



STATE OF INDIANA
Department of Correction

Indiana Government Center - South

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Michael R. Pence
Governor

Bruce Lemmon
Commissioner

February 19, 2013

Sheriff Mark Bowen
Hamilton County Sheriffs' Department
18100 Cumberland Road
Noblesville, Indiana 46060

**Hamilton County Juvenile Services Center
2013 Standards Inspection February 11, 2013**

Dear Sheriff Bowen:

As required by 210 IAC 6, an inspection of the Hamilton County Juvenile Services Center was conducted on February 11, 2013. Inspectors were Director Vanessa Krause and auditors Shannon Bowling and Jan Adams of the Indiana Department of Correction.

The Hamilton County Juvenile Services Center is operated by the Hamilton County Sheriff's Department, and is located at 18106 Cumberland Road, Noblesville, Indiana. The building was constructed in 2006 and opened in January of 2007. The rated bed capacity is 60 beds. The Juvenile Services Director is Captain Jeff Marcum.

This inspection constitutes the sixteenth-annual inspection of the Hamilton County Juvenile Detention Center. The inspection covered mandatory standards, and recommended standards that were determined to be highly important to the overall operation of the Center. Compliance with all mandatory standards and at least 90% of the recommended standards is required to attain "Full Compliance" as outlined by 210 IAC 6-3.

A tour of the Center was conducted and detention staff and juveniles were interviewed. Detention Staff interviewed were well versed in policy and procedures, and were supportive of administration. The juveniles had no complaints of mistreatment and offered praise on staff.

Summary of Tour:

- Facility was clean, well maintained, and free of odor.
- Suggestions were made on the accountability of restraint equipment
- Improvements were suggested for chemical control and accountability
- A good key control procedure was noted

Review of Folders:

- Folders containing the standards, policy and procedures, and secondary documentation were well maintained on the computer.
- Suggestions were made to re-write entire policies instead of marking out sections and handwriting them in
- Folders could be improved by adding pictures and provide actual documents for practice instead of referring the auditor to somewhere else for needed documents
- Assure notes are reviewed prior to next year's documentation being compiled
- Highlight documentation in all folders that pertain to the standard in that packet
- Facility staff were expedient when asked to provide additional documentation

Standards that were determined to be non-compliant:

Standard # Remarks

210 IAC 6

- 3-1.45 Written policy, procedure, and practice provide that employees who have direct contact with juveniles receive a physical examination prior to job assignment. Employees receive re-examinations according to a defined need or schedule. **(ACA-1C-14) Physical exams are not being required of employees prior to job assignment but there is an annual physical performed. