

Bedford County Tennessee
Juvenile Detention Center

Policy And Procedures

Revised June 2020

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Preface

This manual presents descriptions of all aspects of the operations and facilities of the Bedford County Juvenile Detention Center (JDC).

The goal of the Bedford County Juvenile Detention Center is to return juveniles to the community in no worse condition than they were committed to our custody. We strive to return juveniles in better condition, physically and emotionally, to their families and our community. We also encourage juvenile offenders not to return to the activities, which resulted in their placement in our custody.

The Juvenile Detention Center protects the community by securely holding juveniles who have been determined, by the courts, to pose a threat to themselves, their families, and/or to public safety.

The legal obligation of Bedford County is to provide a safe, sanitary, and secure facility for the detention of all juveniles committed in this jurisdiction for confinement. The Juvenile Detention Center (JDC) is operated in accordance with State and Federal standards, and the rulings, of State and Federal courts.

This manual was written with policies and procedures to ensure the protection of juvenile rights as defined by various court rulings. The manual format is designed so that the users will spend little time looking up desired information. This manual also serves as a guide for our Juvenile Detention Center staff in their performance of their assigned duties.

Purpose and Objectives of the Bedford County Juvenile Detention Center

The Bedford County Juvenile Detention Center is the detention facility for the Bedford County Juvenile Court. Its purpose is to provide for the temporary care of youths in physically restricting surroundings pending court disposition or transfer to another jurisdiction or agency. These youths have committed a status offense or a delinquent act and secure custody is required for their protection and/or the community's protection.

Furthermore, the Bedford County Juvenile Detention Center strives to fulfill three (3) basic objectives of sound detention services: (1) protecting, as well as correcting and rehabilitating the child, (2) protecting society, and (3) upholding the law.

TCA § 37-1-114: Detention or shelter care of child prior to hearing of petition. –

- (a) A child taken into custody shall not be detained or placed in shelter prior to the hearing on the petition unless there is probable cause to believe that the child:
 - (1) Has committed the delinquent or unruly act with which he/she is charged; or
 - (2) Is a neglected, dependent or abused child, and in either case, there is no less drastic alternative to removal of the child from custody of his/her parent, guardian, or legal custodian available which would reasonably and adequately protect the child's health or safety or prevent the child's removal from the jurisdiction of the court pending a hearing.
- (b) Children alleged to be unruly shall not be detained for more than twenty-four (24) hours excluding non-judicial days unless there has been a detention hearing and a judicial determination that there is probable cause to believe that the child has violated a valid court order, and in no event shall such a child be detained for more than seventy-two (72) hours exclusive of non-judicial days prior to an adjudicatory hearing. Nothing herein prohibits the court from ordering the placement of children in shelter care where appropriate, and such placement shall not be considered detention within the meaning of this section.
- (c) A child shall not be detained in any secure facility or secure portion of any facility unless:
 - (1) There is probable cause to believe the child has committed a delinquent offense constituting a crime against a person resulting in the serious injury or death of the victim or involving serious injury or death to such victim;
 - (2) There is probable cause to believe the child has committed any other delinquent offenses involving the likelihood of serious physical injury or death, or a property offense constituting a felony, and the child;
 - (A) Is currently on probation;
 - (B) Is currently awaiting court action on a previous alleged delinquent offense;
 - (C) Is alleged to be an escapee or absconder from a juvenile facility, institution or other court-ordered placement; or
 - (D) Has within the previous twelve (12) months, willfully failed to appear at any juvenile court hearing, engaged in violent conduct resulting in serious injury to another person or involving the likelihood of serious injury or death, or been adjudicated delinquent by virtue of an offense constituting a felony if committed by an adult;

- (3) There is probable cause to believe the child has committed a delinquent offense and special circumstances in accordance with the provisions of subsection (a) indicate the child should be detained; however, in any such case, the judge shall, within twenty-four (24) hours of the actual detention, excluding non-judicial days, issue a written order on a form prescribed by the Tennessee council of juvenile and family court judges setting forth the specific reasons necessitating such detention. Nothing in this subdivision shall be construed as requiring a hearing or formal finding of fact except as otherwise required by § 37-1-117;
- (4) The child is alleged to be an escapee from a secure facility or institution;
- (5) The child is wanted in another jurisdiction for an offense which, if committed by an adult, would be a felony in that jurisdiction;
- (6) There is probable cause to believe the child is an unruly child who has violated a valid court order or who is a runaway from another jurisdiction. Any detention of such child shall be in compliance with subsection (b); and
- (7) In addition to any of the conditions listed above in subdivisions (c) (1)-(6), there is no less restrictive alternative that will reduce the risk of flight or of serious physical harm to the child or to others, including placement of the child with a parent, guardian, legal custodian or relative; use of any of the alternatives listed in § 37-1-116(g); and or the setting of bail. {Acts 1970, ch.600, § 14; 1979, ch. 289, § 3; 1980, ch. 595, § 1; 1981, ch. 247, § 3; 1982, ch. 882, § 1; 1983. ch. 137 § 1, 1983, ch. 408, § 3; TCA., § 37-214 }

Additionally, the Bedford County Juvenile Detention Center may serve as a regional detention facility on a contract basis for the State of Tennessee, and other surrounding counties within the state as a temporary holding facility.

Mission Statement

Bedford County Juvenile Detention Center

The primary mission of the Bedford County Juvenile Court is to provide the community with services designed to hold youths accountable for their actions, to provide an opportunity for those youths to learn responsibility concerning those actions, and to act as a deterrent to unruly and delinquent children.

Under the direction of the Juvenile Court and in accordance with TCA § 37-1-114, the Bedford County Juvenile Detention Center shall provide adequate health, safety, and supervision for detainees.

The Center is designed to detain youths who:

- 1.) Are in need of legal temporary placement.
- 2.) Are pending adjudication.
- 3.) Are awaiting disposition and/or placement.
- 4.) Are in violation of probation.
- 5.) Are an escapee or have absconded from a juvenile facility, institution, or court ordered placement;
or,
- 6.) Has within the last twelve (12) months willfully failed to appear at any juvenile court hearing, or engaged in violent conduct resulting in serious injury.

Mission Statement Bedford County Mayor's Office

The primary mission of the Bedford County Mayor's Office is to provide operational control of the Bedford County Juvenile Detention center, under the direction of the Bedford County Juvenile Court and TCA § 37-1-114, and shall provide adequate health, safety, and supervision for detainees.

The staff and detainees of the Bedford County Juvenile Detention Center shall be under the administrative and operational control of the Bedford County Mayor's Office, in the Corrections Division. The Corrections Division shall provide the community with services designed to hold youths accountable for their actions, to provide an opportunity for these youths to learn responsibility concerning those actions, and to act as a deterrent to unruly and delinquent children.

The Center is designed to detain youths who:

- 1.) Are in need of legal temporary placement.
- 2.) Are pending adjudication.
- 3.) Are awaiting disposition and/or placement.
- 4.) Are in violation of probation.
- 5.) Are an escapee or have absconded from a juvenile facility, institution, or court ordered placement;
or,
- 6.) Has within the last twelve (12) months willfully failed to appear at any juvenile court hearing.
- 7.) Has engaged in violent conduct resulting in serious injury.

Advisory Board Bedford County Law Enforcement Committee

Members may meet on a monthly schedule to review progress and make suggestions in order to facilitate efficient operations of the Bedford County Juvenile Detention Center.

Members:

Chad Graham - Bedford County Mayor

Bill Anderson – 6th District Commissioner

John Brown – 8th District Commissioner

Mark Thomas – 9th District Commissioner

Sylvia Pinson – 7th District Commissioner

Organizational Chart

Staffing

Administration

Director /
PREA Coordinator

Assistant Director

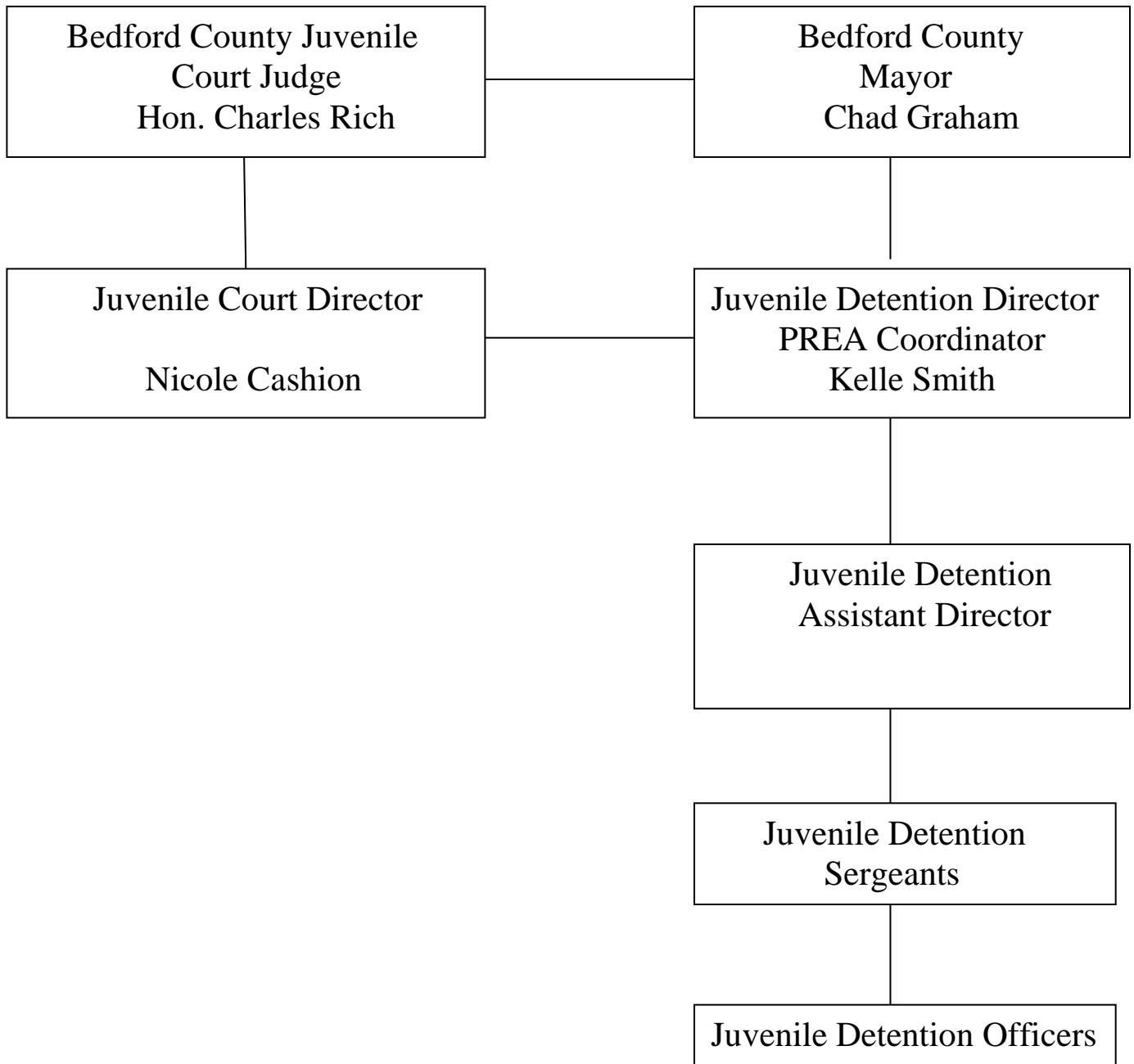
Sergeants

4 – four

Officers

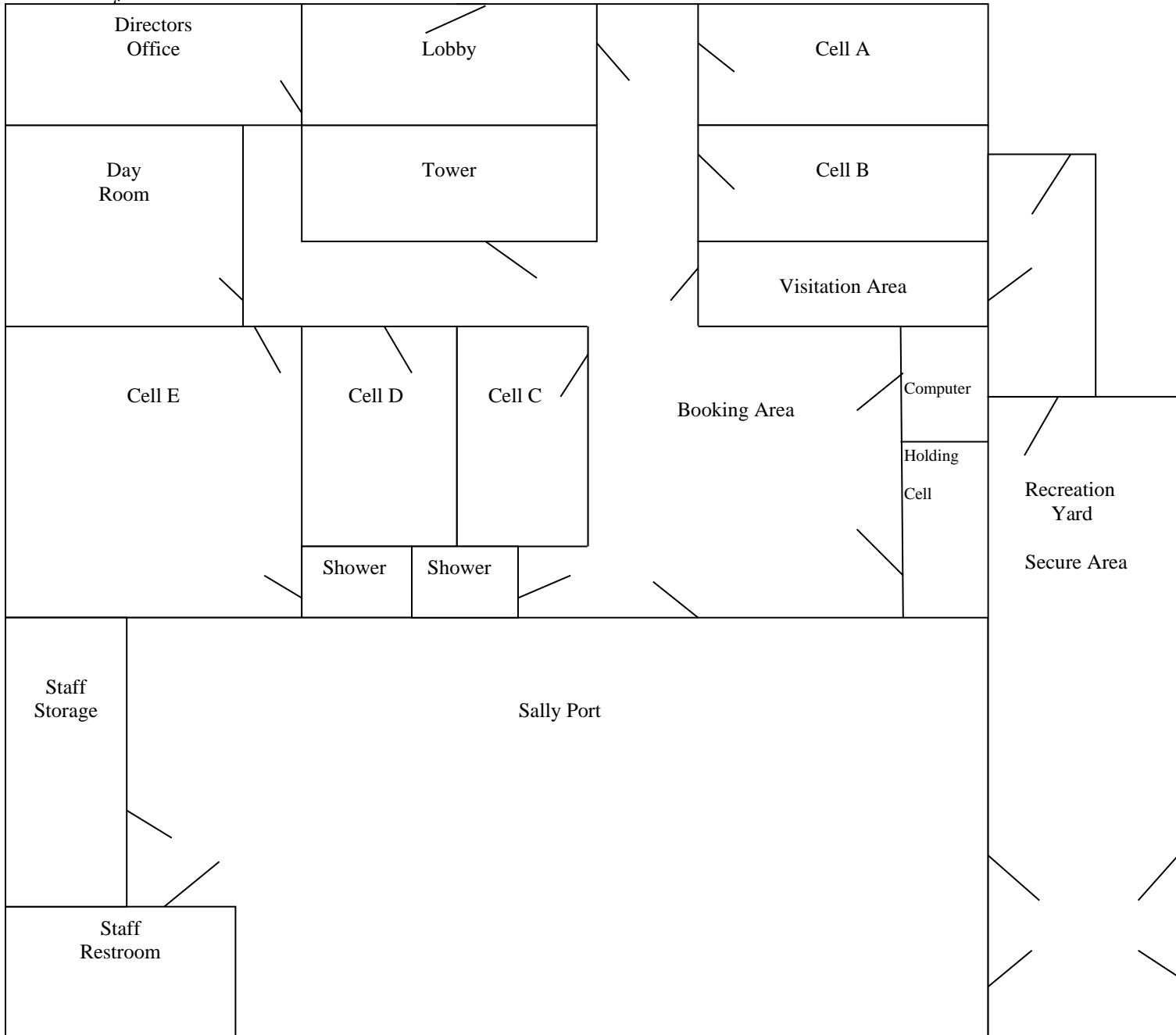
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Organizational Chart For The Bedford County Juvenile Detention Center

