

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Purpose and Mission- 1A-01  
**Page:** 1 of 3  
**Standards:** ACA 3-JCRF-1A-01  
**Issue Date:** 3/1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. Policy:** The public or private agency operating a community residential program is a legal entity or a part of a legal entity.

The Center for Adolescent Services is established according to Ohio Statutes to provide a placement and resource/option for the Montgomery County Juvenile Court and the Ohio Department of Youth Services. All juveniles, both male and female, placed in the facility are adjudicated delinquent by the Montgomery County Juvenile Court and are placed in the care and control of the Court and the Center for Adolescent Services.

## II. Legal Establishment

- A. The Center for Adolescent Services (CAS) has the authority to operate as provided in the following sections of the Ohio Revised Code Sections and is required to operate according to applicable statutory provisions:
1. Section 2151.65 of the Ohio Revised Code- Single county and joint county juvenile facilities for training, treatment, and rehabilitation.
  2. Section 5139.36 of the Ohio Revised Code- Grants to operate community corrections facilities for felony delinquents.
- B. CAS will meet the applicable licensing requirements of our local jurisdiction.
- C. Licensing requirements shall include those established by the Ohio Department of Youth Services (ODYS); Montgomery County Zoning Commission; Montgomery County Board of Health; New Lebanon Fire Department, State Board of Pharmacy and any other regulatory agency of record.

## III. Legal Structure

- A. Montgomery County Government: Consists of three (3) County Commissioners responsible for overseeing all county agencies and departments.
- B. Montgomery County Juvenile Court: The governing legal authority (parent agency) responsible for coordinating all juvenile court programs.
- C. Montgomery County Juvenile Court Judges: The appointing authority for all Juvenile Court operations and programs.
- D. Montgomery County Juvenile Court Administrator: Responsible for the overall administration of the Juvenile Court and its programs.

- E. Ohio Department of Youth Services: The funding and licensing authority of the Center for Adolescent Services.
- F. Center for Adolescent Services: Responsible for the provision of secure residential treatment services for adjudicated juvenile, male and female, felony offenders.
- G. Center for Adolescent Services Director: Singularly responsible for the overall operation and administration of the CAS facility and programs.

#### **IV. Procedure**

##### **A. Ohio Department of Youth Services (ODYS)**

1. Representative(s) of ODYS will contact the Director's Office and arrange for an annual program audit.
2. ODYS representative will report to CAS and conduct a program audit based upon ODYS standards.
3. ODYS Representative will provide written documentation to the Director's Office regarding the program audit findings detailing compliance status.
4. CAS Administrators will respond to the non-compliance areas by establishing a plan of action for timely follow-up.
5. A plan of action will be submitted to ODYS for approval within the established time frame.
6. CAS Administrators will submit documentation to ODYS as it fulfills the established plan of action.
7. ODYS will notify the CAS Director regarding final compliance or may elect to make an on-site inspection before final approval.
8. ODYS will notify CAS regarding compliance approval.

##### **B. Montgomery County Zoning Commission**

1. Director will be responsible to provide documentation to the Montgomery County Zoning Commission in the event of any change occurring at CAS regarding building usage, building renovation or new construction.
2. Zoning Commission will review and advise CAS regarding continued compliance with zoning regulations.
3. Zoning Commission will provide written documentation regarding zoning standards and restrictions.
4. CAS will maintain a certificate of occupancy.

##### **C. Montgomery County Board of Health**

1. Director or designee will obtain annual health inspections of the facility and permits for Food Service operation.
2. Director and Food Service Manager will fulfill the food service operations standards of ACA, ODYS, and the State Board of Education.
3. Food Service Manager and Director will review the inspection results and make corrections, if necessary, within the established time frame.

4. Health Inspector will return, when necessary, and re-inspect for compliance.
5. Director and/or designee shall maintain inspection findings as Court, ACA, and ODYS standards dictate.
6. Food Service Manager shall post the Operations Permit visibly in the food service preparation area.

D. New Lebanon Fire Department

1. New Lebanon Fire Department will conduct an annual fire inspection.
2. Director and/or Designee will assist the Fire Inspector during the audit as required.
3. Fire Inspector will document the findings and submit the report to the Director.
4. Director will develop a plan of action and remedy non-compliance areas within the time frame established by the Inspector.
5. Director will notify the Inspector for re-inspection and final approval.
6. A final report by the Fire Inspector shall reflect full compliance or recommend any other required corrections.
7. The last inspection report will identify that all corrections have been fulfilled.
8. Director and/or Designee will maintain copies of the Fire Inspection Report as Court, ACA, and ODYS standards dictate.
9. The Inspection Report will be provided to the State Board of Education as required.

E. State Board of Pharmacy

1. Medical Director or Designee will be responsible for maintaining a class three pharmacy license.
2. Medical and CAS Director will be responsible for ensuring compliance with all Board rules and regulations.
3. Medical and CAS Director as required shall file the application for License renewal.

V. Mission Statement

- A. Our mission is to strengthen the community by role modeling and empowering the youth and families we serve to develop positive and responsible decision-making skills.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Purpose and Mission-1A-02  
**Pages:** 1 of 1  
**Standards:** ACA-3-JCRF-1A-02  
**Issue Date:** 12/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** The agency meets periodic filing requirements necessary to maintain its legal authority to continue operations. (Private agencies only).

Many state and local jurisdictions require organizations to file financial reports or renew licenses.

**II. Procedure**

1. This standard is not applicable to the Center for Adolescent Services.
2. As stated in ACA 3-JCRF-1A-01, The Center for Adolescent Services is part of a legal entity, the Montgomery County Juvenile Court, with the authority to operate as provided in Section 2151.65 of the Ohio Revised Code. The Montgomery County Juvenile Court is the governing legal authority (parent agency) responsible for coordinating all juvenile court programs.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Policy and Goal Formulation  
**Pages:** 1 of 1  
**Standards:** ACA-3-JCRF-1A-03  
**Issue Date:** 12/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice of the Center for Adolescent Services (CAS) that employees will participate in the formulation of policies, procedures, and programs.
- II. **Procedure**
  - A. Employees have the opportunity to initiate, advise, and consult in the development of policies, procedures, and programs within the facility in methods including but not limited to the following:
    1. Memos
      - i. Staff may propose new or revised policies and procedures at any time through the submission of a memo outlining proposed change(s). These recommendations must be in collaboration with his or her immediate supervisor in order to obtain a diversified view of its formulation and subsequent impact on the program.
    2. Unit Staff Meeting/Shift Briefing(s)
      - i. Staff may initiate, advise, and be consulted in the development of policies, procedures, and programs during unit meetings and/or shift briefings.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Policy and Goal Formulation- 1A-04  
**Pages:** 1 of 1  
**Standards:** ACA-3-JCRF-1A-04  
**Issue Date:** 12/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- A. **Policy:** The governing authority of the public or private community residential program holds meetings at least annually with the administrator and appropriate staff to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements.

The Director and/or designee will meet with the governing authority at least annually.

B. **Procedure**

- A. Periodic meetings will be held at various levels and at specific intervals. They are as follows:
1. Director and/or designee will meet weekly with the Montgomery County Juvenile Court (MCJC) departmental Directors, Court Administrator, and/or Judges.
  2. The Director or designee will meet regularly with representatives from the Ohio Department of Youth Services (ODYS).
  3. The Director will report on-going operations, changes in programming, policy and procedures, and any personnel matters of concern to the MCJC Foundation at its quarterly meetings. The foundation, at its discretion, may inquire about the on-going operations and provide direction as it determines to be appropriate.
  4. The purpose of these meetings will be to:
    - a. Facilitate communication;
    - b. Establish and review policy;
    - c. Explore and solve problems;
    - d. Ensure conformity to legal and fiscal guidelines;
    - e. Ensure conformity to licensing guidelines;
    - f. Implement community programs.
  5. Proceedings will be documented, distributed to appropriate personnel, and maintained in administrative files.

