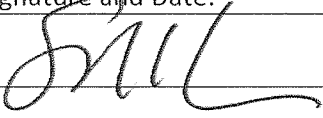


DETENTION STANDARDS – COMPLIANCE COVERSHEET

Security	
<p><u>Standard</u> <u>8-5-15</u> MANDATORY</p>	<p>(a) Written policy, procedures, and practice provide the level of authority, access, and conditions required for the availability, control, and use of chemical agents and equipment. The use of chemical agents, including pepper spray, tear gas, and mace, is prohibited, except by law enforcement or specifically trained staff in emergency situations. Authorization from the facility administrator or designee shall be obtained prior to use of a chemical agents by staff.</p> <p>(b) The accountability system for chemical agents should include, at a minimum, the following:</p> <p>(1) Personnel using chemical agents to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the tour of duty.</p> <p>(2) All persons contaminated in an incident involving the use of a chemical agent must receive an immediate decontamination, medical assessment, and treatment.</p> <p>(3) Chemical agents and equipment related to its use are inventoried at least monthly to determine their condition and expiration dates.</p> <p>(4) If chemical agents are issued as duty equipment and carried during the shift, canisters must be weighed at the time issued and when returned, as well as after each use, to account for the chemical agent.</p> <p>(c) A critical incident report shall be completed following all incidents involving the use of chemical agents.</p> <p>(d) This is a mandatory standard.</p> <p><i>Comment 1: The use of chemical agents is discourage by the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI) and by the Indiana Juvenile Detention Association (IJD).</i></p> <p><i>Comment 2: Based on an analysis of the physical plant and the size and profile of the juvenile population, designated staff determines what chemical agents and other security devices the facility needs. Written policies and procedures specify the level of authority required for access to and use of security devices. All instances involving the use of force and/or chemical agents are documented to establish the identity of the personnel and juveniles involved and to describe the nature of the incident.</i></p>
<p><u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u></p>	<p>Title, page number, and section of <u>Policy</u> demonstrating standard compliance: Policy 9.13, 9.12, 4.2</p> <p>Title, page number, and section of <u>Procedure</u> demonstrating standard compliance: Procedure</p> <p>Title of document demonstrating <u>Proof of Practice</u>: (Suggested document(s): Statute or Articles of Incorporation; Certificate of Existence)</p> <ol style="list-style-type: none"> 1. Training Records 2. Incident Reports 3. Medical Assesment 4. Pepper Spray Inventory

DETENTION STANDARDS – COMPLIANCE COVERSHEET

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p> <div data-bbox="188 317 797 394" style="border: 1px solid black; padding: 5px;">  2015 </div> <p> <input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached) </p>	<p>Auditor Signature and Date:</p> <div data-bbox="824 317 1433 394" style="border: 1px solid black; height: 37px;"></div> <p> <input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable </p>
<p>NOTES:</p> <div style="border: 1px solid black; height: 124px; margin-top: 5px;"></div>	

POLICY NUMBER	PAGE	RELATED STANDARDS
9.13	1 of 4	ACA 3A-16-18, 27, 28, 30 IND 8-5-14; 8-5-17; 8-5-18

CHAPTER 9	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
Security and Control	

SUBJECT
Use of Force

POLICY

To prevent the possibility of serious injury to staff and juveniles, only the minimal amount of force necessary shall be used to control a juvenile or situation in the facility. The use of force resulting in injury to staff or juveniles and the use of mechanical restraints shall be fully documented and reported

PROCEDURES

Authority

Only the Director may authorize the use of force. Staff so authorized should use reasonable force when an escape is in progress or when danger to persons or property are present. In an emergency where prior authorization is not possible, a staff member shall use reasonable force and must later justify his/her actions in a written report.

Levels of Non-Deadly Force:

Force, security equipment, and restraint equipment are intended to be used only as control measures and only when absolutely necessary. They are not intended and shall never be used as a means of punishment. Immediate medical attention shall be given to both staff and juveniles in injuries are sustained during use of force or restraint equipment. The following levels of force are authorized under the described circumstances.

Verbal Persuasion/Commands

Verbal persuasion/commands shall be repetitive and precede physical handling of detainees. Use loud, clear, and brief commands directing detainees in question to stop negative actions/misbehavior to perform in a desired manner.

Physical Handling

The first level of force available to a staff member is the use of his/her hands; (soft empty hand). A firm grasp is justified to subdue unruly juveniles, separate participants in a fight, and in defending self, staff, juveniles, or other persons. It also may be used to move juveniles who fail to comply with lawful orders. As with any type of force, the amount of physical handling used shall be only as much as is reasonable and necessary under the circumstances to regain control of combative juveniles.

