

## County of San Diego – Juvenile Justice Commission 2012 Inspection

*According to Welfare and Institutions Code Section 229, the Juvenile Justice Commission conducts annual inspections of the juvenile detention facilities in San Diego County. It shall report the results of such inspections together with its recommendations based thereon, in writing, to the juvenile court and to the Board of State and Community Corrections.*

**A. Detention Facility Information:**

<b>Facility Name:</b>  <h3 style="text-align: center;">Girls' Rehabilitation Facility</h3>	
<b>Facility Address:</b>  2861 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> November 16, 2012
	<b>JJC Chair:</b> Kimberly Allan
	<b>JJC Admin. Officer:</b> Marc Regier
	<b>JJC Secretary:</b> Kathi Hamill
	<b>CWS Director:</b>
<b>Presiding Judge of the Juvenile Court:</b>  Hon. Cynthia Bashant	
<b>Facility Administrator:</b> Director Craig Stover	<b>Telephone:</b> 858-694-4501
<b>Detention Facility Contact:</b> SPO Leann Kowalski	<b>Telephone:</b> 858-694-4511
<b>JJC Inspection Team:</b> Richard Alderson / Lisa Charukul	

**B. Recommendation:**

**The 2012-13 Juvenile Justice Commission recommends that the San Diego County Office of Education:**

1. The Commission would like to see a documented effort to call each minor's previous school requesting their transcript. The school on site at GRF, Sierra Vista, does the best it can with limited resources, but many issues remain unaddressed. Some students enter Sierra Vista without a transcript, but transcripts are received by the second week in order to continue education.

**C. General Comments:**

GRF works on a rewards system to encourage good behavior. Rewards range from "kudos," which includes extra food and extra personals, to time off from the commitment.

In 2011, approximately 30% of the girls were on psychotropic medications. The Inspection Team believes that a better understanding of the diagnostic process could facilitate better results.

GRF staff should be commended for their efforts to address a recommendation from the previous inspection report to develop a program to address the number of girls who are exposed to sexual trafficking, prostitution, and sexual abuse. This program is now in place and has provided counseling and intervention strategies for any girls exposed to these issues.

It was also evident that staff take pride in the excellent condition of the facility.

**D. Population & Staffing Information:**

**Average Daily Population:**

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity					
Facility Average Daily Population					

Has the facility exceeded capacity since the last inspection?  Yes  No

Does the facility house minors under California Welfare & Institutions Code Section 601?  Yes  No

If yes, are youth adjudicated pursuant to 601 separated from youth adjudicated pursuant to 602?  Yes  No

List the languages spoken by Probation staff members:

**Probation Staffing Ratios:**

Awake: \_\_\_\_\_ / \_\_\_\_\_      Asleep: \_\_\_\_\_ / \_\_\_\_\_

<b>Probation Staffing:</b> <i>(As of date of inspection)</i>	# Filled	# Open
Director		
Supervisors		
DPOs		
CDPOs		
Admin/Support		
Other		

**E. CSA/Other Inspections:**

List inspections conducted by other agencies and dates of most recent inspection:

Date of last Fire drill: \_\_\_\_\_

**F. Serious Incidents in Facility During 2011 Calendar Year:**

Indicate the number of:

- Suicides: \_\_\_\_\_
- Attempted suicides: \_\_\_\_\_
- Deaths from other causes: \_\_\_\_\_
- Escapes: \_\_\_\_\_
- Attempted escapes: \_\_\_\_\_
- Serious assaults on detainees: \_\_\_\_\_
- Serious assaults on staff: \_\_\_\_\_
- Other serious incidents: \_\_\_\_\_
- Serious incidents above for which there is a written record: \_\_\_\_\_

**G. Problems/Complaints Affecting Facility During the 2011 Calendar Year:**

- Court Orders Affecting Facility (Attach Copy if Available):  Yes  No
- Pending Litigation:  Yes  No
- Number of Written Complaints Involving:
  - Residents: \_\_\_\_\_
  - Attorneys: \_\_\_\_\_
  - Family Members: \_\_\_\_\_
  - Medical: \_\_\_\_\_
  - Abuse: \_\_\_\_\_

**H. Visual Review of Facility:**

**I. Review of Confinement Conditions:**

**SECTION A: ADMINISTRATION/MANAGEMENT**

**A.1 Policy Development and Monitoring**

Who is primarily responsible for creating, updating, or modifying policies and procedures?