- a. Documentation will include but is not limited to the following:
  - i. Memos;
  - ii. Director's Report; and
  - iii. Meeting Minutes

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Policy and Goal Formulation  
**Policy:** Agency Long-Range Goals & Objectives  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-05-01  
**Issue Date:** August 2010  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** The facility/agency will demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives.

### II. Procedure

1. The facility utilizes Montgomery County Department of Public Works & Transportation, DPWT, services in an effort to reduce pollution and promote recycling.
2. DPWT is committed to providing leadership which will foster conservation, protection and improvement of the environment by:
  - i. Avoiding, to the extent practical, negative impacts to the natural environment;
  - ii. Minimizing use of non-renewable resources;
  - iii. Reducing energy use;
  - iv. Promote alternate fuel vehicle use;
  - v. Purchasing Environmentally Preferable Products;
  - vi. Minimize the use of hazardous materials and the generation of hazardous waste;
  - vii. Reduce office waste;
  - viii. Increasing recycling of supplies and materials;
  - ix. Raising environmental awareness among staff and others; and,
  - x. Comply with all environmental laws and regulations

### III. Energy Conservation

1. Third shift staff will assess work areas to check for lights or equipment that is left on at the end of the workday. Staff will turn off lights, photocopiers, printers, fax machines, office equipment, or personal equipment that will not be in use overnight.
  - i. Lights will be minimized within unoccupied areas, in accordance with Prison Rape Elimination Act policy guidelines.
  - ii. Desktop computers and monitors will be turned off, if possible, at the end of the workday.



**IV. Emission and/or alternate fuel vehicle use**

1. Promote use of transit for travel to all County functions and eliminate payment of mileage and parking when transit options are present.
2. Promote the use of public transportation, ridesharing, bicycling, walking, and new alternate transport technologies.

**V. Hazardous Materials: Flammable, Toxic and Caustic Materials**

1. The facility follows procedural requirements outlined in *ACA Standard 3B-05: Use of Flammable, Toxic and Caustic Materials*.

**VI. Water, Paper and Energy Conservation:**

1. Location of Water Conservation Equipment:
  - i. Lobby Bathrooms
  - ii. Unit Showers
  - iii. Laundry Room
  - iv. Kitchen
2. The facility has implemented the following measures in an effort to conserve water consumption:
  - i. Lobby bathroom(s) are equipped with sensor to operate water usage.
  - ii. Unit bathrooms are equipped with low-flow showerheads and electric hand dryers eliminating paper towel usage.
  - iii. Regular usage of one (1) commercial washing machine and one (1) gas dryer for all resident laundry needs. Equipment lowers utility usage via larger capacity.
  - iv. Kitchen is equipped with an industrial dishwasher.
3. Reduce paper consumption by using more electronic transfer of data and correspondences, printing on both sides, using scrap paper, limiting copying.

**VII. Recycling**

1. The facility will recycle all possible materials, (i.e., cardboard, plastic, and metal items), to the fullest extent possible.
2. Recycling receptacles are strategically placed throughout the facility according to security needs and maximum usage.
3. All staff have access to recycling receptacles.
4. All staff are trained on utilizing recycling receptacles.
5. Location of Recycling Receptacles:
  - i. Paper Receptacle: Administration Training Room
  - ii. Paper Receptacle: Copier Room

- iii. Plastics Receptacle: Copier Room
- iv. Metal Receptacle: Kitchen
- v. Cardboard Receptacle: Loading Dock
- vi. General Purpose & Plastics Receptacle: Administration Kitchenette
- vii. General Purpose & Plastics Receptacle: Lobby

- 6. Recycling receptacles are picked-up and processed by Montgomery County Recycling Services, on a weekly basis.

### **VIII. Equipment**

- 1. Donate or exchange surplus and reusable items, (i.e., computer and office electronic equipment), to Montgomery County Warehouse for assessment and recirculation.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Qualifications  
**Policy:** Single Administrative Officer and Qualifications  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-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 the facility and its programs are managed by a single administrative officer.

Facility operation will be in accordance with state and federal laws, parent agency policies, executive orders and judicial decisions.

**II. Procedure**

- A. The position of Director was created as the sole administrative authority of CAS, under the supervision of the Montgomery County Juvenile Court Administrative Judge.
- B. All employees and units of management of the facility are responsible to the Director.
- C. The Director is appointed by and, per state statutes, serves at the pleasure of the Juvenile Court Administrative Judge.
- D. The Director's term is continuous until terminated by the appointed authority.
- E. The Director will develop and manage all phases of the facility within the parameters established by law, the Montgomery County Juvenile Court, and the Department of Youth Services.
- F. The appointment and qualification requirements for the Director are as follows:
  1. The appointment as Director is made by the Juvenile Court Administrative Judge.
  2. The appointment is to be made from the best qualified group of applicants with the following minimum qualifications:
    - a. A Master's Degree in an appropriate discipline;
    - b. A minimum of five (5) years of experience working with juveniles;
    - c. Five (5) years of related administrative experience, focusing on administrative skills and staff supervision;
  3. The Skills of the Director shall be:
    - a. Skilled in the management, planning, research, evaluation, and program coordination;
    - b. Broad-based experience and/or training in:

1. Law and procedures of the Juvenile Court;
2. Knowledge of Ohio Department of Youth Services (ODYS) and American Correctional Association (ACA) standards and policies;
3. Relevant policies of pertinent agencies, including local law enforcement, public officials, etc.;
4. Causes of delinquency and family problems;
5. Knowledge of crisis intervention and counseling;
6. Fiscal budgeting and process;
7. Knowledge of office practices and procedures;
8. Knowledge of social work and psychological processes;
9. Knowledge of public relations;
10. Ability to Supervise;
11. Ability to make decisions regarding secure residential services;
12. Ability to handle sensitive situations;
13. Ability to prepare and present reports;
14. Ability to collect data, establish fact and draw valid conclusions;
15. Ability to implement residential treatment;
16. Ability to manager educational, medical, and volunteer programs;
17. Skilled in oral and written communication.

4. The Responsibilities of the Director, include, but are not limited to:

- a. Manages the facility and its programs and is responsible for all employees and units of management;
- b. Participates in the formulation of goals and objectives for the facility (3-JCRF-1A-05);
- c. Establishes policies and priorities related to the goals and translates into measurable objectives for accomplishment by the staff (3-JCRF-1A-05);
- d. Monitors, at least biennially, progress toward achieving previously identified program objectives (3-JCRF-1A-05);
- e. Through written reports, at least annually, advises the court of the extent and availability of services and programs to juveniles (3-JCRF-1A-04) (3-JCRF-1A-10);
- f. Furnishes written information to the Juvenile Court and Ohio Department of Youth Services, at least annually, on the agency's goals and objectives; programs; juvenile population; budget; major developments; problems; plans; and any additional information required by the operating authority;
- g. Prepares the budget;
- h. Formulates appropriate solutions to problem situations within the secure facility;
- i. Interviews and recommends applicants for employment.