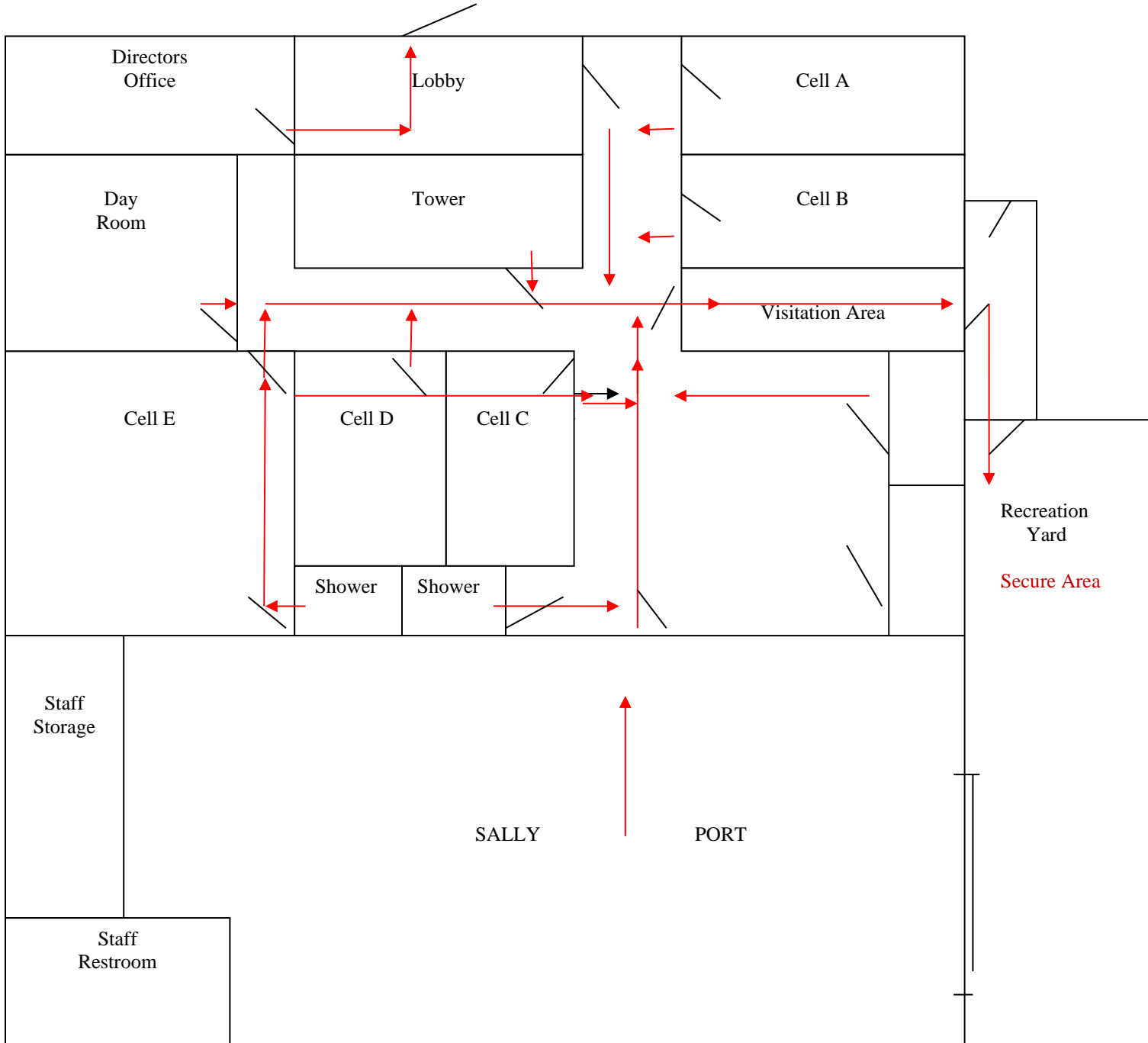


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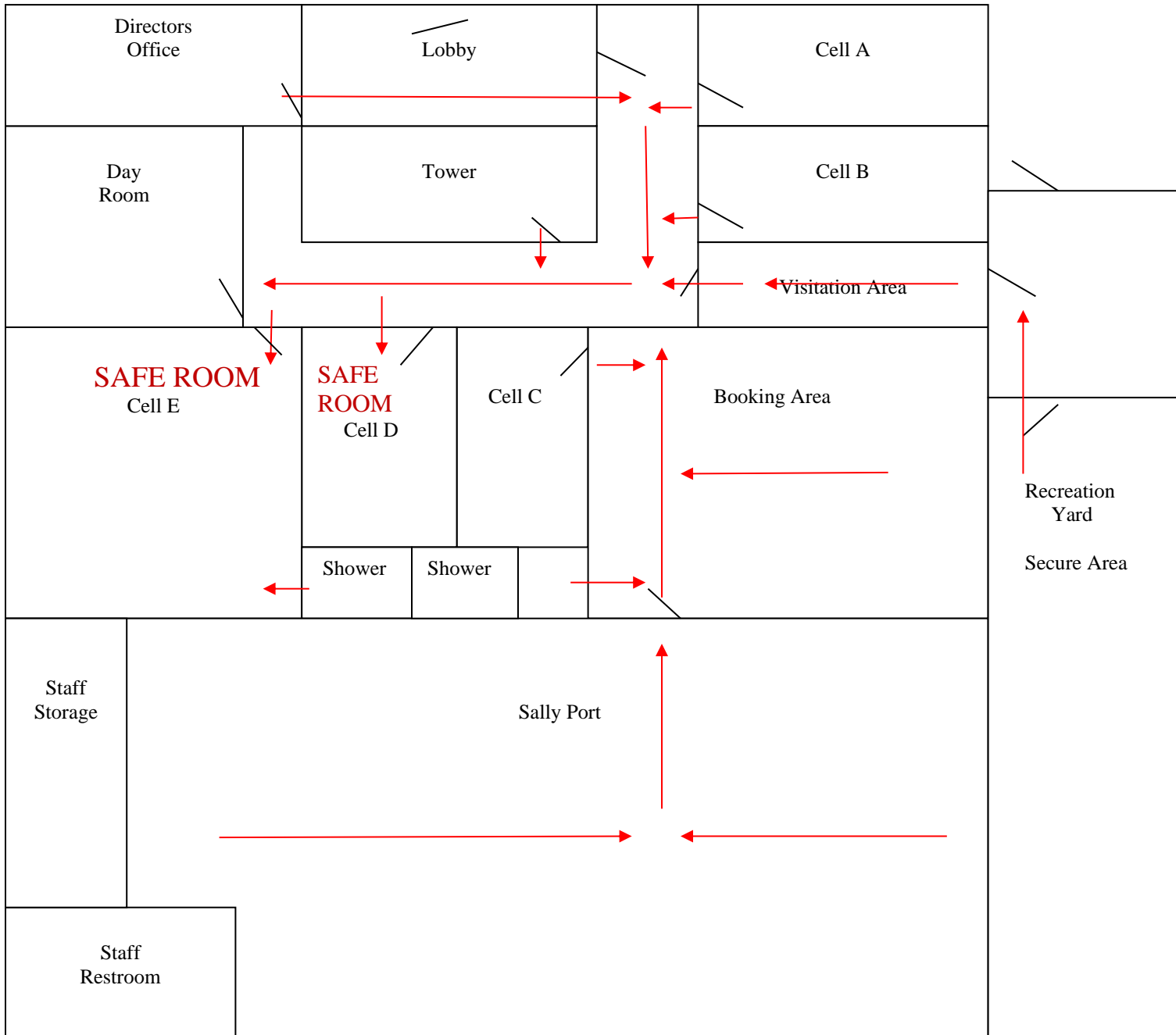
BEDFORD COUNTY JUVENILE DETENTION CENTER FACILITY PHYSICAL LAYOUT



**BEDFORD COUNTY JUVENILE DETENTION
CENTER
FACILITY PHYSICAL LAYOUT
Fire Emergency**



BEDFORD COUNTY JUVENILE DETENTION CENTER FACILITY PHYSICAL LAYOUT **TORNADO EMERGENCY**

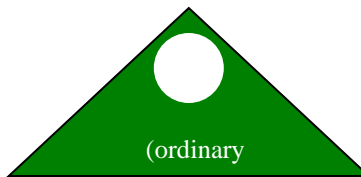


“Play it Safe”

Types of Fires and Extinguishers

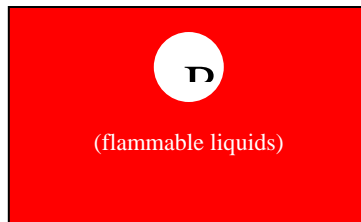
Combustible Materials	Class of Fire & Extinguisher Marking	Extinguish With
-----------------------	--------------------------------------	-----------------

Paper, wood, cloth



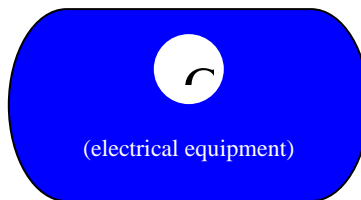
water and dry
Chemical rated
“A, B, C”

Oil, tar, gasoline,
Paint and thinner



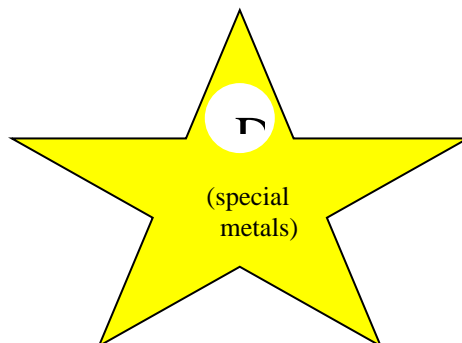
foam, carbon
dioxide, liquid
gas (Halon) and
Dry chemical rated
“B, C” or “A, B, C”

Electric motors,
Power cords,
Wiring,
Transformer boxes,



carbon dioxide,
liquid gas (Halon)
and dry chemical
rated “B, C” or
“A, B, C”

Sodium, zinc,
Phosphorous,
Magnesium,
Potassium,
Titanium-especially as
Dust or shavings



use only special
dry powder
extinguishants
marked for this
purpose

Emergency Situations

Emergency Fire Procedures

It is the responsibility of all detention staff to completely familiarize themselves with the evacuation routes established with the advice of the Fire Marshall. Evacuation Routes are posted in the multipurpose room and in the intake area. These routes will be used unless the designated exit is blocked by fire or other obstruction.

Every shift shall conduct a fire drill once every six (6) months. Staff should also familiarize themselves with proper procedures.

Evacuation

- 1.) The first responsibility of staff is to evacuate detained youth to a safe location as quickly as possible. If conditions permit, exit population to the recreation yard. If restricted by fire or smoke, transport the population out through the side door and outside the building as far back from the possible source of the fire or danger.
- 2.) Once the population has been evacuated, physically perform a head count to verify all detainees are present. Have the group seat themselves together, and stay with the group at all times. Bring a radio, handcuffs and shackles. If necessary, notify other staff for assistance.
- 3.) When the fire department gives the "all clear", return all detainees to the Detention Center. Conduct a headcount.

IF COMPLETE EVACUATION IS NEEDED;

- Call the Director immediately.
- Call for transportation assistance.
- Transport all Detainees and their medical folders to 200 Dover Street, Suite 110.
- Arrange for all bedding to be transported also.
- Stay there until notified differently.

Fire Response Checklist

- 1.) Sound the alarm: Pull the alarm in the Detention Supervisor's Office.
- 2.) Confine the fire: Attempt to extinguish the fire only if you are willing and able to do so without danger to yourself or others. If the fire cannot be controlled, prepare to evacuate (see above).
- 3.) Prevent the fire from spreading: Close doors as you leave – If this can be done without danger to yourself or others.
- 4.) When possible call the fire department.
- 5.) Radio the Sheriff's Office, inform them of the situation, and give the location of the fire.
- 6.) Notify the Detention Supervisor, and the Jail Administrator – no matter how small the fire.
- 7.) When directed by the fire department, return evacuated youth to the Detention Center.

Emergency Situations

Fire Safety Notes

- 1.) A fire extinguisher is only a tool. Never think a fire is too small to notify the fire department.
- 2.) If an area is filled with smoke, lay flat on the floor and move to the nearest and safest exit.
- 3.) If you smell smoke, but cannot see any fire, call the fire department immediately. Do not open any doors or access covers without first checking door surfaces for heat. There could be a fire on the other side of that door.

Tornadoes

The months of March, April and May are the peak times for tornado activity in Tennessee. During a tornado, a person should go to the interior hallway on the lowest floor. All detainees should be moved to the inner most room (Echo) and remain there until the tornado has passed. If we have male and female detainees, males will be placed in Echo and females will be placed in Delta.

Power Failure

The Bedford County Juvenile Detention Center is located adjacent to the Bedford County Sheriff's Office, which shares an emergency power generator. In the event of a power failure, the generator will start and provide emergency lighting and minimum power to control all consoles throughout the following areas: Control, Booking, and the Intake area in Juvenile Detention. If the power remains out, notify Control so that the maintenance staff can be notified of the situation. Physically check all doors and verify that security is intact. Make sure all outside doors are locked. Many times when power is lost throughout the entire facility, various doors may unlock and the control console will not indicate a change in status.

Escape

Once it has been determined that a youth has escaped from the Detention Center, the following action shall be taken:

- 1.) Place all detainees in their proper living areas.
- 2.) Perform a complete head count to determine which juvenile(s) has/have left.
- 3.) Notify the Bedford County Sheriff's Department.
- 4.) Notify the Detention Supervisor, and the Juvenile Court Director.
- 5.) Notify the Child's parent or legal guardians.
- 6.) If or when the youth or group is apprehended, notify all law enforcement agencies.

Note: An incident report must be completed as soon as possible following any escape, or attempted escape.

Emergency Situations

Bomb Threat

The following actions shall be taken in the event of a bomb threat:

- 1.) Notify the Bedford County Sheriff Department by calling 684-3232.
- 2.) Notify the Detention Director and the Director of Juvenile Services.
- 3.) Radio/call 911 and inform them of the situation.
- 4.) The decision for evacuation should be made in conjunction with the Sheriff Department; however, detainees should be moved to a safe area if any strange items are found that would pose a threat to the safety of the detainees.
- 5.) Perform a head count of all detainees.
- 6.) Make sure to bring a radio, handcuffs and shackles.
- 7.) At least one (1) Detention Officer shall stay with the detainees after restraints have been applied to maintain control.
- 8.) If directed, a Detention Officer on duty may assist law enforcement/bomb squad.
- 9.) Once directed, and you have been given approval; move all detainees back to their proper housing locations in a safe and orderly fashion.
- 10.) Conduct a head count and verify that all detainees are present.

Note: Remember to remain calm at all times. If the threat is made via telephone, obtain all possible information from the caller and relay that information to the Sheriff Department (when the bomb will go off, where it is located, what kind of bomb, etc.). Unless it is absolutely necessary, detainees should not be informed of the bomb threat by the staff.

Riot

In the event of a riot, the following procedures should be taken:

- 1.) Secure the escape route, place all detainees in a secure area, and isolate the troublemakers as soon as possible. Remove all nonparticipating juveniles from the area, and separate members of the group.
- 2.) If assistance is needed, notify the Sheriff's Department and 911. It may also be necessary to notify other emergency response agencies.
- 3.) Notify the Detention Director and the Juvenile Court Director.
- 4.) When control is regained, key juveniles should be isolated and confined. Complete an incident report as soon as possible.

Emergency Situations

Hostage Procedures

In the event of a hostage situation, the Detention Officer shall:

- 1.) Physically verify that the Detention Center is secured by making sure that the doors are locked. Remove any non-participating detainees to a secure placement. All other areas should be locked down so that the detainees cannot gain access to the facility.
- 2.) Do nothing to excite the detainee. If you are the hostage, make every possible effort to inform another staff member. As soon as another staff member becomes aware of the situation, call the Sheriff's Department for assistance.
- 3.) If you are not the hostage, notify the Shelbyville Police Department and the Bedford County Sheriff's Department.
- 4.) Notify the Detention Supervisor, and the Jail Administrator.
- 5.) If you are not the hostage, maintain complete security while awaiting arrival of assistance (hostage negotiations, etc.).
- 6.) When control is regained, isolate the responsible juvenile(s).
- 7.) Complete an incident report as soon as possible.

