RHODE ISLAND GOVERNMENT REGISTER

PUBLIC NOTICE OF PROPOSED RULEMAKING

AGENCY: Department of Children, Youth and Families

DIVISION: Rhode Island Training School

RULE IDENTIFIER: ERLID 6396

REGULATION TITLE: RITS Personnel Administration 1200.0222

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 6396, "RITS Personnel Administration" 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
- 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 Equipment 1200.0838 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 Checks 1200.0839 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 Juveniles 1200.0010 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 Radios 1200.0708 ERLID: 6343
- Post Assignments1200.0847 ERLID: 6614
- Protecting and Preserving Evidence 1200.0835 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 (This rulemaking action)**
- 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 (5^{th}) 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.

RI Training School Personnel Administration

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School
Policy: 1200.0222
Effective Date: April 15, 2011 ***Version 1***

The Training School (RITS) ensures that the safety and security of residents, staff and the community are continuously maintained and that high quality services to residents are provided by trained and qualified staff. The RITS conforms to the Department of Administration personnel regulations as well as relevant collective bargaining agreements.

Related Procedure

RI Training School Personnel Administration

Related Policy

Distribution and Maintenance of Policies and Procedures
Confidentiality
Confidentiality: Access to Information Contained in Departmental Service Records
Reporting Child Abuse and/or Neglect

Computer Use Policy

Rhode Island Children's Information System (RICHIST)
Education Program, Structure and Operations
Supervisor/Supervisee Interactions
Administrative Responsibility
Identification Badge/Access Card
Criminal Background Checks

Employment Background Checks – Training School
Legal Establishment
Training and Professional Development
Travel Reimbursement

Code of Ethics
Sexual Harassment

Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination

RI Training School Personnel Administration

Procedure from Policy 1200.0222: RI Training School Personnel Administration

A. Staff access DCYF and RI Training School (RITS) policy and procedure in conformance with DCYF Policy 100.0065, Distribution and Maintenance of Policies and Procedures.
   1. Staff sign statement acknowledging access to personnel policies/regulations and responsibility for being aware of contents at the time of hiring.
   2. Any staff who has knowledge of a policy violation has a duty to report the incident(s) to his/her supervisor as soon as possible, but no later than twenty four (24) hours of his/her becoming aware of the violation. Failure to report such violations of policy may result in disciplinary action up to and including termination.
   3. Staff are invited to comment on proposed changes in policy and procedure and are notified when such changes are finalized.
   4. The Superintendent reviews the RITS internal personnel procedures annually and submits recommendations for change to the Director of the Department of Children, Youth and Families (DCYF).
   5. In the event that the on line policy manual is unavailable, Staff contact the Administrator on Call to resolve any questions or concerns.
   6. Paragraph A is consistent with American Correctional Association (ACA) Standards 3-JDF-1C-01; 3-JTS-1C-01; 3-JDF-1C-02; 3-JTS-1C-02; 3-JDF-1C-03 and 3-JTS-1C-03.

B. In all circumstances, Staff comply with DCYF Policy 100.0000, Confidentiality and DCYF Policy 100.0005, Confidentiality: Access to Information Contained in Departmental Service Records. Paragraph B is consistent with ACA Standards 3-JDF-1C-22 and 3-JTS-1C-24.

C. In all circumstances, Staff who know of or suspect abuse or neglect of any resident promptly report in conformance with DCYF Policy 500.0000, Reporting Child Abuse and/or Neglect.

D. Staff may not bring personal items into any unit or facility of the RITS unless prior permission is granted by the Unit Manager or the Superintendent or designee.
   1. Under no circumstances is staff to have valuable jewelry and large sums of money in his/her possession when on duty.
   2. The Department assumes no responsibility or liability for the loss of or damage to personal items.

E. The RITS restricts staff telephone calls to official Department business. Staff:
   1. Identify their location and their name to the caller when answering the telephone.
   2. Display a courteous, polite attitude when speaking on the telephone and assist callers in a professional manner.
   3. Do not to give any information regarding residents to persons making

telephone inquiries.

4. Do not give other staff's personal telephone numbers to callers.
5. Are allowed to make and receive personal telephone calls only in an emergency.

F. Staff perform duties free of distraction and in a manner which ensures prompt and immediate response. The possession of cellular telephones, any personal electronic equipment or any unauthorized equipment within any RITS building or unit by staff, vendors or visitors is strictly prohibited. Exceptions to paragraph F must be granted in advance and in writing by the Superintendent or designee.

