

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administrative and Staff Areas  
**Subject:** Administrative Areas  
**Policy:** Adequate Space  
**Pages:** 1 of 2  
**Standards:** 3-ACA-JCRF-2F-01  
**Issue Date:** 12/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** It is the written policy, procedure, and practice provides that adequate space is available for administrative, juvenile care, professional, and clerical staff. This space includes conference areas, storage room for records, and toilet facilities.

Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

## II. Procedure

### A. Administrative and Clerical Area(s)

1. Administrative and clerical areas are located outside of the secure perimeter and within the secure perimeter of the facility.
2. Administrative and clerical areas include the following:
  - a. Administrative Suite, Rm. 1006
  - b. Director's Office, Rm. 1014
  - c. Business Manager's Office, Rm. 1015
  - d. Program Manager's Office, Rm. 1016
  - e. Coordinator of Unit Operations, Rm. 1030
  - f. Training Room, Rm. 1011
  - g. Quality Assurance Office, Rm. 1034

### B. Juvenile Care and Professional Area(s)

1. Juvenile care and professional areas are located within the secure perimeter of the facility.
2. Juvenile care and professional areas include the following:
  - a. Family Specialist Offices, Rm. 1031, 1032, 1033
  - b. Academic Classrooms, Rm. 1047, 1052, 1053, 1058, and 1020
  - c. Supervisor's Office, Rm. 1019
  - d. Unit Staff Offices, Rm. 1050, 1051, 1143, 1094, 1095, and 1090
  - e. Food Service Manager's Office, Rm. 1041

### C. Toilet Facilities and Storage Areas

1. Toilet facilities and storage areas are located in both secure and non-secure areas of the facilities.
2. Toilet facilities include the following:
  - a. Lobby Bathrooms, Rm. 1003 and 1004
  - b. Administration Bathrooms, within Rm. 1006
  - c. Dining Room Bathrooms
  - d. Kitchen Bathroom
  - e. Staff Gymnasium Bathrooms Rm. 1026 and 1027
  - f. Staff Bathroom, Rm. 1021

3. Storage areas include the following:
  - a. Administration Corridor, Rm. 1009.
  - b. Lobby Lockers, Rm 1002.

D. Accessibility to disabled persons

1. The Center for Adolescent Services (CAS) was designed and built to conform to the requirements of the American Disabilities Act (ADA).
2. The facility adheres to the Montgomery County Juvenile Court policy and procedure regarding the provision of reasonable accommodations for known physical and/or mental impairments of a qualified individual.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Administrative and Staff Areas  
**Subject:** Accessibility to Disabled Persons  
**Policy:** 2F-02  
**Pages:** 1 of 1  
**Standards:** 3-ACA-JCRF-2F-02  
**Revised:** October 2020  
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**Authorized by:** William Shaffer, Director

I. **Policy:** Reasonable accommodations are made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

## II. Definitions

- A. American with Disabilities Act (ADA) of 1990: Recognizes and protects the civil rights of people with disabilities. Regulations issued under the different titles by various Federal agencies set requirements and establish enforcement procedures. Titles II and III of the ADA maintains accessibility guidelines for buildings, facilities, and transit vehicles. The building guidelines cover places of public accommodation, commercial facilities, and State and local government facilities.
- B. Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual

## III. Procedure

### A. Disabled Persons: Facility Accessibility

1. The Center for Adolescent Services (CAS) was designed and built to conform to the requirements of the American Disabilities Act (ADA).

### B. Disabled Persons: Staffing

2. The facility adheres to the Montgomery County Juvenile Court policy and procedure regarding the provision of reasonable accommodations for known physical and/or mental impairments of a qualified individual, as stated in:

**Montgomery County Juvenile Court Employee Handbook**  
**Chapter: Juvenile Court Employee Selection**  
**Subject: Federal Laws Applicable to Employment**  
**Section: 2.1**