Guidelines for First Response Officers During a hostage Crisis

- Ensure officer safety at all times.
- Use contact with subjects to calm and distract them and to gain information and time.
- Avoid soliciting demands.
- Listen carefully for clues regarding the emotional state of the subjects.
- Avoid bargaining or making concessions.
- Reassure subjects that police will not storm the building.
- Do not offer subject anything.
- Minimize the seriousness of the subject's crimes.
- Do not refer to persons being held as "hostages".
- Avoid tricks and strive for honesty (If you do not understand what subjects say, ask them to explain.).
- Never say "No" to a demand (This does not mean you must say "Yes").
- Do not make suggestions.
- Do not ask outsiders or family members to talk to subjects.
- Never exchange yourself or anyone for a hostage.
- If you suspect that subjects are suicidal, ask whether this is their intention.
- Do not make yourself vulnerable to injury by talking with subjects while unprotected and exposed to danger.

Corrections Division

Job Description

Position: Director/ PREA Coordinator

Classification: Division Head

General- Exempt

The Administrator is the designated head of the Bedford County Juvenile Detention Center, appointed by the Mayor of Bedford County, who has the responsibility of taking charge of and keeping the Bedford County Juvenile Detention Center and persons in custody therein, within the State, Federal, and Local minimum standards and laws. The Administrator has the function and responsibility for the administration and management of the operations of the Bedford County Juvenile Detention Center. The Administrator is charged with the enforcement of the policies and procedures of the Bedford County Juvenile Detention Center.

Supervision Received

The Administrator is directly accountable to the Bedford County Mayor and/or Juvenile Judge.

Duties and Responsibilities

- 1.) Directs the development of the Detention center to assure a smooth and consistently administered and managed operation;
- 2.) Works independently, directing and supervising center's personnel;
- 3.) Plans, implements, and directs the management system within the juvenile center to identify the needs of the division facilities, those in custody, and employees and makes recommendations to the Mayor and/or the judge for the implementation of programs to meet these needs;
- 4.) Assures that all juvenile detainees, and staff personnel records are kept in compliance with state, federal, and local minimum standards;
- 5.) Assures that the physical plant, operational procedures and programs are in compliance with state, federal, and local minimum standards;
- 6.) Assists and makes recommendations to the Mayor for the Juvenile Center budget;
- 7.) Performs all additional duties as directed by the Mayor and/or judge.

Corrections Davison

Job Description

Position **Assistant Director**

Classification: Juvenile Administrative Officer

General – Non - Exempt

The Assistant Juvenile Administrative Officer, of the Bedford County Mayor's Department Corrections Division, is the representative to the Juvenile Court for matters pertaining to juveniles entering into or leaving the Bedford County Juvenile Detention Center. The Juvenile Assistant Administrative Officer has the administrative responsibility of juvenile records, board bills, juvenile detention officer records, and budgeting matters. Coordinates some related functions with the Bedford County Jail staff, i.e. Medical Care, Food Preparation, Transportation, and Administrative Requirements.

Supervision Received

The Juvenile Assistant Administrative Officer is directly accountable to the Administrator.

Supervision Exercised

The Juvenile Assistant Administrative Officer supervises all Juvenile Detention Center Staff in the performance of their assigned duties. The Juvenile Assistant Administrative Officer is the Juvenile Detention Supervisor.

Duties and Responsibilities

- 1.) Attend all court activities of Juvenile;
- 2.) Make, file and keep up to date juvenile records;
- 3.) Follow and enforce the guidelines of the policy and procedure manual;
- 4.) Prepare and maintain juvenile detention center staff personnel records;
- 5.) Prepare and maintain pay records for the Juvenile Detention Center staff;
- 6.) Assists and makes recommendations to the Administrator for the Juvenile Detention Center budget;
- 7.) Prepare and assist the Administrative Clerk with the monthly board bill, cash journal, bank deposits, and cash pay outs of money collected for the Juvenile Detention Center;
- 8.) Coordinate with jail personnel for services provided to the Juvenile Detention Center, i.e. Food Preparation, Medical/Dental Care, Transportation, Clerical Reports, Cash Journal, etc.;
- 9.) Perform all other duties assigned by the Administrator in Juvenile Detention or Juvenile Court duties.

Corrections Division

Job Description

Position: Juvenile Detention Sergeant

Classification: Juvenile Intake Officer

General – Non - Exempt

Primarily responsible for the operation and control of the duty shift in which they are assigned. They are responsible for ensuring the daily routine events of the Juvenile Detention Center are completed. They are responsible for training their shift in routine procedures and supervise job task performance. They are responsible for internal supervision of juveniles in the Detention Center.

Supervision Received

The Juvenile Detention Officer is directly accountable to the Juvenile Administrative Officer.

Supervision Exercised

The Juvenile Detention Officer supervises Detention Officers assigned to their shift and the juvenile population.

Duties and Responsibilities

- 1.) Controls all access into the Juvenile Detention Center and maintains a log of all persons entering and/or leaving the center;
- 2.) The processing of all juveniles brought into the Juvenile Detention Center by law enforcement and/or other agencies;
- 3.) Provides supervision of detainees in order to maintain safety and security;
- 4.) Accompanies and supervises juveniles in court and/or taken to other facilities;
- 5.) Serves prepared food and medication as needed;
- 6.) Ensures that juvenile rights are protected and not violated;
- 7.) Controls Detention Center keys, lighting, visitation, telephone calls, and monitors all emergency alert systems;
- 8.) Responsible for preparing and completing shift paperwork;
- 9.) Receives and logs all juvenile incoming and outgoing mail, searching as appropriate;
- 10.) Performs the duties of Juvenile Detention Officer when the need exists;
- 11.) Performs all other duties as assigned by the Juvenile Administrative Officer.

Corrections Division

Job Description

Position: Juvenile Detention Officer

Classification: Juvenile Detention Officer

General – Non - Exempt

The Juvenile Detention Officer assists the Intake Officer in the operation and control of the shift they are assigned. Officers assist the Intake Officer in maintaining security and providing for the welfare of dependant, unruly and delinquent children, while in the care of the Bedford County Juvenile Court. They are primarily concerned with the supervision of juveniles within the Juvenile Detention Center during their tour of duty. They implement measures within the policy and procedures, to ensure a high state of security exists, ensuring a safe and humane living environment exists for detained juveniles. They are charged with protecting the rights of the juveniles under their supervision.

Supervision Received

The Juvenile Detention Officer works under the overall supervision of the Juvenile Administrative Officer and under the direct supervision of the Juvenile Intake Officer.

Supervision Exercised

The Juvenile Detention Officer supervises juveniles within the guidelines of the policy and procedures of the Juvenile Detention Center.

Duties and Responsibilities

- 1.) Supervises scheduled juvenile activities and programs;
- 2.) Ensures juveniles practice good hygiene, to include passing out clean clothing, linens, and personal hygiene items as needed;
- 3.) Uses minimum force necessary to maintain juvenile, officer, and Juvenile Detention security;
- 4.) Acts as unarmed escort for low risk juvenile movements;
- 5.) Completes the booking and processing of juveniles as directed;
- 6.) Maintains juvenile logs and records as directed;
- 7.) Conducts shakedown inspections as directed;
- 8.) Searches all juveniles as directed;
- 9.) Performs all other duties as assigned by the Juvenile Administrative Officer, and/or shift duty Intake Officer.

Scheduled Work Hours

Regular Hours:

- 84 hours per 2 weeks
- 168 hours per month (28 days)
- Anything over 171 hours worked will be considered “time and a half” overtime

Time-Off

The following is the schedule for Allotted Time Off accrual:

0 – 90 days	Probation
91 days – 4 months	40 Sick Hrs 21 Personal Hrs.
4 months – 1 year	40 Vacation Hrs.
1 year	84 hrs. Vacation 84 hrs. Sick 24 hrs. Personal

You can carry – over 40 vacation hrs. to the next fiscal year.

Vacation and Sick times are 7hrs. every month.
Personal time is 2 hrs. a month

There will be no “time and a half” pay for overtime if you have used Vacation, Sick or Personal time during that 28 day period.

Holiday Pay

- You will be paid \$50.00 bonus for working on a county observed holiday.
- You can swap with another officer, but the officer that works will receive holiday pay.
- If a holiday falls on Friday, Shifts 2 and 4 will split the \$50 bonus (since they will both be working 6 hours of the holiday), and the working day shift will receive \$50 bonus pay.

The following are Paid Holidays:

- | | |
|------------------------------|--|
| • New Years Day | Jan. 1st |
| • Martin Luther King Jr. Day | 3 rd Mon. in January |
| • Presidents Day | 3 rd Mon. in February |
| • Good Friday | Friday Prior to Easter |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4th |
| • Labor Day | 1 st Monday in September |
| • Veterans Day | November 11 th |
| • Thanksgiving | 4 th Thursday in November |
| • Friday after Thanksgiving | 4 th Friday in November |
| • Christmas Eve and Day | December 24 th & 25 th |
| • New Year’s Eve | December 31 st |

Personnel Rules and Regulations

New Employee

New employees are required to;

- Furnish a copy of Education certificate
- Valid Driver's License or State ID
- Complete 80hrs. In House Training
- Be fingerprinted
- Be certified for use of Freeze Plus P
- Have First Aid and CPR Training
- Be CPI Certified
- Sex Offender Check
- Meth Offender Check
- Medicare Fraud Check
- Abuse Check
- TBI Felony Check

Note: A TBI Background Check will be done every 5 yrs. on all employees

You will be given 3 sets (shirt and pants) of uniforms.

You are expected to wear these uniforms while on duty.

These uniforms are not to be worn outside of work. To and from work is acceptable.

The county dress code applies. Let's look professional!!!

All new employees are on a 90 day probation period.

In-Service Training

The Detention Supervisor is responsible for insuring that the training of personnel is completed.

- 1.) All personnel shall be required, during the first year of employment, to complete a basic training program consisting of a minimum of forty (40) hours approved by the Tennessee Corrections Institute (T.C.I.), or by the Tennessee Department of Children's Services.
- 2.) All personnel shall be required to complete an annual 40 hr. in-service training program designed to instruct in specific skill areas of facility operations. The Tennessee Department of Children's Services and the facility will conduct the 40 hrs. of training. The content will be approved and monitored by T.C.I. or DCS.

This training is available to all staff and will be presented to the staff during the course of every calendar year. The training shall cover:

- A.) Training in the practical routines of the job.
- B.) Training in specific activities.
- C.) Development of special skills and methods for handling behavior incidents.
- D.) Training for basic first aid and CPR techniques.
- E.) Defensive Tactics/Personal Safety.
- F.) Training on all DCS, TN State or Federal mandated policies.

Personnel Rules and Regulations

Each new staff member will be provided indoctrination and orientation to the detention center and his/her job responsibilities.

Staff meetings will be conducted when required by the Detention Supervisor. All staff members shall be present. Each staff member is responsible for adding memos to their own detention manual and any other changes or updates to the policy manual.

Confidentiality of Court Files and Records

Detention Staff shall not release or disclose any records of detainees or other Bedford County Juvenile Court cases to anyone without proper authorization. This includes information concerning juveniles currently or previously detained. Except in cases involving juvenile traffic offenders (cf. TCA - § 37-1-146), all files and records of the court are open to inspection **only** by:

- 1.) The judge, court officers, and detention staff of the court,
- 2.) The parties to the proceeding and their counsel and representatives,
- 3.) A public or private agency or institution providing supervision or having custody of the child by order of the court,
- 4.) A court and its probation and other officials or professional staff and the attorney for the defendant for use in preparing a pre-sentence report for a person convicted of a criminal offense, if the defendant had been a party to the proceeding in juvenile court prior to the conviction,
- 5.) With permission of the court, any other person(s) or agency(s) or institution(s) having a legitimate interest in the proceeding or in the work of the court (see TCA, § 37-1-153)

Inspection of Reports

Generally, the child, his/her attorney, and his/her parent(s) or legal guardian(s) and/or custodian(s) shall be entitled to inspect the predisposition report, all medical and psychological reports (except that information protected by law) on which it is based. However, the court in its discretion may decline to permit inspection of sensitive reports to anyone other than an attorney if it is determined that such inspection would be detrimental to the child. If a party is un-represented and is denied inspection, an attorney shall be appointed for the party and permitted to inspect the records. The court shall issue such orders as are necessary to maintain the confidential nature of information so classified. However, in order to permit response pursuant to Tennessee Rules of Juvenile Procedure, rule 32 (f), if the court shall disclose, at least to attorneys for parties, any confidential information relevant to disposition.

Personnel Rules and Regulations

§ 37-1-155. Fingerprints and photographs – Use – When destroyed.

- (A)(1) No child shall be fingerprinted or photographed in the investigation of delinquent acts without the permission of the court, unless the child is charged with a delinquent act which, if committed by an adult would constitute a felony, in which case the child shall be fingerprinted and photographed at the time the child is taken into custody and such fingerprint file may be maintained in an automated fingerprint identification system. Such fingerprint file and photograph shall only be accessible to law enforcement officers, except as provided in § 37-1-154, and shall be maintained separate and apart from adult fingerprint files. The custody and maintenance of those fingerprints and photographs shall be the responsibility of the agency taking the child into custody.

(2) Law enforcement agencies shall not disclose such fingerprint or photograph files except as permitted under § 37-1-154.

(B)(1) Fingerprint and photograph records shall be destroyed:

(A) If the child is charged with a misdemeanor offense and is not adjudicated a delinquent child; or

(B) If a petition alleging delinquency is not filed or the case is transferred to the juvenile court as provided in § 37-1-109.

(2) If the child is charged with a felony and is not adjudicated a delinquent child, the fingerprint and photograph records shall be maintained until the subject reaches eighteen (18) years of age. The record is then subject to expunction at the direction of the court.

(3) If the child is adjudicated a delinquent child on a felony offense, the fingerprint and photograph records shall be maintained permanently.

(4) If the child is adjudicated a delinquent child on a misdemeanor offense, the fingerprint and photograph records shall be maintained until the child reaches eighteen (18) years of age, or permanently if the child was fourteen (14) years of age or older when the offense was committed.

(5) All fingerprint and photograph records maintained pursuant to the authority of this section shall be confidential and used for law enforcement purposes only or as otherwise permitted by law.

(c) If latent fingerprints are found during the investigation of an offense and a law enforcement officer has probable cause to believe that they are those of a particular child, such officer may fingerprint the child regardless of age or offense for purposes of immediate comparison with the latent fingerprints. If the comparison is negative, the fingerprint card and other copies of the fingerprints taken shall be immediately destroyed. If the child is not referred to the court or the case is dismissed, the fingerprints shall be immediately destroyed.

(d) If during the investigation of an offense, a law enforcement officer receives a description of the offender and such law enforcement officer has reasonable suspicion to believe that the description is that of a particular child, such officer may photograph the child regardless of age or offense for purposes of identification. However nothing in this subsection shall be deemed as authorizing an unconstitutional seizure of a child for purposes of obtaining a photograph. [Acts 1970, ch. 600 § 53; impl. Am. Acts 1971, ch. 162 § 3; T.C.A., § 37-253; Acts 1993, ch. 363, § 1; 1994, ch. 748, § 1.]

When fingerprinting a youth, there will be two (2) sets of prints placed in the child's file for future use.

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Personnel Rules and Regulations

Police Interrogation of Detained Youth

All interrogation of youth detained in the Bedford County Juvenile Detention Center by officers of any law enforcement agency, must be approved by the Judge, or the Juvenile Administrative Officer. The interrogation of youth shall be at the convenience of the Detention Center and the staff.

All Detention Staff will use the form for questioning youth posted in the intake area of the Detention Center (see following page for example).

Weapons shall be left in the tower, physically locked and secured before any interrogation takes place in the detention area.