G. Staff utilize computers in conformance with DCYF Policy 100.0195, Computer Use Policy and consistent with the State of RI, Department of Administration, Division of Information Technology Acceptable Use Policy (#00-02) Issued 2/1/07 and Last Revised 2/26/08, which is available at: http//www.doit.ri.gov/policy/.

H. Staff maintain documentation in conformance with DCYF Policy 700.0100, Rhode Island Children's Information System (RICHIST). Paragraph H is consistent with ACA Standards 3-JDF-1C-15; 3-JTS-1C-173-JDF-1F-01; and 3-JTS-1F-01.

I. It is necessary that each staff's address and telephone number are current.
1. Staff notifies his/her immediate supervisor of a change in address or telephone number and complete a Notification of Change of Address Form.
2. The supervisor forwards the Notification of Change of Address Form to the Superintendent or designee.
3. The Superintendent or designee forwards the Notification of Change of Address Form to the Office of Health and Human Services.

J. Staff conform to the RITS daily reporting system.
1. Juvenile Program Workers (JPWs) report to the Master Control Center (MCC) upon arrival and/or departure or report their arrival and/or departure to the MCC. JPWs arriving at or departing from the Roosevelt Benton Center or the Female Correctional Treatment Facility report this information to the MCC by utilizing these facilities' telephones.
2. All other staff signs in at the Unit/Facility or designated area to which he/she is regularly assigned or is directed to report.
3. The MCC maintains the daily attendance report for JPWs and forwards it to the Unit Managers.
4. The MCC documents discharge of sick, personal or vacation time or leave without pay for JPWs.
5. All other staff record discharge of sick, personal or vacation time or leave without pay on the Daily Sign in/Sign out Sheets.
6. Unit Managers and Department Heads ensure consistency between the Daily Sign in/Sign out Sheets and Weekly Attendance Report submitted by staff.
7. MCC ensures that accurate Weekly Attendance Reports and the unit/facility's

master payroll sheet are submitted to Human Resources weekly.

K. Staff report to their designated post/assignment in a timely manner. Failure to report in a timely manner may result in disciplinary action.

1. All staff report to their designated posts or assignments at the beginning of the shift or scheduled tour of duty.
   a. Juvenile Program Workers anticipating possible lateness contact the MCC as much in advance as possible.
   b. Support staff anticipating possible lateness contact their supervisor as much in advance as possible.
   c. Except in the case of an emergency, at least one hour notice of lateness is required.
   d. Staff reporting late to his/her post or assignment may be subject to leave without pay and/or disciplinary action.
   e. Staff reporting to his/her post or assignment more than ten (10) minutes late is placed on leave without pay for the duration of the lateness, unless approved as an emergency situation, by the Superintendent or designee.
2. If staff fails to report to his/her post or assignment more than one (1) hour after the beginning of his/her shift or assignment without proper prior authorization, he/she is considered absent and subject to leave without pay for the duration of the shift or tour of duty.
3. Staff attendance is monitored to ensure appropriate discharge of time related to sick, vacation, personal and leave without pay.
4. Staff who are excessively late or absent may be subject to progressive disciplinary action up to and including suspension, and termination.
5. Education staff report in conformance with DYCF Policy 1200.1702, Education Program, Structure and Operations.
6. Staff does not leave his/her post, assignment, unit or facility without permission.
   a. Staff assignments outside the unit or facility are approved by a supervisor.
   b. Any errand off grounds by Juvenile Program Workers, which includes but is not limited to store runs for food or items of personal hygiene for staff or residents, requires the approval of the Unit Manager or the MCC.
      i. The Unit Manager and MCC confer before approval is given to ensure adequate coordination of staffing.
      ii. Such approval is given for a clearly specified period of time.
   c. Any errand off grounds by staff other than Juvenile Program Workers, which includes but is not limited to store runs for food or items of personal hygiene for staff or residents, requires the approval of the supervisor. Such approval is given for a clearly specified period of time.
   d. Paragraph K 6 is consistent with American Correctional Association Standards 3-JDF-3A-05 and 3-JTS-3A-05.

L. To ensure adequate and appropriate staffing and to accommodate special

requests of employees, substitute staffing is allowed.

1. A Request for Substitute Staffing Form (Form No. 024) is completed and submitted to the MCC for approval twenty four (24) hours prior to the requested substitution.
2. The Superintendent or designee may consider previous work performance in granting the substitute staffing.
3. The MCC documents substitute staffing.
4. If a substituting staff fails to provide coverage during the agreed upon substitution, he/she may be subject to applicable contract provisions and Departmental policies and procedures.

