports shall not be given to Family Court;
  2. For residents in the above status whose anticipated pre-trial stay will extend beyond thirty (30) days, participation in certain phases of this plan shall be necessary.
- C. Goals and objectives are as follows:
  1. To prepare psychological, social and psychiatric profile for each resident;
  2. To provide programs for routine and emergency mental health care for all residents;
  3. To identify and treat mental health problems, which if left untreated, would hinder rehabilitation;
  4. To rehabilitate the total person by addressing his/her physical, psychological, social, educational and vocational needs;
  5. To deliver coordinated rehabilitative services and to present recommendations to the Family Court for aftercare programs for sentenced residents and for other treatment programs for residents in other legal statuses.
- D. These goals and objectives shall be met through the formulation of Individualized Treatment Plans for sentenced residents and for those in special circumstances, cited above.
- E. Whenever appropriate, social work and clinical employees working with residents shall make every possible effort to include his/her family or parent substitutes.
- F. Individualized treatment planning is governed by the following set of procedures:
  1. Unit Managers and/or Social Workers shall interview each resident initially upon admission or within forty-eight (48) hours of admission;
  2. Social Work employees and/or the Unit Managers shall pay particular attention to a resident's need for psychiatric services. This includes the review of the Pertinent Intake Data Card paying particular attention to the area noting the need for psychiatric services;
  3. Social Work employees shall, in addition, review all records and other admission data of a resident to insure that any resident whose offense, behavior subsequent to admission or

- whose records indicate a potential or previous psychiatric problem is seen by a psychiatrist within forty-eight (48) hours of admission;
4. If a psychiatric referral is indicated, the Social Worker/Unit Manager shall make a referral to the Coordinator of Clinical Services;
  5. The Clinical Coordinator shall insure that the psychiatrist sees said resident as soon as possible and that a written report is made no later than two (2) weeks following the interview.

ACA	2-8255	2-9236
	2-8264	2-9245
	2-8369	2-9334
	2-8375	2-9370
	2-9374	2-9389
	2-9390	2-9392

# Classification and Treatment-Intake

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1501**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to ensure that the Comprehensive Classification Treatment Plan is followed and that the Individualized Treatment Plan is developed and that all relevant and necessary information is gathered, a formal Intake Meeting is held and certain procedures are to be followed.

## Related Procedure

[Classification and Treatment - Intake](#)

## Classification and Treatment-Intake

**Procedure From Policy 1200.1501: [Classification and Treatment - Intake](#)**

- A. The initial intake process occurs immediately after admission and following review of the Pertinent Intake Data information and interview with the resident.
  1. Social Work employees shall gather all necessary information in order to formulate a preliminary profile of the resident in preparation for the Intake Meeting;
  2. Social Work employees shall establish relevant contacts and gather information dealing with the resident's social history, family background, education/academic achievement, behavioral observations, medical history, agency interaction and other pertinent data;
  3. Social Work employees shall initiate appropriate contacts through a referral to the Coordinator of Clinical Services including psychologists, psychiatrists and other resource staff to begin preliminary diagnostic, evaluative and therapeutic assessments;
  4. Social Work employees shall visit with the resident frequently and ensure that counseling sessions are implemented.
- B. A formal intake review is held within twelve (12) days after admission.
  1. This review shall be chaired by the Clinical Coordinator and attended by treatment team personnel, which includes educational personnel, the Unit Manager and assigned Social Worker.
  2. If determined appropriate, a psychiatrist and/or psychologist will attend.
- C. At this Intake Meeting, the preliminary information gathered is presented to determine what further data is needed, such as psychological testing, a psychiatric examination, educational profiles and neurological examinations.
- D. Any additional work-ups and gathering of data is then designated to appropriate personnel by the Clinical Coordinator.
- E. The Clinical Coordinator shall assign the tasks and date for obtaining this information no later than thirty (30) days following the resident's Diagnostic Evaluation/Individual Treatment Plan meeting.
- F. The type, nature and extent of psychological and psychiatric reports are determined by history of previous testing, behavioral observation and behavioral assessment.
- G. In cases where there has been no psychological evaluations or psychiatric testing within the past eighteen (18) months prior to admission, or where said previous evaluation and testing is unavailable for whatever reason, the resident shall have a psychological evaluation which will include appropriate testing and interview.