Title: \_\_\_\_\_

How often are policies and procedures reviewed for accuracy and consistency with daily practices? \_\_\_\_\_

Are policy and procedure manuals available on site?  Yes  No

Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint?  Yes  No

Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy?  Yes  No

If yes, list the number of manuals available and the locations:

Number \_\_\_\_\_

Locations \_\_\_\_\_

Are probation staff members permitted to access these manuals?  Yes  No

- Are contractors familiarized with these manuals during contractor orientation?  Yes  No
- Are the youths’ attorneys permitted to access these manuals via subpoena?  Yes  No

**A.2 Internal Inspections and Reviews**

Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility?  Yes  No

If yes, how often: \_\_\_\_\_

How often does the administrator in charge meet with probation staff members to discuss operations?

How often does the administrator in charge meet with medical staff to discuss operations?

How often does the administrator in charge meet with mental health staff to discuss operations and services?

How often does the administrator in charge meet with contracted programming representatives to discuss operations and services?

How often does the administrator in charge meet with school/education staff members to discuss operations and services?

**A.3 Youth Records**

Are case records regarding individual youth kept on site?  Yes  No

**A.4 Admission and Orientation**

Are minors oriented to rules and procedures?  Yes  No

Are minors given copies of rules and procedures?  Yes  No

Can minors request that rules and procedures be provided in a language other than English?  Yes  No

Can parents request that rules and procedures be provided in a language other than English?  Yes  No

Are minors required to sign a document indicating they understand rules and procedures?  Yes  No

Are rules and procedures posted anywhere in the facility?  Yes  No

If yes, please indicate the number of postings and the locations.

Number: \_\_\_\_\_

Locations: \_\_\_\_\_

**A.5 Personal Property and Monies**

Are personal property and monies recorded, stored, and returned upon release?  Yes  No

**A.6 Youth Release and Transition**

Are there established protocols for transitioning youth out of the facility and into the community?  Yes  No

Do facility probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns?  Yes  No

Has the facility received any complaints from parents regarding the transition process?  Yes  No

Has the facility received any complaints from attorneys regarding the transition process?  Yes  No

**A.7 Accommodations for the Disabled**

Does the facility accept youth with disabilities?  Yes  No

Has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.) in the last 12 months?  Yes  No

**SECTION B: SECURITY AND CONTROL**

**B.1 Post Orders**

Do probation staff members have access to a detailed copy of their job description?  Yes  No

Do probation staff members have performance reviewed annually?  Yes  No

**B.2 Permanent Logs**

Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis?  Yes  No

Are these logs stored electronically?  Yes  No

If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted?  N/A  Yes  No

**B.3 Security Features**

Does the facility have ample security features (i.e. cameras, locks, alarms, etc.)?  Yes  No

**B.4 Security Inspections**

Does the administrator in charge ever visually inspect the facility for security-related concerns?  Yes  No

If yes, how often: \_\_\_\_\_

Are random reviews of security tapes conducted?  N/A  Yes  No

If yes, how often: \_\_\_\_\_

**B.5 Control of Contraband**

Describe if there have been a high number of incidents related to a specific type of contraband:

Has a weapon been found in the possession of a youth in the facility within the last 12 months?  Yes  No

Has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth within the last 12 months?  Yes  No

**B.6 Detainee Searches**

Do probation staff search sleep areas/rooms?  Yes  No

If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth?  Yes  No

If staff search sleep areas/rooms, is clean bedding or clothes mixed with soiled bedding or clothes during this process?  Yes  No

**B.7 Accountability and Supervision**

**B.8 Use of Force**

Are there written policies in place to ensure that force is used only when necessary?  Yes  No

Are there written policies in place to ensure that force is used only as long as necessary?  Yes  No

Is each instance of a use of force documented?  Yes  No

If yes, are these documents reviewed by the administrator in charge?  N/A  Yes  No

When there is an instance where force is used, does an internal committee or task force convene to discuss the incident?  Yes  No

**B.9 Non-routine Use of Restraints**

Are there written policies in place to ensure that restraints are used only when necessary?  Yes  No

Are there written policies in place to ensure that restraints are used only as long as necessary?  Yes  No