Detention Staff Duties and Responsibilities Concerning Police Interviewing

- 1.) Notification shall be given to the guardian or parents of the youth and to the attorney representing the youth prior to an interview. The parent and/or legal guardian shall authorize the questioning of the youth by filling out the proper form, thus granting permission, and that form shall be placed in the youths detention file.
- 2.) A Detention Staff member prior to any interview shall inform the detained youth of his/her legal rights. Each staff member shall insure that the **Statement of Rights** form is easily understood by the detained youth and that signing the form is not a waiver of those youth's rights.
- 3.) The purpose of the interview must be given at all times.
- 4.) Detention and court support staff should conduct interviews of youth for the purpose of collecting social information, and compiling reports rather than for criminal investigative purposes.
- 5.) All interviews of alleged child abuse shall be reported to the Department of Children's Services immediately (see reporting child physical or sexual abuse).
- 6.) The location of the interview must be private, with minimal distractions and away from other youths. The child shall not be removed from the Detention Center for the purpose of interviewing without prior approval of the Juvenile Court Judge or his/her representative.
- 7.) **Confidentiality must be adhered to at all time by detention center staff.**

Personnel Rules and Regulations

Daily Log Book

The Daily Log serves as a primary method of communication between all members of the Detention Center. It is also a legal document subject to court subpoena and therefore personal notes and other inappropriate remarks are prohibited. The logbook should record each staff member's time in and out daily, important individual and group activities, notations of special incidents or medical problems, and special or important instructions for the next shift. Each shift should log himself/herself in and out as actual times he/she reported for work, and not the "scheduled time".

Incident Reports

Brief reports factually describing every serious behavior incident and the action taken must be written. The report should answer the following: Who, What Happened, When, Where, What Was Done, and Action Taken. Incidents may include, but may not be limited to: behavioral problems, medical emergencies, vandalism, assaults, accidents, etc. These documents are also subject to court subpoena, and should be written as clearly and concisely as possible. Incident reports may also include such behavior as fighting, inciting to fight, escape or attempted escape, unauthorized use of medication, possession of contraband, or flagrant violation of rules and regulations where it becomes necessary to place youth in isolation away from population.

Once an incident report is complete, place a copy in the detainee's file, and forward a copy to the Detention Supervisor. The original copy is placed in the incident report master file. Failure to write incident reports when necessary, or attempts to falsify any information, or attempts to conceal the incident will be subject to disciplinary action. The report shall be written immediately or prior to the staff member leaving his/her shift. All incident reports shall be signed by the Detention Officer, dated and printed or typed.

Personnel Rules and Regulations

Duties and Responsibilities of Intake Officers

Each Detention Staff member shall be responsible for the secure custody, care, control, and welfare of all youths detained during his/her assigned shift. You will be responsible to the supervisor for your assigned duties.

The Bedford County Juvenile Detention Center is a facility that operates 24 hours per day, 365 days per year, and because of this there will be times when you will be called to work an unscheduled shift in order to maintain proper supervision and security. This may occur when there are department emergencies, when staff members are on vacation, sick leave or are using compensatory time. If you are called to work a shift other than your assigned shift, even on short notice, you will be expected to report for work as soon as possible, or without any unnecessary delay. It is of the utmost importance that you maintain a current telephone number, and that the number be posted on the Detention phone list.

- 1.) Each officer shall be responsible for maintaining the shift log. Make sure all pertinent information is properly logged in both the Daily Log and the Detainee's daily record.
* Remember, the logbooks are to be used for matters concerning the daily activities as they pertain to the operations of the Detention Center. They are also subject to court subpoena. All entries should be clear, concise and professional.
- 2.) Key custody and control shall be maintained at all times while on duty. Standards of security must be maintained, keeping all doors closed and locked at all times.
- 3.) The Detention officer should know at all times exactly how many youths are being detained. The officer should also know the whereabouts of all detainees at all times, and their room assignments. Each officer shall be responsible for physically observing each child detained. Also, know who may be a security risk, and program their supervision and activities accordingly.
- 4.) The on-duty officer shall maintain and complete all necessary daily reports before being relieved of duty. All incident reports should be completed as needed, then place the original in the incident report folder, a copy in the detainee's file, and forwarding a copy to the Detention Supervisor.
- 5.) Your shift should be staffed as indicated by the schedule. If any member of your shift is absent, it should be properly noted and reported. If for any reason you cannot report for your shift due to an **emergency** condition, contact the Detention Supervisor and the officer currently on duty so that other personnel may be notified in a timely fashion.
- 6.) If a member of the staff comes to work and you have a reason to believe that he/she is under the influence of alcohol or drugs, contact the Detention Supervisor. Such behavior may result in disciplinary action. Failure to report such an incident may result in disciplinary action.
- 7.) The on-duty officer shall be responsible for performing the intake procedures on all youths to be processed through the Detention Center; however, the officer may have a monitor provide assistance to prevent backup in the intake area.
- 8.) Detention staff personnel should be specific when giving instructions to co-workers or monitors. Explain clearly what is expected and check to be sure tasks are completed accurately and thoroughly.
- 9.) Make sure all visitors are legitimate as outlined by the regulations governing visitation (see Visitation Policy).
- 10.) Make sure the daily schedule is followed as outlined under Daily Shift Check List.

Personnel Rules and Regulations

Duties and Responsibilities of Intake Officers Continued

- 11.) Shakedown procedures (other than intake) are to be initiated by the Detention Staff if a situation arises which warrants such action. (i.e. suspicion of contraband in living areas, secured living areas, multipurpose room, exercise yard, or any common hallway areas. Also if any discussion of escape has been noted.)
- 12.) Make sure all new detainees are monitored at least every fifteen (15) minutes the first six (6) hours housed. After the six (6) hour period, the monitor time is not to exceed thirty (30) minutes, unless a detainee has been placed on a special watch, which requires more frequent monitoring. Detainees that have displayed suicidal tendencies/intentions shall be monitored at least every fifteen (15) minutes, and make sure that every action of this detainee is documented on the resident monitoring sheet.
- 13.) At some point during the shift, physically inspect the first aid kit, infectious disease protection kit, control console, key lock box, medical cabinet, fire extinguisher, and other emergency equipment. Note any problems found in the logbook, and leave notation for the Detention Supervisor.
- 14.) Do not allow the holding rooms (TV room, court holding cells) to be used improperly.
- 15.) Staff personnel shall ensure that the medical cabinet is kept locked and that the lock box inside is secured at all times.
- 16.) At the beginning and end of each shift, each Detention Officer shall conduct a complete walk-through of all areas of the Detention Center and note any problems found. Any maintenance problems should be noted, the proper maintenance request form filled out and then forwarded to the Bedford County Jail maintenance officer.
- 17.) Do not allow excessive loitering in any area of the Detention Center. Visitors to the Detention Center should be restricted to persons who have “official business”; i.e. law enforcement, attorneys, counselors, or parents/guardians. If staff has visitors, they should see the visitor outside of the Detention Center for a brief period – as long as it does not interfere with their work duties, at no time should the Detention Center become a “social hang-out”.
- 18.) **Enforce the no firearms law that prohibits firearms in the Detention Center at all times. NO EXCEPTIONS.**
- 19.) The Detention Officer on duty must keep the intake area free from unnecessary items in order to provide for the safety of the staff, and to prevent any contraband from entering the living areas. All remaining areas of detention should be cleaned as needed. Orderliness and cleanliness is representative of our agency. You are responsible for maintaining the cleanliness of the Detention Center during your shift.
- 20.) All personnel should conduct themselves in a professional manner. Assist with other Juvenile Services personnel at all times. Officers should also be courteous to the public, and to each other. Offensive or abusive conduct may result in disciplinary action.
- 21.) No Detention Officer should enter a sleeping room alone, during the sleeping hours, unless an emergency warrants it.
- 22.) No male Detention Officer will enter a female’s cell without the presence of a female officer.
- 23.) No male Detention Officer will transport a female detainee without the presence of a female officer.
- 24.) Staff participation in-group recreation will be forbidden if such participation in any way endangers the security of the facility.

Personnel Rules and Regulations

Duties and Responsibilities of Intake Officers Continued

- 25.) Favoritism has no place in the treatment or supervision of a group or individual. Each youth will be treated equally, regardless of race, sex, or other status.
- 26.) It is of primary importance that the Detention Officer establishes a role of leadership with the detainees. You must recognize that you are not one of the detainees.
- 27.) Know your population and the individuals in it.
- 28.) Never argue with a detainee. Make a decision and then stick to it.
- 29.) At no time will a youth be allowed in restricted areas, unless under the immediate sight supervision of a Detention Officer.
- 30.) Officers should not leave their post for extended periods of time. All staff is expected to remain at their post for the duration of their shift.
- 31.) Staff members shall sign in and out of the logbook when reporting or leaving their work assignment.
No Exceptions
- 32.) The Detention Center shall be staffed (according to population) at all times when detainees are present.
- 33.) Anytime that it is necessary for a opposite gender staff to enter a cell, there must be both genders staff present and it has to be announced as to let the detainee aware of the situation.
- 34.) **Be security conscious at all times**

Personnel Rule and Regulations

Day Shift Schedule

The following is an outline of specific events, which occur during this shift period. All times are subject to change; however, all staff should make every effort to follow the basic shift guidelines.

0600

- Shift Change.
- Assume duties and responsibilities of the Detention Center.
- Once the oncoming Detention Officer is briefed and is satisfied with the Detention Center, he/she may assume duties and you stand relieved.
- Conduct walk-through of the facility.
- Lights on in all living areas. Breakfast served.
- Conduct shift change headcount.

0630

- Trash collected. This is to include all utensils, breakfast trays, and any other food waste. Detainees are to make their beds, clean their living area, and prepare for showers. Shower kits, clean underwear and socks are issued. Clean uniforms may be issued every other day.

0730

- Shower Kits, dirty clothing and any other materials are to be collected.

0800 – 0900

- Prepare youths to be transported for Detention Hearings as required.
- Return and release youths as required after Detention Hearings.
- Prepare youths to be transported to Court.

0900 – 1100

- Multipurpose room is used for prearranged special visiting appointments, clergy, TV viewing, homework, theme/report writing, and any educational classes.
- Physical Education Class.

1100 – 1130

- Lunch served to all detainees.
- Conduct Headcount.

1200 – 1400

- This is the time set aside for exercise yard time, weather permitting. An effort needs to be made to allow each youth one (1) hour of recreation time each day. This time may be also used for prearranged classes or chores set aside for the detainees (i.e. cleaning, laundry, etc.).

Personnel Rule and Regulations

Day Shift Schedule Continued

1400 – 1600

- Begin Visitation

1600 - 1700

- Dinner served to all detainees.
- All trash, utensils, etc. to be collected directly after feeding ends.

1700 – 1800

- All housing areas and common areas cleaned as required.
- Detainee chores completed as needed.
- Begin preparing for shift change. This includes cleaning up all areas used by personnel to include putting up personal items and completing all paperwork.

1800

- Shift Change

Personnel Rule and Regulations

Night Shift Schedule

1800

- Shift Change.
- Assume duties and responsibilities of the Detention Center.
- Once the oncoming Detention Officer is briefed and is satisfied with the Detention Center, he/she may assume duties and you stand relieved.
- Conduct walk-through of the facility.
- Conduct shift change headcount.

1800 - 2000

- Begin daily visitation
- The multipurpose room is open for TV, games, homework, etc.

*Note – the use of the telephone is limited to one call per day. Calls will be allowed between 1400 and 2100. The Detention Officer on duty is responsible for calling all youths on In Home Detention as time permits.

2100

- All detainees are to start cleaning up and returning to their living areas to prepare for lights out.

2130

- Lights out in all areas.

2400

- Conduct headcount of all detainees.

0300

- Sanitation and Security Checks

2400 – 0530

- Monitor all detained youths as specified under general procedures.

0530

- Begin preparing for shift change. This includes cleaning up all areas used by personnel to include putting up personal items and completing all paperwork.
- Complete the morning report.

0600

- Shift Change

Personnel Rules and Regulations

Daily Shift Checklist for Detention Staff

The purpose of the daily checklist is to ensure that all staff members know the specific areas of their responsibilities while on duty.

- 1.) At shift change, conduct a “walk-through” of all areas of Detention. Check for contraband, check all smoke detectors, sprinklers, shower rooms, windows (to include the window seals), and under all bunks, tables, toilets, etc. Pay close attention to any seams and joints along the walls and doors. Check all mattresses and pillows. Make sure no property has been defaced and/or destroyed. If any item is found out of order, document this in the logbook, and file an incident report (if applicable), so that it may be passed on to the next shift.
- 2.) Begin the shift entries for your shift. The heading for your log entries shall contain the following information: 1.) Date, 2.) Number of detainees – number of male and female, 3.) Note presence of all keys. Each line entry shall state the time of a specific event followed by what happened next. EX: 1100 hrs. – Lunch Served. All log entries shall be written in black or blue ink, and printed neatly.
- 3.) Make sure to fill in your time on the time sheet with the date. Be sure to complete your time in/out and date upon completion of your shift. Personally sign in and out of the logbook with the actual time.
- 4.) Meet with the off going Detention Officer in order to be briefed. During this period, make sure all information is passed on and has been entered in the log.
- 5.) Physically perform a head count of all detainees. Know where all youth are located at all times.
- 6.) At some point during the shift, physically check the following, and report any problems to the supervisor.
 - a.) First Aid Kit
 - b.) Infectious Disease Kit
 - c.) Medicine Cabinet
 - d.) Property Storage Box (make sure it is locked)
 - e.) Control Console Operation
 - f.) Key Lock Box Inventory
 - g.) Fire Extinguisher
- 7.) At the end of your shift, physically perform a recount of all detainees, and update the detainee status board as necessary.
- 8.) Make sure all paperwork is up to date and completed before being relieved.
- 9.) Prepare the Detention Center for the next shift. Dump trashcans, collect shower kits, food trays, put away any dirty laundry, etc. Put away any personnel items you may have been using during you shift. Do Not Leave A Mess For The Next Shift.

Personnel Rules and Regulations

Intake Procedures – Detained

Once a child is brought to the Bedford County Juvenile Detention Center, the Intake Officer on duty will make the determination whether or not a child is to be released to his/her parent/guardian, or be held for a detention hearing (see TCA § 37-1-114). If a child is detained, the following action should be taken:

A.) Procedure during the intake process

- 1.) When a child is brought to the Detention Center the following action shall be taken:
 - a.) Have the detainee remove his/her shoes.
 - b.) Have the detainee empty all pockets onto the counter area.
 - c.) Conduct a frisk search.
 - d.) Inspect all luggage, backpacks, duffel bags, or valuables.
 - e.) Inventory all personal property and place in an envelope and lock in the storage box.
 - f.) If any narcotics or weapons are discovered, notify the arresting officer. If the officer is not present, contact law enforcement personnel.

**NOTE: There will be no cross gender searches. All searches will be performed by same sex staff.
There will also be no searches to determine gender of youth**

B.) Confiscated Contraband

- 2.) Whenever contraband is discovered the following actions shall be taken:
 - a.) Place contraband in an envelope and seal it.
 - b.) On the outside of the envelope, write the name of the youth, the youth's date of birth, the date and time.
 - c.) After you have sealed the envelope, cover the seal area with scotch tape to the end of the seal. Next, write your initials across the seal area along with the date and time. This is to prevent any tampering after being sealed.
- 3.) It is important that all confiscated contraband be turned over to law enforcement if required.
All drugs confiscated will be turned over to the appropriate law enforcement agency for analysis.
(See Security Rules and Regulations for Random Searches of Contraband)

- C.) Immediately notify the parent (s) or guardian (s), advising that the youth is being detained, and then advising of the next scheduled detention hearing. If unable to contact parent (s) or guardian (s), please indicate in the logbook, as well as your continued attempts to locate. Advise the next shift if unable to locate parent.

D.) Complete the following forms/procedures upon intake:

- 1.) Enter in all information in the computer.
- 2.) Print Social History Sheet, and place in file.
- 3.) Health Record if detained more than four (4) hours.
- 4.) Personal Property Envelope.
- 5.) Personal Property Sheet.
- 6.) Obtain copy of petition and place in file.
- 7.) Complete Rules of Conduct (have detainee read and sign).
- 8.) Statement of Rights (have detainee read and sign).
- 9.) Enter detainee into Detention Center Register, and log in logbook.
- 10.) Make photograph of youth.(If required)

Personnel Rules and Regulations

Intake Procedures – Detained Continued

- 11.) Medication Dispensing Log (if required).
- 12.) Dress youth out with proper detention clothing (Strip search if required).
- 13.) Place youth in the appropriate living area.

E.) Personal Property

- 1.) Make an accurate count and description of personal property, the owner, etc., and record all information on the Personal Property Sheet. All monies/personal property should be kept in the property envelopes and placed in the security vault (safe). The personal property sheet shall be filled out whether the detainee has property or not. Make sure the detainee reads and signs this form whether valuables are taken or not.

