



**STATE OF INDIANA  
Department of Correction**

Indiana Government Center – South

**Mitchell E. Daniels, Jr.**  
Governor

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**Bruce Lemmon**  
Commissioner

July 24, 2012

The Honorable Lynn Murray  
Howard County Circuit Court  
Courthouse, Room 310  
Kokomo, Indiana 46901

**RE: Robert J. Kinsey Youth Center – Detention Unit  
2012 Juvenile Detention Standards Inspection  
July 11, 2012**

Dear Judge Murray:

As required by 210 IAC 6, an inspection of the Robert J. Kinsey Youth Center-Detention Unit, Howard County was conducted on July 16, 2012. Detention Inspectors from the Indiana Department of Correction conducting the inspection were Vanessa Krause, Shannon Bowling and Esther Hinton.

The Kinsey Youth Center- Detention Center is operated by the Howard County Circuit Court and is located at 701 South Berkley Rd, Kokomo Indiana 46901. The facility was built in 1993 and accommodates 28 juveniles. The Detention Director is Brent Kelley and the Detention Manager is Tracey Malone.

This inspection constitutes the Sixteenth annual inspection of the Howard County Juvenile Detention Center. 100% compliance with all mandatory standards and at least 90% of the recommended standards is required to attain "Full Compliance".

The inspection included a review of all mandatory and recommended standards, a tour of the facility, and detention staff and residents were interviewed. The Facility recently converted paper files to electronic folders. Juveniles offered no instances of abuse and no complaints about conditions were noted. Staff were well versed in policy and procedure and offered support for administration.

Summary of Tour:

- Recommend keeping MSDS and inventory sheets with chemicals. They are available but kept at a different location.

- Recommend keeping an inventory on over the counter medication.
- Fire Extinguishers had a monthly inspection date of May 2012 on tag. (Corrected)
- Open food in freezer with no dates. (Corrected)

Summary of Folders:

- Highlight relevant policy and procedures.
- Number bullets and correspond with numbering in document.
- Include relevant documents to prove standard.
- Possibly during the transition of paper files to electronics a lot of the practice to meet standard was not included in files.

**Recommended Standards found to be in non-compliance:**

| <b>Standard #</b> | <b>Remarks</b>  |
|-------------------|---|
| <b>210 IAC 6</b>  |   |
| 3-1.2             | Written policy, procedure, and practice provide that the program meets applicable licensing requirements of the jurisdiction in which it is located. (ACA-1A-02)<br><br><b>Obtain proof that proves meets applicable licensing requirements.</b>  |
| 3-1.13            | Written policy, procedures, and practice provide for regular meetings and case conferences between the staff of probation agencies, shelter facilities, the court, the local law enforcement agency, and the detention facility staff to develop and maintain sound interagency policies and procedures. (ACA-1A-20)<br><br><b>No regular meetings with probation and law enforcement.</b>  |
| 3-1.54            | Written policy, procedure, and practice provide that the facility's employee staff development and training program is planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually. (ACA-1D-01)<br><br><b>Need training plan and annual review; Ms. Malone states training plan does not exist.</b>  |
| 3-1.58            | Written policy, procedure, and practice provide that all managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter. This training covers at a minimum the following areas: <ul style="list-style-type: none"> <li>- general management</li> <li>- labor law</li> <li>- staff/management relations</li> <li>- the juvenile justice system</li> <li>- relationships with other service agencies</li> </ul><br><b>No training for managerial staff for labor law, general management staff/managers relations.</b> |

3-1.59 Written policy, procedure, and practice provide that all new juvenile staff careworkers receive 120 hours of training during their first year of employment. At a minimum this training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules of conduct
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- communication skills
- first aid/CPR
- counseling techniques

**Can not prove training in all points in standard or that 120 hours are completed.**

3-1.65 Written policy, procedure and practice provide that an updated case file for any juvenile transferred from one facility to another is transferred simultaneously or, at the latest, within 72 hours. (ACA-1E-04)

**No documentation of transferred file.**

3-1.80 There is an official registration and identification system for volunteers. (ACA-1G-05)

**Volunteer sign in does not show badge# and assignment; procedure in place but not done.**

3-2.94 Living units are primarily designed for single occupancy sleeping rooms; multiple occupancy rooms do not exceed 20 percent of the bed capacity of the unit.(ACA-2C-01)

