

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

**TO:** Interested Parties

**FROM:** Patricia Martinez   
Director  
Department of Children, Youth and Families

**DATE:** April 26, 2010

**SUBJECT:** DCYF Rules Effective May 17, 2010

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The following new and amended DCYF rules are effective May 17, 2010. These new and amended rules comply with the federal court order relating to RI Training School residents and the accreditation standards of the American Correctional Association for Juvenile Training Schools and Juvenile Detention Facilities. These rules were advertised for promulgation in accordance with the Administrative Procedures Act (Title 42, Chapter 35 of the Rhode Island General Laws) on March 5, 2010. These rules are accessible through the Secretary of State's Rules and Regulations Search Interface (<http://www.rules.state.ri.us/rules/>) and, for a limited period of time, on the DCYF website (<http://www.dcyf.ri.gov>) or available in hard copy upon request (401 528-3549).

**ADMINISTRATIVE RESPONSIBILITY:** This new rule provides that staff utilize approved administrative procedures and comply with the chain of authority in operations.

**ADMINISTRATOR ON CALL:** This new rule provides that an administrator on call is appointed in the absence of the superintendent to ensure safe and efficient Training School operations.

**BEHAVIOR REPORT:** This new rule provides that residents are afforded due process in determining if a minor infraction occurred, that any sanction is proportional to the infraction and that the resident understands the infraction and sanction.

**ADMINISTRATIVE CLASSIFICATION TO RESTRICTIVE STATUS:** This new rule outlines the procedures for placing, monitoring and providing assistance to a RI Training School resident on Restrictive Status.

**COURT DISPOSITION:** This new rule provides that staff ensure an accurate flow of information and communication with state and federal courts.

**DISCIPLINE FOR ACADEMIC AND VOCATIONAL CLASSES:** This new rule provides that staff utilize progressive discipline in responding to resident infractions or allegations of resident infractions within the educational program of the RI Training School.

**FACILITY CAPACITY:** This new rule establishes the bed capacity and procedures for maintaining the resident population at the RI Training School within the parameters set by law.

**FIFTEEN MINUTE ROOM CHECK:** This new rule provides that staff implement fifteen minute room checks to ensure the safety and security of RI Training School residents and to safeguard against possible escapes, self injury or other harmful situations.

**GENERAL DISCIPLINE:** This new rule provides that staff utilize progressive discipline in responding to the residents of the RI Training School. This approach begins with positive rewards for appropriate resident behavior and includes graduated sanctions for infractions which are proportional to the offense. The rule also requires that in the disposition of all disciplinary actions, no disciplinary action includes the most severe consequences unless less severe means

have been previously tried and have failed.

**JUVENILE AND ADULT OFFENDER INTERACTION:** This new rule provides that residents of the RI Training School are protected from unnecessary contact with adult prisoners.

**LAWFUL DETENTION OR CONFINEMENT OF JUVENILES:** This new rule provides that youth at the Training School are either detained or remanded under sentence by a valid order from a court of competent jurisdiction of the State of RI.

**LEGAL ASSISTANCE:** This new rule provides that qualified legal assistance is available to RI Training School staff, promptly and continuously, as needed to develop policy and procedure in conformance with law, to provide advice on meeting statutory requirements in institutional operations and to provide representation in proceedings brought in state or federal court.

**LEGAL ESTABLISHMENT:** This new rule outlines the legal authority for the DCYF to operate the RI Training School within the Division of Juvenile Corrections.

**LOCK UP:** This new rule provides that staff employ the least restrictive discipline measures possible and the circumstances under which Lock Up can be used.

**MAJOR DISCIPLINE REVIEW:** This new rule outlines procedures for staff to use in responding to serious resident infractions or allegations of serious resident infractions of the RI Training School's rules.

**MISSION, PHILOSOPHY, GOALS AND PURPOSE:** This new rule outlines the Mission of the RI Training School within the Division of Juvenile Corrections of the Department of Children, Youth and Families.

**NOTICE TO SUPERINTENDENT:** This new rule provides that significant events or situations that threaten the safety or security of residents and/or staff of the RI Training School must be reported immediately to the Superintendent, the Administrator-on-Call and the Chief of Staff of the Department of Children, Youth, and Families.

**RESIDENT HANDBOOK:** This new rule outlines the required contents of the RI Training School resident handbook as well as requirements for distribution to residents and the process for annual review.

**RHODE ISLAND TRAINING SCHOOL MANUAL:** The amendments to this rule reflect changes in program and physical plant due to the opening of new facilities for detained and adjudicated residents.

If you have any questions or concerns relating to this distribution, please contact Susan Bowler, Administrator for Families and Children by phone (528-3685) or e-mail ([susan.bowler@dcyf.ri.gov](mailto:susan.bowler@dcyf.ri.gov)).

Thank you for your attention to this matter.