RHODE ISLAND GOVERNMENT REGISTER

PUBLIC NOTICE OF PROPOSED RULEMAKING

AGENCY: Department of Children, Youth and Families

DIVISION: Rhode Island Training School

RULE IDENTIFIER: ERLID 6180

REGULATION TITLE: Administrative Responsibility 1200.0003

RULEMAKING ACTION: Regular rulemaking

TYPE OF FILING: Repeal

TIMETABLE FOR ACTION ON THE PROPOSED RULE:
Public Notice Date: **February 27, 2018**
Public comment will end on **March 30, 2018**

SUMMARY OF PROPOSED RULE: The Department proposes to repeal this rule in connection with the proposed adoption of 214-RICR-60-00-1, "Rules and Regulations of the Rhode Island Training School." This rule is being promulgated to replace several existing Rhode Island Training School regulations.

R.I. Gen. Laws § 14-1-36.2 provides that children and youth placed in the custody of the Department of Children, Youth and Families receive suitable treatment, rehabilitation and care in the least restrictive environment.

The mission of the Rhode Island Training School (RITS) is to provide care in a secure facility to youth who are detained or adjudicated by order of the Family Court. The Training School promotes public safety and rehabilitation of residents through a comprehensive continuum of services provided in partnership with families, the community, and the Department in the least restrictive setting compatible with youth and community safety. Supervision, security, education, behavioral health, health and transition services are provided in an individualized, culturally, and gender sensitive manner.

COMMENTS INVITED:
All interested parties are invited to submit written or oral comments concerning the proposed regulations by **March 30, 2018** to the address listed below.

ADDRESSES FOR PUBLIC COMMENT SUBMISSIONS:
All written comments or objections should be sent to, Sarah St. Jacques, DCYF Policy Office, Rhode Island Department of Children, Youth and Families
Mailing Address: DCYF, 3rd Floor, 101 Friendship Street, Providence, RI 02903
Email Address: Sarah.StJacques@dcyf.ri.gov

WHERE COMMENTS MAY BE INSPECTED:

Mailing Address: DCYF, 3rd Floor, 101 Friendship Street, Providence, RI 02903

PUBLIC HEARING INFORMATION:
If a public hearing is requested, the place of the public hearing is accessible to individuals who are handicapped. If communication assistance (readers/ interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please call (401) 462-6266 or RI Relay 711 at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting.
In accordance with R.I. Gen. Laws § 42-35-2.8, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within ten (10) days of this notice.

FOR FUTHER INFORMATION CONTACT:
Sarah St. Jacques, DCYF Policy Office, Rhode Island Department of Children, Youth and Families, 3rd Floor, 101 Friendship Street, Providence, RI 02903 or Sarah.StJacques@dcyf.ri.gov

SUPPLEMENTARY INFORMATION:
Regulatory Analysis Summary and Supporting Documentation:
There are no new societal costs and benefits in the adoption of this rule.

Authority for This Rulemaking: R.I. Gen. Laws § 42-72-4

Regulatory Findings:
In the development of the proposed regulation, consideration was given to: (1) alternative approaches; (2) overlap or duplication with other statutory and regulatory provisions; and (3) significant economic impact on small business. No alternative approach, duplication, or overlap was identified based upon available information.

The Proposed Repeal:
The Department of Children, Youth and Families proposes to repeal ERLID 6180, "Administrative Responsibility" and adopt 214-RICR-60-00-1 as follows in the concise explanatory statement of proposed non-technical amendments below.

The Department of Children, Youth and Families proposes to repeal the following Rhode Island Training School regulations and reissue as Department Operating Procedures (DOPs). All DOP's are accessible to the public and may be viewed on the Department's website at: http://www.dcyf.ri.gov/policyregs/.

