



STATE OF INDIANA
Department of Correction

Indiana Government Center - South

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Michael R. Pence
Governor

Bruce Lemmon
Commissioner

October 18, 2013

Honorable James Humphrey, Judge
Dearborn County 7th Circuit Court
215 West High Street
Lawrenceburg, Indiana 47025

**RE: 2013 Inspection- Dearborn County Juvenile Detention Center
Conducted: October 17, 2013**

Dear Judge Humphrey:

An inspection of the juvenile detention standards as required by 210 IAC 6 was conducted at the Dearborn County Juvenile Detention Center on October 17, 2013. Conducting the inspection from the Indiana Department of Correction were Director Vanessa Krause, Shannon Bowling and Jan Adams.

The Dearborn County Juvenile Detention Center is a twenty (20) bed facility located at 219 West High Street in Lawrenceburg, Indiana. The Director is Traci Agner.

This inspection constitutes the seventeenth annual inspection of the Dearborn County Juvenile Detention Center. Compliance with all mandatory standards and at least 90% of the recommended standards is required to attain "Full Compliance". The inspection consisted of a tour of the facility, a review of all mandatory and recommended standards, and interviews with detention staff and residents. Detention staff interviewed was well versed in policy and procedures, and were supportive of administrative staff. Residents interviewed offered no instances of abuse, and no complaints about conditions were noted.

Summary of tour:

- ✓ Facility was clean and organized on date of inspection.
- ✓ Suggested First Aid Kits were inventoried and sealed.

Summary of Folders:

1. Folders were well organized and easy to read.
2. Suggestions were given on how to improve documentation of practice and the use of photos in this capacity.

Recommended Standards found to be non-compliant:

Standard#	Remarks
210 IAC 6	
3-1.23	<p>There is written policy regarding campaigning, lobbying, and political practices. This policy conforms to governmental statutes and regulations and is known and available to all employees.</p> <p>Per Director's memo Judge does not want policy to comply with standard.</p>
3-1.37	<p>Written policy, procedure, and practice provide that a personnel policy manual is available for employee reference and covers at a minimum the following areas:</p> <ul style="list-style-type: none"> -organization chart (table of organization) -recruitment and promotion, including equal employment opportunity provisions -job descriptions and qualifications, including salary determinations and physical fitness policy -benefits, holidays, leave, and work hours -personnel records and employee evaluation -staff development, including in-service training -retirement, resignation, and termination -employee/management relations, including disciplinary procedures and grievance and appeals procedures -statutes relating to political activities -insurance/professional liability requirements (ACA-1C-01) <p>No statutes relating to political activities.</p>
3-2.96	<p>Each room should have at a minimum the following facilities and conditions: sanitation facilities, including access to toilet facilities that are available for use without staff assistance 24 hours - a wash basin with hot and cold running water - a bed, desk, and seating (ACA-2C-03)</p> <p>Rooms do not have toilet facilities, sinks, tables or chairs.</p>
3-2.103	<p>When there is a security room separate from the living unit, it is equipped with plumbing and security furniture. (ACA-2G-10)</p>

There is no plumbing or security furniture in security rooms.

3-2.109 The total indoor activity area should provide space equivalent to a minimum of 100 square feet per juvenile. (ACA-2E-01)

Total indoor activity area is under the required 100 feet per juvenile.

3-2.118 Adequate space is provided for janitorial closets that are accessible to the living and activity areas. Each closet should be equipped with a sink, cleaning implements, and a system of ventilation. (ACA-2E-10)

Cleaning closet does not have sink or ventilation system.

3-2.123 All parts of the facility that are accessible to the public are accessible to
to
and usable by handicapped staff and visitors.

No elevator in building for handicapped employees.

3-3.132 Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times. (ACA-3A-07)

Facility does not always have a female staff member on duty.

3-5.291 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)

Student handbook and practice documentation prove non-compliance with standard.

3-5.303 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)

Written procedures for release do not contain procedures for Medical screening and arrangements for community follow-up when needed

The facility is well maintained and operated, and was found to be in compliance with 100% of all mandatory standards and 96.32% of the recommended standards. Attached is a certificate of "Full Compliance" issued to the center. This report becomes public information ten (10) working 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,
Detention Inspector

Cc: Vanessa Krause, Director, Program Review/Audit Division, IDOC
Traci Agner, Director, Dearborn County Juvenile Detention 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	Dearborn Co. Juv. Det. Center	
Audit Dates	17-Oct-13	
Auditors	Vanessa Krause, Director	
	Shannon Bowling, Jan Adams	

	MANDATORY	NON-MANDATORY
Number of Standards in the Manual	26	275
Number of Standards Not Applicable	0	3
Number of Standards Applicable	26	272
Number of Standards in Non-compliance	0	10
Number of Standards in Compliance	26	262
Percentage (%) of Standards in Compliance	100%	96.32%

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.

Updated Sept. 2011

STATE OF INDIANA
Indiana Department of Correction

This is to certify that:

Dearborn County Juvenile Detention Center

has attained

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

October 18, 2013
Date

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

2013-15
Certificate Number

This certificate shall be subject to revocation at any time for failure to comply with standards