



STATE OF INDIANA
Department of Correction

Indiana Government Center - South
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Michael R. Pence
Governor

Bruce Lemmon
Commissioner

February 19, 2013

The Honorable Stephen R. Heimann
Bartholomew County Circuit Court
234 W. Washington Street
Columbus, Indiana 47201

**RE: Bartholomew County Youth Services Center-Detention Unit
2013 Juvenile Detention Inspection
February 13, 2013**

Dear Judge Heimann:

As required by 210 IAC 6, an inspection of the Bartholomew County Youth Services Center – Detention Unit was conducted by Director Vanessa Krause, Shannon Bowling and Jan Adams with the Indiana Department of Correction.

The Bartholomew County Youth Services Center is operated by the Bartholomew County Circuit Court, and is located at 2350 Illinois Street, in Columbus, Indiana. The rated bed capacity of the Detention Unit is 18, and the facility Director is Anita Biehle.

This inspection constitutes the seventeenth annual inspection of the Bartholomew County Youth Services Center – Detention Unit. This inspection included a tour of the facility, a review of all mandatory standards and non-mandatory standards, and interviews with staff and students. The staff interviewed was well trained in policy and procedure and complimentary of the administration. The students interviewed offered no complaints of mistreatment and praised the food they receive for meals.

Summary of Tour:

- Many areas are in the process of being improved through painting.
- The facility was very clean.
- The facility was advised to replace or have repaired any mattress or pillow that contains rips because this prevents proper sanitation.
- The facility was advised to assure all chemicals are inventoried, an MSDS sheet is present, and to check the expiration dates.
- The facility was advised that the recreation equipment should be replaced due to wear and tear on the basketballs, volleyballs, footballs, etc.

Summary of Folders:

- Recommend that all Policy and Procedures are updated and mirror the standards. Do not mark out policy and handwrite in changes.
- Highlight documentation in all packets that pertain to the standard in that packet.
- Assure inspection notes are reviewed and suggested changes are made prior to the following year.

Standards determined to be non-compliant:

210 IAC 6-3

- 2.96 Sleeping room has a minimum of the following facilities and conditions:
-sanitation facilities including access to toilet facilities that are available for use without staff assistance 24 hours a day
-wash basin with hot and cold running water
-a bed, desk or closet space, chair or stool
-natural light
-temperatures that are appropriate to the summer and winter (ACA-2C-03)
No toilets or wash basins are available in sleeping rooms at the Detention Unit.
- 2.99 All housing units with five or more juveniles have a minimum of two toilets. (ACA-2C-06) **One toilet in living units – housing 8 to 9 juveniles.**
- 2.102 Handicapped juveniles are housed in a manner that provides for their safety and security. (ACA-2C-09) **Detention Unit's living units are not handicapped accessible for staff or students.**
- 3.126 There is a manual containing all procedures for facility security and control, with detailed instructions for implementing these procedures. The manual is available to all staff and is reviewed at least annually and updated as needed. (ACA-3A-01)
Annual Review not completed.
- 4.247 Programs and training are provided for the development of sound habits and practices regarding personal hygiene. (ACA-4C-34) **The Center has not provided hygiene instruction to all youth.**
- 5.291 Written policy, procedure, and practice specify that juveniles are permitted to send sealed letters to a specified class of persons and organizations including but not limited to courts, counsel, officials of the confining authority, administrators of grievance systems, and members of the releasing authority.

(ACA-5G-04) Policy does not state that students are permitted to send "sealed" letters to any person and an open letter to an attorney is provided which clearly violates the standard.

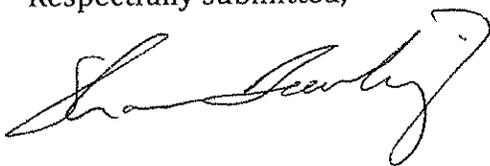
5.303 Written procedure for releasing juveniles include but are not limited to the following:

- Verification of identity
- Verification of release papers
- Completion of release arrangements, including the person or agency to whom the juvenile is to be released
- Return of personal effects
- Completion of any pending action, such as grievances or claims for damaged or lost possessions
- Medical screening and arrangements for community follow-up when needed
- Transportation arrangements
- Instructions on forwarding of mail (ACA-5H-02)

The fifth and seventh item in the listed items to be included in the written procedures are not included in the facility's procedures.

The center was found to be in compliance with **100%** of all mandatory standards, and **97.39%** of all non-mandatory standards. This report becomes public information 10 days from the date of mailing. Please contact me at (317) 407-1917 if you have any questions concerning this report.

Respectfully submitted,



Shannon Bowling
Program Review/Audit Division
Indiana Department of Correction

cc: Vanessa Krause, Director, Program Review Division, IDOC
Anita Biehle, Director Bartholomew County Youth Services Center
File

COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Juvenile Detention Facilities, 3rd Edition	JDC
Supplement		
Facility/Program	Bartholomew Co. Youth Services	
Audit Dates	Feb.13, 2013	
Auditors	Vanessa Krause, Director of Program Review/Audit Division Shannon Bowling and Jan Adams	

	MANDATORY	NON-MANDATORY
Number of Standards in the Manual	26	275
Number of Standards Not Applicable	0	7
Number of Standards Applicable	26	268
Number of Standards in Non-compliance	0	7
Number of Standards in Compliance	26	261
Percentage (%) of Standards in Compliance	100%	97.39%

The number of standards in the manual *minus* number of not-applicable standards *equals* the number of standards that are applicable.
 The number of applicable standards *minus* the number of standards in non-compliance *equals* the number of standards in compliance.
 The number of standards in compliance divided by the number of standards that are applicable *equals* the percentage of standards in compliance.

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Indiana Department of Correction

This is to certify that the

Bartholomew County Youth Services Center- Detention Unit

Has successfully displayed continued practices worthy of this certificate of

Full Compliance

in accordance with Indiana Juvenile Detention Standards (210 IAC 6)

Vanessa Krause
Vanessa Krause, Director
Program Review/Audit Division
Indiana Department of Correction

Shannon Bowling
Shannon Bowling, Detention Inspector
Program Review/Audit Division
Indiana Department of Correction

February 19, 2013
Date

2013-03
Certificate Number

This certificate shall be subject to revocation at any time for failure to comply with established standards
Indiana Department of Correction
Program Review Division
302 W. Washington St. Rm. E329, Indianapolis, IN 46204