Pepper Spray (OC-10)

Pepper Spray may be used by Detention Officers (who are trained and certified in its application) only in situation when juveniles demonstrate physical aggression towards staff or other juveniles and verbal commands and (soft) empty hand control has proven ineffective to control manage the juvenile(s). Pepper spray is never to be used as punishment nor will its use be threatened. This does not preclude the use of a warning due to the juveniles(s) demonstrated pattern of aggression towards staff and/or the use of multiple restraints previously.

1. A one-second burst to the eyes from the distance of two to three feet is appropriate with the juvenile's immediate decontamination following application.
2. Decontamination consists of a shower with cool water and/or compress.
3. Blot the affected area with cool wet towels but do not rub the skin.
4. Issue clean clothing and clean bedding if necessary.
5. Monitor decontamination effects. Anyone not improving within one-hour seek immediate medical attention.
6. Juvenile will receive medical assessment from medical staff. If after hours, juvenile will be seen immediately next day.

The use of Pepper Spray though the door will only be used for the juvenile(s) that have a demonstrated pattern of aggression toward staff and/or the use of multiple restraints previously. This use must be authorized by at least two of the following individuals:

- DOD/ADOD
- Director of Mental Health/Social Services
- Forensic Diagnostician, and/or
- Executive Director

If during business hours, the Supervisor must consult with at least two of the above.
If after business hours, one of the above individuals must be reached via pager and/or cell phone.

Authorized Restraint Equipment

Handcuffs (non-hinged), leg shackles, flexible plastic ties, Black and Grey Restraint chairs, and Body Guard.

The use of a mechanical restraint should NEVER be used as punishment nor be used to secure anyone to any fixed object and be limited to the following situations:

1. PROTECTION of a juvenile from self-injury
2. PREVENTION of injury to others
3. PREVENTION from property damage
4. PRECAUTION against escape during transfer
5. For medical reasons under medical staff direction

All restraints other than handcuffs and leg shackles require immediate approval of the Supervisor. All mechanical restraint use (other than handcuffs and leg shackles) shall not exceed ONE HOUR. When a juvenile is placed in the restraint chair the Assistant Director/Director of Detention, the Director

of Mental Health/Social Services, and the Executive Director is to be contacted as soon as possible. After one hour in the restraint chair, the shift supervisor must "consult" with the Assistant Director/Director of Detention, the Director of Mental Health/Social Services, and the Executive Director to receive guidance in how to handle the current situation in the safest manner possible.

No juvenile shall be restrained on their stomach for longer than ONE MINUTE and then in a transfer process to a less restrictive position.

All restraints of less than one hour must be documented in the pod logbook. Restraint use exceeding one hour require documentation of the "consults" with the Directors and the times noted in an Incident Report and dispositioned by the Supervisor.

Circulation checks must be conducted with all restraints used. The Supervisor or their designee will conduct circulation checks every fifteen minutes and must be documented in the pod logbook and unusual events log in the Control Room.

Deadly Force

Deadly force is that force which will likely cause death or serious bodily injury. It may only be used at the last resort to prevent acts which would result in death or severe bodily injury to yourself or another person (co-worker/detainee).

Use-of-Force Reports

The Asst./Director of Detention should be notified immediately in writing when any type of force is used. A dated, detailed, and signed written report, prepared by the staff member who employed force, shall be completed **no later than the conclusion of that shift** and shall include the following information:

1. An accounting of the events and alternatives leading to the use of force used by staff member(s) participating in the incident.
2. An accurate and precise description of the incident and reasons for employing force by staff member(s) participating in the incident.
3. A description of the restraining devices, if any, and the manner in which they were used.
4. A description of the injuries suffered, in any, and the treatment given and/or received.
5. A list of all **participants** and witnesses to the incident, each individual involved at anytime will write an Incident Report. These reports are to be given to the supervisor **no later than the conclusion of that shift**.

Supervisor's Investigative/Reporting Responsibility

When alleged excessive force is suspected, staff member(s) may be suspended until an investigation is completed by Police and/or Child Protective Services, and/or JJC Director of Security.

1. Juvenile(s) and or staff shall receive immediate medical services and such documented in and Incident Report by the **Supervisor**, he/she shall notify the

- Asst./Detention Director. If JJC medical staff are not present/cannot provide adequate care, the Supervisor shall notify Emergency Medical Services 911.
2. **Supervisors** are responsible for ensuring photographs are taken of all injuries, the scene, and that reports are submitted by all individuals involved (participants, witnesses) **prior to the end of the shift** in which the incident occurred.
 3. **Supervisors** are responsible for ensuring that all documentation is completed and notifying Child Protective Services/Institutional Neglect and Abuse **1-800-562-2407 prior to the end of the shift** in which the incident occurred.
 4. Pictures and copies of all Incident Reports should be forwarded to the JJC Security Director by the next working day. This matter is of such a serious nature that disciplinary measures will be initiated immediately if steps are not strictly adhered to.