- j. Assigns work activities to staff;
- k. Oversees agency needs in areas of transportation and communication.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Qualifications  
**Policy:** Single Administrative Officer and Qualifications  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-07  
**Revised Date:** August 2003  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**Policy :** The qualifications for the position of facility administrator include, at a minimum, the following: a bachelor's degree in an appropriate discipline; five (5) years of related administrative experience; and, demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement to the bachelor's degree.

An agency Director will be appointed as sole administrator to manage the facility and will operate the facility in accordance with state and federal laws, parent agency policies, executive orders and judicial decisions.

### I. Procedure

- A. The position of Director was created as the sole administrative authority, under the supervision of the Juvenile Court Judge.
- B. All employees and units of management of the facility are responsible to the Director.
- C. The Director is appointed by and, per state statutes, serves at the pleasure of the Juvenile Court Administrative Judge.
- D. The Director term is continuous until terminated by the appointing authority.
- E. The Director shall develop and manage all phases of the facility within the parameters established by law, the Montgomery County Juvenile Court, and the Department of Youth Services.
- F. The appointment and qualification requirements for the Director are as follows:
  1. The appointment as Director is made by the Juvenile Court Judge.
  2. The appointment is to be made from the best qualified group of applicants with the following minimum qualifications:
    - a. A bachelor's degree in an appropriate discipline;

- b. A minimum of five (5) years of experience working with juveniles;
  - c. Five (5) years of related administrative experience, focusing on administrative skills and staff supervision;
3. The skills of the Director will include the following:
- a. Management, planning, research, evaluation, and program coordination
  - b. Broad-based experience and/or training in:
    - 1. Law and procedures of the Juvenile Court;
    - 2. Knowledge of Ohio Department of Youth Services (ODYS) and American Correctional Association (ACA) standards and policies;
    - 3. Relevant policies of pertinent agencies, including local law enforcement, public officials, etc.;
    - 4. Causes of delinquency and family problems;
    - 5. Knowledge of crisis intervention and counseling;
    - 6. Fiscal budgeting and process;
    - 7. Knowledge of office practices and procedures;
    - 8. Knowledge of social work and psychological processes;
    - 9. Knowledge of public relations;
    - 10. Ability to Supervise;
    - 11. Ability to make decisions regarding secure residential services;
    - 12. Ability to handle sensitive situations;
    - 13. Ability to prepare and present reports;
    - 14. Ability to collect data, establish fact and draw valid conclusions;
    - 15. Ability to implement residential treatment;
    - 16. Ability to manager educational, medical, and volunteer programs; and,
    - 17. Skilled in oral and written communication.
4. The Responsibilities of the Director, include, but are not limited to:
- a. Manages the facility and its programs and is responsible for all employees and units of management;
  - b. Participates in the formulation of goals and objectives for the facility (3-JCRF-1A-05);
  - c. Establishes policies and priorities related to the goals and translates into measurable objectives for accomplishment by the staff (3-JCRF-1A-05);
  - d. Monitors, at least biennially, progress toward achieving previously identified program objectives (3-JCRF-1A-05);
  - e. Through written reports, at least annually, advises the court of the extent and availability of services and programs to juveniles (3-JCRF-1A-04) (3-JCRF-1A-10);

- f. Furnishes written information to the Juvenile Court and Ohio Department of Youth Services, at least annually, on the agency's goals and objectives; programs; juvenile population; budget; major developments; problems; plans; and any additional information required by the operating authority;
- g. Prepares the budget;
- h. Formulates appropriate solutions to problem situations within the secure facility;
- i. Interviews and recommends applicants for employment.
- j. Assigns work activities to staff;
- k. Oversees agency needs in areas of transportation and communication.



# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Private Sector Operator  
**Page:** 1 of 1  
**Standards:** ACA 3-JCRF-1A-08  
**Issue Date:** 3/1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

1.

**I. Policy:** The private sector operator of a facility has taken the necessary measures to provide continuity of service.

**II. Procedure**

1. This standard is not applicable to the Center for Adolescent Services.
2. As stated in ACA 3-JCRF-1A-01, The Center for Adolescent Services is part of a legal entity, the Montgomery County Juvenile Court, with the authority to operate as provided in Section 2151.65 of the Ohio Revised Code. The Montgomery County Juvenile Court is the governing legal authority (parent agency) responsible for coordinating all juvenile court programs.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Table of Organization  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-09  
**Issue Date:** 12/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** There is a written document that describes the facility. The description includes origination chart that groups similar functions, services, and activities in administrative subunits.

## II. Procedure

### A. Resident and Parent Handbook

1. The Center for Adolescent Services Resident and Parent Handbook is designed to provide information regarding program services, rules and regulations, progressive discipline, consequences for rule infractions, and expectations of our residents.
2. Additionally, the Handbook is designed to provide information concerning the program to outside individuals and community resources.
3. The material in the handbook is consistent with standards developed by the Ohio Department of Youth Services and the American Correctional Association.
4. Information included within the handbook includes but is not limited to the following:
  - a. Mission Statement
  - b. Purpose of Program
  - c. Parent / Guardian Role and Responsibilities
  - d. Legal and Historical Perspective
  - e. Program Overview
  - f. Provision of Services
  - g. Residents' Rights and Responsibilities
  - h. General Rules for Behavior
  - i. Behavior Violations and Consequences
  - j. Personal Hygiene
  - k. Communication: Phone Calls and Written Correspondence
  - l. Visitation

- m. Staff Rights and Responsibilities
- n. Safety and Security Practices
- o. Religious Services

B. Organization Chart

1. An organizational staffing chart will be developed and maintained to reflect adequate staffing to meet the needs of the juveniles and the mission of the facility.
2. The chart will delineate responsibility by placing staff into related program areas and provide a clear chain of authority within the organization.
3. The organizational chart shall depict the following program areas:
  - a. Administration
  - b. Family Services
  - c. Residential Treatment
  - d. Educational Services
  - e. Food Services
  - f. Medical Services
  - g. Support Services
4. The Director is responsible for constructing, maintaining and updating the organizational chart.
5. The Director will review the organizational chart annually and make changes when appropriate.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Role of Outside Agencies  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-10  
**Issue Date:** 6/23/06  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure and practice provide for communication and cooperation with community agencies and other components of the juvenile justice system.

### **II. Procedures**

- A. Facility Administration takes into account the need to preserve the confidentiality of juvenile cases in relation to communication and cooperation between the Court and community agencies.
- B. **Communication and Cooperation: Community Based Programs**
1. Facility Administration and Managers will maintain relationships with and will coordinate activities with community based programs and services whenever possible and appropriate.
  2. Youth will be given opportunities to visit with their family and to participate in home visits when they progress to Re-Entry Phase within the program.
  3. Youth will be given the opportunity to interact with and seek guidance from community volunteers and service providers who will be allowed to work directly with youth in the program.
  4. When necessary and appropriate, youth will receive services from community based providers.
  5. Facility Administration will develop and maintain a current listing of all community based programs in Montgomery County that may serve the needs of the youth within placement. These providers include:
    - a. South Community Inc., Behavioral Healthcare;
    - b. Miami Valley Hospital;
    - c. Children's Hospital; and
    - d. Wright State University, School of Professional Psychology

**C. Communication and Cooperation: Educational Programs and Agencies**

1. Facility Administration and MCJC Principal will ensure the coordination of educational services with educational programs and agencies within the community.
2. Facility Administration and MCJC Principal will maintain an active and current inventory of local and regional educational programs and agencies for youth in the program.
3. Facility staff will be encouraged and expected to coordinate our efforts with local and regional educational programs and agencies to maximize the benefit we have with a youth in placement.
4. Alternative school placements will be considered whenever such placement might better serve the needs of a youth.

