**Purpose:**

To ensure that youth are supervised in an environment free of verbal and/or physical abuse by staff.

When interacting with youth, officers shall maintain professional behavior and relationships.

Officers shall not verbally abuse, demean or otherwise humiliate any youth and shall not use profanity in the performance of their job.

Youth are afforded an opportunity to use the telephone for the purposes of reporting verbal abuse, physical abuse, sexual abuse and sexual harassment to the Florida Abuse Hotline or a local Advocacy Center. **Upon request**, the youth will be given immediate access to use the telephone unless the safety and security of the facility is compromised. Staff shall not question the youth about the reason for the call. Staff shall dial the phone number to Florida Abuse Hotline or Advocacy Center and hand the phone to the youth. Staff shall remain at a distance that allows the youth to report privately. Staff shall, to the best of their knowledge, document if the report is accepted or denied.

Physical abuse of youth is prohibited by law and any suspicion or knowledge of such must be reported to both Florida Protective Services (Abuse Hotline at 1-800-96ABUSE) and DJJ Central Communication Center (CCC at 1-800-355-2280).

If a youth is at least 18 years old and not disabled, physical abuse is to be reported to the CCC only, but the youth shall be given the opportunity to file a police report. If a youth is at least 18 years old and has a disability, both the Abuse Hotline and CCC must be notified.

As an employee of the Department of Juvenile Justice, you are a mandated reporter by law.
# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

____________ Regional Juvenile Detention Center
Facility Operating Procedures

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<th>Section: 3.02</th>
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</table>

**Subject:** BEHAVIOR MANAGEMENT SYSTEM

**Purpose:** To provide all secure detention centers a uniform Behavior Management System that offers a predictable set of rewards, privileges and consequences for behavior.

Staff shall seek to be fair and consistent in the implementation of the Behavior Management System in order to enhance safety and security as it relates to youth’s behavior and promotes the health and well-being of the youth by providing an environment that fosters social, emotional, intellectual and physical development.

Corporal punishment will not be used in detention facilities. All allegations of corporal punishment of any youth by facility staff shall be reported to the Florida Abuse Hotline, pursuant to Chapter 39, F.S., and the Central Communications Center (CCC). The use of drugs to control the behavior of youth is prohibited. This does not preclude the proper administration of medication as prescribed by a licensed physician.

**Group punishment is prohibited and at no time will a youth or group of youth be given authority to impose disciplinary sanctions over another youth.**

The behavioral management process shall be explained to all youth during the admission process, during orientation, and be posted in all living areas. Youth shall be provided an orientation brochure at the time of admission, which clearly describes the Behavior Management System.

At the beginning of each awake shift, the expectations for the day will be conveyed to the youth. Officers shall review the daily schedule so youth know what to expect for the day.

The behavior management plan will be posted so youth can see it.

**The parameters are as follows:**

- The behavior of youth and their interaction with supervising officers must contribute to the maintenance of a safe, secure and professional environment.
- Staff responses to youth behavior are immediate, fair and proportionate to the behavior.
- Youth shall be provided opportunities to understand that consequences and privileges are logical outcomes of their behaviors and are designed for youth to learn from their actions.
**Level System**

Detention Services uses a 3-level system for rewarding positive behavior.

Regardless of the level a youth is on, all youth will have their basic rights that include:

- Three meals per day plus snack;
- Clothing;
- Sleep;
- Health care and Mental Health and Substance abuse services;
- School;
- Exercise;
- Letter writing;
- Telephone use (minimum of 20 minutes per week);
- Religious programs;
- Parent/Guardian visitation;
- Visits with a probation officer, attorney or clergy;
- Access to bathing and hygiene.

All youth enter on level 2.1 (level 2 day 1). Each day the youth is progressed up 1 day so day two is 2.2, day three is 2.3 and so on. After three days on a level, the youth moves up to the next level. For example, the youth that is on 2.3 (level two, day three) will move to level 3.1 next.

In order to move up to the next day, say from a 2.1 to a 2.2, a youth would comply with the majority of the program. Youth are not going to be perfect, and it is unreasonable to expect perfection.

However, if a youth has done something that warrants it, staff may request to drop a level; however, they must do an incident report and it has to be reviewed and approved by a supervisor. Staff may only drop one day at a time and may not drop a youth below level 2.1 unless as described below. Youth must participate in some way in the education program. Those that sleep will have an incident report written and lose a day.

**How to handle youth on L3 who have an issue...they don’t get reward that day? Week? Not sure how to word here.**

Youth who are placed in confinement move to level 1.1. This is the **ONLY** way a youth may be dropped to level one. The youth, once released from confinement, must have three days of good behavior to move back up to level two.

**Level 1:**

Level 1 is the most restrictive level. Only youth placed in confinement may be dropped to level one.

Youth on Level 1 **have all basic rights** as described above. Once a youth is released from confinement, they must have three good days of behavior to move back to level 2.1.

Level 1 bedtime is 8:30pm.
### Level 2:
All youth will be placed on Level 2.1 upon admission. This level provides the youth all basic rights and some additional activities and incentives such as:
- Visits with their own children a minimum of once per week.
- 9pm bedtime

### Level 3:
This level provides the youth all basic rights plus extra privileges. Staff will track how many days youth are on level 3. For instance, a youth could be 3.30 or level three for thirty days.

Youth that reach level 3 may get any of the following:
- Level party on (day of week)
- Access to games/movies
- Haircuts
- An additional 10-minute phone call each week
- Complete a request form for a birthday visit with their family. During this visit family may bring the youth a meal and cake.
- Work around the center to earn Community Services Hours.
- Participate in programming designed for committed youth. A longer term treatment plan will be developed for the youth. (this will be done by a MH staff for facilities with high numbers)

Youth who reach level 3.14 (two continuous weeks) on level 3 may also:
- Complete a form for a special visit with parents/siblings/approved family members. During this visit the family may bring the youth their favorite food.
- Stay up until 9:30pm during the week and 10 or 10:30pm on weekends.

**Individual Supervision**
Individual Supervision (IS) is an intervention technique that affords the youth the opportunity to avoid more restrictive consequences and allows staff to mentor positive and appropriate behaviors. This works in centers who are interested in avoiding confinement and where there are enough staff to work with the youth. The inclusion of MH staff is key here as well. Youth with severe MH issues or youth who are young or immature may do well on IS.

IS can be used when all other attempts at verbal intervention have been exhausted, there is a need to keep a youth separated from the group and/or the youth’s behavior does not indicate a need for confinement. While on individual supervision the youth:
- Will continue to have all basic rights but **will not** receive level privileges.
- **MAY NOT** be behind a closed door unless during scheduled sleep periods or mod lockdowns.
- Will be under the constant supervision of an officer.
- Will be provided educational materials during school time.
- Be given a book or activity to keep them busy. TV is not a good idea for most youth.
- Will be removed from individual supervision for sleep periods at bedtime, and reassessed after 24 hours by the lead officer on the mod in consultation with the shift Supervisor.
- May be placed in confinement for failing to comply with individual supervision.
While a youth is on individual supervision the officer will:
- Provide continuous direct supervision of the youth.
- Enter an incident report into FMS.
- Continue to counsel the youth to bring about a change in their behavior which will enable the youth to return to the general population.

**Documentation**
Each facility will utilize the attached monthly form to document the youths level and day. (how to do up for discussion...most centers have staff on the midnight shift update this. They could look up incident reports? Read logbook?)

Youth transferring to another detention center will take their level/day with them and start in the same place at the new center. (we can prepare a form for the ITN packet)

Add to intake policy

The youth shall sign an orientation acknowledgement to document the contents have been discussed with the youth. A copy of will be maintained in the youth’s file.
Subject: CONFINEMENT

Purpose: A temporary response to behavior that threatens immediate harm to the youth or others.

All youth placed temporarily in confinement shall be afforded the same services as youth in the general population. This includes medical and mental health services, education, exercise, showers, meals, clothing, bedding (during sleep hours only) and hygiene items as needed. Youth in confinement may be offered visitation if the safety and security of staff and youth are not threatened.

When placing a youth in confinement, staff shall ensure:

- The room has been searched and documentation of the search has been entered in FMS.
- Rooms used for confinement are free of potential safety hazards.
- The windows and cameras must be free of obstructions so that youth may be visually observed.
- Youth in confinement shall be supervised based on their assigned level of supervision. Supervision shall be documented on the appropriate observation log.
- Confinements affecting a youth’s attendance in school shall be communicated to school personnel for appropriate record keeping and so the youth may be given assignments to complete.
- The Supervisor must approve all confinements.
- If a youth is placed in confinement erroneously, they shall be removed immediately.
- The reason for the confinement must be explained to the youth immediately.
- The Supervisor must document an initial confinement review in FMS within two (2) hours of the confinement. This review must contain a reason for the confinement.
- The Supervisor will conduct additional reviews at a minimum of every three (3) hours and document it in FMS and include a reason for continued confinement.
- It is the expectation of all supervisors that the three (3) hour supervisory reviews are done in person, including a conversation with the youth, unless the youth is sleeping.
- Supervisor/staff shall continually counsel the youth and consider removing them from confinement as soon they can safely rejoin the population.
- Should there be a need to continue the confinement beyond eight (8) hours; an email will be sent to the Regional Director or designee stating why the confinement needs to be extended.
- If it is necessary to extend the confinement beyond twenty-four (24) hours, permission is needed from the Regional Director or designee. The Regional
Director will notify the Assistant Secretary. This must be done every twenty-four (24) hours.