Review of Incidents

The following is a list of incidents that are to be reviewed with the closed circuit camera system immediately after the incident or the next business day:

1. Use of Pepper Spray
2. Assaults on Staff/Detainees
3. Use of Restraints (this includes mechanical restraints, restraint chairs, and/or body guard restraints)

The Shift Supervisor will review the incident report and/or any video footage that is available for the incident. After their review the Shift Supervisor will determine if the use of force/restraints were justified and/or appropriate.

The review of video footage will be documented on the Integrator or Independent Log tablets located in the Supervisors/ADOD office. The documentation will be detailed concerning the footage viewed and the Shift Supervisor will **notify** the DOD/ADOD of their findings for administrative review via e-mail or voice mail message.

4-28-98	5-29-98	10-6-06	
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-10-15	S. Coleman

POLICY NUMBER	PAGE	RELATED STANDARDS
9.12	1 of 1	ACA 3A-17, 26, 29 IND 8-5-15; 8-5-18; 8-5-27

CHAPTER 9	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
Security and Control	

SUBJECT
Control of Firearms and Other Security Equipment in Detention

POLICY

To ensure the safety and security of facility staff and juveniles, no firearm or weapon shall be worn or carried in the facility unless it is during an emergency, and then only if it is carried by a police officer. At no time shall visitors be in possession of firearms or other weapons while inside the confines of Detention.

PROCEDURES

Availability

All security equipment, including pepper spray, shall be authorized only by the Director. The availability, control, and use of security equipment **shall be the responsibility of the Director**. Type and quantity of security equipment shall be based on an analysis of the facility and juvenile population and profile. The Supervisors and Control Officers shall be the only staff within the facility with access to the security equipment storage area.

Handcuffs

Handcuffs will be stored in a safe and secure location and counted daily by the responsible Supervisor. All staff members will be sure that handcuffs do not leave the facility unless they are being used in transporting juveniles or for other security purposes. Serial numbers for all handcuffs will be recorded, and a monthly inventory will be reported to the parent agency.

After new employee training and deposit, staff will be issued handcuffs and case to be worn as their duty equipment. Staff may provide their own handcuffs, but they must not be hinged handcuffs.

Pepper Spray

Pepper spray and holster will be issued to staff once they complete the pepper spray training and provide a deposit for the equipment. Pepper spray is to be worn as their duty equipment. Issued pepper spray will be checked annually to ensure it is not expired and that the canister is in good condition.

Pepper spray will be weighed at the time of issue and when returned. Pepper spray will also be weighed after each use to account for the pepper spray.

4-28-98	5-29-98	5-11-06	
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-12-08	S. Coleman

POLICY NUMBER	PAGE	RELATED STANDARDS
4.2	1 of 2	IND 8-5-15

CHAPTER 4	ST. JOSEPH COUNTY JUVENILE JUSTICE CENTER
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Training and Staff Development

SUBJECT

Oleoresin Capsicum Training

POLICY

All staff that carry and/or use oleoresin capsicum (OC-10) must successfully complete the Oleoresin Capsicum Training program. This training will ensure that the staff member understands the uses and effects of OC-10. Only those individuals that have successfully completed the training will be authorized to carry and/or use OC-10.

PROCEDURES

Certification/Re-Certification

All staff members must successfully complete the Oleoresin Capsicum Training provided by this facility in order to be certified to carry and/or use OC-10. All staff members that are new to the facility must receive a Level One contamination as part of the training program.

Staff will receive Oleoresin Capsicum Training annually. This will include all classroom instruction and Level Three contamination.

Classroom

The following topics/materials will be covered in the classroom portion of the Oleoresin Capsicum Training program:

1. History
2. Introduction to OC and Classification
3. Effects
4. Delivery Systems
5. Deployment Tactics
6. Contamination Levels
 - Level One – Direct physical contact
 - Level Two – Indirect/Secondary contact
 - Level Three – Area contamination
7. Decontamination/Recovery
8. Policy & Procedures – Use of Force
9. Documentation
10. Contamination/Exposure Drills

Contamination

All staff members that have not completed the Oleoresin Capsicum Training through this facility will be required to receive a Level One contamination (Direct physical contact). This will allow the officer to understand the effects of OC and how to overcome these effects in the event that an aggressive juvenile used OC on them and to increase officer safety.