**D. Communication and Cooperation: MCJC Departments**

1. Facility administration will maintain and encourage ties with an advisory board.
  - a. The advisory board for CAS will be the Juvenile Court Foundation.
  - b. The foundation membership will consist of members of the community we serve (Montgomery County) who represent the interests of the broader membership of our community.
  - c. The Juvenile Court Foundation will meet at least annually and the facility Director will prepare a report for each meeting.
2. Facility Administration will ensure the coordination of services with other departments of the Court.
3. Facility Administration and the facility treatment team will include the youth Probation Officer in the development of the Individual Treatment Plan and in the coordination of transition back to the community.
4. Facility Administration will coordinate efforts with the MCJC Probation Department to create opportunities for youth to fulfill requirements of restitution and community service that do not interfere with the educational or treatment programs.
5. Facility Administration will cooperate with and coordinate efforts with the all departments of the Court whenever possible and when in the best interests of the youth.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Role of Outside Agencies  
**Policy:** 1A-11  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-11  
**Issue Date:** 6/23/06  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** The facility has an advisory board that is representative of the community in which it is located that meets at least annually.

## II. Procedures

- A. Facility administration and managers will maintain relationships with and will coordinate activities with community based programs and services whenever possible and appropriate.
1. Youth will be given opportunities to visit with their family and to participate in home visits when they progress to Re-Entry Phase in the program.
  2. Youth will be given the opportunity to interact with and seek guidance from community volunteers and service providers who will be allowed to work directly with youth in the program.
  3. When necessary and appropriate, youth will receive services from community based providers.
  4. The facility administrator will maintain and encourage ties with an advisory board.
    - a. The advisory board for CAS will be the Juvenile Court Foundation.
    - b. The foundation membership will consist of members of the community we serve (Montgomery County) who represent the interests of the broader membership of our community.
    - c. The Juvenile Court Foundation will meet at least annually and the facility Director will prepare a report for each meeting.
  5. The facility Director will develop and maintain a current listing of all community based programs in Montgomery County that may serve the needs of the youth served.

- B. The facility Director, school Principal and Program Coordinator will ensure the coordination of educational services with educational opportunities in the community.
  - 1. The facility Director, Program Coordinator and school Principal will maintain an active and current inventory of local and regional educational opportunities and options for youth in the program.
  - 2. Facility staff will be encouraged and expected to coordinate our efforts with local and regional educational programs to maximize the benefit we might have with a youth in our care.
  - 3. Alternative school placements will be considered whenever such placement might better serve the needs of a youth.
  
- C. The facility Director will ensure the coordination of services with other departments of the Court.
  - 1. The treatment team and Program Coordinator will include youth Probation Officer in the development of the Individual Treatment Plan and in the coordination of transition back to the community.
  - 2. The facility administration will coordinate efforts with the Probation Department to create opportunities for youth to fulfill requirements of restitution and community service that do not interfere with the educational or treatment programs at CAS.
  - 3. The Program Coordinator and facility administration will cooperate with and coordinate efforts with the all departments of the Court whenever possible and when in the best interests of the youth.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Policy and Procedure Manuals  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-12  
**Issue Date:** 3/1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

I. **Policy:** Written policy, procedure, and practice of the Center for Adolescent Services to operate and maintain the facility as specified in the policies and procedures manual that is accessible to all employees and the public.

II. **Definitions:**

- A. Policy: A course or line of action adopted and pursued by an agency that guides and determines present and future decisions and actions.
- B. Procedure: Step by step description that explains how policies are implemented.
- C. Policies and Procedures Manual: An organized collection of operating policies and procedures.
- D. Policy Request Form: standardized form used by public when requesting policy and procedures.

III. **Procedure**

- 1. Policy and Procedure Manual is maintained electronically on the Montgomery County Juvenile Court's Intranet and all staff has access to those policies and procedures to ensure operational consistency.
- 2. A hardcopy is also maintained within the administrative suite.
- 3. Policies and procedures are accessible to the public via written request (i.e., Policy Request Form) to the Director.



# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Policy and Procedure Manuals  
Dissemination of Policy and Procedures Manual  
**Page:** 1 of 2  
**Standards:** ACA-3-JCRF-1A-13  
**Issue Date:** 3/1/2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide that new or revised policies and procedures are disseminated to designated staff and volunteers.

The Program Coordinator and/or designated staff member, under the direct supervision of the Director, is responsible for: Maintenance of the policy and procedure manual; and, Dissemination of new and/or revised policies to staff.

II. **Definitions:**

- A. Policy: A course or line of action adopted and pursued by an agency that guides and determines present and future decisions and actions.
- B. Procedure: Step by step description that explains how policies are implemented.
- C. Policies and Procedures Manual: An organized collection of operating policies and procedures.

III. **Procedure**

- A. The policies and procedures manual is divided into five categories of which are maintained in one binder with a table of contents. The manual is organized in five subject categories:
1. Administration and Management
  2. Physical Plant
  3. Facility Operations
  4. Facility Services
  5. Juvenile Services
  6. PREA
- B. The standard format for Policies and Procedures includes the following information:
1. Chapter of Policy (ACA Category)
  2. Subject of Policy (example; Fire, Storm Emergency Procedures)

3. CAS policy number (ACA, ODYS, MCJC reference)
  4. Number of Pages of policy
  5. Standards covered in policy (ACA, ODYS, MCJC)
  6. Policy Issue Date
  7. Review Date
  8. Director's Authorization
  9. Policy Statement
  10. Policy Definitions
  11. Procedure
- C. The facility will at all times operate in accordance with the policies and procedures that currently are in place in the Policy and Procedures Manual.
- D. Development, dissemination and distribution of Policies and Procedures
1. All employees are encouraged to participate actively in the development of policies and procedures.
  2. The Program Coordinator(s) and Director write the policies and procedures with the assistance of department heads from administration, family services, food service, medical, treatment and education.
  3. The Director must review and approve all policies and procedures before they can be implemented.
  4. All policies are reviewed annually by the Montgomery County Juvenile Court Administrator and Director.
  5. Policy and Procedure Manuals will be located on Intranet
  6. The manual is accessible to the public via written request to the facility Director.
  7. New employees will be required to review key policies and procedures important to the immediate functions of their job duties and responsibilities during their Orientation period.
  8. The Program Coordinator and/or department managers will be responsible for circulating new or revised policies and procedures to staff during meetings and training sessions.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Channels of Communication  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-1A-14  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice provide for regular meetings, at least monthly, between the administrator and key staff members.

To operate in an efficient and consistent manner, appropriate channels of communication will exist between departments, juveniles, and staff. To accomplish this goal, CAS shall have regular meetings between the Director and all department managers and between department managers and their supervisory staff.

These meetings shall be conducted at least monthly in order to provide a regular flow of information regarding policies, procedures and program activities. Regular, open communication throughout the entire organization is vital to program success.

**II. Procedure**

- A. A series of meetings shall be held at various levels and intervals within the Juvenile Court organization and facility. The meetings will occur as follows:
1. **Juvenile Court Administrators Meetings:** Meetings with the governing authority, the Montgomery County Juvenile Court, will occur at least two (2) times per month.
    - a. The practice is to meet at least weekly, as possible.
    - b. The purpose of this meeting is to allow Juvenile Court Directors to share information regarding policies and procedures and program activities.
  2. **CAS Department Managers:** The Director will meet with the Department Managers at least once per month. This includes the Business Manager; Program Coordinator(s), and CAS Academy Representative.
  3. **CAS Management Team:** The Director will meet at least two (2) times per month with the CAS Management Team.