F.) Detention Screening

- 1.) Detention must be authorized by the Intake Officer on duty or by the Detention Center Supervisor (in compliance of TCA § 37-1-114). Notify the Clerk's Office, and the Juvenile Court Judge or Referee of any Detention Hearings.
- 2.) Dependant and Neglected children are not to be accepted, processed or detained in the Detention Center. If after 1730 Hours, notify the on-call DCS (Department of Children's Services) worker for the appropriate county. A list is posted in the Intake Area of the Detention Center.

Translation Services

1. Do not use a current detainee for translation purposes.
2. Bedford County Courts has an interpreter on staff.

Personnel Rules and Regulations

Intake Procedures – Not Detained

The same procedures apply regarding shakedown and filling out the necessary paperwork for booking detained youth except for documented medical reasons, and dressing the youth out. After determination to release, notify the parent or guardian and request that they pick up the youth as soon as possible. **Always Conduct A Frisk Search Before Placing Any Youths In Any Cell/Living Area.** Once the parent arrives to pick up the youth, be sure to ask the parent/guardian for proper identification before releasing the child to that person. In all cases, be polite, courteous, and helpful when dealing with the public.

Medical Procedures During Intake

Anytime there is a serious question as to a youth's physical condition due to sickness, injury, or intoxication, the Intake Officer shall refuse to process the youth into the Detention Center, and shall instruct the arresting officer to transport the youth immediately to the Bedford County Medical Center – Emergency. If the youth's condition is such that he can be released from the hospital, then and only then can the youth be returned to detention, and processed. The medical release form or any hospital paperwork should be placed in the youth's file. The parents or legal guardians shall be notified of the youth's physical condition. If a prescription is written, have the parents come by the Detention Center, fill the prescription, and then return it to Detention.

Shower Procedure

If required, have the youth shower upon intake into the facility; take youth of the same sex into the intake shower with all necessary supplies and clothing. Have the youth remove his/her street clothing, and place it in your possession. Observe if the youth has any cuts, bruises, deformities, lice, symptoms of infectious disease or any unnatural body disfigurements, and note on the health form. Make sure the entry is put into the daily logbook to be passed on to you relief. There is to be NO Cross Gender Showers, by staff or Detainees

Orientation/Indoctrination

Explain to the youth what he/she has been charged with and whether he/she will be detained or released. Try to answer questions to the best of your ability. Be sure to explain the Statement of Rights form to the detainee if they have any questions.

Personnel Rules and Regulations

Transport Policy

For the safety and security of Juveniles being transported to and from Court, Doctor Appointments, Etc. the following procedures will be done. These procedures are to be done before each and every transport of juveniles in the Bedford County Juvenile Detention Center.

- 1.) Prior to Transport, rear area of vehicle is to be searched.
- 2.) Prior to Transport, all juvenile detainees are to be searched.
- 3.) All detainees are to be cuffed and shackled unless medically restricted. While being transported detainees will wear seat belts.
- 4.) Transporting officer will go directly from detention facility to the destination.
- 5.) Only official personnel and/or juvenile court employees can accompany a detainee during transportation. No fraternization.
- 6.) Mileage, number of passengers, and destination will be logged with the communication center at the beginning and end of each transport.
- 7.) At the destination after the detainee is secured the transporting officer will recheck the vehicle interior. This is done both before and after each trip.
- 8.) After a court appearance the detainee will be searched to ensure that no contraband has come into his/her possession at the court proceedings.
- 9.) Family members, friends, etc. will not be permitted to interact with the detainee during transport.

Releases

Release a juvenile only to a parent, legal guardian, DCS Transport Officer or a DCS Case Worker. **Proof of proper identification is required.** A copy of the Drivers License should be attached to the Release Form when a juvenile is released. When releasing any youth, return all personal property including medication to the one that is picking the youth up, and have the juvenile in your presence when releasing property.

Personnel Rules and Regulations

Daily Program

Daily schedules will be posted and may vary slightly due to various events which may occur, however, each shift will, to the best of their ability, follow the shift routine outlined on the following pages. The following are events, which are considered special programs and may affect the daily programs. Legal visits, Youth Services conferences, emergency situations, special training events, maintenance work, and scheduled tours of the detention facility are just some of the non-scheduled events.

Food/Meal Services

- 1.) Unless otherwise approved, all meals will be served in the living areas assigned. Each shift will ensure all utensils are counted before and after mealtimes. Youths will not be allowed to have any metal, plastic or wooden items on their person at any time while housed in the detention center. Pencils used to write reports are the only exception. All issued hygiene kits must be removed after the detainees have finished with their shower. It is the responsibility of the shift officer on duty to collect the kits once the showers are complete. Make sure all combs; toothbrushes, shampoo packets, and soap are removed from the shower/living area.
- 2.) No food, including gifts, items of candy, cold drinks, fruit, carry out meals or home cooked food items will be allowed inside the detention center. Under no circumstances will food (provided by the jail) be withheld from detained youth. Food shall not be used as a reward for good behavior or work performance for an individual youth.
- 3.) Special diets shall only be approved for medical reasons, or religious purposes only. This must be documented in writing to be placed in the detainee's file. The Detention Center shall notify the jail when special diets are needed, and when these youths are no longer in custody.

Personnel Rules and Regulations

Disciplinary Hearings for Detainees who Violate Facility Rules:

Licensing standards require that “all discipline must be reasonable and responsibly related to the child’s understanding, need, and level of behavior. All discipline shall be limited to the least restrictive appropriate method and administered by appropriately trained staff. Any discipline must be determined on an individual basis and be related to the undesirable behavior.”

When necessary to charge a detainee with violation of a facility rule, and results in the Loss of Privileges the following will be required:

- 1. You must document the behavior, date, time, child’s name and all staff involved on all appropriate incident forms and the Loss of Privileges form.**
- 2. Detainee Loss of Privileges Time Limitations shall be as follows:**
 - a. Part-time Staff Maximum = 3 days**
 - b. Full-time Staff Maximum = 5 days**
 - c. Administration Maximum = indefinitely (when appropriate)**
- 3. Disciplinary reports shall be removed from all files if the detainee’s violation of facility rules is unfounded through a grievance committee process.**
- 4. If the detainee chooses, he/she may submit a grievance to begin an appeal process.**

Visitation Policy

Visitation is held daily from 1400 until 1600 and from 1830 to 2030 prescheduled increments. Each detainee is allowed 3 visitations per week. Visitation is limited to parents or guardians. Attorneys, clergy, and social workers (DCS, Probation, Counselors, etc.) can visit at anytime between 0600 and 2030. As a general rule, detainees are not allowed visitation for the first (1st) twenty four (24) hours of detainment, however, discretion and judgment should be used.

The Detention Supervisor or the Juvenile Court Director must approve any deviation from the visitation schedule.

All visitation should be held in a designated area (TV room, Recreation Room, Day Room, etc.)

Any visitor suspected of bringing contraband into the facility will be asked to leave the premises and further visitation privileges will be subject to indefinite suspension.

All visitors should secure any personal belongings before going to the Juvenile Detention Center. All detainees are subject to search upon their return to their assigned unit. Any contraband found on a detainee may result in further visitation privileges being indefinitely suspended.

All visitors must sign in prior to a visit. Each visit and visitor should be logged in the logbook.

Smoking is prohibited during visitation.

Personnel Rules and Regulations

Mail Procedures

All detainees are allowed to receive and send mail. Staff should inspect any incoming mail for contraband before issuing mail to detainees.

Phone Privileges

Under most circumstances, each detainee will be allowed one (1) phone call per day, after the detainee has been in detention for twenty four (24) hours. Calls should be made between 1400 and 2030. Calls should be limited to ten (10) minutes. These calls are limited to parents and legal guardians. Clergy, counselors and attorneys phone calls are not counted as their daily phone call.

Detainees are not to make any long distance phone calls at the county's expense.

Staff should monitor all calls. Staff should dial the phone number, get the desired person on the phone, and then give the phone to the detainee. All calls should be documented in the detainee's file.

Medical and Health Services

Medical Emergencies

When it is determined that a detainee is in need of emergency medical treatment, the following actions shall be taken.

- 1.) Make sure the area is secure and all clear. If necessary, remove other detainees from the area.
- 2.) Physically check the victim from head to toe, and locate the area of injury.
- 3.) Evaluate the situation to determine what action should be taken.
- 4.) Stabilize the injury. This may require that the Intake Officer administer basic first aid, and/or CPR.
- 5.) If necessary, call 911, and give the dispatcher the following information.
 - a.) Your location.
 - b.) What happened.
 - c.) Condition of victim.
 - d.) Your name and telephone number.
- 6.) Return to the victim, and continue to care for the victim until EMS arrives.
- 7.) Call Master Control and inform the officer on duty of the situation, and advise that EMS has been dispatched. Advise whether or not the sally port will be used, or whether some other area will be used.
- 8.) If the emergency does not require EMS or 911 services, notify any necessary back up personnel to report, and assist with transportation. Be sure to carry detainees' file with you.
- 9.) Notify parent/legal guardian, and request that they report to the emergency room. At this time, the parent should supply the emergency room staff with any insurance information, and they will also be able to sign for medical treatment.
- 10.) If parent or legal guardian cannot be reached, notify the Detention Supervisor, or Director of Juvenile Services for further instructions.
- 11.) If none of the above conditions exist, notify the nurse by phone to determine if his/her presence is needed. Follow any directions that may be given.
- 12.) Make sure an incident report is filed.

Medical and Health Services

Minor Injuries to Detainees Not Requiring Medical Services

If the injury is minor, and does not need emergency medical assistance, the following actions shall be taken:

- 1.) Apply basic first aid techniques using any necessary first aid equipment (bandages, etc.).
- 2.) If necessary, call the nurse for assistance.
- 3.) Complete an incident report.

First Aid Kits

A first aid kit is available to provide necessary medical equipment for first aid situations. All employees should familiarize themselves with the location and contents of the first aid kit(s).

First aid kits should be inspected on a regular basis so that any used items can be replaced as soon as possible.

Emergency Room Security

Any time a juvenile is transported to the emergency room, by Juvenile Services, he/she must be accompanied by staff (unless prior arrangements have been made). Staff should remain with the detainee until released by the physician. If a detainee is transported by ambulance services, arrangements should be made for staff to meet emergency services at the hospital.

Assaults on Employees

- 1.) The injured party shall be taken to the hospital, or given medical treatment if necessary.
- 2.) The Detention Supervisor shall be notified.
- 3.) An incident report will be filled out and turned over to the Detention Supervisor.
- 4.) Any hospital bills shall be turned over to the Detention Supervisor.
- 5.) Charges may be filed against the detainee that committed the assault, and internal disciplinary procedures initiated.

Medical and Health Services

Administration of Medication to Detainees

Each prescription shall be placed in the medication box, and logged on the prescription medical form. The prescription form should then be placed in the detainees' file. All medication should be administered as directed. The administration of all medication shall be recorded on the child's' medication dispensing form, as well as the logbook.

All prescriptions should be signed by a qualified health professional.

If a child refuses to take his/her prescribed medication, note in the logbook, and the child's' file. Pass on the information to the next shift, and inform the Detention Supervisor. If immediate attention is required due to life-safety medication, notify the Detention Supervisor.

Upon release, all unused medication should be returned to the detainees' parent/guardian

Security and Storage of Medication

All medication should be stored in the locked medicine safe, and then placed in the locked medicine cabinet in the intake area. All medication should be stored, administered, and controlled by the Detention Staff.

Suicide Management

Any juvenile admitted to the Bedford county Juvenile Detention Center with a known disposition for suicide will be placed with other detainees when possible. This placement is viewed as a possible deterrent to attempt suicide, if this option is not available, the detainee should be placed in the sick/suicide cell. The juvenile who expresses or exhibits a tendency to attempt suicide **must and will be monitored every fifteen (15) minutes.** (T.C.I. Minimum Standards 1400-3-.16)

*Staff may place a child on suicide watch, but only a medical/behavioral professional may take a child off of a suicide watch. *

Every effort will be made to have the suicidal detainee removed from the Detention Center as soon as possible. If necessary, an assessment specialist may be called for emergency intervention.

Suicide prevention will be offered to personnel as annual training, so that staff may recognize suicidal tendency, treatment and handling of detainees at risk of suicide.

Medical and Health Services

Disabled Juveniles

All disabled or infirmed juveniles shall be housed in facilities appropriate to their needs. Every effort shall be made to allow disabled juveniles to participate in any regular activities. Any juvenile who is unable to participate in regular activities, shall be evaluated for possible transfer to a more appropriate facility.

HIV and Infectious Diseases

All staff should carefully screen each juvenile for possible HIV or other infectious diseases. Staff should take all appropriate safeguards when dealing with juveniles who have possible infectious diseases. If necessary, the juvenile may be separated from the general population. All medical information concerning the detainee should be kept confidential.

Staff Injury While on the Job

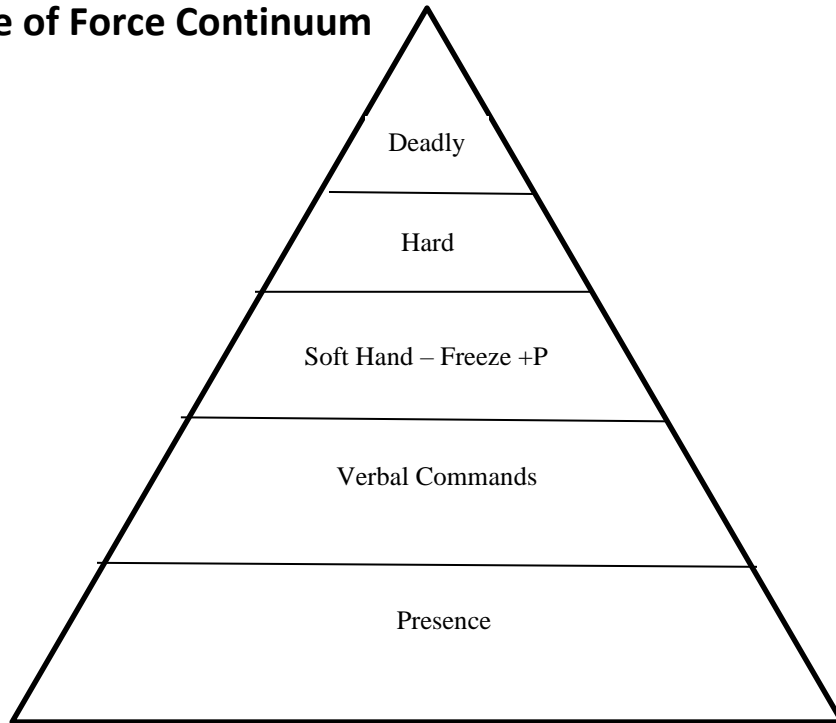
While on the job at the Detention Center, it is very important to remain alert and safety minded at all times to prevent possible injury to yourself; however, if injury should occur, the following action shall be taken.

- A.) Minor Injury **NOT** requiring Emergency Medical Services:
 - 1.) Obtain any necessary medical treatment.
 - 2.) Complete an incident report.
 - 3.) Report the incident to the responsible personnel within the department.
 - 4.) Notify the Detention Supervisor.
 - 5.) Notify other staff to relieve you if required.

- B.) Serious Illness/Accident Requiring Emergency Services.
 - 1.) If the injury occurs at the workplace, call 911 for assistance.
 - 2.) Follow all emergency procedures as outlined under the Medical Emergencies section.
 - 3.) Make sure that other detention personnel and the Detention Supervisor are notified.
 - 4.) The on-coming officer and the Detention Supervisor shall complete an incident report until the injured staff member returns to duty to document the incident.
 - 5.) An injured staff member must obtain a doctors' release before returning to duty.

Security Rules and Regulations

Use of Force Continuum



Emergencies/Violent Situations

Freeze +P Spray will be provided to certified officers for use only when necessary and when in compliance with the Use of Force Continuum. BCJDC has adapted the above force continuum. Employees who are not certified to administer spray shall not administer said spray. All employees must be re-certified annually.

