

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Size, Location, and Organization
Subject: Staff and Juvenile Interaction
Policy: Facility Organization
Page(s): 1 of 2
Standards: ACA-3-JCRF-2B-01
Issue Date: 1/2002
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** It is written policy and procedure that staff offices are located so that the staff is readily accessible to residents.

- II. Procedure
 - A. Location of Staff Offices
 1. The facility operates four (4) Community Treatment Units.
 2. Each unit has an office and a Unit Control Desk where supervisors and unit counselors may be stationed; thereby ensuring that staff are always readily accessible to juveniles.
 3. Youth are assigned to Family Specialist. Family Specialist offices are located along the central hallway in the building. Youth are allowed access to Family Specialists upon request and when regular meetings are scheduled.

 - B. Unit Bed Capacity
 1. Bed capacity, per Unit shall be as follows:
 - a. Bay Unit – 10
 - b. Dock Unit – 15
 - c. Pier Unit – 15
 - d. Harbor Unit – 10

 - C. Rated Bed Capacity
 1. The Center rated bed capacity, by design, shall not exceed 50 juveniles.

 - D. CAS Staffing Pattern
 1. During first and second shifts, 6am – 10pm, the CAS staffing pattern shall not exceed a 15 to 1 staff to juvenile ratio.
 2. During third shift, 10pm – 6am, the CAS staffing pattern shall not exceed a 25 to 1 staff to juvenile ratio.
 3. The CAS staffing pattern, at a minimum, provides the following coverage on the Community Treatment Unit, per shift, including weekends and holidays:
 - a. 6am – 2pm: One (1) Unit Counselor per occupied living unit.
 - b. 2pm-10pm: One (1) Unit Counselor per occupied living unit.
 - c. 10pm – 6am: One (1) Unit Counselors per twenty-five (25) youth during sleeping hours.
 - d. Additional coverage is provided through the use of Unit Counselor support staff during those programming periods, first and second shift, when additional support and supervision is deemed necessary.

- e. Additional coverage may be provided through the splitting of shifts and scheduling Unit Counselors as support staff to cover those time periods necessitating additional support and supervision.
- f. During normal business hours (8am – 5pm) supervision and support is enhanced by the presence of Administrative staff, Unit Supervisors, CAS Academy Teachers, and support staff.
- g. The CAS staffing pattern is designed to ensure that coverage concentrates staff when most juveniles are in the facility.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Size, Location, and Organization
Subject: Facility Size
Policy: Capacity
Page(s): 1 of 1
Standards: ACA-3-JCRF-2B-02
Revised: August 2006
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that no more than twenty-five (25) juveniles are housed in each living unit in the facility.

II. Procedure

A. Location of Staff Offices

1. The facility operates four (4) Community Treatment Units.
2. Each unit has an office and a Unit Control Desk where supervisors and unit counselors may be stationed, thus ensuring the following
 - a. Staff are readily accessible to juveniles
 - b. Staff proximity enhances youth to staff interactions.

B. Unit Bed Capacity

1. Bed capacity, per Unit shall be as follows:
 - a. Bay Unit – 10
 - b. Dock Unit – 15
 - c. Pier Unit – 15
 - d. Harbor Unit – 10

C. Total Rated Bed Capacity

1. Rated bed capacity, by design, shall not exceed 50 juveniles.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Size, Location, and Organization
Subject: Facility Size
Policy: Capacity: Renovations, Additions and New Constructions
Page(s): 1 of 1
Standards: ACA-3-JCRF-2B-02-01
Revised: August 2006
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that no more than sixteen (16) juveniles are housed in each living unit in the facility.

II. Procedure

A. Unit Bed Capacity By Design

1. Bed capacity is as follows:

- a. Bay Unit – 10
- b. Dock Unit– 15
- c. Pier Unit – 15
- d. Harbor Unit– 10

B. Rated Bed Capacity

1. Rated bed capacity, by design, will not exceed 50 juveniles.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Size, Location, and Organization
Subject: Rated Capacity
Policy: 2B-03
Page(s): 1 of 2
Standards: ACA-3-JCRF-2B-03
Issue Date: 1/2002
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that the number of juveniles does not exceed the facility's rated bed capacity.

II. Procedure

A. Location of Staff Offices

1. The facility operates four (4) Community Treatment Units.
2. Each unit has an office and a Unit Control Desk where supervisors and unit counselors may be stationed, thereby ensuring that staff are always readily accessible to juveniles.
3. One Family Specialist is assigned to each unit and is housed in an office along the central hallway in the building. Youth are allowed access to Family Specialists upon request and when regular meetings are scheduled.

B. Unit Bed Capacity

1. Bed capacity, per Unit shall be as follows:
 - a. Bay Unit (Girls) – 10
 - b. Dock Unit (Boys) – 15
 - c. Pier Unit (Boys) – 15
 - d. Harbor Unit (Boys) – 10

C. Rated Bed Capacity

1. The Center rated bed capacity, by design, shall not exceed 50 juveniles.
2. The Center provides bed space for a maximum of 40 males and 10 females.

D. CAS Staffing Pattern

1. During first and second shifts, 6am – 10pm, the CAS staffing pattern shall not exceed a 15 to 1 staff to juvenile ratio.
2. During third shift, 10pm – 6am, the CAS staffing pattern shall not exceed a 25 to 1 staff to juvenile ratio.
3. The CAS staffing pattern, at a minimum, provides the following coverage on the Community Treatment Unit, per shift, including weekends and holidays:
 - a. 6am – 2pm: One (1) Unit Counselor per occupied living unit.
 - b. 2pm-10pm: One (1) Unit Counselor per occupied living unit.
 - c. 10pm – 6am: One (1) Unit Counselors per twenty-five (25) youth during sleeping hours.

- d. Additional coverage is provided through the use of Unit Counselor support staff during those programming periods, first and second shift, when additional support and supervision is deemed necessary.
- e. Additional coverage may be provided through the splitting of shifts and scheduling Unit Counselors as support staff to cover those time periods necessitating additional support and supervision.
- f. During normal business hours (8am – 5pm) supervision and support is enhanced by the presence of Administrative staff, Unit Supervisors, CAS Academy teachers, and support staff.
- g. The CAS staffing pattern is designed to ensure that coverage concentrates staff when most juveniles are in the facility.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Physical Plant
Subject: Rated Capacity
Policy: 2B-04
Pages: 1 of 1
Standards: ACA 3-JCRF-2B-04
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: The facility housing The Center for Adolescent Services (CAS) is located to facilitate the use of community-based services and continued contact between the juvenile and his/her family. (New construction only).

II. Procedure

- A. The Center for Adolescent Services (CAS) is located in the municipality of New Lebanon, Ohio within the Montgomery County limits.
- B. The facility is located 11.5 miles from downtown Dayton, the County seat, and 5 miles from the western city limit.