- a. The Management Team includes the Department Managers; Unit Supervisors; Team Leaders; and Administrative Assistant.
- b. The practice is to meet weekly, as possible, to review departmental reports; discuss key program issues and concerns; disseminate new or revised policies and procedures; and discuss program planning and activities.

**4. Treatment Unit Staff Meetings:** CAS Unit Supervisors will conduct staff meeting at least six (6) times per year or more often as deemed necessary. The purpose of the meetings will be to discuss unit policies and procedures; discuss treatment planning and activities for residents; discuss concerns or issues; and disseminate new or revised policies to staff.

**B. Staff Participation**

1. Any staff member and/or volunteer who want to have specific items for meeting agendas should forward them to the Director and/or designated individual in writing a least two working days prior to the scheduled meeting.
2. The Director and/or designated individual have the right to exclude any item that may not be appropriate for discussion in a meeting forum.
3. Attendance is mandatory for all staff meetings, unless the following applies:
  - a. The employee is on approved leave (vacation, sick leave, military leave, AWL, etc.);
  - b. The employee is unable to attend due to work responsibilities of which are necessary to the on-going operation of CAS.

**C. Documentation of Meetings**

1. Meetings will be documented with agenda, attendance, and minutes and maintained in administration.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** General Administration  
**Policy:** Monitoring and Assessment of Programs  
**Page:** 1 of 3  
**Standards:** ACA 3-JCRF-1A-15  
**Issue Date:** January 2001  
**Revised:** 10/08/09  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure, and practice provide for an internal system for monitoring programs through inspections or reviews conducted by the administrator or designated staff member.

Timely and periodic monitoring of various facility operations will reveal the degree of compliance with policies, procedures, and standards. Internal administrative audits will be separate from external/continuing audit by other agencies.

The Program Coordinator(s) is/are responsible for ensuring complete procedural compliance with this policy.

## II. Definitions

A. Internal Monitoring – Regular inspections, reviews, surveys, and collection of program data by administration (Director, Program Coordinator, Business Manager, Administrative Assistant) or designated treatment staff.

## III. Procedure

### 1. Unit Reviews

- a. A monthly system of monitoring units will be conducted by Program Coordinator(s).
- b. This system provides for the collection and monitoring of critical program documentation and condition of areas within the unit(s)
  - i. Day Room
  - ii. Resident Rooms
  - iii. Custodial Closet
  - iv. Storage Closet
  - v. Restroom(s)
  - vi. Showers
  - vii. Hygiene Products
  - viii. Doors Locked
  - ix. Unit Lights On

- x. Supervisor's Office
- xi. Staff Office, if applicable
- xii. First Aid Kit
- xiii. Control Desk
- xiv. Room Search Documentation
- xv. Supply Control Log
- xvi. Home Visit Contracts/Leave Pass Permission
- xvii. Supervisory Staff Notes
- xviii. Daily Population Movement
- xix. Behavioral Shift Logs/Permanent Logs
- xx. Resident Room Restriction Checklists
- xxi. Behavioral Violation/Rule Infractions

2. Administrator Facility Inspection

- a. A system of monitoring units will be conducted by facility administrator.
- b. This system provides for the collection and monitoring of critical program documentation and condition of areas within the facility.
- c. Facility areas are critically inspected in the following manner: area of inspection is indicated; area is assessed in regards to meeting expectation or needing improvement; and, additional comments are provided for further instruction.

3. Survey(s)

a. Client Satisfaction Surveys

- i. The Family Specialist and Family Specialist Supervisor provides each youth and parent with a client satisfaction survey upon youth's Re-Entry Leave with Permission
- ii. The Client Satisfaction Survey is designed to evaluate the program and program staff.
- iii. Completed client satisfaction surveys are submitted to Administration and are, in turn, submitted to Court Administration.
- iv. Court Administration combines the results of all survey responses into a combined report.

b. Youth Surveys

- i. Periodic youth surveys will be completed in order to assess various program aspects within the facility.
  - 1. Youth surveys include but are not limited to the following:
    - a. Reward Survey
    - b. Food Survey

c. Staff Surveys

- i. Periodic staff surveys will be completed in order to assess various program aspects within the facility.

1. Staff surveys include but are not limited to the following:
    - a. Annual Training Survey (Policy 1D-02)
    - b. Community Survey (Policy 5C-05)
4. Case Record Audit
  - a. Periodic review of case record documentation to ensure that all required documentation is submitted and contained within each youth's case file.
  - b. Case file audits are documented on the Family Specialist Case File Review.
  - c. Results of case record audit's are provided to Family Specialist, Family Specialist Supervisor, and Program Coordinator.
5. Unoccupied Areas Inspection
  - a. Unit Supervisor(s) will conduct inspections of all unoccupied areas on a weekly basis.
    - i. Control Desk
    - ii. Conference Room, 1019
    - iii. Hallway Restroom
    - iv. Gymnasium
    - v. Weight Room
    - vi. Equipment Room
    - vii. Gymnasium Staff Office
    - viii. Staff Locker Room(s)
    - ix. Medical Room
    - x. Intake: Intake Bathroom, Intake Storage
    - xi. Laundry Room/Storage
    - xii. Dock Area: Maintenance Office, Kitchen Storage, and Electrical Room
    - xiii. Kitchen: Two (2) Dry Storage Rooms, Bathroom, and Office
    - xiv. Dining Room: janitorial Supply Closet and Bathroom(s)
    - xv. Family Specialist Supervisor Office
    - xvi. Two (2) Family Specialist Offices
    - xvii. Principal Office
    - xviii. Program Coordinator Office
    - xix. Academic Classrooms: Language Arts/History, Math/Science, Phys. Ed./Health, Art, and Life Skills/Special Education.
    - xx. Lobby: Two (2) Bathrooms
    - xxi. Administration: Offices, Training Room, Kitchenette, Janitorial Closet, and Two (2) Bathrooms.
    - xxii. Garage
  - b. The Unit Supervisor performing the weekly inspection will complete the Weekly Inspection Report and submit it to the Program Coordinator.

- c. Unit Supervisor is required to complete and submit a work order to the Business Manager.



# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Public/Media Information  
**Pages:** 1 of 3  
**Policy:** Public Information Program  
**Standard(s):** ACA-3-JCRF-1A-16  
**Issue Date:** Jan 2001  
**Revised:** 10/08/2009  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide for a public information program that encourages interaction with the public and the news media.

A continuing public information program helps to communicate the facility's goals and objectives and to foster community involvement and support. Media access must be consistent with youth's rights to confidentiality and privacy and the maintenance of order and security of the facility.

The Director is the only individual authorized to speak with the media on the agency's behalf.

II. **Definitions:**

- A. **Media:** All the means of communication, as newspaper, radio, and television that provide the public with news or entertainment.
- B. **Public Information:** Information that pertains to, interests, or may affect the community, CAS, its employees or youth.
- C. **Constitutional Rights:** Under the provision of the Ohio Revised Code, youth being served and/or in placement have a right to privacy and, in most cases, that privacy cannot be waived without the specific order of the Juvenile Court.
- D. **Executive Correspondence:** Individually addressed and signed letter not to include form letters or routine forms to which facsimile signatures are attached.

