Indiana Department of Correction, Division of Youth Services

2017 Juvenile Detention Inspection - Compliance Report



St. Joseph Probate Court Juvenile Justice Center

1000 S. Michigan Street

South Bend, IN 46601

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7Indiana Department of Correction

Division of Youth Services

302 W. Washington St. Rm. E334, Indianapolis, IN 46204

**Indiana Department of Correction, Division of Youth Services**

**2017 Juvenile Detention Inspection - Compliance Report**

Facility: St. Joseph Probate Court Juvenile Justice Center

1000 S. Michigan Street

South Bend, IN 46601

Inspection Date(s): May 18, 2017

August 17, 2017

November 21, 2017

Auditors: Kellie Whitcomb

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**INTRODUCTION**

The 2017 annual juvenile detention facility evaluations conducted by the IDOC, Division of Youth Services consisted of on-site facility inspections; staff and youth interviews; and an audit of seventy-four (74) specifically selected, current Juvenile Detention Facility Standards.  The new Indiana Juvenile Detention Facility Standards are in the process of being adopted.  Detention Facilities had the option to be audited utilizing the selected seventy-four (74) current detention standards or utilizing the corresponding fifty-one (51) new juvenile detention facility standards.

St. Joseph County Juvenile Center chose to be audited on the seventy-four (74) current juvenile detention facility standards in 2017, for their 21st annual detention inspection.  Of the seventy-four (74) standards audited, twenty-six (26) standards are mandatory compliance and the remaining forty-eight (48) are recommended standards. Compliance with 100% of the mandatory standards and 90% of the recommended standards is required to attain “Full Compliance”

**STANDARDS REVIEWED**

The 2017 IDOC audit consisted of the review of seventy-four of the current standards within the following nine categories.

Safety 15 Mandatory & 3 Recommended

Topics: fire safety codes; preventing fire and toxic smoke; facility capacity; facility lighting; heating and cooling systems; flammable, toxic, and caustic materials; alternative power source; fire and emergency evacuations; safety, sanitation and health codes

Security 0 Mandatory & 8 Recommended

Topics: detention staff log; security inspections; daily count; transportation procedures; mechanical restraints; facility vehicles

Justice and Order 0 Mandatory & 9 Recommended

Topics: facility handbook; confidential contact; discrimination; grievance process; correspondence for juveniles; juvenile visits

Medical 7 Mandatory & 7 Recommended

Topics: health care authority; services provided pursuant to written orders; emergency services, daily health care requests; intake health screening; informed consent; health-related situation response time; first aid kits; management of pharmaceuticals; medical experiments prohibited

Mental Health 1 Mandatory & 0 Recommended

Topic: written suicide prevention program

Administration and Management 0 Mandatory & 7 Recommended

Topics: employee background check; development and training program; orientation training; new employee training; direct care staff; part-time staff, volunteers, and contract personnel

Food Service and Hygiene 4 Mandatory & 4 Recommended

Topics: dietitian review of menu; therapeutic diets; sanitation inspection; employee sanitation; issuance of bedding and linens; clothing issuance

Programming and Services 0 Mandatory & 6 Recommended

Topics: recreation schedule; indoor and outdoor recreation; minimum recreation and leisure schedule

Education 0 Mandatory & 3 Recommended

Topics: comprehensive education program; remedial reading services; compliance with child labor laws

**METHODOLOGY**

**First Site Visit (May 18, 2017)**

Standard Categories Reviewed: Safety and Security

Description of visit: The first on-site visit consisted of a review of additional documentation and observations of the facility to verify the facility’s practice is ongoing and not limited to the information presented in the standard files. An evacuation drill was performed. The following interviews were conducted: facility administrator, control room officer, line staff, and juveniles.

**Second Site Visit (August 17, 2017)**

Standard Categories Reviewed: Justice and Order, Medical, and Mental Health

Description of the visit: The second on-site visit consisted of a review of additional documentation and observations of the facility to verify the facility’s practice is ongoing and not limited to the information presented in the standard files. The following interviews were conducted: facility administrator, line staff, mail room staff, intake officer, health care authority or representative, and juveniles.

**Third Site Visit (November 21, 2017)**

Standard Categories Reviewed: Administration and Management, Food Services and Hygiene, Programs and Services, and Education

Description of the visit: The third on-site visit consisted of a review of additional documentation and observations of the facility to verify the facility’s practice is ongoing and not limited to the information presented in the standard files. The following interviews were conducted: intake officer, education director or representative, recreation leader, food service manager, line staff, and juveniles.