The proposed regulation would repeal and supersede the following rules:

- Administrative Classification to Restrictive Status 1200.1308 ERLID: 7256
- **Administrative Responsibility 1200.0003 ERLID: 6180 (This rulemaking action)**
- Administrator on Call 1200.0004 ERLID: 6181
- Behavior Report 1200.1305 ERLID: 6184
- Case Transfers between the Rhode Island Training School and Family Service Units or Juvenile Probation 1200.1620 ERLID: 7774
- Clinical Services at the Rhode Island Training School 1200.1110 ERLID: 7955
- Court Disposition 1200.0014 ERLID: 7785
- Culinary Equipment1200.0838 ERLID: 6337
- Daily Census Report for the RI Training School 1200.0504 ERLID: 6237
- Discipline for Academic and Vocational Classes 1200.1310 ERLID: 6028
- Education Program at the RI Training School 1200.1701 ERLID: 7993
- Escape 1200.1608 ERLID: 6339
- Facility Capacity 1200.0002 ERLID: 7786
- Facility Management and Environmental Safety 1200.0718 ERLID: 6361
- Fifteen Minute Room Checks1200.0839 ERLID: 6019
- Food Service 1200.0900 ERLID: 7787
- General Discipline 1200.1300 ERLID: 6020
- Incentive System-Points 1200.0103 ERLID: 7781
- Juvenile and Adult Offender Interactions 1200.0011 ERLID: 6182
- Lawful Detention or Confinement of Juveniles1200.0010 ERLID: 7789
- Legal Assistance 1200.0017 ERLID: 6185
- Legal Establishment 1200.0000 ERLID: 7788
- Lock Up 1200.1307 ERLID: 7258
- Major Discipline Review 1200.1306 ERLID: 7259
- Master Control Center 1200.0857 ERLID: 6341
- Mission, Philosophy, Goals and Purpose 1200.0001 ERLID: 7508
- Movement of Residents on Grounds 1200.0809 ERLID: 6342
- Notice to Superintendent 1200.0702 ERLID: 6387
- Portable Radios1200.0708 ERLID: 6343

- Post Assignments1200.0847 ERLID: 6614
- Protecting and Preserving Evidence1200.0835 ERLID: 6344
- Resident Grievance Procedure 1200.1206 ERLID: 6346
- Resident Handbook 1200.1301 ERLID: 6031
- Resident Personal Property 1200.1203 ERLID: 6241
- Resident Room Inspections 1200.1003 ERLID: 6347
- Resident Telephone Calls 1200.1402 ERLID: 7959
- RITS Personnel Administration 1200.0222 ERLID: 6396
- Safety and Emergency Procedures at the RI Training School 1200.0714 ERLID: 6357
- Search of a Resident of the RI Training School 1200.0819 ERLID: 6977
- Searches for Contraband 1200.0821 ERLID: 6348
- Suicide Prevention and Special Watches 1200.0709 ERLID: 6349
- Tool and Equipment Control at the RI Training School 1200.0855 ERLID: 6350
- Tours of the RI Training School 1200.0007 ERLID: 6115
- Transportation of Residents Off Grounds 1200.0240 ERLID: 6244
- Unusual Incident Report 1200.0827 ERLID: 6351
- Use of Physical Force/Corporal Punishment 1200.1207 ERLID: 6117
- Use of Restraint at the RI Training School 1200.0832 ERLID: 6978
- Use of State Vehicles 1200.0724 ERLID: 6352

SUMMARY OF NON-TECHNICAL CHANGES

PROPOSED REGULATIONS FOR ADOPTION

214-RICR-60-00-01

Title 214 – DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES
Chapter 60 – Rhode Island Training School

Subchapter 00 – N/A

Part 1 – Rules and Regulations of the Rhode Island Training School

Justification for regulatory changes:

Language added to comply with federal provisions of the Prison Rape Elimination Act P.L. 108-79.

Section 1.1 Purpose

No new provisions, language is from existing state statutes and Department policy.

1.2 Authority

No new provisions, existing state statutes.