III. **Procedure**

- A. **Coordination of Communication**
1. The Director is responsible for approval and coordination of communication. This includes, but may not be limited to the following:
    - a. Montgomery County Juvenile Court Annual Report
    - b. Juvenile Court Web Site

- c. Parent and Resident Handbook
- d. PowerPoint Presentations
  - i. Slide presentations for the public are subject to the Director's approval and must be consistent with the youth's right to confidentiality and privacy and the maintenance of order and security of the facility.
- e. Tours of the Facility
  - i. Tours of the facility are subject to the Director's approval and must be consistent with the youth's right to confidentiality and privacy and the maintenance of order and security of the facility.
- f. Speaking Engagements
  - i. Agency requests or individual staff member requests for speaking engagements must be forwarded to the Director for prior approval.
- g. Executive Correspondence
  - i. All forms of correspondence must be approved by the Director, before being released to the public.
- h. Press Releases
  - i. Media statements on legislation or government policy affecting CAS' purpose or standing in the community are the responsibility of the Director, with the collaboration and approval of the Court Administrator.
  - ii. Individual staff members receiving requests for official information from new media shall forward all such requests to the Director.
  - iii. Inquires for such information must be answered promptly, accurately, and completely in compliance with local, state, and federal laws governing public information and rights of privacy.
- i. Media Appearances
  - i. It shall be the policy of CAS to permit visits from the news media at appropriate times, with the express purpose of reporting items of public interest, and shall be handled directly through the Director. All visits of the new media are subject to the prior approval of the Court Administrator.
  - ii. Upon such a request, the Director shall do the following:
    - 1. Allow media access to all program areas of the facility.
    - 2. Preserve the juvenile's individual right of privacy.
    - 3. Portray a factual picture of the facility.

4. Ensure that representatives of the news media are aware of safety and security restraints and abide by all facility rules and regulations.
5. Secure a list of individuals to be interviewed and subject matter to be covered.

B. Communication Standards

1. All public statements pertaining to CAS should agree with the policies and procedures approved by the Judges and Court Administrator and are confined to areas of direct responsibility.
2. Juveniles may be interviewed or photographed for news media coverage only upon the signed consent of his/her parents and/or legal guardian and approval from Judge(s).
3. Juveniles may not be interviewed or photographed for new media coverage in connection to their delinquency charges.
4. In any matter, staff shall not provide information about, pictures of, or access to any youth or youth files and records unless specifically directed to do so by the Director after parental and legal approval have been obtained.

C. Emergency Events

1. Requests from the news media regarding emergency and/or unusual events, such as AWOL's, escapes, disturbances, injuries, fires, etc.; will be coordinated by the Director for appropriate handling.
2. In the event of an emergency, the ranking staff member on site has the responsibility for notifying the Director, once the emergency situation has been stabilized.
3. Upon stabilization of the emergency situation, the Director and/or ranking staff member shall follow CAS and Juvenile Court protocol of contacting the Court Administrator. The Court Administrator will determine the best course of action before speaking with the news media.

D. Community Education

1. Staff, with the approval of the Director, shall participate in informational programs for the general public.
2. The goal of community education is to enhance the community's understanding of the mission, goals, and programs offered by the facility.
3. Secondary purposes of community education include providing for a channel of community input, recruiting of volunteers, and developing community support.
4. Authorized staff, with the approval of the Director, shall coordinate public information programs by arranging with universities, public schools and community organizations.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Public/Media Information  
**Pages:** 1 of 3  
**Policy:** Public Information Program  
**Standard(s):** ACA-3-JCRF-1A-17  
**Issue Date:** Jan 2001  
**Revised:** 11/09/2009  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure, and practice provide representatives of the media with access to the facility. Media access must be consistent with the juveniles' rights to confidentiality and privacy and the maintenance of order and security of the facility.

**II. Definitions:**

- A. Media: All the means of communication, as newspaper, radio, and television that provide the public with news or entertainment.
- B. Public Information: Information that pertains to, interests, or may affect the community, CAS, its employees or youth.
- C. Constitutional Rights: Under the provision of the Ohio Revised Code, youth being served and/or in placement have a right to privacy and, in most cases, that privacy cannot be waived without the specific order of the Juvenile Court.
- D. Executive Correspondence: Individually addressed and signed letter not to include form letters or routine forms to which facsimile signatures are attached.

**III. Procedure**

- A. Coordination of Communication
  - 1. The Director is responsible for approval and coordination of communication. This includes, but may not be limited to the following:
    - a. Montgomery County Juvenile Court Annual Report
    - b. Juvenile Court Web Site
    - c. CAS Parent and Resident Handbook
    - d. Slide/PowerPoint Presentations
      - i. Slide presentations for the public are subject to the Director's approval and must be consistent with the youth's right to confidentiality and privacy and the maintenance of order and security of the facility.

e. Tours of the Facility

- i. Tours of the facility are subject to the Director's approval and must be consistent with the youth's right to confidentiality and privacy and the maintenance of order and security of the facility.

f. Speaking Engagements

- i. Agency requests or individual staff member requests for speaking engagements pertaining to CAS must be forwarded to the Director for prior approval.

g. Executive Correspondence

- i. All forms of correspondence must be approved by the Director, before being released to the public.

h. Press Releases

- i. Media statements on legislation or government policy affecting CAS' purpose or standing in the community are the responsibility of the Director, with the collaboration and approval of the Juvenile Court Administrator.
- ii. Individual staff members receiving requests for official information from new media will forward all such requests to the Director.
- iii. Inquires for such information must be answered promptly, accurately, and completely in compliance with local, state, and federal laws governing public information and rights of privacy.

i. Media Appearances

- i. It will be the policy of CAS to permit visits from the news media at appropriate times, with the express purpose of reporting items of public interest, and will be handled directly through the Director. All visits of the new media are subject to the prior approval of the Juvenile Court Administrator.
- ii. Upon such a request, the Director will do the following:
  1. Allow media access to all program areas of the facility.
  2. Preserve the juvenile's individual right of privacy.
  3. Portray a factual picture of the facility.
  4. Ensure that representatives of the news media are aware of safety and security restraints and abide by all facility rules and regulations.
  5. Secure a list of individuals to be interviewed and subject matter to be covered.

#### B. Communication Standards

1. All public statements pertaining to CAS should agree with the policies and procedures approved by the Juvenile Court Judges and Administrator and is to be confined to areas of direct responsibility.
2. Juveniles may be interviewed or photographed for news media coverage only upon the signed consent of his/her parents and/or legal guardian.
3. Juveniles may not be interviewed or photographed for new media coverage in connection to their delinquency charges.
4. In any matter, staff will not provide information about, pictures of, or access to any youth or youth files and records unless specifically directed to do so by the Director after parental and legal clearances have been obtained.

#### C. Emergency Events

1. Requests from the news media regarding emergency and/or unusual events, such as AWOL's, escapes, disturbances, injuries, fires, etc.; will be coordinated by the Director for appropriate handling.
2. In the event of an emergency, the ranking staff member on site has the responsibility for notifying the Director, once the emergency situation has been stabilized.
3. Upon stabilization of the emergency situation, the Director and/or ranking staff member will follow CAS and Juvenile Court protocol of contacting the Juvenile Court Administrator. The Court Administrator will determine the best course of action before speaking with the news media.