M. Leave practices conform to rules established by the Department of Administration, the Office of Health and Human Services, and the DCYF as well as relevant collective bargaining agreements provided. Requests for leave are granted within the context of institutional needs and with respect to management rights.

1. Juvenile Program Workers (JPWs) have an opportunity to request Vacation or Personal Leave quarterly.
   a. Such requests are submitted to the MCC.
   b. Leave requests are approved and posted according to seniority.
   c. JPWs submit additional requests for vacation leave seventy two (72) hours in advance and for Personal Leave twenty four (24) hours in advance to the MCC.
2. Other RITS staff request vacation and/or personal leave through their direct supervisor. Staff request vacation leave no less than 72 hours in advance and personal leave no less than 24 hours in advance.

N. If staff wishes to leave his/her post or work assignment due to illness or an emergency, he/she must receive approval from supervisory staff or the Administrator on Call. Staff remains on duty until approval of the request is secured.

O. To provide safe and adequate staffing, it may be necessary to request staff to work overtime or to mandate staff to work overtime.

1. Supervisory staff make overtime calls and record the name of staff given the overtime, the date, and the shift in the Overtime Log Book.
2. Supervisory staff completes an overtime call sheet listing all calls made and the responses; this record is maintained in the MCC.
3. When there is more than one overtime slot for two different shifts, slots are filled in the order in which they occur.
4. Staff cannot be considered for overtime if he/she is working on that shift or if accepting overtime would cause staff to work more than twenty (20) consecutive hours.
5. Supervisory staff utilizes the Overtime Call List, which is a seniority listing of staff within a classification.
   a. The Overtime Call List is continuous with each call beginning where the previous call left off.
   b. Staff making calls begins at the designated point.
   c. "DNC" (Do not contact) indicates that staff do not wish to be

called for overtime.

6. When the procedures above have been exhausted, mandating staff overtime may be necessary to provide coverage or in an emergency. In such circumstances, the least senior employee on duty is mandated to remain on duty as long as this would not require him/her to work more than sixteen (16) consecutive hours.

P. Staff are physically well and alert to perform all duties which are normally expected and within their position requirements. Staff:

1. Unable to function in accordance with their position requirements notify their supervisors and request to be relieved of duty.
2. Except as described below, staff observed lying down or inattentive to duty, in possession of bedding materials, and/or sleeping on duty, are subject to progressive discipline:
   a. On the first occasion, staff is subject to a four (4) day suspension.
   b. On the second occasion, staff are subject to a thirty (30) day suspension.
   c. Further offenses are cause for disciplinary action up to and including termination.
3. Any staff assigned to a special watch of a resident who is found to be improperly lying down or inattentive to duty, in possession of bedding materials, and/or sleeping on duty are subject to an eight (8) day suspension for a first offense. Further offenses are cause for disciplinary action up to and including termination.
4. Staff do not sleep during their coffee breaks.
5. In unusual situations, such as snow emergencies, personnel are sometimes required to work long periods of time.
   a. The Superintendent or designee may waive this policy.
   b. Staff who believe such a circumstance exists obtain prior approval of the Superintendent or designee.

Q. The utilization of reading material, either electronic or hard copy, is strictly prohibited while staff are on duty unless this reading material is utilized to aid in the performance of staff's duty.

1. Staff observed with prohibited reading materials may be subject to disciplinary action.
2. Repeated infractions are cause for progressive disciplinary action up to and including termination.

R. The RITS maintains an orderly and efficient process for staff to certify work hours and exception hours.

1. Staff submits an accurate and signed, individual Weekly Attendance Report, including his/her social security number, for approval of his/her supervisor in conformance with the designated schedule.
2. MCC submits Weekly Attendance Reports to the Office of Health and Human

Services according to the designated schedule.

3. Staff' completes Weekly Attendance Report in advance for planned absences.

Staff absence at the end of the week does not remove responsibility for submitting a Weekly Attendance/Time Sheet.

4. If Staff is absent for a full week due to illness, a supervisor may complete, sign and initial the Weekly Attendance Report.
5. Amendments to Weekly Attendance Report are made in conformance with policy of the Office of Health and Human Services.