1.3 Application

Section Added

1.4 Severability

Section Added

1.5 Definitions

New Definitions:

From Federal Law (Prison Rape Elimination Act): "Sexual Harassment means any verbal comment of gesture (welcome or not) of a sexual nature including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.

"Sick Call" means a scheduled time at which residents may report as sick to the RITS nurse.

From Federal Law (Prison Rape Elimination Act: "Voyeurism" means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is using a toilet to perform bodily functions; requiring a resident to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a resident's naked body or of a resident performing bodily functions.

1.6 General Administration

New language added to comply with the federal Prison Rape Elimination Act

C. All Training School employees, and all contractors and consultants who do business at or in any of the components of the Training School, must undergo criminal background checks and must submit to the following criminal background checks every fifth (5th) year of their employment or contractual/consultant relationship with the Training School.

1. Such background checks are conducted during the anniversary month of the employee's date of hire or assignment to the Training School. In the case of contractors/consultants, such background checks are conducted during the anniversary month of the start of that individuals work with the Training School.

2. Five-year criminal background checks include are done using State Bureau of Criminal Investigation (BCI) checks.

3. For employees covered by this policy, failure to submit to these checks may be used as cause for disciplinary action, up to and including dismissal from employment with cause.

4. For consultants and contractors covered by this policy, failure to submit to these checks may be used as cause for termination with cause of any and all agreements for consulting or contracting with the Department, with the consultant/contractor forfeiting any and all future payments within their contract for services with the Department.

5. Any criminal information found in these checks are subject to administrative review and appropriate disposition.

1.6.1 Resident Handbook

New language added to comply with the federal Prison Rape Elimination Act

1. The Resident Handbook includes information for youth on their rights and PREA safeguards and includes information on how to report sexual harassment and/or sexual abuse, and a place for the youth to sign acknowledging that the youth has received such information.

1.7 Prison Rape Elimination Act

New language added to comply with the federal Prison Rape Elimination Act

A. The RITS complies with the federal Prison Rape Elimination Act (PREA) to provide a safe and therapeutic environment for all youth. Department Operation Procedures outline and implement a comprehensive approach to preventing, detecting and responding to sexual abuse, including voyeurism, and sexual harassment.

B. Any physical contact of a sexual or sexualized nature between any RITS provider, vendor, contractor, volunteer, or staff toward a youth detained or adjudicated at the RITS is deemed abusive; such contact is reported to the CPS Hotline and is investigated.

1. The Department has zero tolerance for voyeurism or sexual harassment by any Department provider, contractor, volunteer or staff toward a youth detained or adjudicated at the RITS and includes voyeurism and/or sexual harassment as a form of sexual abuse.

C. Any Department staff engaging in sexual abuse or harassment toward a child/youth in care or detained or adjudicated at the RITS is subject to discipline up to and including dismissal without warning and referred to law enforcement agencies unless the activity was clearly not criminal, and to relevant licensing bodies, as appropriate.

D. Any contractor, provider, intern or volunteer who violates Department sexual abuse or harassment policies is prohibited from contact with residents and reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies, as appropriate.

1.13 Visitation

Language amended to comply with the Prison Rape Elimination Act

E. All visitors are subject to a criminal record background check and a clearance of agency activity check prior to being approved for visitation.

F. All visitors are subjected to a search upon entry to the facility.

G. Visitors are prohibited from bringing contraband in to the facility at any time. The contraband and search policy for visitors is posted at the entrance to the facility.

K. ~~There are regular family forums at which families of detained youth may voice issues of concern, offer suggestion for improvement, and obtain needed information about institutional policies and practices.~~

1.15 Resident Searches

Updated to comply with the federal Prison Rape Elimination Act

4. Clothed Body Search;

5. Except in exigent circumstances, any search of a resident is conducted by a staff member of the same gender as the youth or, in the case of a transgender or intersex identified youth, by a staff member of the gender that the youth has identified as the preferred gender for this purpose. Any search of a resident complies in all respects with the requirements of the Prison Rape Elimination Act as detailed in Department Operating Procedure as well as in Department training.