- No confinement will exceed seventy-two (72) hours (excluding medical).

If youth supervision requires special instructions, including when youth have to be awakened every thirty (30) minutes, those supervision checks must be documented in the mod log book.

A licensed mental health professional shall review the status of any youth in Confinement every twenty-four (24) hours. The superintendent or designee shall review all confinement reports within 24 hours, excluding weekends and holidays, and shall determine whether each confinement was appropriate or inappropriate. The Superintendent or designee shall take whatever actions he/she deems necessary if any confinement is determined to be inappropriate.

**Confinement in excess of 72 hours is prohibited.**

The superintendent or designee shall review the overall use of confinement monthly to determine any patterns of misuse and any areas of needed improvement.

Designated headquarters and regional management staff shall review the use of confinement monthly to determine areas of needed improvement.
Subject: MEDICAL CONFINEMENT

Purpose: To ensure all youth admitted to Detention Facilities will receive appropriate health care monitoring when confined for medical issues.

Detention or healthcare staff will identify youth with a need for possible medical confinement upon the youth’s admission or when a professional evaluation reveals a condition requiring isolation.

Medical staff will obtain the Practitioner order from the DHA or ARNP prior to any medical confinement.

The JDOS and/or Superintendent or designee, Regional Office and the Office of Health Services Regional Registered Nursing Consultant are to be notified thru FMS. The detention or healthcare staff will add the youth to the JJIS Alert System.

A confinement report will be entered into the Facility Management System (FMS) and reviewed every 3 hours by the JDOS and every 24 hours by the Superintendent or designee while the youth remains in medical confinement. These reviews must include a check of the Visual Observation Reports (VOR’s) for discrepancies.

Youth will be observed throughout his/her stay in medical confinement and this will be documented utilizing the facility’s security ten (10) minute check (Standard Supervision) system or higher level of supervision, depending on the youth’s medical or mental health status at the time of and during the medical confinement. This observation shall consist of observing the youth moving and/or breathing. Officers will request a second officer’s presence every 30 minutes to open the door and physically check any youth that remains immobile or with limited movement or activity. This observation by both officers will be documented, to include the time of the observation and the initials/identification of the officer, on the VOR.

If youth supervision requires special instructions, including when youth have to be awakened every thirty (30) minutes, those supervision checks must be documented in the mod log book. Healthcare staff, at a minimum, will assess youth while in confinement twice per shift, or more often as determined by the healthcare staff protocols, DHA or practitioner orders, or requests from the shift Supervisor. Those observations will be noted in the chronological progress notes in the youth’s medical file.
Youth will be released from medical confinement and removed from the JJIS alert system when deemed appropriate by the DHA or designee.

Causes for medical confinement include, but are not limited to:

- Common, infectious diseases of childhood (e.g. measles, mumps, chickenpox)
- Self-limiting, episodic, contagious diseases (e.g. common cold)
- Viral or bacterial infectious diseases (e.g. meningitis)
- Tuberculosis
- Hepatitis A
- Outbreaks or epidemics caused by any other infectious agent
- MRSA and other emerging antibiotic resistant strains
- Food-borne illnesses (e.g. E. coli)
- Bio-terrorist agents (e.g. Anthrax, Small pox)
- Pediculosis/Scabies outbreaks
- Chemical exposures in the workplace
- Self-limiting physical injuries protection-sprains, strains, fractures
- Follow-up instructions from outside providers
- Skin rashes and draining wounds
- Any other medical condition that is determined by the DHA or practitioner to require medical isolation.
**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**  
____________ Regional Juvenile Detention Center  
Facility Operating Procedures

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<th>Detention Center Superintendent:</th>
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<th>Section: 3.05</th>
</tr>
</thead>
</table>

**Subject:** SICK CALL

**Purpose:** To ensure that medical care is provided to all youth in response to complaints of illness or injury in a timely manner.

The facility provides youth access to regularly scheduled sick calls in which complaints are identified, assessed and treated. Once a youth informs staff that they have a medical complaint or need medical attention, the officer submits a Sick Call Request in the JJIS Facility Management System (FMS). An e-mail is automatically generated to the clinic as well as the Superintendent.

A licensed medical professional shall review, triage promptly, and screen for urgency all Sick Call requests such that emergency conditions are not delayed for the next regularly scheduled sick call session.

When a licensed health care professional is not on site, the shift Supervisor shall review all sick call requests as soon as possible, within four (4) hours after the request is submitted. Issues requiring attention prior to the next scheduled Sick Call shall be addressed as Episodic care through utilization of treatment protocols. Medical complaints/issues that are not addressed by treatment protocols and cannot wait until the next scheduled Sick Call require Designated Health Authority (DHA) notification. Emergency medical situations require calling “911”, then notifying the DHA. If in doubt, call “911”. The review and any follow-up is to be noted on the shift report.

Sick call will be conducted by licensed nursing staff seven (7) days per week. All direct care staff must be trained and certified in First Aid, the forward thrust maneuver and Cardiopulmonary Resuscitation within the first twenty days of their employment.

**SICK CALL DOCUMENTATION**

All Sick Call encounters are required to be documented in FMS, the OHS Electronic Medical Record, Chronological Progress Notes and the Sick Call Index in the youth’s IHCR. If youth supervision requires special instructions, including when youth have to be awakened every thirty (30) minutes, those supervision checks must be documented in the mod log book.
Subject: DAILY ACTIVITY SCHEDULE

Purpose: To ensure that the detention facility keeps youth constructively involved.

The superintendent or designee shall develop a daily schedule, similar to the attachment, including weekdays, weekends and holidays, that incorporates both structured and free time. The daily activity schedule shall be posted in all living areas.

Officers shall adhere to the daily activity schedule. The JJDOS in charge of the shift must approve any significant changes to the schedule (i.e. cancellations, extended delays, etc.) The rationale for the changes shall be documented on the shift report. Documentation of all activities shall be made in all applicable logs.

The placement of all youths, either on a mod or in the facility, in their rooms for a period exceeding two (2) hours is defined as a lockdown. This excludes the placement of all youths in their rooms for sleeping purposes or a situation prompted by inclement weather. The Superintendent and/or Assistant Superintendent shall be notified immediately should a lockdown occur. In addition, the Regional Director, or designee, shall be notified.

Required elements of the daily schedule include:

- Personal hygiene time.
- Meal times, with no more than 14 hours between meals.
- Visitation at a minimum of two times per week.
- Education in accordance with F.A.C. 6A-6.0528 and 6A-6.05281.
- Recreational and physical activities.
- Gender-specific programming for males and females.
- Restorative Justice programming which enhances accountability, community safety and competency development.
- Indoor activities that promote educational, problem-solving and or life skills, to include appropriate reading and audiovisual programming.

Educational Services
Educational Services shall be made available to every youth. Youth shall attend school per guidelines established by the County School Board.

Youth access to the internet shall be limited to educational purposes only and must be under direct supervision by staff.
Physical Activity
The daily schedule shall include time for physical training. Physical training is designed to promote health, physical growth and development by providing structured large muscle exercise daily.

- Youth shall be afforded at least one hour of daily large muscle exercise outdoors.
- Outdoor exercises may be cancelled, postponed or moved indoors at the discretion of the JJDOS for reasons related to weather, safety or security. Such actions shall be documented on applicable logs.
- Free weights, softball, baseball, tackle football and horseshoes are prohibited activities due to safety and security issues.
- Exercises shall be consistent with the youth’s physical capabilities and/or mental limitations as documented by the designated health authority and shall not be used for punitive reasons, nor to demean, embarrass or humiliate a youth. Officers shall be diligent in assessing the overall physical well-being of the youth during exercises. Youth with alerts prohibiting their involvement shall be given an alternate activity.
- Youth with disabilities have an equal opportunity to participate in or benefit from all aspects of the facility’s programs, activities, and services.
- Officers shall not participate in any physical activity with youth, but may direct or otherwise instruct youth in an activity.