#### D. Community Education

1. Staff of CAS, with the approval of the Director, will participate in informational programs for the general public.
2. The goal of community education is to enhance the community's understanding of the mission, goals, and programs offered by the facility.
3. Secondary purposes of community education include providing for a channel of community input, recruiting of volunteers, and developing community support.
4. Authorized staff, with the approval of the Director, will coordinate public information programs by arranging with universities, public schools and community organizations.

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

**Chapter:** Administration and Management  
**Subject:** Public/Media Information  
**Pages:** 1 of 4  
**Policy:** Public Information Program  
**Standard(s):** ACA-3-JCRF-1A-18  
**Issue Date:** Jan 2001  
**Revised:** February 2007  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice of the Center for Adolescent Services establish the agency's commitment to informing the public and the media of events within the agency's area of responsibility.

The procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

- a. Identification of areas of the facility accessible to media representatives
- b. Routine requests for information
- c. Identification of data and information protected by federal law and state privacy laws or federal and state freedom of information laws
- d. Facility tours
- e. Special events coverage
- f. News release policy
- g. Designation of individuals or positions within the agency authorized to speak with media on behalf of the agency.

The Director is the only individual authorized to speak with the media on behalf of the agency.

The Program Coordinator, under the direct supervision of the Director, is responsible for monitoring compliance to this policy.

II. **Definitions:**

- a. Media: All the means of communication, as newspaper, radio, and television that provide the public with news or entertainment.
- b. Public Information: Information that pertains to, interests, or may affect the community, CAS, its employees or youth.
- c. Constitutional Rights: Under the provision of the Ohio Revised Code, youth being served and/or in placement have a right to privacy and, in most cases, that privacy cannot be waived without the specific order of the Montgomery County Juvenile Court.

- d. Executive Correspondence: Individually addressed and signed letter not to include form letters or routine forms to which facsimile signatures are attached.

### III. **Procedure**

#### A. Coordination of Communication

1. Director is responsible for approval of communication including, but is not be limited to the following:
  - a. Montgomery County Juvenile Court Annual Report
  - b. Juvenile Court Web Site- CAS
  - c. Parent and Resident Handbook
  - d. Requests for Information
  - e. Slide Presentations
  - f. Facility Tours
  - g. News Releases
  - h. Media Appearances
  - i. Communication Standards
  - j. Special Events
  - k. Community Education
2. Requests for Information and Obtained Consent
  - a. All requests must be put in writing and submitted to or directly forwarded to the facility Director.
3. Slide Presentation
  - a. Slide presentations for the public are subject to the Director's approval.
  - b. Slide presentations must be consistent with the youths' right to confidentiality and privacy, and the maintenance of order and security of the facility.
  - c. Tours of the Facility
    - i. Tours of the facility are subject to the Director's approval.
    - ii. Tours must be consistent with the youths' right to confidentiality and privacy and the maintenance of order and security of the facility.
  - d. News Releases
    - i. Speaking Engagements
      1. Agency requests or individual staff member requests for speaking engagements pertaining to CAS must be forwarded to the Director for prior approval.
    - ii. Press Releases
      1. Media statements on legislation or government policy affecting CAS' purpose or standing in the community



are the responsibility of the Director, with the collaboration and approval of the Juvenile Court Administrator.

2. Individual staff members receiving requests for official information from new media shall forward all such requests to the Director.
3. Inquires for such information must be answered promptly, accurately, and completely in compliance with local, state, and federal laws governing public information and rights of privacy.

e. Executive Correspondence

- i. All forms of correspondence must be approved by the Director before being released to the public.

f. Media Appearances

- i. It shall be the policy of CAS to permit visits from the news media at appropriate times, with the express purpose of reporting items of public interest, and shall be handled directly through the Director.
- ii. All visits of the new media are subject to the prior approval of the Juvenile Court Administrator.
- iii. Upon such a request, the Director shall do the following:
  1. Identify areas of the facility accessible to media representatives.
  2. Preserve the juvenile's individual right of privacy;
  3. Portray a factual picture of the facility;
  4. Ensure that representatives of the news media are aware of safety and security restraints and abide by all facility rules and regulations.
  5. Secure a list of individuals to be interviewed and subject matter to be covered.

B. Communication Standards

The Director is the only individual authorized to speak with the media on behalf of the agency.

1. All public statements pertaining to CAS should agree with the policies and procedures approved by the Judges and Court Administrator and are to be confined to areas of direct responsibility.
2. Juveniles may be interviewed or photographed for news media coverage only upon the signed consent of his/her parents and/or legal guardian, and the youth's agreement.

3. Juveniles may not be interviewed or photographed for new media coverage in connection to their delinquency charges.
4. In any matter, staff will not provide information about, pictures of, or access to any youth or youth files and records unless specifically directed to do so by the Director after parental and legal clearances have been obtained.

#### C. Special Event

##### 1. Emergency Events

- a. Requests from the news media regarding emergency and/or unusual events, such as AWLs, AWOLs, disturbances, injuries, fires, etc.; will be coordinated by the Director for appropriate handling.
- b. In the event of an emergency, the Director, Administrative and/or Supervisory staff member on site is responsible for notifying the Director after the emergency situation has been stabilized.
- c. Upon stabilization of the emergency situation, the Director, Administrative and/or Supervisory staff member shall follow CAS and Juvenile Court protocol for contacting the Juvenile Court Administrator.
- d. The Court Administrator will determine the best course of action before speaking with the news media.

#### D. Community Education

1. CAS staff, with the approval of the Director, will participate in informational programs for the general public. The goal of community education is to enhance the community's understanding of the mission, goals, and programs offered by the facility.
2. Secondary purposes of community education include providing for a channel of community input, recruiting of volunteers, and developing community support.
3. Authorized staff, with the approval of the Director, will coordinate public information programs by arrangement with universities, public schools and community organizations.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Legal Counsel  
**Policy:** 1A-19  
**Pages:** 1 of 1  
**Standard(s):** ACA-3-JCRF-1A-19  
**Issue Date:** Jan 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Legal assistance is available to facility staff as required in the performance of their duties.

It is the policy of CAS to refer legal matters beyond the scope of the Montgomery County Juvenile Court, to the Montgomery County Prosecutor's Office. The Montgomery County Prosecutor shall provide legal counsel as needed.

The Director is responsible for complete procedural compliance with this policy.

II. **Procedure**

- A. CAS will comply with the following procedure regarding requests for legal assistance in matters beyond the scope and authority of the Juvenile Court.
1. Upon the need, the facility Director will send a letter to the Court Administrator detailing the request for legal assistance.
  2. The letter will cite issues and request for a prosecutor's opinion. Copies of any legal papers will be attached.
  3. The Juvenile Court Administrator or designee will draft a letter on behalf of the Juvenile Court/Center for Adolescent Services requesting the representation of the Prosecutor's Office.
  4. Private Counsel may be obtained based on the recommendation of the County Prosecutor's Office.
  5. In matters related to staff, should substantial evidence indicate that an employee's conduct was malicious, criminal, or clearly outside the scope of employee authority, legal representation may be denied.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Political Practices  
**Policy:** 1A-20  
**Pages:** 1 of 2  
**Standard(s):** ACA-3-JCRF-1A-20  
**Issue Date:** Jan 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. Policy:** The facility has a written policy ensuring conformance with governmental statutes and regulations relating to campaigning, lobbying and political practices.

As public employees, staff members are expected and urged to exercise their voting franchise regularly but will avoid partisanship in the performance of official duties and in other matters which could possibly interfere with their value to the Court and the service it renders.