- H. The Clinical Coordinator, as chairperson, may override the opinion of any employee and reserves the right to order psychological and psychiatric examination if he/she decides that such updating is a necessary tool to deal with and understand the dynamics of the case. All of the material is then used in the formalizing of a diagnostic and evaluation report as the well as the establishment of the Individualized Treatment Plan.
- I. A preliminary Individualized Treatment Plan will then be developed as a result of the Intake Meeting.

ACA	2-8251	2-9232
	2-8262	2-9240
	2-8264	2-9243
	2-8369	2-9245
	2-8375	2-9334
	2-9370	2-9374
	2-9383	2-9388
	2-9389	2-9392

# Classification and Treatment Periodic Reviews/Re-Evaluations

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1502**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure that residents are assessed as to their needs and that the classification and treatment process is adhered to, a clear plan of treatment is to be developed and implemented. The following procedures have, therefore, been developed.

## Related Procedure

[Classification and Treatment Periodic Reviews/Re-Evaluations](#)

## Classification and Treatment-Periodic Reviews/Re-Evaluations

**Procedure From Policy 1200.1502: [Classification and Treatment - Periodic Reviews/Re-evaluations](#)**

- A. The Clinical Coordinator shall call a meeting approximately thirty (30) days following the Intake meeting and again at least monthly to review and reevaluate the treatment plan.
- B. In cases where a resident's stay extends beyond three (3) months, a more complete review shall be held to evaluate the treatment goals established in the Individualized Treatment Plan as well as the progress, or lack of progress, of the resident in designated areas.
- C. Social Work employees shall attend all of these meetings.
- D. Social Work employees shall prepare for the resident's record a written summary of findings and the basis thereof.
  1. Progress in locating community placements for residents and in providing other services prescribed in the resident's initial treatment plan shall be recorded;
  2. The resident's progress or lack of progress in specific areas shall be recorded;
  3. The progress or lack of progress in the development of the plan shall be recorded;
  4. Any changes, modifications or alterations in the plan shall be recorded.
- E. The Clinical Coordinator shall insure that the specific questions as to the resident's release from the Training School be considered. Social Work employees shall also ensure that this issue be addressed and decisions shall be recorded in the resident's record.
- F. In cases where such confinement is determined as inappropriate, the following procedure shall be followed:
  1. The Individualized Treatment Plan Team shall transmit a recommendation to the Administrator along with a report including the post-release plan summarizing the resident's progress at the Training School, specifying any community placement that the resident is participating in or will be able to participate in upon release, noting where the resident will live upon release and setting out the grounds for recommendation.
  2. The Administrator or his/her designee shall petition the Family Court to consider the release of the resident from the Training School and/or school release or work release.
  3. This may include provisions to place a resident on Temporary Community Placement status.
- G. For Youth Correctional Center residents, the following additional procedures shall be followed:

1. At least once a week, the Unit Manager and/or Social Worker responsible for the Youth Correctional Center shall report to the Administrator on the current status of the Youth Correctional Center population. The question of whether a particular resident's continued confinement in the Youth Correctional Center is necessary shall be specifically considered. The Administrator shall review the case and may act upon the recommendations presented therein.
2. The Administrator may petition the Family Court to permit release of the resident from the Youth Correctional Center as recommended.
3. The Social Work employee shall ensure that the results of the review meeting are recorded in the resident's record.

ACA	2-8277	2-9258
	2-8279	2-9260
	2-8283	2-9264
	2-8284	2-9265
	2-8289	2-9270
	2-8369	2-9334
	2-8375	2-9342
	2-9369	2-9370
	2-9383	2-9388
	2-9391	2-9392
	2-9393	2-9394
		2-9398

# Classification and Treatment-Individualized Treatment Plan-(ITP)

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1503**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

In order to ensure that continuing provisions of the Classification and Treatment process are adhered to and that the final Individualized Treatment Plan is developed, the following procedures must be adhered to.