Is each instance of a use of restraints documented?  Yes  No

If yes, are these documents reviewed by the administrator in charge?  N/A  Yes  No

**B.10 Tool & Equipment Control**

Is there a written policy to ensure the adequate control of keys?  Yes  No

Is there a written policy to ensure the adequate control of tools?  Yes  No

Is there a written policy to ensure the adequate control of culinary utensils and equipment?  Yes  No

Is there a written policy to ensure the adequate control of medical equipment?  Yes  No

Is there a written policy to ensure the adequate control of supplies?  Yes  No

Is there a written policy to ensure the adequate control of vehicles?  Yes  No

**B.11 Weapons Control**

Are weapons of any types permitted in the facility?  Yes  No

Is there a weapons locker on site?  Yes  No

If yes, where is it located? \_\_\_\_\_

**B.12 Discipline**

Are there written policies that describe the discipline process?  Yes  No

Are measures taken to ensure that due process is preserved?  Yes  No

Of a random sample of 40 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? \_\_\_\_\_%

**B.13 Supervision for Special Housing**

**B.14 Contingency/Emergency Plans**

Are there written plans in place for the following contingencies/emergencies? Check all that apply:

- Contagious disease outbreak (Tuberculosis, Flu, etc.)
- Earthquake
- Fire
- Power outage/failure
- Unit disturbance
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**SECTION C: FOOD SERVICE**

**C.1 Sanitation and Meal Service**

Are kitchen staff members trained regarding sanitation and food handling procedures?  Yes  No

Have kitchen staff members received any training in the last year other than training given to newly hired employees?  Yes  No

If yes, describe what the training included:

Do youth work in the kitchen?  Yes  No

If yes above, have they been trained?  N/A  Yes  No

Are youth permitted to converse during meals?  Yes  No

If yes, may a youth seated at one table converse with a youth seated at a different table?  N/A  Yes  No

Are meals served cafeteria style?  Yes  No

Are youth permitted 20 minutes or more to eat?  Yes  No

Who/what agency maintains the kitchen area? \_\_\_\_\_

Describe the types of work youth perform:

**C.2 Adequate and Varied Meals**

Is there a weekly menu posted?  Yes  No

Does a nutritionist, dietitian, or other health professional participate in the creation of the menu?  Yes  No

How many calories per day does a youth who eats all of the standard meals provided consume?

Are weaker youths protected from having food taken from them?  Yes  No

What approximate percent of calories are from the following:

Protein: \_\_\_\_\_%

Carbohydrate: \_\_\_\_\_%

Fat: \_\_\_\_\_%

**C.3 Special Diets**

Can special diets be accommodated when medically necessary?  Yes  No

Was the facility unable to accommodate a special diet based on medical reasons within the last 12 months?  Yes  No

Can special diets be accommodated when based on a youth’s religious practices or beliefs?  Yes  No

Was the facility unable to accommodate a special diet based on a youth’s religious practices or beliefs in the last 12 months?  Yes  No



**SECTION D: COMMUNICATION**

**D.1 Staff-Youth Communication**

- Are youth provided opportunities to communicate with staff in writing?  Yes  No
- Are youth provided opportunities to communicate with staff verbally?  Yes  No
- Are communication aids (translators, hearing aids, etc.) provided when necessary?  Yes  No

**D.2 Interpersonal Communication/Diversity Training**

- Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner?  Yes  No

List types of diversity training attended by Probation staff members:

**D.3 Grievances**

- Is there a formal grievance policy?  Yes  No
  - Are written grievances reviewed daily?  Yes  No
  - Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report?  Yes  No
  - Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility?  Yes  No
  - Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys?  Yes  No
  - Is there a formal grievance process available for parents?  Yes  No
- If yes, how many parents have submitted grievances in the last 12 months? \_\_\_\_\_

**SECTION E: SAFETY AND SANITATION**

**E.1 Fire Safety**

- Do facility leaders have specific concerns about fire safety?  Yes  No

**E.2 Non-Hazardous Furnishings**

- Are mattresses and bedding fire-resistant and non-toxic?  Yes  No

**E.3 Control of Dangerous Materials**

- Are dangerous materials (toxins, biohazards, etc.) stored on site?  Yes  No

**E.4 Clothing and Bedding**

- Are additional blankets available on request?  Yes  No
- How often is bedding laundered? \_\_\_\_\_

How often are youth given clean clothes? \_\_\_\_\_

**E.5 Personal Hygiene/Showers**

How frequently must youth shower?