**Multiple occupancy rooms exceed 20% of the rated bed capacity.**

3-2.101 Juveniles have access to operable showers with temperature-controlled hot and cold running water at a minimum ratio of one shower for every eight juveniles. Water for showers is thermostatically controlled to temperatures ranging from 100 to 120 degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices. (ACA-2C-08)

**Pictures provided shows temperature below 90 degrees.**

3-2.102 Handicapped juveniles are housed in a manner that provides for their safety and security. Rooms or housing units used by the handicapped are designed for their use and provide for integration with the general population. Appropriate facility programs and activities are accessible to handicapped juveniles confined in the facility. (ACA-2C-09)

**None of the cells are handicap accessible.**

3-3.175 Written policy, procedure, and practice require that a juvenile charged with a major violation of facility rules is given a written copy of the alleged rule violation(s) within 24 hours of the infraction(S). A hearing may be held within 24 hours with the juvenile's written consent. (ACA-3C-12)

**No written copy of alleged rule violation is given to juvenile.**

3-3.176 Written policy, procedure, and practice provide that juveniles charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after the alleged violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance. (ACA-3C-13)

**Need procedure for policy and include 24 hour notice to juvenile of hearing.**

3-3.180 Written policy and procedure allow juveniles to request the services of any staff member to represent them at disciplinary hearings and to question relevant witnesses. Staff representatives are appointed when it is apparent that juveniles are not capable of effectively collecting and presenting evidence on their own. (ACA-3C-17)

**No policy or procedure on hearing representatives or witnesses.**

3-3.181 Written policy, procedure, and practice provide that a written record is made of the decision and the supporting reasons and is given to the juvenile. The hearing record and the supporting documents are kept in the juvenile's file and in the disciplinary committee's records. (ACA-3C.18)

**No policy or procedure showing a written record is made.**

3-3.182 Written policy, procedure, and practice provide that if a juvenile is found not guilty of an alleged rule violation, the disciplinary report is removed from all of the juvenile's files. (ACA-3C-19)

**No policy or procedure.**

3-3.183 Written policy, procedure, and practice provide for review of all disciplinary hearings and dispositions by the facility administrator or designee to assure conformity with policy and regulations. (ACA-3C-20)

**No policy or procedure.**

3-3.184 Written policy, procedure, and practice grant juveniles the right to appeal decisions of the disciplinary committee to the facility administrator or designee. Juveniles have up to 15 days after receipt of the decision to submit an appeal. The appeal is decided within 30 days of its receipt, and the juvenile is promptly notified in writing of the results. The appeal process should consider three factors: Whether there was a substantial compliance with facility standards and

procedures in handling juveniles discipline; whether the disciplinary committee's decision was based on substantial evidence; and whether, under the circumstances, the sanction imposed was proportionate to the rule violation. (ACA-3C-21)

**No policy or procedure.**

- 3-4.261 For juveniles being transferred to other facilities, summaries or copies of the medical history record are forwarded to the receiving facility prior to or at arrival. (ACA-4C-48) (Department of Correction; 210 IAC 6-3-4)

**Show proof that medical record went with juvenile to new location.**

- 3-5.291 Written policy, procedure, and practice specify that juveniles are permitted to send sealed letters to a specified class of persons and organizations including but not limited to courts, counsel, officials of the confining authority, administrators of grievance systems, and members of the releasing authority. (ACA-5G-04)

**Need to show documentation of sealed mail to specified class of people.**

- 3-5.296 Written policy, procedure, and practice require that incoming and outgoing letters are held for no more than 24 hours, packages for no more than 48 hours, excluding weekends and holidays. (ACA-5G-09)

**Per Ms. Malone there is no tracking of time frame requirements.**

The facility was found to be in compliance with 100% of all mandatory standards, and 92.67% of the recommended standards. Attached is a certificate of "Full Compliance" issued to the Center. This report becomes public information ten (10) working days from the date of mailing. Please contact me at (765)720-5266 should you have any questions concerning this report.

Respectfully submitted,

Esther Hinton  
Detention Inspector

Cc: Tom Hanlon, Director, Program Review Division, IDOC  
Brent Kelley, Facility Director, Kinsey Youth Center  
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