Indoor Activities/Life Skills
Appropriate indoor activities shall be scheduled and shall promote educational, problem-solving and/or life skills. Indoor activities may involve the use of volunteers, interns or facility staff, as identified by the superintendent, to facilitate the activities.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday -Friday</th>
<th>Weekend / Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30am</td>
<td>Breakfast completed for every mod</td>
<td>Sleep-in</td>
</tr>
<tr>
<td>7:30am</td>
<td>Hygiene, Clean up, and Daily Expectations provided to the youth. Youth are provided the opportunity to use the restroom before school. Sick call requests entered</td>
<td>Breakfast begins at 8:00 AM, followed by Hygiene.</td>
</tr>
<tr>
<td>8:30 am – 9:15 am</td>
<td>Period 1  Period 1  Period 1</td>
<td>Weekend ‘Power Cleaning’ conducted at this time. Rooms, day area, and bathroom areas thoroughly cleaned. EDC Groups conducted during this time as well. Volunteer groups at this time as well.</td>
</tr>
<tr>
<td>9:20 am – 10:05 am</td>
<td>Period 2  Period 2  Period 2</td>
<td></td>
</tr>
<tr>
<td>10:05 am - 11:00am</td>
<td>Period 3  Period 3  Period 3</td>
<td></td>
</tr>
<tr>
<td>11:00am – 12:00am</td>
<td>Lunch-Cycle through dining hall in 20 minute intervals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1st mod - 11:00 am, 2nd Mod - 11:20 am, 3rd Mod - 11:40 am)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bathroom Breaks and JPO phone calls will work around lunch times for each mod.</td>
<td></td>
</tr>
<tr>
<td>12:00 pm – 12:50 pm</td>
<td>Period 4  Period 4  Period 4</td>
<td>Recreation time. May include outside recreation, contests, and group activities.</td>
</tr>
<tr>
<td>12:50 pm – 1:40 pm</td>
<td>Period 5  Period 5  Period 5</td>
<td></td>
</tr>
<tr>
<td>1:45 pm – 2:30 pm</td>
<td>Career Development  Career Development  Career Development</td>
<td></td>
</tr>
<tr>
<td>2:30 pm</td>
<td>After School Snack</td>
<td></td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Monday – PREA Video Review  Evening Expectations given to youth. Staff roles and activity schedule discussed at this time. Review of Behavior Management Policy</td>
<td></td>
</tr>
<tr>
<td>3:30pm</td>
<td>Staff will conduct large muscle exercise outside or inside based on staffing, weather conditions, and supervisory recommendation. Staff will utilize basic exercise methods to conduct large muscle exercise such as jumping jacks, sit ups, push ups, leg raises, toe touches, arm circles, and windmills. Youth may be allowed to play basketball or whatever activity the staff are conducting after basic exercise. Staff will review the alert form to ensure youth are not participating if listed to have no strenuous activity. Youth not participating will sit quietly to the side. Mental Health Groups conducted during this time as well.</td>
<td></td>
</tr>
<tr>
<td>5:00pm - 6:30pm</td>
<td>Dinner - Each mod rotates through the dining hall through a 30-minute cycle until completed. (1st Mod – 5:00pm; 2nd Mod – 5:30pm; 3rd Mod – 6:00pm) Contraband checks completed at this time.</td>
<td></td>
</tr>
<tr>
<td>6:30pm</td>
<td>Education Detention Curriculum (EDC) Groups - Subjects include: Responding to Anger, paying attention to our thinking, active listening, giving feedback, our thinking controls how we act, understanding and responding to others feelings, problem solving, and additional EDC topics as assigned.</td>
<td></td>
</tr>
<tr>
<td>7:30pm</td>
<td>Depending on the day/mod youth will either do phone calls / letter writing / life skills training / TAPS TOO/ basic education overview/ room &amp; mod sanitization / Church / volunteer groups or other approved activity discussed between the mod leader, mod staff, and supervisor. Snacks conducted in Dining hall during this time block - 15 minute interval (Mod I – 7:30; Mod II – 7:45; Mod III – 8:00; Mod IV- 8:15) Visitations on Tuesday for Level III youth and regular Visitations on Thursday. 7:30pm-8:30pm. Canteen on Wednesdays and Level III reward party on Fridays</td>
<td></td>
</tr>
<tr>
<td>8:00pm</td>
<td>Youth will be locked down and hygiene and showers will be conducted at this time.</td>
<td></td>
</tr>
<tr>
<td>9:00pm</td>
<td>Level I and II youth locked down for the night at this time. Level III up for Level 3 activities which may include video games, extra snacks, additional phone calls, Television (movies and sports games)</td>
<td></td>
</tr>
<tr>
<td>10:00pm - 6:00am</td>
<td>Level III down at this time. Mod cleanup completed.</td>
<td></td>
</tr>
<tr>
<td>10:00pm - 6:00am</td>
<td></td>
<td>Bedtime</td>
</tr>
</tbody>
</table>
Subject: TV/MOVIES

Purpose: To ensure that only appropriate movies are shown to youth during indoor activities.

The Superintendent shall ensure that television/videos are used either for educational purposes or as part of the facility’s behavior management system and shall closely monitor all programming to minimize exposure to content related to profanity, sex, drugs, violence, criminal street gangs or other content that could jeopardize safety or security. All movies must be rated G or PG, and be previously approved by the facility Superintendent. PG-13 movies may be shown, but must be approved by the Assistant Secretary for Detention Services. The following PG-13 movies have been approved for viewing by youth:

- Legally Blond
- Tomb Raider Rainmaker Sahara
- Fantastic 4
- All Star Wars movies
- The Golden Compass
- Meet the Fockers
- The Butler All X-men
- All Pirates of the Caribbean MI 1 and MI 2
- Lord of the Rings I and II Bewitched
- I, Robot
- School of Rock
- Poseidon
- All Batman Movies
- All Avengers Movies
- All Captain America Movies
- All G.I. Joe Movies
- Ant Man
- Spare Parts
- Maleficent
- Maid in Manhattan
- First Knight
- Godzilla
- Remember the Titans
- Radio
- Paul Blart Mall Cop
Coneheads
All Iron Man Movies
Night at the Museum I and II All Spiderman Movies
Meet the Parents
All Transformer Movies
Liar Liar
Far and Away
The Blind Side
War of the Worlds
King Kong Bruce Almighty
Dukes of Hazzard
Jurassic Park 1, 2 and 3
Arachnophobia
Big Hero 6
Dragon Ball Z
Godzilla
Joyful Noise
Ever After
Pearl Harbor
Count of Monte Cristo
Forrest Gump
Castaway
Soul of the Game
13 Going on 30
Because of Winn-Dixie
Casino Royale
Deep Impact
Diary of a Wimpy Kid
Mission Impossible: Ghost Protocol
All Harry Potter Movies
All Indiana Jones Movies
Ninja Turtles
Pay it Forward
Pixels
Rise of the Guardians
Sunrise Earth
The Goonies
The Italian Job
The Karate Kid
The Outsiders
The Water Boy
Deep Water Horizon
Sully
Collateral Beauty
Fantastic Beasts
Ender’s Game
All Guardians of the Galaxy Movies

Submissions for approval for additional PG-13 movies will be accepted by the Assistant Secretary on an annual basis.
The following PG-13 movies are being submitted to the Assistant Secretary for approval:

____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

It is highly recommended that the Superintendent, or designee, view each movie being submitted for approval and indicate the amount of violence, foul language and sexual content in each movie.

Superintendent _________________________________
_________________________________________ Juvenile Detention Center
Subject: MAIL/TELEPHONE USE/VISITATION

**Purpose:** To ensure that youth are provided the opportunity to both receive and send mail, have access to use a telephone and receive visitation.

**Mail**
Postage and writing materials shall be provided by the facility for youth to mail letters. Youth correspondence shall be monitored to prevent outgoing information that could be a potential threat to the safety and security of the program.

All incoming correspondence shall be opened and checked for contraband. Detention staff should only read youth mail when there is communication from the State Attorney’s Office or law enforcement regarding the youth contacting a victim. Privileged mail from the youth’s attorney of record will be opened in the presence of the youth and searched for contraband only, not for written content.

Youth shall not write to other youth in any other juvenile detention facility or residential commitment program. Youth shall not write to anyone incarcerated in a correctional facility without the permission of the Superintendent or designee. The Superintendent or designee must contact the correctional facility where the youth’s parent or guardian is incarcerated to determine if they will allow mail from the youth.

All incoming and outgoing mail shall be given to the youth/mailed within 24 hours. Mail received after a youth’s release or any packages addressed to any youth, regardless of the youth’s presence in the facility, shall be returned to sender, as this is no cost to the facility.

- Postage stamps shall be removed from all envelopes prior to the delivery of mail to the youth. All unacceptable items shall be removed from the envelope prior to delivery to youth.
- Acceptable mail enclosures may include appropriate photos (not Polaroid) or paper drawings.

**Email**
All facilities have been given an email address (YouthMail(facility)@djj.state.fl.us) which gives parents and guardians the ability to email letters to youth.

The superintendent or designee will ensure these get delivered to the youth within 24 hours excluding weekends and holidays.
**Telephone Use**

All youth have access to use a telephone for a minimum of twenty (20) minutes per week to call their parent, grandparent/legal guardian.

Youth shall have reasonable access to a telephone to make or receive telephone calls with/from legal counsel and/or their JPO. These calls are not counted as part of the weekly allocated calls.

This time may **not** be restricted for non-compliant behavior; however, use of the phone may be postponed or rescheduled due to safety or security concerns. In addition, this time may be extended as outlined in the facility’s Behavior Management System.

Officers will dial the number, verify the identity of the person being called and document the number dialed on the telephone log. Youth may not contact victims or co-defendants.

If the call is not successful, another call must be attempted at another time.

If the youth’s parent or guardian is incarcerated, the Superintendent or designee must contact the correctional facility where the youth’s parent or guardian is incarcerated to determine if they will allow telephone calls from the youth.

Telephone conversations may be terminated if they are disruptive or otherwise impact safety or security.

All telephone calls and attempted calls shall be documented on the youth’s telephone log. This log shall be placed in the youth’s file upon his or her release from detention.

**Visitation**

At a minimum, visitation shall be scheduled two (2) days a week (one shall be a weekend day) and shall be clearly posted in the lobby area of the facility. Visitation will be scheduled to last for at least one (1) hour. If visitation is started late, the visitation must finish late, ensuring that the visitation period lasts at least one hour.