## Related Procedure

[Classification and Treatment - Individualized Treatment Plan - "ITP"](#)

## Classification and Treatment-Individualized Treatment Plan (ITP)

**Procedure From Policy 1200.1503:** [Classification and Treatment - Individualized Treatment Plan \(ITP\)](#)

- A. The Individualized Treatment Plan meeting shall be held within thirty (30) days of a resident's admission.
- B. This meeting will be called and chaired by the Clinical Coordinator.
- C. This meeting shall be attended by the Unit Manager and the resident's Social Worker, a member of the educational/vocational personnel, and other resource personnel including, as appropriate, a psychiatrist, a psychologist, a physician, and other employees who are considered the Treatment Team.
- D. The Clinical Coordinator shall, if appropriate, allow the resident to participate in the Individualized Treatment Plan meeting.
- E. The Clinical Coordinator shall insure that the following prepared material is presented:
  1. A social history;
  2. Family background information;
  3. Education/vocational information;
  4. Behavioral observation;
  5. Medical history;
  6. If applicable, a psychological, psychiatric and a neurological report;
  7. Any other information which was deemed necessary at the Intake meeting.
- F. The Individualized Treatment Plan (ITP) shall be developed as a result of the Intake meeting.
- G. The development of this ITP shall include consultation with the resident and his/her parents or guardian.
- H. Social Work employees shall explain to residents the criteria for admission to educational/vocational programs and patterns of behavior required for participation in off-grounds programs.
- I. After the plan has been developed, the Unit Manager shall oversee the implementation of the resident's plan.



- J. After the plan has been developed, the Social Work employees shall prepare the written ITP and ensure that it is maintained for each resident in his/her record.
- K. Each plan shall include the following:
1. A general statement and clinical picture of the needs, problems and personality of the resident and his/her family or substitute family as they affect the resident as well as any pertinent information on educational, vocational, medical, psychiatric, neurological, psychological or dental problems involved;
  2. A statement of the rationale and intermediate and long-range goals of the ITP with a specific description of the method, programs, therapeutic services, employee involvement, employee responsibilities, and non-employee resources necessary, and a timetable for attaining those goals;
  3. Where applicable, a description of the involvement of the resident's family or substitute parents in the development of the plan and a description of any proposed participation of said persons in the treatment program developed;
  4. A description of a specific community program to which the resident will be assigned, subject to the approval of the Family Court, and an indication of the anticipated time of placement together with possible alternatives;
  5. Where applicable, the reasons for ineligibility for community program placement and criteria for such placement;
  6. The criteria necessary to gain placement in a less restrictive treatment setting and to qualify for release;
  7. For those residents determined initially not to be eligible for a community program due to deficiencies in basic academic skills, a timetable for the acquisition of the requisite skills, and where appropriate, a determination of when the deficiencies can best be remedied by special off grounds programs;
  8. As to residents who are neither attending an academic program on grounds nor attending an off grounds program, a description of their program and activities (aside from recreation which shall be designed to afford them skills necessary for and relevant to their community placement
  9. An indication of where the resident will live upon release from the Training School, if known, or a statement that residential placement will be required;
  10. An indication of all community program alternatives that might be available for the resident, which alternative have been investigated and why they are deemed suitable or unsuitable;
  11. The date on which the Treatment Team will meet to review and re-evaluate the resident's program.
  12. Tentative plans to ensure that the resident receives the supportive services necessary for his/her successful adjustment in the community upon his/her formal release from the Training School.

ACA	2-8264	2-9245	2-8369	2-9342
	2-8277	2-9258	2-8375	2-9369
	2-8279	2-9260	2-9406	
	2-8283	2-9264	2-8284	2-9265
	2-8289	2-9270	2-8291	2-9272
	2-8354	2-9334	2-8358	2-9339

# Passes/Furloughs

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1510**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division to consider eligibility for supervised community passes (furloughs) to residents after they have been at the Training School for a specified period of time and providing they have demonstrated good behavior while at the Training School. Such a system does not only reinforce good behavior but more importantly, serves to assist the resident through a transition into the community.

