

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Juvenile Housing
Subject: Program Areas
Policy: Dayrooms- 2E-01
Pages: 1 of 1
Standard(s): ACA-3-JCRF-2E-01
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 adequate space and furnishings to accommodate activities, such as group meetings of the juvenile, are provided in the facility.

II. Definitions

- A. Dayroom: The main area of each living unit where juveniles are able to participate in group activities and interaction.
- B. Living Unit: An area of the facility, which is, comprised of the room(s) in which youth sleep, a day room, and bathroom(s).

III. Procedure

- A. Dayrooms at CAS provide the following square footage of space per juvenile, exclusive of the offices and bathrooms:
 - 1. Bay Unit – approximately 138 sq. ft.
 - 2. Dock Unit – approximately 90 sq. ft.
 - 3. Pier Unit – approximately 91 sq. ft.
 - 4. Harbor Unit – approximately 106 sq. ft.
- B. Dayrooms are situated immediately adjacent to youth sleeping rooms but are separated by a floor to ceiling wall and secure door.
- C. Leisure activity equipment, such as tables, books, games, and television, are made available for the youth in each dayroom.
- D. The day room provides adequate space and comfortable seating for group treatment/educational activities. Seating is available to accommodate all residents living on the unit.
- E. Furnishings in each dayroom are consistent with the security needs of the facility.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Program and Service Areas
Subject: Adequate Space for Counseling
Policy: 2E-02
Page: 1 of 1
Standard: 3-JCRF-2E-02
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that adequate private counseling space is provided in the facility.

II. Procedure

- A. Adequate space for private counseling and interviews is available in the following locations throughout the secure perimeter of the facility:
1. Offices on each Living Unit:
 - a. Bay Unit, Rm 1150 and 1151
 - b. Dock, Rm 1143
 - c. Pier, Rm 1095 and 1094
 - d. Harbor, Rm. 1090
 2. Family Specialist Offices
 - a. Rm(s) 1031, 1032, 1033
 3. Unit Supervisor Office, Rm 1019
 4. Intake, Rm 1061

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Chapter: Program and Service Areas
Subject: Visiting
Policy: 2E-03
Page: 1 of 1
Standard: ACA-3-JCRF-2E-03
Revised: January 2005
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide for adequate and appropriate areas for visiting.

II. Procedure

A. Spaces for Recreational Programming and Visitation

1. Adequate and appropriate space is provided for youth visitation service. The following areas have been identified for visitation purposes within the secure perimeter of the facility.
2. Dining Room, Rm. 1035
3. Gymnasium, Rm. 1025
4. Academic Classroom(s)
 - a. Rm. 1058
 - b. Rm. 1053
 - c. Rm. 1052
 - d. Rm. 1047
 - e. Rm. 1020

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Program and Service Areas
Subject: Adequate Dining Space
Policy: 2E-04
Page: 1 of 1
Standard: 3-ACA-JCRF-2E-04
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide that adequate dining space for juveniles.
- II. **Procedure**
 - A. Adequate dining space is provided for all juveniles in the Dining Room, Rm. 1035, within the secure perimeter.
 - B. Meals times are divided into intervals with Units rotating, as indicated in the following schedule:
 1. Bay Unit – maximum 10 residents
 2. Dock Unit– maximum 15 residents
 3. Pier Unit - maximum 15 residents
 4. Harbor Unit – maximum 10 residents

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Center for Adolescent Services

Chapter: Physical Plant
Subject: Program and Service Areas: Food Service
Policy: 2E-05
Page: 1 of 2
Standards: ACA 3-JCRF-2E-05
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: When the facility has a kitchen, the kitchen, dining and food storage areas are properly ventilated, properly furnished and clean.

II. Definitions

A. Hazard Analysis Critical Control Points Sheet: Document completed weekly by the Kitchen Supervisor or designee that details the analysis and corrective action(s) of the following:

1. Personal Dress and Hygiene
2. Food Storage & Dry Storage
3. Large Equipment
4. Refrigerator, Freezer, and Milk Cooler
5. Food Handling
6. Utensils & Equipment
7. Hot Holding
8. Cleaning & Sanitizing
9. Garbage Storage & Disposal
10. Pest Control

III. Procedures

A. Food service staff will comply with all sanitation and health codes enacted by state or local authorities. All sanitation codes are to be strictly followed to ensure the health and welfare of the Residents and Staff. All Food Service Staff will be trained in and adhere to Hazardous Analysis and Critical Control Points principals (HCCAP). Written policy, procedure, practice provide for the following:

1. Weekly inspection of all food service areas, including dining and food preparation areas and equipment.
2. Sanitary, temperature-controlled storage facilities for all foods.
3. Daily checks of refrigerator and freezer temperatures.
4. The kitchen, dining and food storage areas are properly ventilated, furnished and clean.

B. Inspections of Food Service Areas

1. The Kitchen Supervisor will maintain all records of inspection and compliance in all aspects the food service operation.
2. Hazard Analysis
 - a. All food service areas, including dining room and food preparation areas and equipment shall be inspected and documented weekly using the Hazard Analysis Critical Control Points Sheet.