- Visitation is an important component of a youth’s stay in detention and is encouraged and supported by detention staff. Parents, grandparents and legal guardians are approved visitors.
- Biological children of youth in detention are authorized to visit with approval by the biological child’s guardian.
- Special Visits with other family members must be approved by the Superintendent.
- The Juvenile Probation Officer may be consulted regarding special visitation.

Legal counsel, probation, law enforcement, clergy and other professionals may visit outside of regularly established visitation times as necessary and are subject to any requirements regarding signing-in and out. If, at any time, a youth in the facility is being questioned by law enforcement and/or prosecutors, and the youth expresses a desire to the facility staff to contact his attorney, the staff member will notify the Superintendent, or designee, to contact the youth’s attorney.

All visitors are subject to electronic search. Visitors shall not bring personal items (i.e. keys, purses, packages, etc.) into the secure area. A secure locker will be provided for those items that can’t be left in their vehicle. The introduction of unauthorized items into a detention
facility is a third-degree felony and posted visitation rules shall include this information.

Visitors must sign-in and sign-out:
- Parents will ONLY sign the youth JJIS printed visitation sheet
- All other people coming to see a youth will sign the youth sheet AND the visitation logbook. (LEO, JPO, DCF, attorney, etc.)
- That visitation logbook will be bound and include columns for date, name, purpose of visit, who they are visiting and time out.
- Visitors not seeing any youth will ONLY sign the bound logbook.

Visitors shall be denied entrance if they:
- Are disruptive or uncooperative;
- Refuse to be searched or comply with officer’s instructions;
- Are under the influence or appear to be under the influence of any intoxicating substance;
- Fail to present proper photo identification;
- Attempt to introduce contraband to the secure area; and/or
- Are dressed in inappropriate attire.

Visitation may be terminated if the behavior of the visitor or of the youth is disruptive or not in compliance with facility policies and procedures. The termination of a visit may lead to the suspension of future visitation privileges at the discretion of the Superintendent.

Youth are authorized to give their family member a hug at the beginning and at the end of the visit.

Youth shall be frisk searched following visitation. If contraband is suspected, but not found during the frisk search, a strip search shall be initiated.

At the end of visitation, all parents will be escorted to the lobby.

Any questions that a visitor may have regarding the youth’s case or charges shall be referred to the assigned Juvenile Probation Officer. Other questions shall be referred to the on-duty JJDO Supervisor.

The Visitation room and any other common areas shall be searched both prior to and following visitation to ensure the absence of any hazardous or dangerous items or items that would be considered contraband.
Purpose: This FOP outlines the facility’s approach to preventing, detecting, and responding to sexual abuse and sexual harassment.

Definitions:

Agency – The Department of Juvenile Justice.

Central Communications Center (CCC) – The DJJ unit charged with receiving reports regarding incidents from all DJJ contracted and/or state-operated facilities, offices, and programs and reporting the information to the proper authorities.

Contractor - A service provider who provides services on a recurring basis pursuant to a contractual agreement with the agency.

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

Medical Practitioner - A health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified medical practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Mental Health Practitioner - A licensed mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice act. A “qualified mental health practitioner” refers to a licensed mental health professional who has also successfully completed specialized training for treating sexual abuse victims.

PREA Coordinator – Position responsible for developing, implementing, and overseeing the Department’s efforts to comply with the PREA standards in all of its juvenile confinement facilities.

PREA Facility Compliance Manager - Position at each juvenile confinement facility operated by the Department responsible for coordinating the facility’s efforts to comply with PREA standards.

Prison Rape Elimination Act – The United States Department of Justice final rule of national standards to prevent, detect, and respond to sexual abuse and sexual harassment in juvenile facilities; 28 C.F.R. Part 115.

Sexual Abuse by a Youth - Includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight; (2) Contact between the mouth and the penis, vulva, or anus; (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**Sexual Abuse by a Staff Member, Contractor, or Volunteer** - Includes any of the following acts, with or without consent of the youth: (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight; (2) Contact between the mouth and the penis, vulva, or anus; (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section; (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a youth, and (8) Voyeurism by a staff member, contractor, or volunteer.

**Sexual Harassment** – Includes: (1) Repeated or unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another; (2) Repeated or unwelcome verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

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

**Substantiated Allegation (Sustained)** - An allegation where the preponderance of evidence of the incident indicates that the incident subject violated existing statutes, rule, or other regulatory guidance.

**Unfounded Allegation** - An allegation where the preponderance of evidence of the incident does not indicate that the incident subject violated existing statutes, rules, or other regulatory guidance.

**Unsubstantiated Allegation (Not Sustained)** - An allegation where the preponderance of evidence of the incident cannot be determined based on a lack of facts or evidence that the incident subject violated existing statutes, rules, or other regulatory guidance.

### III. PROCEDURE:

**A. Prevention Planning**

(115.311) Zero tolerance of sexual abuse and sexual harassment; PREA coordinator.
1. The Agency-wide PREA Coordinator will have complete and unrestricted access to all agency facilities, contract programs, offices, records, staff and youth. Facility, contract providers, and community service staff will cooperate fully with the PREA Coordinator without fear of reprisal or reprimand.

2. The Assistant Secretary of Detention Services will ensure that each facility designates a PREA Compliance Manager.

3. The Department of Juvenile Justice will implement its zero-tolerance approach to preventing, detecting, responding, and monitoring sexual abuse and sexual harassment as outlined in FDJJ 1919, Prison Rape Elimination Act).

(115.312) Contracting with other entities for the confinement of residents

4. This standard is not applicable to FDJJ Detention Services. The State of Florida does not contract with private or public entities for the confinement of youth in detention. All twenty-one juvenile detention centers are funded by the State.

(115.313) Supervision and monitoring

5. Facilities will develop, implement and document an approved staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect youth against sexual abuse. Each time the staffing plan is not complied with, the facility will document and justify all deviation from the staffing in the Shift Report.

6. The facility Superintendent or Assistant Superintendent shall conduct unannounced rounds to identify and deter staff sexual abuse and sexual harassment. The unannounced rounds shall occur at least weekly on all shifts and all areas of the facility. Staff are prohibited from alerting other staff of such rounds. The rounds must be documented in the Mod log books. The rounds shall be documented on the facility's unannounced rounds form and maintained in PREA folder 115.313. The person completing the shift report will also document that a PREA unannounced round was conducted.

7. Facilities will maintain a clear and unobstructed view into offices, classrooms or any room/location where a youth and staff may interact.

8. Blind spots are identified on the facility staffing plan and are managed by repositioning officers to ensure the blind spots are supervised.

9. Blind spots are identified on and are managed by repositioning officers to ensure these areas are supervised. Staff will ensure that all hidden or secluded areas (such as janitor closets, blind spots, etc.) where covert sexual behavior may occur are monitored and the doors kept locked and secured at all times. Staff must follow the key control policy to ensure that only authorized staff are allowed to enter into these areas.

(115.315) Limits to cross-gender viewing and searches

10. Staff of the opposite gender are required to announce their presence when entering a youth housing unit.

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

12. Staff shall not conduct cross-gender (opposite sex) strip search, or pat down search of youth. Any violation of this practice shall be reported to the CCC and the regional office. All such searches must be documented with the specific exigent circumstance in the mod log book.

13. The facility must be configured to allow youth to shower, perform bodily functions, and change clothing without staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks.

(115.316) Residents with disabilities and residents who are limited English proficient

14. Accommodations will be made to ensure that youth who are limited English proficient (LEP), deaf, disabled, or those who have intellectual, psychiatric, or speech disabilities have an equal opportunity to participate in or benefit from all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

15. The facility prohibits the use of youth interpreters, youth readers, or other types of youth assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the youth's safety, the performance of first-response duties under 115.364, or the investigation of the youth's allegations. In exigent circumstances, all cases must be documented in the mod log book. Facilities should document how this will be accomplished (i.e.: Language Line Solutions; a list of multi-lingual staff will be kept in Master Control).

(115.317) Hiring and promotion

16. The Facility shall not knowingly hire, promote or contract with anyone who:

   a. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C 1997);

   b. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt, or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

   c. Has been civilly or administratively adjudicated to have engaged in the activity described in b. above.

17. The facility shall ask all applicants and staff who may have contact with youth directly about previous misconduct in section 17(a) in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of review of current staff.

18. The facility shall check JJIS and consider any substantiated incidents of sexual harassment in determining whether to hire, promote, or contract with anyone.

19. The Department performs a background check prior to hiring any new staff. The
20. Department will make efforts to contact all prior PREA regulated employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. Background checks shall be conducted every five years for staff.

21. Staff being considered for promotion shall disclose any sexual misconduct. Material omission regarding such misconduct or the provision of materially false information shall be grounds for termination.

22. Unless prohibited by law, the Department shall provide information on substantiated allegations of sexual misconduct involving former staff upon receiving a request from any PREA regulated employer for whom such staff has applied to work.

(115.318) Upgrades to facilities and technologies

23. When the agency designs or acquires any new facility and in planning any substantial expansion or modification of existing facilities, the agency will consider the effect of the design, acquisition, expansion, or modification upon the agency’s ability to protect youth from sexual abuse.

24. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the facility shall consider how such technology may enhance the facility’s ability to protect youth from sexual abuse.

B. Responsive Planning

(115.321) Evidence protocol and forensic medical examinations

1. All allegations of sexual abuse will be investigated by (ADD LOCAL LAW ENFORCEMENT NAME HERE) The Department shall follow the uniform evidence protocol dated April 13, 2013 from Secretary Wansley Walters titled Sexual Assaults or Incidents: Ensuring the safety of victims; Notifying Law Enforcement and Medical Personnel. A copy of that memo shall be maintained in the facility’s PREA 115.321 folder. All staff shall successfully complete PREA SkillPro training, Chapter 5, ‘Preserving Evidence’ and ‘Investigations’, chapter 6.

2. When the investigating agency arrives to conduct the investigation the facility will provide and request that the investigative agency follow the DJJ Inspector General Directive 3-05 (Uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for criminal prosecutions.) A copy of this directive shall be maintained in PREA folder 115.321

Upon discovery of an incident defined as sexual abuse, staff members are responsible for taking immediate actions to ensure the safety of the victim, and notifying appropriate law enforcement and medical personnel. These actions include, but are not limited to:
• Identifying victim(s)
• Identifying suspects
• Making every attempt to preserve evidence

Immediate reporting must be made to the CCC, providing as much facts and detail as possible about the incident(s) and victim(s), suspect(s) or witnesses. The CCC will make appropriate notification to senior DJJ management who will in turn notify management overseeing the facility where the alleged abuse occurred.

It is essential that all the clothing worn by the people involved be protected to ensure that evidence is not further contaminated. The scene(s) where the alleged act(s) occurred must also be secured. This means simply securing any evidence until the arrival of law enforcement.

Staff should not:

• Move, touch, or later the evidence in any way
• Discuss any facts of the incidents with anyone except for those directly involved in response or investigation of the incident.

If a sexual abuse incident is reported by the victim, staff should:

• Ensure the victim is safe
• Immediately notify law enforcement (911) and ask them to come to the facility
• Immediately prohibit the subject (staff or youth) from contact with any other youth
• Immediately contact the Florida Central Abuse Hotline
• Notify the CCC and management within two (2) hours of the incident or learning of the incident
• Take no further immediate action, except at the direction of law enforcement
• Secure the area where the incident allegedly occurred

If a sexual abuse incident is reported by someone else and the victim is in your care or custody, staff should:

• Locate the victim
• Ensure the victim is safe
• Immediately notify law enforcement (911) and ask them to come to the facility
• Immediately prohibit the subject (staff or youth) from contact with
  any other youth
• Not allow access to the area by anyone, including staff, until the arrival
  of, and at the direction of, law enforcement
• Do not question the victim, other than to identify basic information
  about where the incident occurred and who may be involved
• Provide as much detail as possible to the police and responding
  emergency services
• If the subject (the person who allegedly committed the offence) is in
  your care, control, or custody do not notify them of the victim’s
  report, but take adequate steps to ensure the safety of other youth
  and report subject information to law enforcement when they arrive
• Ensure that any clothing, bedding, or related materials are not
  disposed of or cleaned up by staff. Keep those materials secure or free
  from contamination by anyone else until instructed to do differently
  by law enforcement.
• Do not discuss any facts of the incidents with anyone except those
  directly involved in response or investigation of the incident.
• Cooperate fully with law enforcement

The Department shall notify the alleged victim’s parents or guardians, unless
there is official documentation showing the parents or legal guardians should
not be contacted. If the youth is in the custody or DCF, the caseworker shall be
notified. If applicable, they youth’s attorney or other legal representative of
record shall be notified of the allegation within 14 days of receiving the
allegation.

3. The facility shall offer all residents who experience sexual abuse access to forensic
medical examinations whether on-site or at an outside facility, without financial cost,
where evidentiary or medically appropriate. Such examinations shall be performed by
Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANESs)
where possible. If SAFEs or SANEs cannot be made available, the examination can be
performed by other qualified medical practitioners. The facility shall document its
efforts to provide SAFEs or SANEs and identify in FOP’s who will conduct theses exams.

4. The facility will attempt to make available to the victim a victim advocate from a rape
危机中心，其中将记录在设施FOP。如果危机中心不可用，机构应提供这些服务
官员或指定的机构工作人员。机构应记录其努力以提供SAFEs或SANEs并标识FOP的
设施可能利用政府单位的危机中心，只要该中心不是司法系统（如执法机构）的
元素提供类似服务。
5. As requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim thorough the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

6. To the extent the Department itself is not responsible for investigating allegations of sexual abuse, the Department shall request that the investigating agency follow the requirements of 1-4 of this section.

(115.322) Policies to ensure referrals of allegations for investigations

7. This facility does not conduct criminal investigations for youth-related sexual abuse reports. Local law enforcement agencies and the Department of Children and Families handle such investigations involving youth in Florida. The Department conducts administrative investigations, separate and apart from any criminal investigations, to identify any misconduct by staff as related to Department regulatory guidance. Staff is expected to cooperate with Office of the Inspector General (OIG) investigations.

C. Training and Education

(115.331) Employee training

1. Detention direct-care staff (state employed) must complete training on the agency’s zero-tolerance of sexual misconduct outlined in FDJJ 1520, Employee Training and Florida Administrative Code Rule 63-H, Staff Training within 30-days of hire.

2. Each employee is required to take refresher training every two years. The Department will document, through employee signature or electronic verification that employees understand the training they have received. Information on current sexual misconduct policies will be available for staff via the Department’s PREA webpage.

(115.332) Volunteer and contractor training

3. Volunteers and Contracted Providers –All volunteers and contracted providers must be trained on their responsibilities under the Department’s sexual misconduct prevention, detection, and response policy and procedures, FDJJ policy 1919, and Florida Administrative Code Rule 63-H, Staff Training.

4. The level and type of training provided to volunteers and contracted provider staff is based on the service they provide and level of contact they have with youth, but all volunteers and contractor staff who have contact with youth shall, at a minimum, be notified of the Department’s zero-tolerance policy regarding sexual misconduct and be informed on how to report such incidents.
a. All DJJ contract/grant provider volunteers, mentors, and interns in Detention facilities that provide assistance on a continuous basis, at regular intervals, or who volunteer 10 hours or more each month (as described in FDDJ Policy 1800P, Background Screening Process) must complete the PREA training as outlined in Section C.1.

1. Upon completion of this course, the individual will sign and date the form provided as part of the course, including a witness signature.

2. A copy of this form will be retained by the PREA Facility Compliance Manager and the original will be placed with the respective volunteer coordinator.

b. Contract/grant provider volunteers, mentors and interns who assist or interact with youth on an intermittent basis for less than 10 hours a month and are accompanied by a staff member who is always present and has the volunteer/mentor/intern in his or her line of sight, will not have to take the PREA training outlined in Section C.1., but must have completed the PREA Acknowledgement Form (PREA01).

1. This form is to be signed, dated, and a copy is provided to the PREA Facility Compliance Manager.

5. The Facility shall maintain documentation confirming that volunteers and contracted provider staff understand the training they have received.

6. All other volunteers/mentors/interns that are not required to be screened under FDDJ 1800P, Background Screening Process, must complete the PREA Acknowledgement Form, PREA01. This facility PREA Compliance Manager is responsible for filing these forms in the PREA 115.332 folder.

(115.333) Resident education

7. During intake, all youth will be provided with information on the agency’s zero-tolerance policy regarding sexual misconduct, including how to report incidents or suspicions of sexual misconduct. Each youth will sign an acknowledgement that he or she understands the PREA information. A copy of the form shall be provided to the youth and the original placed in the youth’s intake file.

8. Special accommodations shall be made to ensure all written information about sexual misconduct policies, including how to report sexual misconduct, is conveyed verbally to youth with limited reading skills or who are visually impaired, deaf, or otherwise disabled.

9. Within 10 days of intake, the facility shall provide comprehensive education to youth (either in-person or via video) regarding 1) their rights to be free from sexual misconduct, 2) their rights to be free from retaliation for reporting such misconduct, and 3) the agency’s sexual misconduct response policies and procedures. Refresher information will be readily available to all youth at all
facilities. The facility will retain all documentation of youth training.

10. Information regarding the Department’s policy on zero-tolerance of sexual misconduct will be posted and visible to all youth at all facilities at a minimum via posters and brochures.

(115.335) Specialized training: Medical and Mental Health Care

11. All full and part-time medical and mental health care practitioners who work regularly in DJJ facilities, whether employed by DJJ, contracted by DJJ, or contracted by DJJ providers, must complete the PREA training for specialized mental health and medical staff using the Department’s on-line training curriculum in SkillPro. This training includes:
   a. How to detect and assess signs of sexual abuse;
   b. How to preserve physical evidence of sexual abuse;
   c. How to respond effectively and professionally to juvenile victims of sexual abuse; and
   d. How and to whom to report allegations or suspicions of sexual abuse.

12. Medical and Mental Health Care providers will be subject to sexual abuse training similar to DJJ employees. The facility shall maintain documentation that practitioners have received the training referenced in this FOP either from the agency or elsewhere.