Regular passes include day, overnight and weekend passes. Special passes may be designated by the Administrator and include, extended passes during holiday periods or for those residents whom the Administrator feels unusual circumstances are involved.

Eligibility criteria guidelines include the resident's length of stay, program involvement and behavior. Exceptions to these guidelines may be made, however, by the Administrator to include residents with exceptionally good behavior or those with serious crimes.

## Related Procedure

[Passes/Furloughs](#)

## Passes/Furloughs

**Procedure From Policy 1200.1509: [Passes/Furloughs](#)**

- A. Regular Passes** - Residents of D, E, F Units and Rossi House are eligible for passes providing they meet the following criteria:
1. They demonstrate good behavior and consistent program involvement by obtaining a designated number of points. (Refer to Incentive System - Points Policy No. 103).
    - a. Day Pass - 70 Points
    - b. Overnight Pass - 80 Points
    - c. Weekend Pass - 90 Points
  2. Residents must be detained at the Training School for a designated period of time as stated below (**Length of Detention - Eligible for Passes**)
    - a. 1 Week to 8 Weeks or up to 2 months - No passes
    - b. 8 Weeks to 12 Weeks or up to 3 months - 9 Weeks
    - c. 12 Weeks to 16 Weeks or up to 4 months - 10 Weeks
    - d. 16 Weeks to 20 Weeks or up to 5 months - 11 Weeks
    - e. 20 Weeks to 24 Weeks or up to 6 months - 12 Weeks
    - f. 24 Weeks to 28 Weeks or up to 7 months - 13 Weeks
    - g. 28 Weeks to 32 weeks or up to 8 months - 14 Weeks
    - h. 32 Weeks to 36 Weeks or up to 9 months - 15 Weeks
    - i. 36 Weeks to 40 Weeks or up to 10 months - 16 Weeks
    - j. 40 Weeks to 44 Weeks or up to 11 months - 17 Weeks
    - k. 44 Weeks to 48 Weeks or up to 12 months - 18 Weeks
  3. Residents must be recommended by their Unit Manager and Social Worker for passes to the Pass Committee who shall make a decision as to whether the pass shall be granted or denied. The length of the pass shall also be decided by the Pass Committee.
  4. The Unit Manager will be informed by the Pass Committee of those residents granted passes.
  5. The Unit Manager or his/her designee shall ensure that the resident is picked up by a previously approved individual for his/her pass.

**B. YOUTH CORRECTIONAL CENTER, MEDIUM SECURITY, AND DETENTION CENTER RESIDENTS**

1. Residents shall not be given passes while in these facilities.
2. Upon transfer to D, E, or F Unit, residents will be awarded 50% or half time of the time spent in the Youth Correctional Center, Medium Security or the Detention Center towards the above-mentioned criteria.

**C. SERIOUS CRIMES**

1. Residents who have serious crimes against persons will be considered in a special category and shall not normally fall into the above-mentioned criteria.
2. These residents, circumstances shall be reviewed by the Pass Committee and a final decision will be made by the Administrator as to when they may begin passes and how the pass succession shall proceed.

**D. EXCEPTION PASSES AND UNUSUAL CIRCUMSTANCES - Passes for good\_behavior and unusual circumstances**

1. A Unit Manager, in conjunction with the residents Social Worker, may feel that a resident should be considered for a pass even though his/her eligibility requirements do not match the guidelines.
2. The Unit Manager may make such recommendations to the Pass Committee and the Administrator for approval.

**E. SPECIAL PASSES - Holidays or other special\_circumstances**

1. The Administrator shall establish throughout the year a system for special passes.
2. There may be passes for holidays and extended passes for residents with outstanding behavior and progress.

ACA 2-9314  
2-9376  
2-9377  
2-9378

# Cash on Residents

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1513**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Residents, other than Youth Correctional Center, Medium Security and the Detention Center youths, are allowed to carry a small amount of money to allow them to make purchases of canteen items. While residents are in the community, they may carry larger amounts due to additional expenses.