Showers per week: \_\_\_\_\_

Minutes per shower: \_\_\_\_\_

**E.6 Physical Facility and Equipment**

Does this facility have a court holding area?

Yes  No

If yes, is there access to water and a toilet?

Yes  No

**SECTION F: SERVICES AND PROGRAMS**

**F.1 Classification, Review, and Housing**

Are youth assessed upon intake to determine appropriate classification?

Yes  No

Do facility leaders conduct adequate re-classification reviews periodically?

Yes  No

**F.2 Religious Practices**

Are youth religious services offered in the facility?

Yes  No

If yes, list the religious/faith traditions for which services are offered:

Are religious services offered in a language other than English?

Yes  No

If yes, list the languages in which services are offered:

Are youth offered religious or faith-based counseling services?

Yes  No

Are youth permitted to keep religious texts in their sleeping rooms?

Yes  No

**F.3 Work Assignments**

Are sentenced youth in the facility permitted to work or perform chores on a *voluntary* basis?

Yes  No

Are unsentenced youth in the facility permitted to work or perform chores on a *voluntary* basis?

N/A

Yes  No

Are sentenced youth in the facility *required* to work or perform chores?

Yes  No

Are unsentenced youth in the facility *required* to work or perform chores?

N/A

Yes  No

**F.4 Programming**

For which of the following areas are formalized programs or services offered (either by probation staff members or a contractor)? Check all that apply:

- Anger management classes/Counseling/Groups
- Conflict resolution skills
- Diversity/Tolerance/Human relations
- Domestic/Relationship violence education
- Family reunification planning
- Financial literacy education
- Gang awareness/Prevention/Intervention
- Health and wellness education
- Parenting education
- Sexual health education
- Social/interpersonal skills
- Substance abuse counseling
- Survivors of abuse/maltreatment/violence counseling
- Victim awareness
- Vocational training
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**F.5 Exercise and Out-of-Sleeping Room Opportunities**

Are youth given opportunities for physical recreation/exercise?  Yes  No

If yes, how many hours per day? \_\_\_\_\_

Is participation in physical recreation/exercise required?  Yes  No

Are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)?  Yes  No

If yes, how many hours per day? \_\_\_\_\_

**F.6 Access to Legal Services**

Are youth permitted to have reasonable contact with their attorneys?  Yes  No

Has an attorney in the last 12 months complained that they were not able to communicate with a youth/client?  Yes  No

Has a parent complained in the last 12 months that their son or daughter was denied access to his or her attorney?  Yes  No

**F.7 Telephone Access**

Are youth permitted to use the telephone to contact parents/guardians?  Yes  No

- Are youth permitted to use the telephone to contact anyone other than parents/guardians and attorneys?  Yes  No
- If no above, are youth permitted to use the telephone to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)?  Yes  No
- Are telephone calls monitored?  Yes  No
- Are telephone calls recorded?  Yes  No
- Has a parent/guardian complained in the last 12 months that their son or daughter was denied reasonable access to the telephone?  Yes  No

**F.8 Visitation Privileges**

What are the visitation hours for this facility? \_\_\_\_\_

Who may visit youth? Check all that apply:

- Parents/Legal guardians
- Adult siblings
- Minor siblings
- Other: \_\_\_\_\_

- Is there ample space in the facility for visitation?  Yes  No
- Are youth permitted to have private conversations with visitors?  Yes  No
- Do probation staff members supervise visits?  Yes  No
- Has there been an instance in the last 12 months of a visitor bringing contraband into the facility?  Yes  No
- Has there been an instance in the last 12 months of a visitor threatening a youth or staff member?  Yes  No

List the primary reasons why family members do not visit youth:

**F.9 Detainee Mail and Correspondence**

- Are youth permitted to receive mail?  Yes  No
- Are youth permitted to send mail?  Yes  No
- Is postage free?  Yes  No
- Is mail screened for contraband?  Yes  No
- Does a staff member read mail addressed to a youth?  Yes  No

**SECTION G: HEALTH CARE**

<b>Medical Staffing:</b> <i>(At time of inspections)</i>	#Filled	# Open	Contractor (Y/N)
Physician			
Physician's Assistant			
Registered Nurse			
Licensed Vocational Nurse			
Nurse Practitioner			
Emergency Medical Tech			

**G.1 Intake Health Screening**

Which of the following health screenings are conducted upon intake? Check all that apply:

- Medical
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)
- Other: \_\_\_\_\_

**G.2 Medical, Dental, and Mental Health Appraisals**

Which of the following complete health appraisals are conducted within 14 days of admission to the facility? Check all that apply.