D. Screening for Risk of Sexual victimization and Abusiveness

(115.341) Obtaining information from residents

1. Every time a youth is admitted to secure detention, the youth shall be screened for vulnerability to victimization and sexually aggressive behavior prior to room assignment. Room assignments by staff shall ensure a youth’s potential for victimization or predatory risk has been reviewed.

   a. The Department’s screening for Vulnerability to Victimization and Sexually Aggressive Behavior (VSAB) form –RC 8050-2, revised October 2014 shall be used for screening.

   b. For secure detention admissions, the VSAB will be completed by the Juvenile Assessment Center (JAC) or Probation intake screener. If a youth arrives without a completed VSAB, the detention staff completing the intake shall complete the VSAB.

   c. The completed form shall be placed in the youth’s medical file and a copy placed in the intake file.
d. Facility staff that are making the room assignment must sign the VSAB form indicating they have reviewed the form.

2. This facility prohibits disciplining youth for refusing to answer or for not disclosing complete information related to the youth's mental, physical, or developmental disability; whether the youth is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming; whether the youth has previously experienced sexual victimization or youth's own perception of vulnerability.

(115.342) Placement of residents in housing, bed, program, education, and work assignments

3. Lesbian, gay, bisexual, transgender, or intersex youth shall not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status. A transgender or intersex youth’s own view with respect to his or her own safety shall be given serious consideration. Lesbian, gay, bisexual, transgender or intersex identification or status is not an indicator of likelihood of being sexually abusive. Placement shall be considered on a case-by-case basis whether the placement will ensure the youth’s health and safety, and whether the placement would present management or security problems.

4. Staff working directly with the youth are advised of the status of a youth identified as a risk or as posing a risk to others. The results of the youth’s VSAB screening shall be used in making room assignment to ensure vulnerable youth are not assigned a roommate believed to pose a risk. Supervising staff in detention shall continually review the youth’s adjustment. During shift briefings the previous shift supervisor, in conjunction with the oncoming shift supervisor, reviews the previous shift pas on notes with oncoming staff. These notes address the classification and alert status of the youth that staff need to concern themselves with. If a recently admitted youth from the previous shift has been identified as vulnerable to victimization or to victimize, this will be discussed in briefing along with the necessary reminders and precautions staff must take in supervising and monitor the said youth. Staff will be advised to monitor and report any behaviors to the shift supervisor that require addressing referrals and/or special treatment and services.

5. Youth may be isolated from others only as a last resort when less restrictive measures are inadequate to keep them and other youth safe, and then only until an alternative means of keeping all youth safe can be arranged. During any period of isolation, the facility shall not deny residents daily large muscle exercise nor any legally-required educational programming or special education services. Youth in isolation shall receive daily visits from a medical or mental health care clinician.

6. If a youth is isolated, the facility shall clearly document the basis for the facility’s concern for the youth’s safety and the reason why no alternative means of separation can be arranged. If a youth is isolated for safety reasons, this will be documented in the unit logbook as well as an incident report in the JJIS/FMS reporting system.
7. A transgender or intersex youth’s own views with respect to his or her own safety shall be given serious consideration.

8. Transgender and intersex youth shall be given the opportunity to shower separately from other youth.

9. Every 30 days, if the youth is still isolated, the facility shall review the youth’s status to determine whether there is a continuing need for separation from the general population. The average length of stay for most youth is less than 21 days. However, if the need ever arises for continued isolation this will be documented both in the unit log and in JJIS/FMS reporting system. If a youth cannot be held at another facility as a courtesy hold, email correspondences will be held with the regional director and the youth’s assigned JPO on any updates regarding the youth. This would also be discussed and reviewed at the weekly Detention Reviews and documented in the meeting minutes. Both medical and mental health personnel will maintain progress notes and treatment plan notes on any youth having to be kept in isolation for long periods of time. It is not the practice of this facility to place youth in ‘protective custody’ and isolation for exceedingly long periods and alternatives to placement will always be looked at first.

E. Reporting

(115.351) Resident reporting

1. The youth shall be provided multiple internal ways to privately report sexual abuse and sexual harassment, retaliation by other youth or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibility that may have contributed to an incident. Youth can call the Florida Abuse Hotline or notify staff, which requires a report to the CCC.

2. Youth are afforded an opportunity upon request to use the telephone for the purposes of reporting sexual abuse and sexual harassment to the Florida Abuse Hotline. Upon request, the youth will be given immediate access to use the telephone unless the safety and security of the facility is compromised. Staff shall not question the youth about the reason for the call. Staff shall dial the phone number to Florida Abuse Hotline or Advocacy Center and hand the phone to the youth. Staff shall remain at a distance that allows the youth to report privately. Youth detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security. **Youth may report any allegations of sexual abuse or harassment to the Florida Abuse Hotline at 1-800-96ABUSE. Youth over the age of 18 may contact CCC directly at 1-800-355-2280 and/or local law enforcement.**

3. The facility shall provide youth with access to tools necessary to make a written report. Staff shall accept reports made verbally, in writing, anonymously, and from third parties.
4. Facility staff shall be provided the opportunity to privately report sexual abuse and sexual harassment of youths.

(115.352) Exhaustion of administrative remedies

5. The facility is exempt from this standard because it does not have administrative procedures in place to address youth grievances regarding sexual abuse. Youth are allowed unimpeded access to report any allegation of sexual abuse to the abuse registry operated by the Florida Department of Children and Families (DCF). However, a PREA YOUTH GRIEVANCE FORM has been developed to place in each living unit for unimpeded access for youth, so that they may privately report sexual abuse and harassment. The completed form may be placed in a locked box that only shift supervisors and administrators have access to. These shall be checked daily by the AM shift supervisor and reported immediately to administration as well as reporting agencies (Abuse Registry, LEO’s and CCC).

(115.353) Resident access to outside support services and legal representation

6. The facility will provide youth with access to outside victim advocates for emotional support services related to sexual abuse, by providing, posting, or otherwise making accessible mailing addresses and telephone numbers, including toll free hotline numbers where available and for youth detained solely for civil immigration purposes, immigrant services agencies. The staff informs youth, prior to giving them access to outside support services, the extent to which such communications will be monitored. The facility must list the Victim Advocate for the facility and the contact information in FOP.

7. The facility shall maintain or attempt to enter into memoranda of understanding (MOU) or other agreements with community service providers that are able to provide youth with confidential emotional support services related to sexual abuse. The facility shall maintain copies of agreements or documentation showing attempts to enter into such agreements. The facility must list the agency with whom they have an MOU and the contact information in FOP.

8. The facility will provide youth with reasonable and confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians.

(115.354) Third-party reporting

9. The facility shall have a process in place to receive third-party reports of sexual abuse and sexual harassment and shall distribute publicly information on how to report sexual abuse and sexual harassment on behalf of a youth. This will be accomplished via posters placed in the lobby and visitation area of the facility and through the DJJ PREA website.

F. Official Response Following a Youth Report

(115.361) Staff and agency reporting duties
1. Florida Administrative Code Rule 63F-11, Central Communications Center (CCC), requires that any allegation of sexual misconduct or youth-on-youth sexual activity be reported to the CCC.

2. Staff are prohibited from revealing any information related to a sexual misconduct report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

3. All staff are required to immediately report any knowledge, suspicion, or information received regarding 1) any incident of sexual misconduct that has occurred in a facility; 2) retaliation against youth or staff who report sexual misconduct; and 3) any staff neglect or violation of responsibilities that may have contributed to an incident of sexual misconduct or retaliation to the DCF Abuse Registry, local law enforcement, and the CCC as required by mandatory reporting laws and Department policy.

4. Upon receiving any allegation of sexual abuse, the facility Superintendent or Assistant Superintendent shall promptly report the allegation to the victim’s parents or legal guardians, unless the facility has official documentation showing the parents or legal guardians shall not be notified.

5. If the alleged victim is under the guardianship of the DCF, the Superintendent or Assistant Superintendent report shall be made to the alleged victim’s case worker instead of the parents or legal guardians.

6. If the juvenile court retains jurisdiction over the alleged victim, the facility Superintendent or designee shall also report the allegation to the youth’s attorney or other legal representative of record within 14 days of receiving the allegation.

7. Youth shall be advised that any person who knowingly and willfully makes a false report to the DCF Abuse Registry or counsels another to make a false report is guilty of a third degree felony per Chapter 39.205, Florida Statutes. Anyone reporting in a good faith shall be immune from any civil or criminal liability.

(115.362) Agency protection duties

8. When the facility learns that a youth is subject to a substantial risk of imminent sexual abuse, it shall take immediate actions to protect the youth.

(115.363) Reporting to other confinement facilities

9. Upon receiving an allegation that a youth was sexually abused while confined at another facility, the Superintendent of the facility that received the allegation will notify the head of the facility where the alleged abuse occurred as soon as
possible, but no later than 72 hours. The facility documents that it has provided required notification.

(115.364) Staff first responder duties

10. The first direct care staff member to respond to the alleged sexual abuse is required to:
   a. Separate the alleged victim and perpetrator;
   b. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
   c. Request that the alleged victim and perpetrator not take any actions that could destroy physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating.

11. If the first staff responder is a non-direct care staff member, he or she is also required to instruct the victim and perpetrator not to take any actions that could destroy physical evidence and then immediately notify direct care staff.

