RHODE ISLAND GOVERNMENT REGISTER

PUBLIC NOTICE OF PROPOSED RULEMAKING

AGENCY: Department of Children, Youth and Families

DIVISION: Rhode Island Training School

RULE IDENTIFIER: ERLID 6614

REGULATION TITLE: Post Assignments 1200.0847

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 6614, "Post Assignments" 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 (This rulemaking action)**
- 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 (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.

Post Assignments

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School
Policy: 1200.0847
Effective Date: November 8, 2010 Revised Date: December 9, 2011 Version: 2

Staff assist in the rehabilitation, education, assessment, treatment planning and care of residents. All staff ensure that each resident is treated with respect. Staff assist in supervision and instruction of residents engaged in programming on grounds, fostering responsibility, positive behavior, self reliance, and character development of residents. The Training School establishes staffing patterns to ensure security and safety for staff and residents at all times and to allow flexibility to respond to program needs in the context of the physical plant. Staffing patterns are developed pursuant to provisions of union contracts and regulations promulgated by the Department of Administration. For the purposes of efficiency, safety, security and optimal programming, staff are assigned to specific responsibilities, which are designated as "Posts." Staff adhere to orders and responsibilities associated with designated Posts at all times in order to ensure resident safety and prevent security breaches.

Related Procedure

Post Assignments

Related Policy

Resident Room Inspections
Unusual Incident Report
Fifteen Minute Room Checks

Post Assignments

Procedure from Policy 1200.0847: Post Assignments

A. Juvenile Program Workers (JPWs) in all posts assist in the rehabilitation and education of residents, including the development of their social capabilities. JPWs:
   1. Provide custody, control and supervision of residents;
   2. Interview residents to evaluate needs and risks in the areas of development and rehabilitation;
   3. Participate in clinical assessment of residents' treatment plans relative to behavior and social capabilities;
   4. Instruct residents on Training School policies;
   5. Instruct residents in work assignments, employment programming, and comparable activities in order to foster responsibility, self reliance, character development and successful release back into the community;
   6. Provide guidance and direction in areas of resident judgment, discipline and cleanliness to foster positive behavior; and
   7. Perform related duties as identified and assigned.

B. At all times Juvenile Program Workers (JPWs) ensure the:
   1. Total safety and security for all;
   2. Prompt release of residents if required in an emergency situation;
   3. Cleanliness and integrity of the physical plant;
   4. Appropriate use and functionality of any related equipment; and
   5. Reporting of concerns regarding safety, security, physical plant and related equipment to appropriate supervisory staff and documentation of these concerns in conformance with DCYF Policy 1200.0827, Unusual Incident Report.

C. The number and needs of residents, physical plant, programming and seniority, as defined by union contracts, determine staffing patterns.
   1. The facilities and units are staffed according to three shifts: a. 7:00 a.m. - 3:00 p.m.
   b. 3:00 p.m. - 11:00 p.m.
   c. 11:00 p.m. - 7:00 a.m.
   2. Staffing patterns and Posts are subject to change with notice from the Superintendent or designee.
   3. Posts may be consolidated and/or vacated to reflect population changes or movement.
   4. Post assignments allow for accountability and equitable distribution of tasks.
   5. The bidding process is followed as applicable.
      a. Staff accepts a primary Post assignment.
      b. Staff adheres to assigned Post.
      c. Supervisory approval in advance is required for any change in primary Post assignment.

D. Posting within the residential units of the Youth Development Center (YDC) and Roosevelt Benton Center (RBC):

1. There are three Posts on the 7:00 a.m. – 3:00 p.m. and the 3:00 p.m. – 11:00 p.m. shifts:
    a. Work station
    b. Day Room 1 / Dormitory (right side)
    c. Day Room 2 / Dormitory (left side)
2. There are two Posts on the 11:00 p.m. – 7:00 a.m. shift:
    a. Work station
    b. Day Room/Dormitory

E. Duties associated with the Posts enumerated in A – D, above, in the YDC and RBC on the first and second shifts:

1. Work Station duties include:
    a. Surveillance of the Programmable Logic Controller (PLC) Monitor and making log entries;
    b. Securing, monitoring and documenting all safety and security equipment including but not limited to, keys and internal doors;
    c. Facilitating all communications, including but not limited to, portable radios, intercoms, phones, consistent contact with YDC Master Control Center/RBC Control Center regarding daily counts and residents movement;
    d. Monitoring and facilitating resident functions, including but not limited to, phone calls;
    e. Administering screening instruments including but not limited to, the Massachusetts Youth Screening Instrument (MAYSI);
    f. Directing vendors and medical personnel within the unit;
    g. Coordinating deliveries including but not limited to, supplies and laundry;
    h. Completing forms and reports as required and
    i. Other duties as identified and assigned.
2. Day Room 1/Dormitory and Day Room 2/Dormitory Post duties include:
    a. Completing resident counts and resident hygiene;
    b. Coordinating or communicating all resident life activities including, but not limited to, bedding, clothing, medical, disciplinary and any concerns relating to safety and security;
    c. Completing forms and reports as required;
    d. Completing checks of residents' rooms in conformance with DCYF Policy 1200.0839, Fifteen Minute Room Checks;
    e. Conducting and documenting daily room inspections in conformance with DCYF Policy, 1200.1003, Resident Room Inspections and
    f. Other duties as identified and assigned.

F. Within the YDC and the RBC, duties associated with Posts on the third shift in all units:

1. Work Station/Day Room Post duties include overseeing the work station, day room, multipurpose rooms, auxiliary areas, maintaining the unit log book, performing equipment checks, ensuring adherence to Unit

schedules and other duties as identified and assigned.

2. Dormitory Post duties include performing accurate counts, head calls, completing checks of residents' rooms in conformance with DCYF Policy 1200.0839, Fifteen Minute Room Checks, ensuring adherence to Unit schedules and other duties as identified and assigned.

3. Work/Station/Day Room Post and Dormitory Post duties include ensuring safety and security in the Unit at all times. Except in the case of an emergency or with the permission of the Administrator on Call:
   a. Residents do not to leave the Unit for any reason;
   b. No more than one resident is out of his/her room at a time and
   c. JPWs are continuously alert and vigilant to ensure responsiveness to security and resident safety.

G. The RBC Control Center is separate Post with defined duties:
1. Operating the security system within the RBC.
2. Surveillance of the Programmable Logic Controller (PLC) Monitor and making log entries;
3. Securing, monitoring and documenting all security/safety equipment including but not limited to, keys and doors;
4. All communications including but not limited to portable radios, intercoms, phones, consistent contact with YDC Master Control Center regarding daily counts and residents movement;
5. Directing vendors and medical personnel within the RBC;
6. Coordinating deliveries including but not limited to, supplies and laundry;
7. Completing forms and reports as required;
8. Effectuating prompt release of residents if required in an emergency situation;
9. Monitoring the HVAC system and Closed Circuit Television; reporting RBC issues needing attention to the appropriate supervisory staff;
10. Ensuring that RBC electric and manually operated gates are open only when authorized persons are passing through and are secured at all other times;
11. Ensuring that persons and vehicles enter and leave at designated points in the perimeter;
12. Maintaining surveillance of the RBC perimeter;
13. Ensuring that only authorized staff enter the RBC Control Center and
14. Other duties as identified and assigned.

H. Paragraphs A – G are consistent with American Correctional Association Standards 3-JDF-3B-12 and 3-JTS-2G-03.