S. The RITS assists staff in achieving exemplary job performance.

1. Newly hired staff or Staff placed in a new position is subject to performance reviews during the probationary period, which is the first six (6) months in the position.
2. Formal annual performance assessment of each Staff's competencies and job function relates directly to the identification of individual and organizational training and development needs.
   a. Performance Assessments take place each year on the anniversary date of the Staff's employment.
   b. A written summary of the Performance Assessment is completed by the designated supervisor and provided to Staff.
   c. Annual Performance Assessments are not utilized for disciplinary processes, but as a means for the supervisor and Staff to review essential job functions in the context of on going and emerging work environments and to assist Staff in meeting job requirements.
3. Paragraph S is consistent with ACA Standards 3-JDF-1C-16 and 3-JTS-1C-18.

T. Staff, contract employees, and/or contractors store required prescription medications in such a way that it is not accessible to the residents.

1. Staff, contract employees, and/or contractors store prescription medication in its original container and limit quantity to a 24 hour supply.
2. In an emergency in which a staff member is held over 24 hours, he/she notifies the MCC of the need to replenish the prescription medication.
3. Non-prescription medications are not permitted at the RITS.
4. The RITS complies with state and federal laws and regulations requiring a drug free workplace.
5. Paragraph T is consistent with ACA Standards 3-JDF-1C-15 and 3-JTS-1C-17.

U. Supervision is provided in conformance with DCYF Policy 200.0080, Supervisor/ Supervisee Interactions and DCYF Policy 1200.0003, Administrative Responsibility.

V. Identification Badges/Access Cards are utilized in conformance with DCYF Policy 100.0135, Identification Badge/Access Card.

W. Designated union members or officers are granted time with pay during working hours to investigate and seek to settle grievances and attend hearings, meetings and conferences on contract negotiations with state officials.

a. Such time is granted with the approval of the department director and is not unreasonably withheld.

b. Accountability for the use of such time is a legitimate management concern.

X. Staff comply with policy and procedures of the Office of Health and Human Services and the Department of Administration in reporting and documenting any injury on duty.

Y. Hiring, promotion, compensation, retention, discipline practices conform to rules established by the Department of Administration, the Office of Health and Human Services, and the DCYF as well as relevant collective bargaining agreements.

1. Background checks are conducted in conformance with DCYF Policy 900.0040 Criminal Background Checks and DCYF Policy 200.0065, Employment Background Checks – Training School.

2. Staff are credentialed in conformance with DCYF Policy 1200.0000, Legal Establishment.

3. Staff receive orientation and training in conformance with DCYF Policy 400.0000, Training and Professional Development.

4. An Employee Assistance Program is available to staff.

5. Staff receive compensation for travel in conformance with DCYF Policy 100.0050, Travel Reimbursement.

6. In all cases, Staff perform responsibilities in conformance with DCYF Policy 100.0160, Code of Ethics.

7. To ensure a work atmosphere which is free of harassment of a sexual nature, all Staff perform responsibilities in conformance with DCYF Policy 200.0075, Sexual Harassment.

8. The DCYF ensures equal opportunity to all persons in conformance with DCYF Policy100.0140, Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination.

9. To ensure safety and security, staff must be capable of performing duties associated with his/her classification.

a. Certain job classifications require a physical examination and/or psychological testing prior to appointment.

b. Physical examinations are administered by a physician designated by the Department or a physician of the applicant's choice.

c. Psychological testing is administered by the Clinical Director of the RITS.

d. Staff receive re-examination according to a defined need.

10. Paragraph Y is consistent with ACA Standards 3-JDF-1A-33; 3-JTS-1A-29; 3-JDF-1C-05; 3-JDF-1C-05-2; 3-JDF-1C-05-1; 3-JDF-1C-06; 3-JDF-1C-07; 3-JTS-1C-07-2; 3-JTS-1C-07; 3-JTS-1C-07-1; 3-JDF-1C-08; 3-JTS-1C-08; 3-JDF-1C-09; 3-JTS-1C-09; 3-JDF-1C-10; 3-JTS-1C-10; 3-JDF-1C-11; 3-JTS-1C-11; 3-JDF-1C-12; 3-JTS-1C-12; 3-JDF-1C-13; 3-JTS-1C-13; 3-JDF-1C-14; 3-JTS-1C-14; 3-JDF-1C-15; 3-JTS-1C-15; 3-JDF-1C-16; 3-JTS-1C-16; 3-JDF-1C-17; 3-

~~JTS-1C-17; 3-JDF-1C-18; 3-JTS-1C-18; 3-JDF-1C-19; 3-JTS-1C-19; 3-JDF-1C-20; 3-JTS-1C-20; 3-JDF-1C-21; 3-JTS-1C-21; 3-JTS-1C-22; 3-JDF-1C-23; 3-JTS-1C-23 and 3-JTS-1C-25.~~