Administrative Responsibility

Rhode Island Department of Children, Youth, and Families
Division of Juvenile Correctional Services: RI Training School
Policy: 1200.0003
Effective Date: May 17, 2010 ***Version: 1***

RI General Law 42-72-5 empowers the Director of the Department of Children, Youth and Families to establish those administrative and operational divisions determined to be in the best interests of fulfilling the purposes and duties of the Department and to promulgate all rules and regulations necessary for the execution of departmental powers pursuant to the Administrative Procedures Act (Chapter 35 of title 42). The Superintendent of the Division of Juvenile Correctional Services is appointed by the Director and is responsible for operating all units of the Training School in conformance with state and federal law and regulation.

Related Procedure

Administrative Responsibility

Related Policy

Mission, Philosophy, Goals and Purpose
Administration of the Education Program
Interstate Compact on Juveniles

Interstate Compact on the Placement of Children
Distribution and Maintenance of Policy and Procedures
Petition for the Adoption of Rules

Administrative Responsibility

Procedure from Policy 1200.0003: Administrative Responsibility

A. The Director of the Department of Children, Youth, and Families (DCYF) or designee is the immediate governing authority of the Division of Juvenile Corrections.
   1. The Superintendent of the Division is responsible for the administration, organization, and management of the Training School.
   2. The Superintendent develops, implements, and manages all aspects/units of the facility in accordance with policy and the law.
   3. The qualifications of the Superintendent are established and kept on file by the DCYF. Qualifications include:
      a. Substantial experience in the management and operation of juvenile offender programs and facilities
      b. Experience with public administration, personnel and budget management
      c. Effective oral and written communication skills
      d. Experience with the federal and state judiciary
      e. Possession of a Masters Degree from a recognized institution of higher learning in a closely related field or any combination of education and experience substantially equivalent to the above is required.
   4. The Superintendent is appointed and removed in accordance with state personnel policy.
   5. Paragraph A is consistent with American Correctional Association (ACA) Standards 3-JTS-1A-07, 3-JTS-1A-09, 3-JTS-1A-12, 3-JTS-1A-13, 3- JDF-1A-11, 3-JDF-1A-15 and 3-JDF-1A-16.

B. The Director of DCYF or designee and the Superintendent maintain an open channel of effective communication.
   1. The Director of DCYF or designee meets routinely with the Superintendent.
   2. The Superintendent submits reports in writing to the Director or designee no less than quarterly which describe major developments, resident and staff needs and accomplishments and major challenges and strategies for addressing them.
   3. These meetings and reports assist in establishing and/or reviewing policies and procedures, identifying and planning processes for quality improvement and developing and monitoring the budget.
   4. The Superintendent provides information to the Director on the extent and availability of services and programming for residents for inclusion in the Department's annual report. This annual report is submitted to the Governor, General Assembly, Family Court, other state agencies and the public.
   5. Paragraph B is consistent with ACA Standards 3-JTS-1A-07,

3-JTS-1A-22, 3-JTS-1A-24, 3-JTS-1B-04, 3-JTS-1B-05, 3-JTS-1B-06, 3-JDF-1B-05, 3-JDF-1B-06, 3-JDF-1A-25 , 3-JDF-1A-26 ,3-JDF-1A-27, 3-JDF-1A-29 and 3-JDF-1B-07.

C. In collaboration with the Director of the DCYF or designee, as well as administrators and staff, the Superintendent formulates and/or reviews goals for the Training School annually.

1. Measurable objectives are utilized to assess progress toward identified goals, as well as to periodically analyze programming to ensure that it is effective and congruent with the mission of the Training School.

2. Paragraph C is consistent with ACA Standards 3-JTS-1A-08, 3-JDF-1A-05, and JDF-1A-10.

D. The Superintendent may delegate authority to other administrators and supervisory personnel to ensure continuity in the management of daily operations.

1. The Superintendent develops an organizational chart which clearly delineates delegated administrative responsibilities and which groups similar functions, services and activities in appropriate administrative sub-units.

2. This organizational chart is kept on file in the Superintendent's office and is reviewed annually for updates as needed.

3. The Superintendent and administrators routinely monitor space requirements, operations and programs in the areas of responsibility identified in the organizational chart. Assessment of space requirements, operations and programs is measured against goals and objectives as well as the mission of the Department and the Training School at least annually.

4. Paragraph D is consistent with ACA Standards 3-JTS-1A-15, 3-JDF-1A-18, 3-JTS-1A-23 and 3-JDF-1A-28.

E. The Superintendent ensures that all service personnel and personnel employed by external public and private agencies follow facility rules with appropriate supervision by Training School staff.

1. All external service personnel have direct supervision by facility staff when they are working in areas that permit contact with juveniles.

2. The Superintendent ensures that the duties and responsibilities of personnel employed by outside public or private agencies, who work at the Training School, are described in contract or other written agreements.

3. These contracts and agreements are kept on file in the Superintendent's office and reviewed annually.

4. Paragraph E is consistent with ACA Standards 3-JTS-1A-16, 3-JDF-1A-19, 3-JTS-1A-30 and 3-JDF-1A-34.

F. The Superintendent meets at least monthly with administrators and

each administrator meets at least monthly with supervisory staff to maintain channels of communication necessary for orderly operation of the facility.

1. Regular meetings with administrators, supervisory personnel, and staff ensure broad employee participation in the formulation and review of goals, objectives, policies, procedures and programs.
2. Unit Managers meet at least monthly with staff to review goals, objectives, policies, procedures and programs.
3. Paragraph F is consistent with ACA Standards 3-JTS-1A-11, 3-JDF-1A-13, 3-JDF-1A-05, 3-JTS-1A-20 and 3-JDF-1A-23.

G. The Superintendent meets with representatives of the residents at least quarterly to ensure two way communications and to solicit residents' suggestions for the improvement of operations.

1. Unit Managers interact with residents daily and meet with residents weekly to ensure two-way communication.
2. Paragraph G is consistent with ACA Standards 3-JTS-1A-21 and 3-JDF- 1A-24.

H. The Superintendent meets at least quarterly with the citizen advisory committee to ensure that the Training School is closely linked with the community, consistent with ACA Standards 3-JTS-1A-10 and 3-JDF1A-12.

I. The Superintendent ensures that staff cooperate with the Department's Administrator of the Interstate Compact on Juveniles to assist with the timely, safe and appropriate placement of residents, consistent with ACA Standard 3- JDF-1A-14.

J. The Superintendent ensures that a comprehensive Policy and Procedures Manual for the Training School, which is consistent with ACA Standards, is developed, continuously implemented, annually reviewed and revised as necessary.

1. The Superintendent ensures that this policy manual and any revisions are accessible to staff, residents and the public.
2. The Superintendent ensures that administrative, supervisory and line staff as well as residents, family members and community partners participate as appropriate in the development of policy, procedure and programming.
3. The Superintendent ensures that all policy and procedure is distributed and maintained in accordance with DCYF Policy 100.0065, Distribution and Maintenance of Policy and Procedures.
4. New or revised policies are disseminated to staff, residents and the public prior to implementation.
5. In compliance with the Administrative Procedures Act, all policy and procedure is available on line without restriction through the Secretary of State's office.
6. Paragraph J is consistent with ACA Standards 3-JTS-1A-11, 3-JDF-1A- 13, 3-JTS-1A-17, 3-JDF-1A-21, 3-JTS-1A-18,

~~3JTS-1A-19 and 3-JDF-1A-22.~~\