(115.365) Coordinated response

12. The facility shall develop a written plan to coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and facility leadership. (refer to file folder 115.365)

(115.367) Agency Protection against Retaliation

13. Youth or staff who has reported sexual misconduct shall be provided protection against retaliation. Accommodations will include housing changes and removal of alleged staff or youth from contact with victims. Emotional support services for youth or staff who fears retaliation for reporting or cooperating with investigations will be available.

14. At each 90 day period following a report of sexual misconduct, the Department will monitor the conduct or treatment of youth or staff who reported the sexual misconduct and the victims to determine if retaliation is occurring. Items to be monitored include, but are not limited to: youth disciplinary reports, status checks, housing or program changes, negative performance reviews or reassignment of staff. The obligation to monitor terminates if the allegation is determined to be unfounded.

15. The facility superintendent and/or PREA compliance manager designee(s) will
ensure that follow-ups are conducted so that no retaliation has transpired towards the victims or staff reporting sexual abuse and/or harassment. The facility will implement a procedure to document this follow-up.

(115.368) Post-allegation protective custody

15. Any use of segregated housing to protect a resident who is alleged to have suffered sexual abuse shall be subject to the requirements of PREA standard 115.342.

G. Investigations

(115.371) Criminal and Administrative investigations

1. The Department does not conduct criminal investigations for youth-related sexual abuse reports. Local law enforcement agencies and the Department of Children and Families handle such investigations involving youth in Florida. The Department conducts administrative investigations, separate and apart from any criminal investigations, to identify any misconduct by staff as related to Department regulatory guidance. Staff are expected to cooperate with OIG investigations.

(115.372) Evidentiary standard for administrative investigations

2. The facility shall impose no standard higher than a preponderance of the evidence (it is more likely than not to have occurred) in determining whether allegations of misconduct by staff are substantiated.

(115.373) Reporting to residents

3. Following an administrative investigation on a youth’s allegation of sexual abuse suffered in a facility, the Department’s Statewide PREA Coordinator shall inform the youth as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

4. Following a youth’s allegation that a staff member has committed sexual abuse against the youth, the Department’s Statewide PREA Coordinator will inform the youth (unless the allegation is unfounded) whenever:
   a. The staff member is no longer posted within the youth’s living unit;
   b. The staff member is no longer employed at the facility;
   c. The facility learns that the staff member has been indicted on a charge related to sexual abuse within the facility;
   d. The facility learns that the staff member has been convicted on a charge related to sexual abuse within the facility.

5. Following a youth’s allegation that he or she has been sexually abused by another youth, the Superintendent will inform the alleged victim whenever:
a. The facility learns that the alleged abuser has been indicted on a charge related to sexual abuse with the facility;

b. The facility learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

6. All notifications or attempted notification shall be documented. All notification shall be documented in the unit logbooks where the calls were made, in the Master Control logbook as well as the Shift Supervisors logbook. An incident report must also be generated in the JJIS/FMS reporting system by the initial staff member who accepted the complaint and assisted the youth with making the abuse calls or CCC calls.

H. Discipline

(115.376) Disciplinary sanctions for staff

1. Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse.

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

(115.377) Corrective action for contractors and volunteers

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

4. The facility shall take appropriate measures in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

(115.378) Interventions and disciplinary sanctions for residents

5. A youth may receive disciplinary sanctions following an administrative finding that the youth engaged in youth-on-youth sexual abuse or following a criminal finding of guilt for youth-on-youth sexual abuse. Disciplinary sanctions shall be commensurate with the nature and circumstances of the abuse committed, the youth’s disciplinary history, and the sanctions imposed for comparable offenses by the other youths with similar histories.

6. The facility may discipline a youth for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

7. Youth shall be advised that any person who knowingly and willfully makes a false report to the DCF Abuse Registry or counsels another to make a false report is guilty of a third degree felony per Chapter 39.205, Florida Statutes. Anyone reporting in a good faith shall be immune from any civil or criminal liability.

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

I. Medical and Mental Care

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

1. If the youth discloses prior sexual victimization or perpetrated sexual abuse based on the intake screening information, health/mental health screening information or health history information gathered, whether it occurred in a facility setting or in the community, then staff shall refer the youth for medical and mental health services within 24 hours of the screening.

2. Medical and mental health practitioners shall obtain informed consent from youth 18 years of age and older before reporting information about prior sexual victimization that did not occur at the facility.

3. Information gathered from screenings related to sexual victimization or abusiveness shall be strictly limited to medical and mental health practitioners and other staff, as required by Department policy and Federal, State, or local law, to guide treatment plans and security and management decisions, including housing, bed, work, education, and program assignments.

(115.382) Access to emergency medical and mental health services

4. Victims of sexual abuse will have timely, unimpeded access to emergency medical treatment, crisis intervention services, and victim advocacy, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. The facility must name the victim advocate and contact number in FOP.

5. If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim pursuant to PREA standard 115.362 and shall immediately notify the appropriate medical and mental health practitioners.

6. Youth victims of sexual abuse shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

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

(115.383) Ongoing medical and mental health care for sexual abuse victims and abusers.
8. All youth who have been victimized by sexual abuse shall be offered medical and mental health evaluation; and, treatment as determined by the medical and mental health staff (DHA/DMHA).

9. Youth victims shall be provided medical and mental health services consistent with the community level of care.

10. Youth victims of sexually abusive vaginal penetration shall be offered pregnancy tests. If the pregnancy test is positive, the youth shall receive timely and comprehensive information about and timely access to all lawful pregnancy related medical services.

11. Youth victims of sexual abuse shall be offered tests for sexually transmitted infections as medically appropriate.

12. The facility shall attempt to conduct a mental health evaluation of all known youth-on-youth abusers within 30 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

J. Data Collection and Review

(115.386) Sexual abuse incident review

1. The facility will conduct a sexual misconduct incident review at the conclusion of every sexual misconduct investigation or administrative review, including those where the allegation has not been substantiated, unless the allegation has been determined to be unfounded. Said review shall be conducted within 30 days of the conclusion of the investigation. The Superintendent shall schedule the incident review meeting and notify the following mandatory participants of the meeting: Regional Office staff, Assistant Superintendent, facility supervisors, medical and mental health staff, and the OIG, if the incident was investigated by the OIG. If applicable, information regarding administrative investigations resulting from a sexual misconduct incident shall be included in such reviews to include the reasoning behind the credibility assessments.

2. The review team shall:
   a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual misconduct;
   b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or, gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
   c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
   d. Assess the adequacy of staffing levels in that area during different shifts;
   e. Assess whether monitoring technology shall be deployed or augmented to
supplement supervision by staff; and

f. DJJ PREA Coordinator prepares a report of its findings including, but not necessarily limited to, items a. through f. above, and any recommendations for improvement and submit such report to the Assistant Secretary for Detention Services, Regional Office staff, and facility Superintendent.

(115.387) Data collection

3. The Department shall collect uniform data in the CCC for every allegation of sexual misconduct. Incident-based sexual misconduct data shall be aggregated at least annually.

4. The Superintendent shall request all PREA-related incidents reported to the CCC and maintain a copy in file folder 115.387.

(115.388) Data review for corrective action

5. The PREA Coordinator will review data collected and aggregated in order to assess and improve the effectiveness of the Department’s sexual misconduct prevention, detection, and response policies, practices, and training.

6. The Department will prepare an annual report of sexual misconduct incidents, findings, and corrective actions for all facilities. The report will include a comparison of the current year’s data and corrective actions with those from prior years and shall provide an assessment of the agency’s progress in addressing sexual misconduct. The report will be reviewed and approved by the Secretary and be made readily available to the public through its website. Information that may present a clear and specific threat to the safety and security of a facility may be redacted, but must indicate the nature of the information redacted.

(115.389) Data storage, publication, and destruction

7. Reports will be maintained in accordance with State of Florida record retention schedules. All data collected will be maintained for at least 10 years after the date of the initial collection.
FLORIDA DEPARTMENT OF JUVENILE JUSTICE

EXHIBIT B
PRISON RAPE ELIMINATION ACT ACKNOWLEDGEMENT
PREA 01

By signing this form, you are stating that you are aware of our sexual abuse / assault policies, governed by the Florida Department of Juvenile Justice and the United States Department of Justice Prison Rape Elimination Act of 2003.

In accordance with the 2003 Prison Rape Elimination Act, the Department of Juvenile Justice (DJJ) has a zero tolerance policy for sexual assault or sexual harassment to any youth in our custody (FDJJ policy 1919). The Department will have all reported incidents of sexual assaults investigated, and will address the safety and treatment needs of youths who have been sexually assaulted, and will discipline and prosecute those who sexually assault youths.

ANY employee, volunteer, contractor, or vendor can and will accept any information from a youth regarding sexual abuse, sexual assault or sexual harassment and will immediately report the information to one of the following; a facility staff member, the Sexual Abuse Hotline 1-800-962-2873 or the DJJ Incident Hotline 1-800-355-2280 or the Florida Abuse Hotline 1-800-962-2873. A youth may feel more comfortable reporting sexual abuse or sexual assault to someone other than a staff member and all individuals are legally bound to immediately report the information for further actions including medical and mental health treatment, segregation from the suspect, collection of evidence, criminal investigation, and other necessary procedures. Time is of the essence in reporting sexual abuse and sexual assault.