Follow the following steps:

1. Officer presence
 - Often making yourself visible will diffuse a situation.
 - When making yourself present, always position yourself with a comfortable exit strategy.
2. Verbal Intervention
 - Using a firm voice, instruct the detainees as needed.
 - Again, consider an escape route.
3. Soft Hand -- Use of Freeze +P
 - Freeze +P should only be used as a last resort, with two guidelines:
 1. Maintaining or gaining control of a situation
 2. Moving combative detainees
 - Unauthorized use of Freeze +P will be considered assault and disciplinary actions will occur.
4. Further progression of the use of force continuum will require law enforcement intervention. Law enforcement should be notified and in route in the event of Freeze +P does not control the situation.

Once appropriately administered, employees must fill out a Serious Incident Report. This report must be forwarded to the facility Director, the DCS Case Worker, DCS Central Office and the Nurse. One copy will be added to the Serious Incident Report and one copy will be placed in the individual juvenile's folder.

After all Serious Incidents, all parties are watched closely for the safety of everyone. Proper post incident care will be given, including monitoring for medical abnormalities, administering a shower, and providing a clean change of clothing/linens. Failure to comply with all of the above will be considered dereliction of duties and could earn disciplinary action.

Freeze plus P shall be inventoried, tested quarterly, expiration dates examined and contained in specific secure areas away from juvenile population.

***Medical treatment should be given if necessary (either by staff or ER depending upon the injuries).**

Mechanical Restraints

The use of handcuffs and shackles is limited to transportation purposes only. Waist belts are allowed in cases of extreme safety procedures, and prior administrative approval must be obtained.

Mechanical restraints will not be used as punishment. Any deviation will result in termination.

Security Rules and Regulations

Search of a Detainee

Although control of weapons and contraband is essential to the order and security of the Detention Center, indiscriminate searches of juveniles shall be prohibited. Only when there is sufficient reason to believe that the security of the facility is endangered, when there is reason to believe that weapons will be found or that contraband is present, shall the search of a detainee, his/her possessions, room, and other areas be permitted. Searches of detainees are only conducted for these specific purposes, and should be conducted in such a way to avoid embarrassment to the detainee.

Basic Body Frisk

Frisk searches may be used when a juvenile is returning from a trip outside of the facility (court appearance, ALC, doctor/dentist appointment, etc.), or when a strip search is not needed.

When conducting a frisk search, a staff member should do the following:

- Inform the juvenile of the search.
- Request that the detainee surrender any contraband that he/she may have.
- Check detainee's hand, by opening fingers and rotating wrist with arms extended.
- Check clothing – including pockets, shirt collars, waistbands, etc.
- Check detainee's nose and mouth.
- Have the detainee remove his/her shoes and socks – turn socks inside out.
- Administer a frisk/pat down search.

Strip Searches

A strip search is a search that requires a detainee to remove clothing and/or intimate apparel. Strip searches shall be performed only upon initial entry into the facility, or when there is reason to believe that weapons or contraband will be found. A staff member of the same gender shall conduct a strip search as the juvenile being searched. Strip searches shall be performed visually, and in an area that ensures privacy. (ACA Related Standards § 3A-19-21)

If a strip search is necessary, conduct the search in the intake restroom.

When conducting a strip search, the staff member should do the following:

- Have the juvenile remove, and step away from his/her clothing.
- Have the juvenile run his/her hands through his/her hair.
- If the juvenile is male, have them lift their genitals – If female, have them lift their breasts.
- Check backside and have the juvenile's squat.
- Remove any bandages in the presence of a nurse.

Body Cavity Searches

A body cavity search must be authorized by the facility Director, and will only be done when there is probable cause that weapons or contraband will be found. **Only medical staff (e.g. a doctor or nurse) may perform a body cavity search**

Security Rules and Regulations

Disposition of Contraband

All contraband (with the exception of drugs, firearms, or weapons) shall be turned over to the detention Supervisor. Drugs and weapons should be turned over to law enforcement for further disposition. An incident report shall be written, and turned over to the Supervisor, who in turn will forward a copy to the Juvenile Court. The transfer of contraband shall be witnessed by two (2) persons and a chain of evidence record shall be established as follows:

- 1.) Place contraband in an envelope and seal it.
- 2.) On the outside of the envelope, write the name of the youth, the youth's date of birth, the location the contraband was found, and the date and time.
- 3.) After you have sealed the envelope, cover the seal with scotch tape. Initial the seal area along with the date and time. This is to prevent any tampering after being sealed.
- 4.) Place evidence into the evidence locker located in the Detention Supervisor's Office. The key is located in the key box.

The Detention Supervisor shall dispose of the contraband, or forward it to the proper authority for appropriate action, once the case involving the contraband is adjudicated

Key Control

A current inventory of all keys shall be maintained at all times. Each officer shall be issued a set of keys at the beginning of their shift. Staff shall log the date and time upon issuance in the log book (TCA § 41-4-112).

Any lost, misplaced, or damaged keys should be reported to the Detention Supervisor immediately. A written report must also be submitted immediately.

Duplication of Keys

Unauthorized possession, alteration, duplication, or impression of keys is prohibited. Any such incident may be referred for prosecution.

Security Rules and Regulations

Door Control

- 1.) Security Doors will be locked at all times except when used for admissions or exit of employees, detained juveniles, or authorized visitors. Doors to vacant units and unoccupied units will be locked when not in use. Security doors are to be tested for vulnerability after being used.
- 2.) When opening a detainee's door, always look through the window first to identify the attitude, and location of the detainee. If the room is dark, turn on a light, or use a flashlight to establish the location of the detainee. The Intake Officer or Monitor should keep his/her foot against the bottom of the door to prevent the door from striking him/her should the door be kicked or shoved by the detainee. When possible, have an officer/monitor assist you when opening a door, unless the detainee is removed from the vicinity of the door.

Emergency Equipment

All emergency equipment such as handcuffs, shackles, fire extinguishers, and flashlights should be checked regularly in order to maintain proper effectiveness. Note any problems to the Detention Supervisor.

Weapons

Weapons (knives, guns, clubs, etc.) are prohibited to staff and visitors. Law enforcement must place their weapons in the proper lockers located in the Main Lobby, the Sally Port lockers, or secure the weapon(s) in their vehicle. (TCA § 39-16-201)

Security Rules and Regulations

Detention Center Inspections/Cell Searches

There shall be daily and weekly safety, security, and sanitary inspections conducted by Detention Staff personnel in addition to inspections conducted by the Tennessee Commission on Children and Youth, and the Department of Children's Services. All staff members should conduct a daily walk through of detention upon the beginning and end of their shift. It is of the utmost importance to maintain proper cleanliness and to ensure that all areas of the Detention Center are kept in good working order at all times. Proper maintenance of the Detention Center equipment is paramount.

Facility materials or items required for daily inspection:

- 1.) First Aid Kit.
- 2.) Infectious Disease Kit.
- 3.) Control console in the intake area.
- 4.) Fire Extinguisher in the supervisor's office.
- 5.) Key lock box inventory.
- 6.) Property box.
- 7.) Medicine cabinet (make sure it is double locked).
- 8.) Flashlights.

Facility materials or items required for weekly inspection:

- 1.) Smoke detectors (located in all housing areas).

Facility materials and items required for monthly inspection:

- 1.) Inspect the first aid kit and document any materials that need to be replenished.
- 2.) Make sure all flashlights are charging and/or have fresh batteries, and are working properly.

Any problems found should be noted in the logbook, and a notice forwarded to the Detention Supervisor.

Security Rules and Regulations

Random Searches for Contraband

Random searches for contraband shall be conducted whenever it is believed a detainee may have contraband on his/her person, or concealed within the living area. It is very important to ensure that the Detention Center is free from any contraband at all times. The objective of searches is to make the Detention Center safe for the detainees as well as the staff. Searches and removal of contraband also minimize graffiti and vandalism to county property. All searches shall be carried out with the minimum amount of embarrassment to the youth.

1.) Random searches are to be conducted:

- a.) When an officer has reason to believe that a juvenile has contraband on his/her person or in the detainee's cell.
- b.) To ensure a safe and sanitized environment for all persons.
- c.) As part of the daily/weekly security inspections.

2.) Conducting searches:

- a.) When conducting a search of a single subject, that person must be separated from all other detainees before being frisked or strip-searched.
- b.) If searching an entire room, separate all individuals (when population permits), and conduct searches individually to prevent transfer of contraband. After searching individuals, conduct a search of the cell or cells.

The Detention Center House Rules shall be followed at all times while detained in this facility. Each child admitted shall read and sign a copy of the House Rules. Failure to comply with all Detention House Rules may result in a petition being issued for that specific violation.

This Detention Center will hold every detainee responsible for his or her actions.

- 1.) All personal property will be taken upon intake into this facility.
- 2.) All smoking materials will be confiscated and will not be returned.
- 3.) No Food, Gum or Candy will be allowed.
- 4.) The Detainee and his or her parents or guardians will be held responsible for any damage to this facility while being detained.
- 5.) Upon intake to this facility, each detainee will be searched for contraband and physically checked for signs of infection or vermin present on the body.
- 6.) All detainees will follow all instructions given by the staff officers at all times while in this facility.
Laying down is permitted at “quiet time” and after “lights out” only.
- 7.) No Profanity, Loud Talking, Fighting or Touching other detainees at any time while in this facility.
- 8.) Each detainee will respect the other detainees while in this facility.
- 9.) Each detainee will be held responsible for maintaining their living quarters and keeping their areas clean.
- 10.) No personal articles will be allowed in the cells. Schoolbooks and homework may be allowed after being approved by a staff officer.
- 11.) Detainees are allowed one (1) phone call per day, after being detained for twenty-four (24) hours. . Phone calls will be made between 2:00 p.m. – 8:45p.m. each day. Calls are limited to parents or legal guardians only. **Calls are up to ten (10) minutes only.**
- 12.) Visitations are allowed after being in detention for twenty-four (24) hours. Visitation will be between 2:00 p.m. – 4:00p.m. and 6:00 p.m.- 8:30p.m. These visits are for parents or legal guardians only. Detainee will be allowed one (1) thirty (30) minute visit only, per day.
- 13.) Each detainee will be properly dressed at all times, in or out of the cell. All detainees will be issued socks, underwear, jumpsuit and sandals.
- 14.) All clothing, bedding and hygiene articles will be provided.
- 15.) **All illegal contraband or paraphernalia confiscated during intake or during incarceration will not be returned to the detainee.**

Signature of Detainee

Signature of Officer

Date

Date

Bedford County Juvenile Detention Center

Visiting

Visitation is available on a daily basis. Each youth is entitled to a visit from parents or legal guardians. Absolutely no siblings or friends will be allowed to visit. Any other person desiring to visit a youth, if 18 years of age or older, may do so with prior written approval in the Daily Log by the Detention Center Director. Visitors under the influence of alcohol will not be allowed in the Detention Facility. Visits are limited to thirty (30) minutes unless otherwise directed, and it is up to the discretion of the Detention Supervisor. A list of "Visitor Rules" will be given to all visitors. All visitors must sign the "Visitors Log" prior to the beginning of the visit. Officers on duty will have the final authority concerning any problems of visiting.

When Youth Services Officers arrange special visiting appointments, he/she should be present to supervise, if possible. This may occur at any time in either the detention area or the Youth Services Officer's office. Other special appointments may be made by other agencies and must be logged appropriately.

Visiting Rules for the Bedford County Detention Facility

- 1.) Regular visiting hours at the Bedford County Detention Facility are as follows.
2:00 P.M. to 4:00 P.M.
6:00 P.M. to 8:30 P.M.
- 2.) Each youth is allowed one (1) thirty (30) minute visit per day.
- 3.) All visits must take place during regular visiting hours unless special arrangements are made.
- 4.) Only parents or legal guardians are allowed to visit. Visits are restricted to two (2) persons. Persons other than regular visitors and attorneys and clergy must obtain special permission from the Detention Supervisor.
- 5.) Visitors may not give any of the following items to youth in detention: Tobacco in any form, matches or strikers, lighters, money or stamps, hair oils, creams, hair spray, narcotics of any kind, medicine, or chewing gum.
- 6.) Visitors must not give anything to any youth at the Bedford County Detention Center without the consent of the Intake Officer on duty.
- 7.) Visitors must not remove anything from the Bedford county Detention Center without the consent of the Intake Officer on duty.
- 8.) All visits are subject to monitoring by the Detention Center staff, with the exception of attorney and clergy visits, and are to occur at a place designated by the staff. They may be terminated at any time at the discretion of the Officer on duty.
- 9.) Persons who have been drinking, or are under the influence of alcohol are to be denied the privilege of visiting.
- 10.) Adult visitors are not allowed to smoke during the visit.
- 11.) All visitors are subject to physical search before entering the detention facility.
- 12.) Identification (driver's license, etc.) must be checked by detention personnel prior to visitation. No identification, No visit.

I have read these rules and agree to comply with the directive.

Signature of Visitor: _____

Bedford County Schools

Information Form for Detainees

Name: _____ Date of Birth: _____

Address: _____ Age: _____

Last School Attended: _____

School District: _____

When Did You Attend: _____

Last Grade Level _____

Have you received a High School Diploma or G.E.D.? _____ Yes _____ No
(If answered "No", please complete the following)

1.) Were you enrolled in school before you were arrested? _____ Yes _____ No

2.) Were you receiving special education or related services, or were you eligible for modifications in your school program before you were arrested? _____ Yes _____ No

3.) If you are over 18 years of age, do you wish to obtain educational services? _____ Yes _____ No

If you marked "No" to Question #3, please explain why you do not wish to obtain educational services.

Detainee

Detention Officer

Notice: In compliance with an agreement with the U.S. Department of education, Office for Civil Rights, this form must be completed and forwarded to the local educational agency serving the jurisdiction where this detention center is located.

BEDFORD COUNTY
OFFICE OF THE JUVENILE COURT
SHELBYVILLE, TENNESSEE

Parental Consent Form for Law Enforcement Interview

My signature below authorizes the questioning of my child.

Child's Name: _____

Law Enforcement Agency: _____

Regarding: _____

Parent/Legal Guardian

Print Parent's Name

Date

Bedford County Juvenile Detention Center

Employee Termination

At the discretion of the Director each employee can receive up to three "Employee Write-ups" for minor infractions. After three such incidents, grounds for termination have been met. However, some serious infractions may result in immediate termination. At the time of each incident, the Director will discuss the situation and explain the disciplinary process.

Upon either forced or volunteered termination, the following steps need to be done:

- An "employee exit" form needs to be filled out.
- All uniforms turned in.
- Any property of BCJDC or Bedford County needs to be returned.
- BCJDC Identification Badge needs returned

Your last paycheck will be held until these requirements are met.

Detention Center PREA Policy

Bedford County has a Zero-Tolerance Policy for Sexual Abuse and Sexual Harassment (See County Handbook pgs. 19 and 20).

The following rules and procedures apply to all Bedford County Juvenile Detention Center (BCJDC) personnel, in compliance with the Prison Rape Elimination Act of 2003.

General definitions (115.5)

Detainee - Any person detained in a lockup, regardless of adjudication status.

Direct Staff supervision - Staff in the same room with, and within reasonable hearing distance of, the detainee.

Exigent Circumstances - Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

Gender Identity – A person’s internal sense of being male or female, regardless of their gender at birth.

Gender Nonconforming - A person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex - A person who’s sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

Juvenile - Any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail.

LGBTI – Lesbian, Gay, Bisexual, Transgender, Intersex

Pat-down Search - Running of the hands over the clothed body of a detainee by an employee to determine whether the individual possesses contraband.

Strip Search - A search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person’s breasts, buttocks, or genitalia.

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

Substantiated Allegation - An allegation that was investigated and determined to have occurred.

Unfounded Allegation - An allegation that was investigated and determined not to have occurred.

Unsubstantiated Allegation - An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer - An individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

Definitions related to sexual abuse (115.6)

Harassment -

- 1) Bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.
- 2) Unwanted sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature.