## Related Procedure

[Cash on Residents](#)

## Cash on Residents

**Procedure From Policy 1200.1513: [Cash on Residents](#)**

- A. Employees must ensure that while on grounds, residents do not have more than \$5.00 in their possession.
- B. Residents participating in programs off grounds are allowed to carry the following amount of cash:

Weekend Pass	\$15.00
Overnight Pass	\$10.00
Day Pass	\$ 5.00
School/Work Release	\$ 3.00 (plus transportation if necessary).

Any other daily expenses may be authorized by the Unit Manager.
- C. Residents found violating these rules are subject to disciplinary action and employees shall complete a disciplinary report on these incidents.
- D. Residents of the Youth Correctional Center, Medium Security and Detention Center are not allowed any money in their possession.
  - 1. Upon arrival, the appropriate employee shall forward to the Business Office all money over \$5.00. Although residents in these units may not keep money on their person, up to \$5.00 per resident shall be kept in the unit for each resident.
  - 2. When a resident is accepted in the evening or on weekends, the employee who searches the resident is to turn the resident's money over to his/her Unit Manager who shall turn the money, over to the Business Office on the next working day.

ACA    2-8059                      2-9321  
          2-8384

# Allowances and Wages

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1514**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Residents may earn money by attending school or participating in other meaningful programs, such as working on grounds or work release, providing behavior and attitude are in compliance with the institution's rules and regulations.

## Related Procedure

[Allowances and Wages](#)

## Allowances and Wages

**Procedure From Policy 1200.1514: [Allowances and Wages](#)**

- A. Residents are evaluated by employees on the basis of points in the following areas: (Refer to Incentive System-Points Policy No. 1200.0103).
  - 1. Attitude and behavior;
  - 2. School program;
  - 3. Cleanliness of room;
  - 4. Personal grooming;
  - 5. Extra assignments;
  - 6. Involvement in treatment programs.
- B. Residents earn \$.05 per point to a maximum of \$5.00 per week.
- C. Residents shall be compensated at rates established by the State Legislature for on-grounds work site assignments.
- D. Residents placed in community work release sites will be compensated at the prevailing wage rate.

ACA        2-9314  
              2-9367

# Transition Programming

Rhode Island Department of Children, Youth and Families

Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1517**

*Effective Date: January 1, 1988 Revised Date:*

*Version: 1*

In an attempt to provide residents with a smooth transition to the community upon release, it is the policy of the Division that residents of D, E, F Units and Rossi House shall have an opportunity to participate in Temporary Community Placement and other community transition programs prior to release pursuant to Family Court approval and with institutional regulations. Additionally, it is also the policy of this Division to place residents of the Youth Correctional Center and Medium Security in a less restrictive environment through the Classification System, prior to his/her release and or pursuant to Family Court approval, when applicable.

ACA        2-9335  
              2-9369  
              2-9377  
              2-9378  
              2-9380

# Resident Clothing

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1606**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

All residents, upon admission to the Training School are issued a complete set of clothing.

## Related Procedure

[Resident Clothing](#)

## Resident Clothing

**Procedure From Policy 1200.1606: [Resident Clothing](#)**

- A. Residents, with the exception of those participating in full-time employment or education programs within the community, or those on "passes", are required to wear State-issued clothing.
- B. Residents on approved "passes" or participating in community programs are granted permission to wear other clothing by the Unit Manager.
- C. Upon returning from programs in the community, the resident shall change into the State-issued clothing worn by the rest of the population.
- D. Residents of the Youth Correctional Center and the Detention Center are issued clothing that resembles a jumpsuit and is different from the clothing worn by the remainder of the population.

# Escape Act

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1608**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

Rhode Island General Law 11-25-16 enacted in 1976 makes escape from the Training School cause for waiving a resident to adult court providing the resident is sixteen (16) years of age or older. Therefore, it is essential that residents be informed of the seriousness of this offense.