3. Health Inspection(s)
 - a. The Kitchen Supervisor will obtain annual health inspections of the facility and permits for the Food Service Operation.

C. Sanitary, Temperature-Controlled Storage Facilities for all Foods.

2. The Kitchen Supervisor will develop and maintain a system of storage and rotation of food service products, including the following:
 - a. The Kitchen Supervisor will ensure that dry food supplies are stored in a clean, dry, ventilated room free of wastewater backflow or contamination.
 - b. The Kitchen Supervisor will ensure that storage temperatures for freezers will be maintained between (-10 to 0 degrees F) and refrigerated storage at (32 to 36 degrees F).
 - c. The Kitchen Supervisor will ensure that food storage areas are properly ventilated, furnished and clean.

D. Daily checks of refrigerator and freezer temperatures.

1. Two (2) times a day, the Kitchen Supervisor or designee will inspect thermostats in the refrigerator and freezer, and log their findings.
2. Temperatures for all locations shall be marked at the beginning and ending of each day on the Temperature Check Form and posted on the clipboard.
3. Temperatures of the dishwashing machine will be checked at each meal.

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Chapter: Program and Service Areas
Subject: Sanitation and Hygiene
Policy: 2E-06
Page: 1 of 1
Standard: 3-ACA-JCRF-2E-06
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that toilets and washbasins facilities are available to staff and juveniles in close proximity of the food preparation area.

II. Procedure

- A. Adequate dining space is provided for all juveniles in the Dining Room, Rm. 1035, within the secure perimeter.
- B. Meals times are divided into intervals with Units rotating, as indicated in the following schedule:
 - 1. Bay Unit – maximum 10 residents
 - 2. Dock Unit – maximum 15 residents
 - 3. Pier Unit - maximum 15 residents
 - 4. Harbor Unit – maximum 10 residents
- C. Toilet and washbasins facilities are available to staff and residents in the dining room.

**Montgomery County Juvenile Court
Center for Adolescent Services**

Chapter: Physical Plant
Subject: Program and Service Areas
Housekeeping
Policy: 2E-07
Pages: 1 of 1
Standards: ACA 3-JCRF-2E-07
Issue Date: April 2007
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that adequate space is provided for janitorial supplies, which is accessible to the living and activity areas.

II. Procedure

A. Cleaning Agents Janitorial Supplies

1. The main janitorial cleaning agent distribution area is located within the custodial closet within the Administration Suite.

B. Cleaning Equipment & Supplies

1. The Cleaning Supply Room, Rm. 1067, is located on the loading dock and contains the mobile cleaning cart, cleaning supplies and equipment for facility cleaning purposes.
2. Rm. 1064, located on the loading dock, contains the facility supply cage. The supply cage is the centralized location to maintain the bulk supply of janitorial items, (i.e., paper towels, toilet paper, tissues, etc.).

C. Custodial/Janitorial Supply Closets

1. Each living unit has a janitorial supplies closet equipped with pre-diluted, non-toxic janitorial supplies for keeping each unit clean.

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Center for Adolescent Services

Chapter: Physical Plant
Subject: Program and Service Areas
Policy: Clothing and Supplies
Pages: 1 of 1
Standards: ACA 3-JCRF-2E-08
Issue Date: April 2007
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operation.

II. Procedure

A. Cleaning & Janitorial Supply Storage

1. The main janitorial, (i.e., paper towels, toilet paper, tissues, etc.), area is Rm. 1064, which is located in the Receiving and Loading area.
2. The main cleaning area is within the Administration Suite, Lan Closet.
3. Each living unit has a janitorial supplies closet equipped with non-toxic janitorial supplies for keeping each unit clean.

B. Clothing & Bedding Supply Storage

1. Clothing and bedding is stored in the Intake Storage Closet, Rm. 1063.
 - a. Clothing and bedding are issued to youth during the intake process. The following clothing is issued to all residents upon admission:
 - i. One (1) pair of Khaki Pants
 - ii. One (1) colored phase shirt
 - iii. One (1) pair of gym/recreation sweatpants (Blue)
 - iv. One (1) pair of pajamas/sweatpants (Gray sweatpants)
 - v. Allotted number of personal items (boxers, underwear, socks, white t-shirts, bras)
 - vi. One (1) pair of Sandals
 - vii. One (1) Towel
 - viii. One (1) Washcloth
 - ix. Two (2) Sheets
 - x. One (1) Pillowcase
 - xi. Two (2) Blankets

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Chapter: Physical Plant
Subject: Program and Service Areas
Policy: Personal Property
Pages: 1 of 1
Standards: ACA 3-JCRF-2E-09
Issue Date: April 2007
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that adequate space is provided for storing the personal property of juveniles.

II. Procedure

A. Personal Property

1. All personal property items of youth are stored in the safe, located in the Business Manager's Office.

B. Clothing Items

1. Admission Clothing Items

- i. All personal clothing items are stored in plastic storage containers located on Intake.

2. Program Clothing Items

- i. All program clothing items required during youth's stay are stored on the designated storage shelves in youth's assigned room.

C. Personal Hygiene Items

1. All personal hygiene items are stored in plastic storage containers and are stored in the youths' assigned unit's supply closet.