Sexual abuse - Sexual abuse of a juvenile by another juvenile, staff member, contractor, or volunteer including any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration
- (2) Contact between the mouth and the penis, vulva, or anus
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a juvenile by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the juvenile.

Sexual harassment -

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, juvenile, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to a juvenile by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism - An invasion of privacy of a juvenile by staff for reasons unrelated to official duties, such as peering at a juvenile who is using a toilet in his or her cell to perform bodily functions; requiring a juvenile to expose his or her buttocks, genitals, or

breasts; or taking images of all or part of a juvenile's naked body or of an inmate performing bodily functions.

I. Prevention Planning

A. Zero tolerance of sexual abuse and sexual harassment; PREA coordinator (115.311)

BCJDC has a Zero-Tolerance Policy for Sexual Abuse and Sexual Harassment. (See County Handbook pgs. 19 and 20).

BCJDC has designated a PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards.

The PREA policy outlines the BCJDC approach to preventing, detecting, and responding to all forms of sexual abuse and sexual harassment.

B. Supervision and monitoring (115.313)

The BCJDC's staffing plan that provides for adequate levels of staffing, including video monitoring, to protect juveniles against sexual abuse. The detention center takes into consideration generally accepted juvenile detention practices, any findings of inadequacy, blind spots, the composition of the juvenile population, the number and placement of supervisory staff, programs occurring on a particular shift, applicable State or local laws, regulations, or standards, the prevalence of substantiated and unsubstantiated incidents of sexual abuse, and any other relevant factors.

The BCJDC staffing plan provides for a 1:5 ratio. The detention center complies with the staffing plan except during limited and discrete exigent circumstances, and documents deviations from the plan during such circumstances.

Annually the BCJDC assess, determines, and documents whether adjustments are needed to the staffing plan, staffing patterns, video monitoring systems, and the resources the detention center has available to commit to ensure adherence to the staffing plan.

The Director or other Administration will conduct a walk through inspection on a night shifts as well as day shifts. He/she will be asking for any complaints or the general well-being of each juvenile. This inspection will be done at random times and be unknown to any staff members as to its occurrence. This inspection will also be logged in the daily log journal.

C. Limits to cross-gender viewing and searches (115.315)

BCJDC does not conduct cross-gender strip searches or cross-gender visual body cavity searches except when performed by medical practitioners.

BCJDC does not conduct cross-gender pat-down searches.

Juveniles shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances. Due to female and male staff viewing cameras in the juvenile's rooms, the toilet areas are out of camera view. Additionally, juveniles are required to remain dressed at all times while in their rooms. They wear jump suits during the day and shorts and tee-shirts at night. All clothing changes occur in the shower area. Only same gender staffs supervise showering and clothing changes.

Employees of the opposite gender do not enter the shower area where juveniles change clothing except in exigent circumstances. Staff of the opposite gender announce their presence during these occurrences.

BCJDC does not search or physically examine a transgender or intersex juvenile for the sole purpose of determining the juvenile's genital status. If the juvenile's genital status is unknown, it may be determined during conversations with the juvenile, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.

BCJDC staff conduct cross-gender pat-down searches only in exigent circumstances, and searches of transgender and intersex juveniles, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

D. Juveniles with disabilities and juveniles who are limited English proficient (115.316)

BCJDC takes appropriate steps to ensure that juveniles with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

Juveniles with disabilities are referred to the Tennessee Department of Children's Services (DCS)

Materials are provided in formats or through methods that ensure effective communication with juveniles with disabilities, including juveniles who have intellectual disabilities, limited reading skills, or who are blind or have low vision.

BCJDC has access to a translator for juveniles who are limited English proficient. Juveniles are not permitted to service as interpreters.

E. Hiring and promotion decisions (115.317)

BCJDC does not hire or promote anyone who may have contact with juveniles, and shall not enlist the services of any contractor, who may have contact with juveniles, who:

- (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
- (2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
- (3) Has been civilly or administratively adjudicated to have engaged in the illegal sexual activity.
- (4) These questions are asked during the pre-employment questionnaire during hire, to consider for promotions, and annually during evaluations.

BCJDC considers any incidents of sexual harassment in determining whether to hire or promote employees.

New employees are required to;

- (1) Have a valid Driver's License or State ID
- (2) Pass a Tennessee child abuse and neglect registry check.
- (3) Pass a Tennessee Bureau of Investigation criminal records check.
- (4) Be fingerprinted
- (5) Pass a Meth Offender Check

Tennessee Bureau of Investigation criminal records checks are re-administered every 5 years.

Any findings of any criminal activity will result in non-employment and material omissions regarding misconduct, or the provision of materially false information, are grounds for termination.

F. Upgrades to facilities and technologies (115.318)

BCJDC has a video monitoring system that enhances staff supervision.

In designing or acquiring any new detention center and in planning any substantial expansion or modification of the existing detention center, BCJDC shall consider the effect of the design, acquisition, expansion, or modification upon the Detention Center's ability to protect juveniles from sexual abuse.

When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, BCJDC shall consider how such technology may enhance the agency's ability to protect juveniles from sexual abuse.

II. Responsive Planning

A. Evidence protocol and forensic medical examinations 115.321

BCJDC will ensure that administrative and criminal investigations are completed on all allegations of sexual abuse.

BCJDC is not responsible for conducting administrative or criminal sexual abuse investigations. DCS is responsible for conducting administrative sexual abuse investigations. DCS investigators work directly with the BCSD for criminal sexual abuse investigations.

BCJDC has an Agreement with the Bedford County Sheriff's Department (BDS) for criminal investigations of sexual abuse.

BCJDC requests that the BDS follow the requirements of the PREA standards.

All juveniles who experience sexual abuse are given access to forensic medical examinations in coordination with the DCS Our Kids Program. The examinations are performed by qualified medical practitioners without financial cost to the juveniles.

Qualified victim advocates are available through an Agreement with the DCS Sexual Assault Center. Victim advocates shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

B. Policies to ensure referrals of allegations for investigations (115.322)

An administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment:

DCS will ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse/assault/misconduct/harassment.

2. Refer to DCS policy 14.25 Special Child Protective Services Investigations for details regarding sexual abuse investigation process.

3. The Department of Children's Services will conduct all investigation of the allegations. While the need for agencies to gather necessary information in order to make the report is recognized, agencies are prohibited by DCS from conducting an independent investigation into the validity of the report. It is NOT within the realm of authority of any staff member or the Director to investigate or make any determination as to the validity of the report.

4. BCJDC and its employees shall cooperate with outside investigators, and the Director shall endeavor to remain informed about the progress of the investigation.

Documentation of each attempt to remain informed shall be kept in the resident's file with the Sexual Abuse Incident Review form and associated documents.

BCJDC has an Agreement with the BCSD for criminal investigations of sexual abuse. The Agreement describes the responsibilities of both BCJDC and the BCSD.

Upon receiving a complaint, the Director will

- (1) Contact the BCSD,

- (2) Contact the DCS Abuse Hotline,
- (3) Take disciplinary actions if needed,
- (4) Remove staff from detention center if necessary, and
- (5) Send reports, including a Serious Incident Report, to all parties, as mandated by policy.

All referrals to DCS are documented through the TN DCS welfare tracking and reporting system (TFACTS) incident reporting.

The PREA policy is published on the BCJDC website.

<http://bedfordcountyttn.org/juveniledetention.html>

Any Department of Justice component responsible for conducting administrative or criminal investigations of sexual abuse or sexual harassment in juvenile facilities shall have in place a policy governing the conduct of such investigations.

C. Agency Investigation Responsibilities to ensure referrals of allegations for investigations (115.322)

Refer to DCS policy 14.25 Special Child Protective Services Investigations and Protocol for DCS Internal Affairs to Conduct Prison Rape Elimination Act (PREA) Investigations for details regarding sexual abuse investigation process.

III. Training and Education

A. Employee training (115.331)

All employees of the BCJDC will be trained annually on all aspects of the PREA Policy including:

- (1) The BCJDC zero-tolerance policy for sexual abuse and sexual harassment;
- (2) How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
- (3) Juveniles' right to be free from sexual abuse and sexual harassment;
- (4) The right of juveniles and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
- (5) The dynamics of sexual abuse and sexual harassment in juvenile facilities;
- (6) The common reactions of juvenile victims of sexual abuse and sexual harassment;
- (7) How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between juveniles;

- (8) How to avoid inappropriate relationships with juveniles;
- (9) How to communicate effectively and professionally with juveniles, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming juveniles; and
- (10) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities;
- (11) Relevant laws regarding the applicable age of consent.

All BCJDC staff sign a form acknowledging their understanding of the PREA Policy.

All BCJDC training shall be tailored to the unique needs and attributes of residents of juvenile facilities and to the gender of the residents at the employee's facility. The employee shall receive additional training if the employee is reassigned from a facility that houses only male residents or only female residents to a facility that houses both male and female only female residents, or vice versa.

B. Volunteer and contractor training (115.332)

BCJDC uses the services of a volunteer chaplain. The chaplain is always supervised by detention center staff.

The volunteer chaplain is trained on:

- (1) their responsibilities under the detention center's sexual abuse and sexual harassment prevention, detection, and response policies and procedures,
- (2) The BCJDC zero-tolerance policy regarding sexual abuse and sexual harassment, and
- (3) Informed how to report such incidents.

The volunteer chaplain signs a form acknowledging their understanding of the PREA Policy.

Contractors do not have contact with the juveniles.

C. Juvenile education (115.333)

Upon intake all Juveniles will:

- Complete the PREA assessment
- Read PREA Brochure
- Be aware of the Assault Hotline Numbers
- Sign the Youth Acknowledgement and Notification of PREA form
- Within 10 days, there will be class time to insure of the understanding of all aspects of PREA including but not limited to:
 - a) Detention center policies and procedures for responding to incidents of sexual abuse or sexual harassment.
 - b) Their rights to be free from sexual abuse and sexual harassment

- c) Their right to be free from retaliation for reporting such incidents

Juvenile education is age-appropriate and provided in formats accessible to all juveniles, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to juveniles who have limited reading skills.

Posters and other educational materials are posted in areas where the juveniles have continuous access to key information such as hotline numbers and information about the detention center's PREA policies.

D. Specialized training: Investigations (115.334)

BCJDC does not employ any investigators. All investigations are conducted through DCS' policy and protocol. The BCSD conducts criminal investigations. The Agreement with the BCSD requires that in addition to the general training provided to all employees pursuant to (115.331) the investigators receive training on:

- (1) Conducting investigations in confinement settings,
- (2) Techniques for interviewing juvenile sexual abuse victims,
- (3) Proper use of *Miranda* and *Garrity* warnings,
- (4) Sexual abuse evidence collection in confinement settings, and
- (5) The criteria and evidence required to substantiate a case for administrative action or prosecution referral

E. Specialized training: Medical and mental health care (115.335)

BCJDC does not employ any medical or mental health staff. In addition to the general training provided to all employees pursuant to (115.331) all mental health care practitioners are trained in:

- (1) How to detect and assess signs of sexual abuse and sexual harassment;
- (2) How to preserve physical evidence of sexual abuse;
- (3) How to respond effectively and professionally to juvenile victims of sexual abuse and sexual harassment; and
- (4) How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.

IV. Screening for Risk of Sexual Victimization and Abusiveness

A. Obtaining information from juveniles (115.341)

Within 72 hours of the juvenile's arrival at the detention center and every three months throughout their confinement, the detention center shall obtain and use information about

each juvenile's personal history and behavior to reduce the risk of sexual abuse by or upon a juvenile.

BCJDC uses a comprehensive and objective screening instrument (Assessment checklist and protocol for behavior and risk for victimization) to ascertain information about:

- (1) Prior sexual victimization or abusiveness;
- (2) Any gender nonconforming appearance or manner or identification as lesbian, gay, bisexual, transgender, or intersex, and whether the juvenile may therefore be vulnerable to sexual abuse;
- (3) Current charges and offense history;
- (4) Age;
- (5) Level of emotional and cognitive development;
- (6) Physical size and stature;
- (7) Mental illness or mental disabilities;
- (8) Intellectual or developmental disabilities;
- (9) Physical disabilities;
- (10) The juvenile's own perception of vulnerability; and
- (11) Any other specific information about individual juveniles that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other juveniles.

BCJDC also uses a review of court records, case files, and the DCS initial intake, placement and well being information and history.

At the end of the intake process the Juvenile will be placed in a one bed cell for the first 24 hours, when possible. During that time the Director will review the assessment and determine if there is any further action needed (mental assistance, physical and/or sexual abuse specialist) and where the Juvenile will be housed.

Confidential and sensitive information is available only to the Director and the Sergeant on duty.

B. Placement of juveniles in housing, bed, program, education, and work assignments (115.342)

All information obtained pursuant to § 115.341 and subsequently to make housing, bed, program, education, and work assignments for juveniles is made with the goal of keeping all juveniles safe and free from sexual abuse.

BCJDC does not use isolation. The detention center uses a one bed cell for personal protection or for the wellbeing of other juveniles.

Lesbian, gay, bisexual, transgender, or intersex juveniles are not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status, nor shall agencies consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.

In deciding whether to assign a transgender or intersex juvenile to a facility for male or female juveniles, and in making other housing and programming assignments, the detention center considers on a case-by-case basis whether a placement would ensure the juvenile's health and safety, and whether the placement would present management or security problems.

Placement and programming assignments for each transgender or intersex juvenile shall be reassessed at least twice each year to review any threats to safety experienced by the juvenile.

A transgender or intersex juvenile's own views with respect to his or her own safety shall be given serious consideration.

All juveniles at BCJDC shower individually. Transgender and intersex juveniles shall be given the same opportunity to shower separately from other juveniles.

V. Reporting

A. Juvenile reporting (115.351)

When a Juvenile wants to report an allegation, including, sexual abuse or sexual harassment he/she will take the following steps:

- (1) Call Tn DCS Child Abuse hotline. (877-247-0004)
- (2) Ask the staff for a Grievance Form and pencil
- (3) Fill out the Grievance form and place it in the slot for Grievance Forms.
(Goes directly to the BCJDC Director)

Juveniles can also report retaliation and staff neglect or violation of responsibilities that may have contributed to such incidents by using the grievance process. The juvenile may remain anonymous if they wish.

Juveniles detained solely for civil immigration purposes are provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security. This information is posted in the living areas.

Address: Homeland Security Office
 312 Rosa L Parks Avenue
Nashville, TN 37243
Phone: (615) 532-7825

BCJDC staff accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.

BCJDC staff may privately report sexual abuse and sexual harassment of juveniles to the Director or the sexual abuse hotline.

B. Exhaustion of administrative remedies (115.352)

This standard does not apply to BCJDC, all resident grievances regarding sexual abuse are investigated externally by DCS and/or BCSD.

BCJDC uses a grievance process that allows for sexual abuse allegations to be reported through that grievance process. There is no time limit on when a juvenile may submit a grievance regarding an allegation of sexual abuse.

Juveniles are not required to use an informal grievance process or attempt to resolve with staff an alleged incident of sexual abuse.

A juvenile who alleges sexual abuse may submit a grievance without submitting it to the staff member who is the subject of the grievance. The grievance is not referred to a staff member who is the subject of the complaint.

Third parties, including fellow juveniles, staff members, family members, attorneys, and outside advocates, shall be permitted to assist juveniles in filing requests for administrative remedies relating to allegations of sexual abuse, and will also be permitted to file such requests on behalf of juveniles.

If a third party, other than a parent or legal guardian, files such a request on behalf of a juvenile, the detention center may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any additional steps in the administrative remedy process. If the juvenile declines to have the request processed on his or her behalf, the detention center shall document the juvenile's decision.

Parents or legal guardians of a juvenile are allowed to file a grievance regarding allegations of sexual abuse, including appeals, on behalf of juveniles. Grievance shall not be conditioned upon the juvenile agreeing to have the request filed on his or her behalf.

To report an "Emergency Grievance" the juvenile will immediately inform a staff member about the situation. The shift Sergeant will then be notified, immediate corrective actions warranted will be taken, and the detention center Director will also be notified.