## Related Procedure

[Escape Act](#)

## Escape Act

**Procedure From Policy 1200.1608: [Escape Act](#)**

- A. The Unit Manager, social worker or designated employee shall explain the provisions of the Act and the specific punishments for escapes to all new admissions. This shall be done within forty-eight (48) hours of admission during the intake process.
- B. Residents will be given a copy of the Act (Form No. 004) and certify that he/she understands all provisions of the Act by signing the Escape Act form.
  1. The signature shall be dated and witnessed by the Unit Manager, the resident's social worker or the designated employee.
  2. The form will be forwarded to the Keeper of the Records to be filed in the resident's record.
- C. All employees shall be familiar with the law so as to discuss it with residents should the need arise.
- D. Employees who witness an escape will be asked to complete a witness statement (Form No. 042).
- E. Employees who witness an escape may be asked to appear in court to testify.
  1. Appropriate notice will be provided as to date, time and place;
  2. Employees asked to appear in Court on other than "on duty" hours will be compensated.



# Parental Authorization Packet

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1609**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

The Administration encourages parents and guardians to be actively involved in their child's program while he/she is in the care of the Training School.

## Related Procedure

[Parental Authorization Packet](#)

## Parental Authorization Packet

**Procedure From Policy 1200.1609: [Parental Authorization Packet](#)**

- A. At the time of admission, parents or guardians will be provided with a packet of materials and authorization forms that will allow the Administration to develop and administer appropriate programs. This packet will include but not be limited to:
  - 1. General Consent Form;
  - 2. Medical Consent Authorization Form;
  - 3. Medical History Questionnaire;
  - 4. Athletic Activity Permission Form;
  - 5. Visiting Rules.
- B. Within forty-eight (48) hours of admission, the Social Worker shall send this packet of information to the resident's parent/guardian.
- C. The Social Worker shall be responsible for certifying that all forms are properly completed and returned.
- D. The Social Worker shall ensure that these forms are filed in the resident's main file.

ACA        2-8120        2-9114  
                 2-9382

# Discharge Evaluation and Planning

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1700**

*Effective Date: January 1, 1988   Revised Date:                      Version: 1*

In order to provide a summary of the resident's program, activities and progress during his/her detention, a discharge planning meeting/review shall be held. Unusual occurrences, the employee's assessment of the reasons for the successful or unsuccessful outcome and the basis for releasing the resident shall be discussed. These discharge planning meetings shall serve as both a review of a resident's detention, as well as the basis for the discharge plan which shall be developed.

## Related Procedure

[Discharge Evaluation and Planning](#)

## Discharge Evaluation and Planning

**Procedure From Policy 1200.1700: [Discharge Evaluation and Planning](#)**

- A. The monthly review prior to a resident's discharge shall serve as a discharge planning meeting
- B. A report shall be prepared at the termination of program participation which reviews program participation, successful or unsuccessful outcomes as well as the discharge plan.
- C. The Clinical Coordinator shall be responsible for overseeing the preparation of the discharge plan and this shall include Detention Center residents as appropriate.
- D. Juvenile Probation, Direct Services, Community Services or other appropriate agencies will be notified of the discharge planning review where indicated.

ACA                      2-9334

# Aftercare/Parole Services

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1703**

*Effective Date: January 1, 1988 Revised Date: Version: 1*

It is the policy of this Division to provide aftercare service for those juveniles who are placed on a suspended sentence or probation by the Family Court upon release from the Training School. This aftercare program is many times referred to as Parole, although the juvenile is legally on probation status. It shall be the responsibility of the Juvenile Parole Unit to supervise the activities of these juveniles to ensure that the conditions of their probation, as imposed by the Family Court, are followed. The policy of the Division shall be to petition the Family Court when all attempts to provide services to the juvenile has failed and the juvenile has willfully failed to comply with any of the terms of the disposition or release order.

It is the policy of this Division not to recommend the detention of a juvenile pending disposition of a violation petition unless it is necessary for the protection of the community, to prevent self-injury, or to ensure the presence of the juvenile at subsequent hearings. In instances when the alleged violation of the conditions of probation constitutes a delinquent offense, a new petition shall be submitted to the Family Court to institute new delinquency proceedings.