The definition of sexual abuse / assault is engaging in, or attempting to engage in, a sexual act with any youth or the intentional touching of an youth's genitalia, anus, groin, breast, inner thigh, or buttocks, with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between a youth and a staff member, even when no objections are raised, are always illegal, and by law, considered non-consensual.

**Sexual abuse by a youth** - Includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or their instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, where the youth has the intent to abuse, arouse, or gratify sexual desire and excluding contact incidental to a physical altercation.

**Sexual abuse by a staff member, contractor, or volunteer** - Includes any of the following acts, with or without consent of the youth:
1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;

7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a youth, and

8. Voyeurism by a staff member, contractor, or volunteer.

**Sexual harassment** - Includes—
1. Repeated or unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another; and

2. Repeated or unwelcome verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**Sexual Misconduct** – Any act of sexual abuse and/or sexual harassment as defined herein. For further clarification please request a copy of the Department of Juvenile Justice policy FDDJ 1919.

I have read and understood the Sexual Abuse / Assault policy:

Signature

Printed name Date

Witness Signature Title
## YOUTH ACKNOWLEDGEMENT AND NOTIFICATION OF PRISON RAPE ELIMINATION ACT (PREA)

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<tr>
<th>Name of Facility</th>
<th>Name of Youth</th>
<th>Date</th>
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I have been informed of the Prison Rape Elimination Act for youth in a Department of Juvenile Justice Facility. This information included how to report incidents of sexual abuse or sexual assault while in this program or detention. I understand that I will not be retaliated against and protected if I report this type of abuse. I also understand that filing a false report may lead to disciplinary actions against me.

I have been informed and believe that I understand the following specific items regarding the Prison Rape Elimination Act (PREA) listed below:

- [ ] That Federal Law requires that this facility take steps to prevent sexual contact of any type from occurring during my stay and that there is a zero-tolerance policy in place for this type of behavior.
- [ ] That is a violation of State and Federal Law for any employee or adult providing services at this facility to touch me or communicate with me verbally in a sexually or romantic manner.
- [ ] That youth-on-youth sexual contact will not take place in this facility, and that facility discipline, including criminal action, will take place against any youth engaging in this behavior.
- [ ] I have received verbal and written information about PREA during my intake which also included the following:
  - Residents’ right to be free from sexual abuse and sexual harassment;
  - The right of residents and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
  - The agency shall provide multiple internal ways for residents to privately report sexual abuse and sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.
  - The agency may discipline a resident for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the resident filed the grievance in bad faith.
  - The facility shall provide residents with access to outside victim advocates for emotional support services related to sexual abuse.
- [ ] The agency shall offer all residents who experience sexual abuse access to forensic medical examinations whether on-site or at an outside facility, without financial cost.

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<th>Youth signature</th>
<th>Date</th>
<th>Staff signature</th>
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2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850
http://www.djj.state.fl.us
Regional Juvenile Detention Center
Prison Rape Elimination Act (PREA) Youth Grievance Form
(PREA 115.352)

Name: ______________________________ Date: _______________

Please check any line(s) that may apply to you:

1. Do you have an incident of sexual abuse or harassment to report that you may have witnessed?
   _____ Yes   _____ No

2. Do you need to report an incident of sexual abuse or harassment that occurred to you during your stay here at this facility?
   _____ Yes   _____ No

3. Did the sexual abuse or harassment involve another youth?
   _____ Yes   _____ No

4. Did the sexual abuse or harassment involve a staff member or volunteer?
   _____ Yes   _____ No

In the space below, feel free to note a staff member you would prefer to discuss this incident with; or someone you may feel more comfortable with.


Break the Silence-Stop Sexual Abuse In Its Tracks!

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<th>Name of Facility</th>
<th>Name of Youth</th>
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Detention center staff shall be familiar with Florida Administrative Rule 63H-1, which establishes the statewide framework to implement procedures governing the use of verbal and physical intervention techniques and mechanical restraints.

All administrators and officers will be trained in PAR. Each will receive 8 hours of refresher training per year.

A PAR report will be generated any time an officer places their hands on a youth, with the exception of the sole use of the Straight Arm Escort, Close or Extended. In the event a PAR technique is not able to be used due to the rapid escalation of dangerous behavior, a detailed description of the use of physical intervention shall be documented on the PAR Report. In order to generate the report, the lead officer shall select verbal intervention as the type of response used. Subsequent entries will reflect the appropriate level of PAR used.

PAR reports shall include:
- A review by a PAR certified instructor/supervisory staff;
- A post-PAR interview will be conducted with the youth by the Superintendent or designee within thirty (30) minutes after the incident;
- A review of the PAR incident report and the CCTV video by the Superintendent or designee, within twenty-four (24) hours of the incident, excluding weekends and holidays;
- Statements are entered in FMS by all officers and written reports completed by all other witnesses and/or participants;
- All reports are to be completed on the same day as the incident occurred;
- If findings of the post-PAR interview indicate the need for a PAR Medical Review the youth will be referred to the licensed medical professional on-site or will be taken off-site as appropriate if medical staff are not present.
- The techniques applied are the techniques approved by the Department.

A PAR report shall be completed after an incident involving the application of mechanical restraints. A PAR report is not required when mechanical restraints are used for the movement of youth outside the secure area of operations or during transports.
Mechanical Restraints

• Mechanical restraints may only be used in exigent circumstances, where they are necessary to prevent harm to the youth or staff. The use of mechanical restraints for this purpose may only be used with the approval of the Regional Director.
• Officers will complete the mechanical restraint log and ensure 10 minute circulation checks are completed.
• The officer supervising the youth should have a handcuff key readily available.
• The mechanical restraints should be removed as soon as it is safe to do so.
• A PAR report shall be completed and submitted for review.
• Mechanical restraints shall never be used as a means of discipline.
• Officers will not carry mechanical restraints on their person.
### ROOM CHECKS/SUPERVISION LEVELS

**Purpose:** To ensure the safety and security of youth.

**Visual Observation**
The Visual Observation Report (VOR) in FMS will be used to document visual observations for all behavioral and medical confinements.

When a youth is placed in a room, whether for sleeping or other reasons, officers shall conduct visual observations to ensure safety and security and notate those checks on the VOR.

When conducting a room check, staff shall pause at the door and look in the room to ensure that there are no issues with the youth.

Timers may be used to ensure room checks are completed as required, but staff should not be predictable, and should stagger the times of their room checks.

If the room window is so obscured by scratches that youth cannot be seen through the window, the room must not be used to house youth until the window is replaced. Use the STOP form (found in 1.18) on the room door.

Written visual observations shall be documented to include the time of the observation and the initials/identification of the officer completing the observation. Pre-printed times are prohibited.

All room checks will be done in real time. Officers will use AM/PM not military time. It is recommended that an atomic clock be on each mod. If this is not available, officers can synchronize their watch with the control room clock.

Electronic documentation is acceptable for facilities using electronic room check systems.

It is the expectation that all officers conduct a visual room check at each pass. It should not be assigned to just one staff member per shift. Any time an officer is passing by a youth’s room, it is expected that the officer will conduct a room check, even if it is in-between the required room check timeframes. This includes supervisors checking in on the mods and officers relieving others for breaks.

Phase 1 Trainees may conduct room checks during youth sleeping hours under supervision by a certified staff. They cannot be left alone in the mod.
There shall be no obstructions (clothing, memos, pictures, etc.) over windows and areas where staff is likely to be in the presence of youth and direct line of sight is needed.

If an officer, in the course of completing observations, is unable to see any part of a youth’s body, the officer shall, with the assistance of another officer, open the door to verify the youth’s presence and well-being.

Visual Observation Reports (VORs) and Electronic Wand System Reports must be verified every 48 hours, excluding weekends and holidays, by the Superintendent, or their designee, to identify any major discrepancies in required supervision checks.

**Levels of Youth Supervision**

- **Standard supervision** - this level of supervision requires visual observations of the youth’s condition (i.e. outward appearance, behavior and position in room) while in his/her room at intervals not to exceed ten (10) minutes.
- **Close supervision** – this level of supervision requires visual observations of the youth’s condition (i.e. outward appearance, behavior and position in room) while in his/her room at intervals not to exceed five (5) minutes.
- **Precautionary Observation (PO)** – this level of supervision refers to the continuous and uninterrupted observation of a youth by a (1) staff member to (1) youth and who has a clear and unobstructed view of the youth and unobstructed sound monitoring of the youth at all times. (one officer can provide supervision of more than one PO youth on a mod) The staff member who must remain within five (5) feet of the youth at all times, including when the youth uses the shower or toilet. Precautionary observation shall not be accomplished through video/audio surveillance. Staff will complete the appropriate log to document supervision.
- **Secure Observation (SO)** – This level of supervision occurs when a youth on PO gets placed in a room. The staff member must maintain constant visual and sound monitoring of the youth at all times and be stationed at the entrance to the room, no further than five (5) feet from the door. Youth on this level of supervision can only be stepped down by mental health staff. Staff will complete the appropriate log to document supervision.

Youth shall not be allowed to provide any care for other youth.

Youth shall not be allowed to exercise any supervision or control of other youth.

Youth shall not be allowed to discipline another youth in any manner.