- Medical (Complete history and physical)
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)
- Other: \_\_\_\_\_

**G.3 Access to Routine, Chronic, and Emergency Health Services**

- Is there a procedure in place for youth to request medical services?  Yes  No
- Is there a procedure in place for youth to request dental services?  Yes  No
- Is there a procedure in place for youth to request mental services?  Yes  No
- Are probation staff members permitted to refer youth for medical treatment?  Yes  No
- Are probation staff members permitted to refer youth for mental health services?  Yes  No

Who makes the determination whether or not a minor is seen after a sick call slip is turned in?

Of a random sample of 50 sick call slips, how many were responded to and in how many hours? \_\_\_\_\_

Are reasonable arrangements made to permit youth to see their personal or family healthcare providers?  Yes  No

**G.4 Experimental Research**

Are youth permitted to be subjects of any of the following types of research? Check all that apply:

- Behavioral/Psychological
- Biomedical
- Cosmetic
- Pharmaceutical
- Other: \_\_\_\_\_

Do youth consent to participation in research?  N/A  Yes  No

Do parents consent to participation in research?  N/A  Yes  No

Describe any research studies in which youth in the facility participated in the last 12 months.  N/A  Yes  No

**G.5 Suicide Prevention**

Is there a written suicide prevention plan in place?  Yes  No

Have there been any instances in the last 12 months where the written plan was not followed in response to a youth at risk of suicide?  N/A  Yes  No

**G.6. Intoxicated Minors:**

Does the facility have written procedures for the handling of minors under the influence of any intoxicating substances?  Yes  No

Are medical clearances obtained prior to booking any minor who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency?  Yes  No

Who provides medical clearance for these minors?

Did the facility detain any minors determined to be under the influence of an intoxicating substance?  Yes  No

If yes:

Was medical clearance obtained?  N/A  Yes  No

Were these detentions documented?  N/A  Yes  No

Were there documented safety checks at least once every 15 minutes?  N/A  Yes  No

**G.7 Hunger Strikes**

Is there a written plan that describes the appropriate response to a youth who engages in a hunger strike?  Yes  No

Have there been any instances in the last 12 months where the written plan was not followed in response to a youth on a hunger strike?  Yes  No

**G.8 Death**

Is there a written plan that describes the response to a youth’s death in the facility?  Yes  No

Have there been any instances in the last 12 months where the written plan was not followed in response to the death of a youth?  Yes  No

**G.9 Informed Consent/Involuntary Treatment**

Is informed consent obtained, when appropriate, prior to the delivery of care?  Yes  No

Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications?  Yes  No

**G.10 Infectious Disease**

Is there an infection control program that aims to ensure that safety of youth, staff, and visitors?  Yes  No

**SECTION H: EDUCATION**

<b>School Staffing:</b> <i>(At time of inspection)</i>	#Filled	# Open	SDCOE/JCCS? (Y/N)
Credentialed Teachers Total			
Credential Special Education Teachers Total			
Teachers’ Aides			
Paid Tutors			
Volunteer Tutors			
Other			

**H.1 School Capacity/Attendance**

How many youth are attending school? \_\_\_\_\_

Estimate the average grade level of youth participating in school in the facility: \_\_\_\_\_

Estimate the average age of youth participating in school in the facility: \_\_\_\_\_

Is there adequate classroom space for the number of youth attending school?  Yes  No

**H.2 Supplies**

Are there an adequate number of textbooks?  Yes  No

- Are the textbooks available up-to-date and consistent with educational standards in the State of California?  Yes  No
- Are there adequate school supplies (pens, pencils, paper, etc.)?  Yes  No
- Are there a sufficient number of computers available for teachers and school staff to use?  Yes  No
- Are there computers available for youth to use?  Yes  No
- If yes, are youth supervised while using the computers?  N/A  Yes  No

**H.3 High School Programs/GED**

- Do youth have the opportunity to receive high school credits that can be transferred to their home school districts?  Yes  No
- Are records from previous schools available to facility school staff?  Yes  No
- Are youth given an opportunity to take the California High School Exit Examination (CAHSEE) when appropriate?  Yes  No

**H.4 Post-High School/GED**

- Are there educational opportunities available for youth you have completed high school or their GED?  Yes  No
- Are youth given information and counseling regarding community college and four-year college options?  Yes  No
- Are youth given information and counseling regarding financial aid options for college?  Yes  No
- Are youth given resources for college entrance exam preparation when appropriate?  Yes  No
- Are youth able to take courses for college credit online?  Yes  No
- Do youth in the facility take military readiness testing?  Yes  No
- If yes, are they required to do so?  N/A  Yes  No

**H.5 Vocational Programs/ROP**

- Do vocational programs and ROP opportunities have sufficient space and resources for the number of youth interest in participating?  N/A  Yes  No
- Has a youth been denied participation in one of these programs in the last 12 months?  N/A  Yes  No

**H.6 Special Education/IEP Programs**

- Do credentialed special education teachers participate in lesson planning and curriculum development?  Yes  No
- How many youth in the facility have an Individualized Education Program (IEP)? \_\_\_\_\_
- Are regular IEP meetings held?  Yes  No
- Are parents notified of these meetings?  Yes  No



Are parents permitted to attend these meetings?  Yes  No

Describe the most common obstacle to IEP compliance:

Are there sufficient resources available to accommodate youth with special education needs?  Yes  No

**H.7 Special Programs and Activities**

Describe other special programs or activities sponsored by school staff:

**H.8 Independent Study**

Are independent study options available?  Yes  No

\_\_\_\_\_

**SECTION I: WORKFORCE INTEGRITY**

**I.1 Staff Background and Reference Checks**

Do staff members have an initial background before they are hired?  Yes  No

Do staff members have reference checks before they are hired?  Yes  No

Do staff members meet with a psychologist before they are hired?  Yes  No

Do staff members undergo drug testing before they are hired?  Yes  No

Do staff members undergo periodic criminal history checks after they are employed?  Yes  No

**I.2 Staff Training, Licensing, and Credentialing**

For which of the following topics below do staff members receive training?

Check all that apply:

Adolescent development. If yes, how often? \_\_\_\_\_

Appropriate relationships/boundaries with youth. If yes, how often? \_\_\_\_\_

Appropriate disciplinary techniques If yes, how often? \_\_\_\_\_

Confidentiality. If yes, how often? \_\_\_\_\_

Conflict management. If yes, how often? \_\_\_\_\_

CPR/First Aid. If yes, how often? \_\_\_\_\_

Emergency response. If yes, how often? \_\_\_\_\_

Ethical decision-making. If yes, how often? \_\_\_\_\_

Inclusion methods for youth with disabilities or special needs.

If yes, how often? \_\_\_\_\_

- Reporting requirements for abuse, neglect, or maltreatment that occurs in the facility.  
If yes, how often? \_\_\_\_\_
- Reporting requirements for abuse, neglect, or maltreatment that occurred outside the facility. If yes, how often? \_\_\_\_\_
- Sexual harassment. If yes, how often? \_\_\_\_\_
- Signs of abuse or neglect. If yes, how often? \_\_\_\_\_
- Use of force. If yes, how often? \_\_\_\_\_
- Use of restraints. If yes, how often? \_\_\_\_\_
- Other: \_\_\_\_\_

**I.3 Staff Misconduct**

Are there written policies for addressing staff misconduct?  Yes  No

Have there been any allegations within the 2011 calendar year of a staff member physically assaulting a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the 2011 calendar year of staff member sexually assaulting a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the 2011 calendar year of a staff member verbally threatening a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the 2011 calendar year of a staff member touching a youth in any inappropriate way?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the 2011 calendar year of a staff member commenting on the physical appearance of a youth in a manner that is outside the scope of the staff member’s job duties?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the 2011 calendar year of a staff member entering a youth's sleeping room for any reason that was outside the scope of the staff member's job duties?

Yes  No

Yes  No      Minors in custody

Yes  No      Minors out of custody

**SECTION J: BUDGET AND FISCAL CONCERNS**

*Describe any impacts to the facility in the last 12 months that were caused by a request for funding or funding sources (include staff vacancies, program reductions, contractor expenses)*

/end