Classified employees are prohibited, by civil service, to participate in partisan political activity, as specified by the Ohio Revised Code. However, unclassified employees are permitted to participate in political activities.

**II. Definitions**

- A. Non-Partisan: Not partisan, not controlled or influenced by, or supporting, any single political party.
- B. Partisan: A person who takes the part of or strongly supports one side, party, or person.
- C. Classified Status: Competitive classified civil service of the state, the counties, cities, city health districts, general health districts, city school districts therefore, and civil service townships.
- D. Unclassified Status: Those not included in the classified status.

**III. Procedure**

- A. New Employees
1. Upon hire, new employees of the Center for Adolescent Services will review the following Montgomery County Juvenile Court policies:
    - a. Conflict of Interest: Political Considerations, (Section 5.11 of the Juvenile Court Employee Handbook)
    - b. Juvenile Court Code of Ethics

- B. The following activities are permitted of CAS employees:
1. Registering and voting;
  2. Expressing opinions, either oral or in writing;
  3. Making voluntary financial contributions to political candidates or organizations;
  4. Circulating non-partisan petitions in support of individuals;
  5. Attending political rallies;
  6. Signing nominating petitions in support of individuals;
  7. Displaying political pictures and material in homes and on property;
  8. Wearing political badges or buttons or displaying political stickers on private automobiles.

- C. The following activities are prohibited for CAS employees:
1. Being a candidate for public office in a partisan election;
  2. Being a candidate for public office in a non-partisan election if nomination was obtained in a partisan primary election, or by circulating nominating petitions of a political party;
  3. Filing partisan political petitions, or filing petitions which meet statutory requirements for partisan candidacy;
  4. Circulating official nominating petitions for any candidate and filing of petitions meeting statutory requirements for partisan candidacy;
  5. Holding an elected or appointed office in any political organization;
  6. Accepting appointment to any part sponsored office normally filled by a partisan election;
  7. Campaigning by writing for publications, distributing political material or making speeches on behalf of a candidate for elective office;
  8. Soliciting, either directly or indirectly, any assessment, contribution or subscription of any party or candidate;
  9. Engaging in activities at political polls, such as soliciting votes; assisting voters to mark ballots, or transporting or helping voters get out to vote on election day;
  10. Acting as a recorder, checker, watcher, or challenger, judge, or poll worker for any party or partisan committee;
  11. Engaging in political caucuses of a partisan nature;
  12. Participating in a Political Action Committee, which supports partisan activity.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Conflict of Interest  
**Policy:** Outside Employment  
**Pages:** 1 of 2  
**Standard(s):** ACA-3-JCRF-1A-21  
**Issue Date:** Jan 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** The facility has a written policy concerning conflicts of interest that adversely affect the facility.

In order to protect the integrity of the program, a policy must exist that prohibits any possible conflict of interest within the facility regarding funding sources, contractors and vendors, staff, volunteers, parent, and clients.

The Director is responsible for defining and determining any potential or known conflicts of interest.

II. **Definitions:**

- A. **Conflict of Interest:** Any employee action that adversely affects the interest of the agency. Outside concerns may bring undue pressure upon the employee in his/her effort to make decisions concerning official duties.

III. **Procedures**

D. New Staff

2. Upon hire, new staff members of the Center for Adolescent Services will review the following Montgomery County Juvenile Court policies:
  - a. Conflict of Interest: Political Considerations, (Section 5.11 of the Juvenile Court Employee Handbook)
  - b. Juvenile Court Code of Ethics

A. Staff Guidelines

1. Staff will not display favoritism or preferential treatment to one youth or group of youth over another.
2. No staff of CAS may deal with any youth except in a professional manner that supports the approved goals of the agency.
3. Staff members are not permitted to accept for themselves or any member of their family, or others, any personal (tangible or intangible) gift, favor, or service from a youth or from a youth's family or close associate, no matter how trivial the gift or service may seem.

4. No staff member will give any gifts, favors, or services to a youth, their families, or close associate, no matter how trivial the gift or service may seem.
5. No staff member will have outside contact (other than incidental contact) with a youth, youth formerly under supervision, his/her family, or close associates, except those activities which are an approved integral part of the program and a part of the staff member's job description.
6. No staff member will engage in any conduct which is criminal in nature or which would bring discredit upon the facility and program. All staff will avoid misconduct, and the appearance of misconduct.
7. All staff is required to report any violations or attempted violations of the restrictions to the Director in writing.

#### B. Outside Employment

1. The Juvenile Court reserves the right to approve or disapprove any proposed outside employment to be engaged in by a CAS employee on either a part-time or full-time basis.
2. Application for approval of outside employment will be made in writing to the Court Administrator through the Director of CAS. The appointing authority reserves the right to reject or restrict outside employment if it would appear to be a conflict of interest.
3. All outside employment will be reviewed annually by the Director, and will include the following factors:
  - a. Direct conflict with Court cases;
  - b. Infringement or regular working hours;
  - c. Affect on primary job performance.
4. Work for outside employer will not be performed during hours that the employee is being paid by CAS.
5. Use of Court equipment for the work of outside employers is strictly prohibited, including cellular telephones, pagers, phones, faxes and other facility equipment.
6. Violations of this policy can result in disciplinary action up to and including termination.
7. All staff is required to report any violations of this policy to the Director in writing.

#### C. Director Conflict of Interest

1. In the event that the Director experiences a conflict of interest, staff are required to report the alleged violations to the Court Administrator in writing.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administration and Management  
**Subject:** Firearms  
**Policy:** 1A-22  
**Pages:** 1 of 2  
**Standard(s):** ACA-3-JCRF-1A-22  
**Issue Date:** Jan 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. **Policy:** Written policy, procedure and practice specify that firearms are not permitted in the facility.

Any law enforcement officer or authorized individual who carries a firearm will not be permitted to enter the secure perimeter without locking their firearm in the gun lockbox located in Intake. This policy is written in accordance with the Ohio Revised Code (ORC) 2921.36.

The Program Coordinator, under the direct supervision of the Director, is responsible for monitoring procedural compliance with this policy.

II. **Definitions:**

- A. Detention: Confinement in any public or private facility for custody of persons charged with or convicted of a crime in this state or another state or found to be delinquent child or unruly child in this state or any other state (ORC 2912.01).
- B. Firearm: Any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm, and any firearm that is inoperable that can easily be rendered operable (ORC 2923.11).

III. **Procedure**

- A. According to ORC Section 2921.36, no person will knowingly convey, or attempt to convey, onto the grounds of a detention facility, any deadly weapons or dangerous ordinance.
1. An exception is in emergency situations only.
- B. All law enforcement officers and authorized individuals will be held responsible for the secure control, storage, and retention of their firearm.
- C. It is at the discretion of law enforcement personnel to use the gun lockbox provided in Intake to secure their firearm or leave it secured in their vehicle.



- D. When an officer/individual is using the gun lockbox, the following procedure is to be followed:
1. The officer will receive the combination to the key box from the Control Center when entering the Intake entryway.
  2. The officer unlocks the gun lockbox and places the firearm inside.
  3. The officer secures the key on his person and receives permission to enter the facility from the Control Center.
  4. The Control Desk Clerk logs the officer's/individual's name and time in the control desk log.
  5. Upon completion of business and upon leaving the facility, the officer/individual unlocks and removes firearm from the gun lockbox and returns key to the key storage box and secures key storage box.
- E. Any violation or failure to adhere to this policy and procedure will be reported to the proper law enforcement authorities.