## Related Procedure

[Aftercare/Parole Services](#)

## Aftercare/Parole Services

**Procedure From Policy 1200.1703: [Aftercare/Parole Services](#)**

### A. Conditions of Probation

1. When a juvenile is released from the Training School by the Family Court and is placed on a suspended sentence or probation, the Juvenile Parole Unit counselor shall have the juvenile and his parents sign the Conditions of Probation. This outlines the seven (7) general conditions of probation for all juveniles being supervised, as well as any special conditions of probation which may be imposed by the Court.
2. The Juvenile Parole Unit counselor shall be responsible for providing supervision, counseling and referral services to the juvenile.

### B. Violations of the Conditions of Probation

1. If in the course of the supervision of a juvenile by a Juvenile Parole Unit counselor, it appears that the juvenile has willfully failed to comply with any part of the conditions of his probation, a new petition shall be filed with the Department of the Family Court.
2. If the violation of probation allegation constitutes a new delinquent act, a new petition shall be submitted to institute a new delinquency hearing.
3. The violation of probation petition shall list the juvenile's name, address, and birth date, parents' name and addresses, the name and address of the petitioner, the nature of the allegation, wayward or delinquent, the date, location and the specific offense.
4. The supervising counselor shall provide all the necessary facts to the Supervisor of the Juvenile Parole Unit who shall review the facts presented and shall execute his signature on the violation of probation petition before the authorized person.
5. After the petition is properly executed, it shall be submitted to the Family Court Intake Department for review of the petition to determine if a hearing shall be held. If so, a time and place for a court hearing shall be determined and a summons shall be issued by the Family Court notifying the juvenile and his parents of the time and place to appear for a court hearing and the specific nature of the allegation.

6. At the arraignment hearing, the parents and the juvenile shall be provided with a copy of the petition by the Family Court.
7. Juvenile Parole Unit counselors will not recommend the detention of an alleged violator unless it is necessary to protect the public safety, prevent self-injury, or to ensure the presence of the juvenile at subsequent court hearings.

ACA      2-9410  
            2-9411

# Volunteer Services

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1800**

*Effective Date: January 1, 1988    Revised Date:                      Version: 1*

It is the policy of the Division to utilize the skills of volunteers in both a professional as well as a paraprofessional capacity. Volunteers who perform professional services may do so only when certified or licensed. This not only promotes citizen involvement, but enhances and amplifies the services to residents.

## Related Procedure

[Volunteer Services](#)

## Volunteer Services

**Procedure From Policy 1200.1800: [Volunteer Services](#)**

- A. The Coordinator of Volunteer Services shall be responsible for coordinating all existing volunteer services and shall actively recruit volunteers.
- B. All volunteers shall receive orientation and training prior to placement. They shall have on-going training and supervision appropriate to their assignment.
  1. Orientation and initial training shall be coordinated by the Office of Volunteer Services.
  2. The assigned supervisor of the volunteer shall provide on-the-job training regarding specific procedures within the-assigned unit or area.
  3. Departmental in-service training programs are offered to volunteers on a space available basis.
- C. All volunteers placed in the units or facilities shall be interviewed by the Unit Manager prior to their being placed in the unit or facility.
  1. The Unit Manager will introduce the volunteer to the employees and provide a general orientation to the unit and/or facility programs.
  2. Employees are to be informed of the volunteer's duties and tasks and his/her schedule of activities.

# Medical Advisory Board

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1801**

*Effective Date: January 1, 1988    Revised Date:                    Version: 1*

The Director, in conjunction with the Rhode Island Medical Society, will establish a Medical Advisory Board who shall periodically review the medical and mental health programs of the Rhode Island Training School.

## Related Procedure

[Medical Advisory Board](#)

## Medical Advisory Board

**Procedure From Policy 1200.1801: [Medical Advisory Board](#)**

- A. The Director shall appoint said Advisory Board.
- B. The Board shall include qualified physicians and psychiatrists or psychologists not employed by the Department.
- C. The Medical Advisory Board shall have access to employee assistance.
- D. The Board shall report their findings to the Administrator or his/her designee.
- E. The Board's responsibilities shall include the following:
  - 1. The review of medical and mental health programs;
  - 2. The development of an evaluation mechanism to ensure review of all treatment programs, as well as personnel delivery of services as well as any research projects, including goals and procedures.

ACA	2-8408	2-9412
	2-8415	2-9419
	2-8416	2-9420