**FACILITY INFORMATION**

|  |  |
| --- | --- |
| **Facility county** | St. Joseph |
| **Governing authority** | St. Joseph Probate Court |
| **Name of facility administrator** | Donald Hardin |
| **Rated capacity** | 90 |
| **Average daily population for the last 12 months** | 40 |
| **Average length of stay for the last 12 months** | 22 days |
| **Notable building changes since the 2016 audit** | N/A |
| **Notable administrative or staffing changes since the 2016 audit** | N/A |
| **Other notable changes since the 2016 audit** | N/A |

**INSPECTION RESULTS**

|  |  |  |
| --- | --- | --- |
|  | **Mandatory** | **Recommended** |
| **Total Number of Standards** | 26 | 48 |
| **Number of Standards Not Applicable** | **0** | **0** |
| **Number of Standards in Non-Compliance** | **0** | **4** |
| **Number of Standards in Compliance** | **26** | **44** |
| **Total Percentage of Compliance** | **100%** | **90%** |

Was the facility required to implement a corrective action plan as a result of the audit? No

Recommendations: **See attachment**

**NON-COMPLIANT FILES**

**Food Service and Hygiene**

**3-4.202-** Provide a weekly sanitation inspection sheet for all food service areas to include the dining area and food preparation areas and equipment. In addition to the daily check of refrigerator and water temperatures by administrative, medical or dietary personnel.

**Administration**

**3.159-** Proof of practice should contain documentation showing a juvenile care worker received an additional 120 hours of training during their first year of employment covering the topics in the standard at a minimum**.**

**3-1.60-** Proof of practice for volunteer, part time and contractor should include a sign in sheet or a Director statement that no such training occurred.

**Education**

**5.274-**Proof of practice should include a documentation that shows a youth is receiving remedial reading services once the need has been identified

**CONCLUSION**

St. Joseph Probate Court Juvenile Justice Center is in full compliance with the 2017 Indiana Detention Center Standards Audit performed by the Indiana Department of Correction, Division of Youth Services.

A certificate of compliance will accompany this report, which becomes public information ten (10) days from the date of mailing.

Please contact me at (317)914-7347 should you have any questions concerning this report.

Respectfully submitted,

**A Sutton**

Angela D. Sutton, MA

Director of Juvenile Detention Inspections

cc: Christine Blessinger, DYS, Executive Director of Youth Services

Kellie Whitcomb, Director of Reentry & External Relations

Honorable James Fox, St. Joseph County

Donald Hardin, Facility Director, St. Joseph County

File

**Recommendations- Implementation necessary for files to be compliant with new standards.**

**Safety:**

**3-2.92**

* **Recommend stating capacity in policy**

**3-2.106**

* **Wrong part of the policy was highlighted - applicable part on pg 2**

**3-3.156**

* **Need documentation of receptacles throughout living quarters; Need documentation emptied daily**

**3-3.162**

* **Recommend using approved Indiana Fire Code evacuation drill form**

**Justice & Order:**

**3-3.185**

* **Procedures should address access to the courts and not only communication with attorneys**

**3-3.187**

* **Highlight portion of procedure relating to non-discrimination; a better proof of practice is showing equal access to programming since that's what is spoken about in the procedure**

**3-3.192**

* **Need proof juveniles are aware they can appeal; amend the handbook and the grievance form to address the appeal process**

**3-5.288**

* **Show that staff have access to the procedure**

**3-5.302**

* **Include picture of the metal detector as proof of practice of procedure regarding searches**

**Medical:**

**3-4.221**

* **Make clear in procedure the facility has the doctor as its HCA**

**3-4.226**

* **Show log notes of the doctor being onsite for two consecutive weeks**

**3-4.229**

* **Need to show proof of practice of health care staff administering medication pursuant to a**

**written standing order and the license of that health care staff**

**3-4.237**

* **Need proof med training approved by the doctor and facility administrator**

**3-4.242**

* **Amend procedures to name the hospital and to more clearly outline who staff should contact when "on-call" assistance is needed**

**3-4.244**

* **Recommend update of Dr. approval of policies (dated in 2016)**

**Mental Health:**

**3-4.248**

* **Recommend proof of practice:  showing raining for all staff with responsibly for juvenile supervision**

**Administration:**

**3-1.44**

* **Add sex offender check to procedure/Standard language in policy**

**3-1.54**

* **Highlight procedures; include resume or job description**

**3-1.58**

* **Highlight a policy statement; provide director statement if no new hires**

**Programs & Services**

**3-5.262**

* **Need to see where it states a search will be conducted, personal property, etc. in procedures**

**3-5.282**

* **Provide a log of youth going to recreation/picture of recreation equipment and areas**

**3-5.283**

* **Provide pictures or documentation of activities other than an inventory list**