All grievance related to alleged sexual abuse, filed in bad faith, will warrant disciplinary actions.

C. Juvenile access to outside support services and legal representation (115.353)

As previously referenced in responsive planning, qualified victim advocates are available through the Agreement with the DCS Sexual Assault Center.

BCJDC provides access to victim advocates by posting mailing addresses and telephone numbers, including a toll free hotline number.

Communication between juveniles and outside support services is provided in a confidential a manner. The juveniles are allowed to make the calls without their conversations being heard by staff. For security purposes they are supervised on the video monitoring system.

BCJDC informs juveniles about mandatory reporting laws regarding allegations of sexual abuse.

BCJDC also provides juveniles with reasonable and confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians.

D. Third-party reporting (115.354)

BCJDC has a Third Party Reporting Form to receive third-party reports of sexual abuse and sexual harassment. The form is linked to the detention center's website at: <http://bedfordcountyttn.org/juveniledetention.html>

VI. Official Response Following a Resident Report

A. Staff and agency reporting duties (115.361)

BCJDC requires all staff to report immediately and according to policy any knowledge, suspicion, or information they receive regarding:

- (1) An incident of sexual abuse or sexual harassment that occurred in the detention center
- (2) Retaliation against juveniles or staff who reported such an incident, and
- (3) Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

All staff comply with any applicable mandatory child abuse reporting laws and are prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary:

Duty to Report – As per Tennessee Code Annotated 37-1-403 and 37-1-605 Pursuant to TCA 37-1-403 and 37-1-605, any person who has knowledge of or is called upon to render aid to any child/youth who is being sexually abused, sexually assaulted or sexually harassed has the duty to report such abuse. In terms of PREA standards, this duty to report includes but is not limited to any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the agency. Staff members may have this knowledge by any means including personal witness or reports made verbally, in writing, anonymously, by third parties or by any other means and must in all cases be reported. Any allegation received from another institution or agency must be reported and

investigated in the same manner according to PREA standards and DCS mandates.

All allegations of sexual abuse must be reported immediately to the DCS Child Abuse Hotline at 1-877-237-0004. In order to provide for immediate action to be taken to assure resident safety, to preserve any evidence, and for immediate reporting to the Department of Children's Services Quality Assurance Division, any staff member observing or having knowledge of any abuse or neglect must report it to their shift supervisor and/or the Director concurrent with making the report to DCS.

Failure to comply with "duty to report" requirements will result in disciplinary action up to and including termination and/or criminal charges.

Apart from reporting to the designated supervisors and designated state and local services agencies, staff members are prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

Outside medical and mental health practitioners shall be required to

- (1) Report sexual abuse to their designated supervisors and officials, as well as to the designated State or local services agency where required by mandatory reporting laws, and
- (2) Inform juveniles at the initiation of service of their duty to report and the limitations of confidentiality.

Victim's parents or legal guardians are notified, unless the detention center has official documentation showing the parents or legal guardians should not be notified.

If the alleged victim is under the guardianship of the child welfare system, the report shall be made to the alleged victim's caseworker instead of the parents or legal guardians.

If a juvenile court retains jurisdiction over the alleged victim, the detention center Director will also report the allegation to the juvenile's attorney or other legal representative of record within 14 days of receiving the allegation.

B. Agency protection duties (115.362)

When a juvenile is subject to a substantial risk of imminent sexual abuse, BCJDC shall take immediate action to protect the juvenile and the Director is notified.

C. Reporting to other confinement facilities (115.363)

Upon receiving an allegation that a juvenile was sexually abused while confined at another facility, the Director of BCJDC shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred and shall call the DCS child abuse hotline no later than 72 hours after receiving the allegation.

All notifications will be documented and the facility head or agency office that receives such notification shall ensure that the allegation is investigated in accordance with these standards.

D. Staff first responder duties (115.364)

Upon learning of an allegation that a juvenile was sexually abused, the first staff member to respond to the report shall be required to:

- (1) Call for back-up
- (2) Separate individuals involved
- (3) Do not disturb evidence
- (4) Request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating
- (5) Ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
- (6) Take any emergency medical action as needed
- (7) Call DCS Hotline (Get instructions for Emergency Care)
- (8) Contact Supervisor and Director
- (9) Contact DCS Case Worker and Parents or Legal Guardian
- (10) Complete Serious Incident Report

E. Coordinated response (115.365)

BCJDC has a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and detention center leadership.

F. Preservation of ability to protect juveniles from contact with abusers (115.366)

BCJDC has no collective bargaining that would interfere with the ability to protect residents from contact with abusers.

G. Agency protection against retaliation (115.367)

All juveniles and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations are protected from retaliation by other juveniles or staff. Retaliation will be monitored by all staff. Monitoring will occur continuously 24/7.

Multiple protection measures shall be available such as:

- (1) Room changes or transfers for juvenile victims or abusers,
- (2) Removal of alleged staff or juvenile abusers from contact with victims, and
- (3) Emotional support services for juveniles or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

For at least 90 days following a report of sexual abuse, staff shall monitor the conduct or treatment of juveniles or staff who reported the sexual abuse and of juveniles who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by juveniles or staff, and shall act promptly to remedy any such retaliation. Juvenile monitoring includes periodic status checks.

BCJDC will monitor any juvenile disciplinary reports, room, or program changes, or negative performance reviews or reassignments of staff.

The detention center shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the detention center shall take appropriate measures to protect that individual against retaliation.

BCJDC will terminate monitoring if the detention center determines that an allegation is unfounded.

H. Post-allegation protective custody (115.368)

BCJDC does not use isolation. If a juvenile has suffered sexual abuse and remains at the detention center, they will be placed in a single bed cell. The juvenile will be afforded the same programming and exercise afforded to all of the juveniles.

VII. Investigations

A. Criminal and administrative agency investigations 115.371

BCJDC is not responsible for conducting administrative or criminal sexual abuse investigations.

DCS is responsible for conducting administrative sexual abuse investigations. DCS investigators work directly with the BCSD for criminal sexual abuse investigations.

BCJDC cooperates with the BCSD and remains informed about the progress of the investigation.

The responsibilities of the BCJDC and the BCSD are outlined in a formal Agreement.

B. Evidentiary standard for administrative investigations (115.372)

BCJDC imposes no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

C. Reporting to juveniles (115.373)

Following an investigation into a juvenile's allegation of sexual abuse that occurred at BCJDC, DCS will inform the juvenile as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

All relevant information will be requested from DCS.

Following a juvenile's allegation that a staff member has committed sexual abuse against a juvenile, DCS shall subsequently inform the juvenile (unless the detention center has determined that the allegation is unfounded) whenever:

- (1) The staff member is no longer posted within the detention center;
- (2) The staff member is no longer employed at the detention center;
- (3) The detention center learns that the staff member has been indicted on a charge related to sexual abuse at the detention center; or
- (4) The detention center learns that the staff member has been convicted on a charge related to sexual abuse at the detention center.

Following a juvenile's allegation that he or she has been sexually abused by another juvenile, the BCJDC shall subsequently inform the alleged victim whenever:

- (1) The detention center learns that the alleged abuser has been indicted on a charge related to sexual abuse within the detention center; or
- (2) The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the detention center.

All such notifications or attempted notifications shall be documented.

BCJDC's obligation to report under this standard shall terminate if the juvenile is released from the detention center's custody.

VIII. Discipline

A. Disciplinary sanctions for staff (115.376)

BCJDC Staff shall be subject to disciplinary sanctions up to and including termination for violating detention center sexual abuse or sexual harassment policies. Staff who have engaged in sexual abuse shall be terminated.

Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

B. Corrective action for contractors and volunteers 115.377

BCJDC shall terminate the services of any volunteer who sexually abuses a juvenile and report the abuse to law enforcement agencies and relevant licensing bodies.

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with residents and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.

C. Interventions and disciplinary sanctions for juveniles (115.378)

A juvenile may be subject to disciplinary sanctions only pursuant to a formal disciplinary process following an administrative finding that the juvenile engaged in juvenile-on-juvenile sexual abuse or following a criminal finding of guilt for juvenile-on-juvenile sexual abuse.

Disciplinary sanctions are proportionate to:

- (1) The nature and circumstances of the abuse committed,
- (2) The juvenile's disciplinary history, and
- (3) The sanctions imposed for comparable offenses by other juveniles with similar histories.

The disciplinary process shall consider whether a juvenile's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

DCS caseworker offers counseling.

If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, the facility shall consider whether to offer the offending resident participation in such interventions. The agency may require participation in such interventions as a condition of access to any rewards based behavior management system or other behavior-based incentives, but not as a condition to access to

general programming or education.

BCJDC may discipline a juvenile for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

BCJDC prohibits all sexual activity between juveniles and disciplines juveniles for such activity. If the sexual activity is not coerced it is not considered sexual abuse.

IX. Medical and Mental Care

A. Medical and mental health screenings; history of sexual abuse (115.381)

Juveniles are offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening if the screening indicates prior sexual victimization or perpetrated sexual abuse in an institutional setting or in the community. These services are provided by DCS.

Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

Medical and mental health practitioners shall obtain informed consent from juveniles before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the juvenile is under the age of 18.

B. Access to emergency medical and mental health services (115.382)

Juvenile victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services through DCS.

Staff first responders shall take preliminary steps to protect the victim pursuant to the aforementioned first responder duties outlined in (115.364).

Juvenile victims of sexual abuse while at BCJDC are offered timely information about and timely access to emergency contraception and sexually transmitted infections

prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

As mentioned in (115.321) treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

C. Ongoing medical and mental health care for sexual abuse victims and abusers (115.383)

In coordination with DCS, BCJDC offers medical and mental health evaluations and as appropriate, treatment to all juveniles who have been victimized by sexual abuse.

The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.

Medical and mental health services are consistent with the community level of care.

Female victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests.

If pregnancy results from sexual abuse involving vaginal penetration, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.

Victims of sexual abuse while at the BCJDC shall be offered tests for sexually transmitted infections as medically appropriate.

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

The detention center shall attempt to have a mental health evaluation completed on all known juvenile-on-juvenile abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

D. Sexual abuse incident reviews (115.386)

BCJDC conducts a sexual abuse incident review at the conclusion of every sexual abuse investigation (within 30 days), including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.

The review team shall include the BCJDC Director and Sergeants and DCS investigative staff.

The BCJDC review team shall:

- (1) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
- (2) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or, gang affiliation; or was motivated or otherwise caused by other group dynamics at the detention center;
- (3) Examine the area in the detention center where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
- (4) Assess the adequacy of staffing levels in that area during different shifts;
- (5) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
- (6) Prepare a report of its findings and any recommendations for improvement. The Director will maintain the report.
- (7) The detention center shall implement the recommendations for improvement, or shall document its reasons for not doing so.

E. Data collection (115.387)

BCJDC shall collect accurate, uniform data for every allegation of sexual abuse using the DOJ Form SSV-IJ Survey of Sexual Victimization substantiated incident form, standardized instrument and set of definitions.

The detention center shall aggregate the incident-based sexual abuse data at least annually.

The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Victimization conducted by the Department of Justice.

The detention center shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.

Upon request, the BCJDC shall provide all such data from the previous calendar year to the Department of Justice no later than June 30 of each year on the U.S. Justice Department's Form SSV-5 Survey of Sexual Victimization, State Juvenile Systems Summary Form.

F. Data review for corrective action (115.388)

BCJDC shall review data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:

- (1) Identifying problem areas;
- (2) Taking corrective action on an ongoing basis; and
- (3) Preparing an annual report of its findings and corrective actions for the detention center.

The report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse.

The detention center's report shall be approved by the Director and made readily available to the public through its website.

The detention center may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of the detention center, but must indicate the nature of the material redacted.

G. Data storage, publication, and destruction (115.389)

BCJDC shall ensure that data collected pursuant to § 115.387 are securely retained.

BCJDC shall make all aggregated sexual abuse data readily available to the public at least annually through its website.

Before making aggregated sexual abuse data publicly available, the agency shall remove all personal identifiers.

All sexual abuse data collected pursuant to § 115.387 shall be maintained in the juvenile files for at least 10 years after the date of its initial collection.

X. Audits

A. Audits (115.393)

BCJDC shall contract for audits pursuant to standards (115.401-405).

B. Frequency and Scope of PREA Audits (115.401)

BCJDC is required to be audited every three years, starting August 20, 2013.

The Detention Center is responsible for making all arrangements for the PREA audit, from selection of the auditor from the PREA Resource Center list of Certified PREA Auditors, through the negotiations of a contract for the audit process and paying for the audit.

The Detention Center shall be responsible for the complete process of uploading all documentation requested on the Pre-Audit Questionnaire for Juvenile Facilities to the PREA Auditor who has been contracted with to conduct the audit.

The Detention Center shall bear the burden of demonstrating compliance with the standards to include providing auditors with any relevant documentation they request and access to all areas of the audited facilities.

Auditors may interview any staff, juveniles, supervisors, the Director, or community-based or victim advocates who may have insight into relevant conditions in the detention center.

C. Auditor Qualifications (115.402)

All auditors shall be certified by the Department of Justice. The Department of Justice shall develop and issue procedures regarding the certification process, which shall include training requirements.

No audit may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor.

D. Audit Content and Findings (115.403)

Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.

Audit reports shall state whether detention center policies and procedures comply with relevant PREA standards.

For each PREA standard, the auditor shall determine whether the audited detention center reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit

summary shall indicate, among other things, the number of provisions the detention center has achieved at each grade level.

Audit reports shall describe the methodology, sampling sizes and auditor's conclusions, including recommendations for corrective action.

All personally identifiable information shall be redacted but available to the detention center and Department of Justice upon request.

The agency shall ensure that the auditor's final report is published on the agency's website if it has one, or is otherwise made readily available to the public.

E. Audit Corrective Action Plan (115.404)

A finding of "Does Not Meet Standard" with one or more standards shall trigger a 180-day corrective action period.

The auditor and the detention center shall jointly develop a corrective action plan to achieve compliance.

The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of the detention center.

After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the detention center has achieved compliance with those standards requiring corrective action.

If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance.

F. Audit Appeals (115.405)

The detention center may file an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination. If the Department determines that the detention center has stated good cause for a re-evaluation, the agency may commission a re-audit by an auditor mutually agreed upon by the Department and the detention center. The detention center shall bear the costs of the re-audit.

The findings of the re-audit shall be considered final.

G. State Determination and Certification of Full Compliance with PREA (115.501)

In determining pursuant to 42 U.S.C. 15607 (c)(2) whether the State is in full compliance with the PREA standards, the Governor shall consider the results of the most recent agency audits.

The Governor's certification shall apply to all facilities in the State under the operational control of the State's executive branch, including facilities operated by private entities on behalf of the State's executive branch.



Bedford County Juvenile Detention Center

101 Lane Parkway

Shelbyville, TN 37160

Phone 931-680-9720 Fax 931-680-2997

ABUSE / PREA TRAINING

- Zero tolerance for sexual abuse and sexual harassment
- Your responsibilities
- Detainees right to be free of harassment and abuse
- Free of any retaliation from making a claim
- The common reactions of abuse and harassment in the facility
- How to detect and respond to incidents
- How to avoid inappropriate relationships with detainees
- How to communicate effectively and professionally
- How to comply with laws.
- Age of consent

_____ Has completed training on ABUSE/PREA

Date _____ Director _____

BEDFORD COUNTY JUVENILE DETENTION CENTER

Third Party Reporting for a Sexual Incident

Name of Juvenile _____
Facility _____
Date of Incident _____ Time _____
Who was involved: _____

Where _____

Give Details of Incident _____

Person Giving this Report _____
Phone Number _____ email _____
Association to Juvenile _____

Please email to kellee.smith@bedfordcountyttn.org
or send to 101 Lane Parkway, Shelbyville, TN 37160
Attn. Kellee Smith

Third parties may assist juveniles in reporting allegations of a sexual incident, with the permission of the Juvenile.

The Juvenile Declines / Accepts to have this request processed for him/her.

Juvenile _____ Date _____

Witness _____ Date _____

Director _____ Date _____