Method of Contamination – Level One

1. The officer will close their eyes
2. The instructor will spray a liberal (2-3 second) burst across their brow and upper eye lids
3. The officer will be instructed to open their eyes and blink until they are contaminated with the OC
4. The officer will then proceed to the Exposure Drills

Exposure Drills

After receiving the Level One contamination the officer will then be required to go through the following Exposure Drills. Elapsed time off all stations will be approximately 60 seconds.

1. Threat identification
2. Defend – Elbow Strikes
3. Decontamination

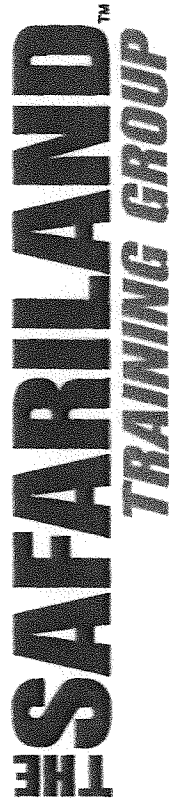
Safety

During the Oleoresin Capsicum Training, the instructor(s) are the only one authorized to use OC. Staff members receiving a Level One contamination will be paired up with another staff member. They must remain with each other until the contamination and decontamination has been completed. There should be no one unattended that is in the process of decontaminating.

Method of Contamination – Level Three

All staff members that are being re-certified will receive a Level Three contamination (Area contamination). The instructor will spray a burst over the heads of the group or have the group walk through the spray. Staff will only receive the residual effects of the OC-10.

9-1-07	9-1-07		
ISSUE DATE	EFFECTIVE DATE	DATE REVIEWED	SIGNATURE
		2-10-15	S. Coleman



CERTIFICATE OF COMPLETION

Sean Coleman

Has Completed the Basic Instructor Course Requirements For
OC Aerosol Projectors

Larkin Fourkiller
Instructor



Director of Training
Sandy Wall

07/15/2014
Date Completed

07/31/2017
Expiration Date



DEFENSE TECHNOLOGY

STAFF NAME	TRAINING PROGRAM	DATE	INSTRUCTOR	RECERT	HOURS
ANDERSON, DERICK	OC-10 PEPPER SPRAY TRAINING		NELSON		4
FENTON, STEPHANIE	OC-10 PEPPER SPRAY TRAINING	10/28/2014	NELSON		4
DALY, MICHAEL	OC-10 PEPPER SPRAY TRAINING	10/28/2014	NELSON		4
ANDERSON, DERICK	OC-10 PEPPER SPRAY TRAINING	10/28/2014	NELSON		4
DUBOIS, JEFF	OC-10 PEPPER SPRAY TRAINING	10/28/2014	NELSON		4
ANTONIO, MARISSA	OC-10 PEPPER SPRAY TRAINING	10/28/2014	NELSON		4
VANGOEY, CAROL	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
HOWELL, DENNIS	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
PILARSKI, MELISSA	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
ALPHENAAR, JASON	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
KENNEDY, SUSAN	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
CECIL, LINDSAY	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
JACKSON, MARVIN	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
ROSE, JEREMIAH	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
MASTERSON, JEFF	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
DUNCAN, MARIA	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
MEUSCHKE, CHRIS	OC-10 PEPPER SPRAY TRAINING	10/29/2014	NELSON		4
ROTH, SCOTT	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
SIMMS, HEATHER	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
PALMER, MICHAEL	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
PILIPOW, EDWARD	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
WHITE, LARRY, R.	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
RAPER, AMANDA	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
TAYLOR, CLARISSA	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
CHAMBERLIN, MATTHEW	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
JONES, GEORGE	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
YIKE, PHILLIP	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
SOWERS, SHAWN	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
SZCZECHOWSKI, ERIC	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
RHODES, MATTHEW	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
SMITH, ROOSEVELT	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
MAUPIN, KATIE	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4
SIERADSKI, TYLER	OC-10 PEPPER SPRAY TRAINING	10/30/2014	NELSON		4

ST JOSEPH COUNTY JUVENILE JUSTICE CENTER

BEHAVIOR INCIDENT REPORT

Date/Time: **March 1, 2015 at 6:38:41 PM**

Location: B Pod

Type of incident: Attempted Battery on Staff
Disorderly Conduct
Failure to Follow Staff Instruction

Staff Involved: CO Sowers
ASUP Rhodes
CO Pilarski
CO Yike

Juvenile's Involved: **Detainee Garcia (00110)**

Nature of Incident and Details:

On this date 3/1/2015 at 6:38pm while performing my assigned duties in detention, the following incident did occur. While on duty in Control 1, detainee Garcia called from his intercom in Room BW2 and stated, "come take me to fox, I flooded my room." Therefore I CO Sowers along with CO Pilarski and CO Yike entered Bravo pod to remove detainee Garcia from the pod and escort him to foxtrot pod. As we approached the detainees door, he was yelling and standing in his window with his shirt off. I instructed detainee Garcia to have a seat so we could enter the room and place him in restraints for the escort. Detainee Garcia refused all directions and stated "No fuck that." I then called for BW2 to be held open. As it I was opening the door, Detainee Garcia charged out of the room. I placed a Hard open hand on his chest in an attempt to stop him from exiting the room and as I was, CO Pilarski administered a 1 second burst of OC-10 to detainee Garcia's facial area. CO Yike and I then attempted to secure detainee Garcia to the floor so that he could be placed in hand restraints. Detainee Garcia continued to resist and was placed back into BW2 until he was committed to comply with all staff directions. After detainee Garcia continued his disorderly behavior for a few moments, he began to yell for staff and stated that he was ready to be placed in hand restraints. CO Yike and I opened BW2 once more and placed him in restraints. At this time, ASUP Rhodes entered Bravo pod and helped CO Yike and I escort him to the nurses station for decontamination. Detainee Garcia was given ample time to decontaminate and was then escorted to Foxtrot Pod by ASUP Rhodes EOR.

RECOMMENDATION:

Therapeutic Rapport: [REDACTED] agreed with this staff that his behavior was foolish and unwarranted. [REDACTED] also stated to this staff "I aint never doin that shit again."

Wants to attend Misconduct Review Board: Yes No XX

Reporting Staff Member: Shaun M Sowers

I recommend that [REDACTED] be placed on CPU In-Cell status.

DISPOSITION: DET. [REDACTED] IS PLACED ON CPU.

Supervisor Name:

REVIEWED BY:

 3/2/2015

Chris Meuschke
Asst. Director of Detention

**ST JOSEPH COUNTY
JUVENILE JUSTICE CENTER**

BEHAVIOR INCIDENT REPORT

Date/Time: March 1, 2015 at 6:38:58 PM

Location: B Pod

Type of incident: Attempted Battery on Staff
Disorderly Conduct
Failure to Follow Staff Instruction
Use of OC-10

Staff Involved: CO Pilarski
CO Sowers
CO Yike

Juvenile's Involved: [REDACTED] (35781)

Nature of Incident and Details:

On 3.1.15, I CO [REDACTED] was a CO [REDACTED] in detention when the following did occur:

At approximately 1838, I responded with CO's [REDACTED] and [REDACTED] to detainee [REDACTED] having flooded his room. Upon entering the pod, CO Sowers instructed [REDACTED] pod staff to move the level 3 and 4 detainees who were watching a movie into the [REDACTED] dayroom.

Upon entering the [REDACTED] West dayroom, [REDACTED] was standing in his window refusing to sit down after being instructed to do so by CO [REDACTED]. Detainee [REDACTED] continued to stand in his window yelling "I don't give a fuck, I'm not doin shit that ya'll say". CO [REDACTED] then asked detainee [REDACTED] one last time to have a seat and detainee Garcia responded with "Fuck no".

Detainee [REDACTED] door was then opened, upon being opened, detainee [REDACTED] attempted to charge at CO [REDACTED]. I then administered a one second burst of OC-10 to detainee [REDACTED] facial region. Detainee [REDACTED] then was on the floor after being sprayed attempting to kick at CO's [REDACTED] and [REDACTED] so I administered another one second burst. He was then assisted back into his room until more staff was available to assist in de-contamination.

I then relieved ASUP Rhodes in control who continued with the de-contamination process.
EOR.

RECOMMENDATION:

Therapeutic Rapport: None at this time

Wants to attend Misconduct Review Board: Yes ☐ No ☒

Reporting Staff Member: Melissa M [REDACTED]

I recommend detainee Garcia be placed on CPU for attempting to assault staff.

DISPOSITION: DET. [REDACTED] IS PLACED ON CPU.

Supervisor Name:

REVIEWED BY:

 3/2/2015

Chris Meuschke
Asst. Director of Detention

Pepper Spray Inventory Log

Staff's Name: _____

Date Issued: _____

Issued Weight: _____

Weight/Usage Log

This form will be completed when staff have used pepper spray and on a monthly basis to inspect the canister for condition and expiration.

[illegible]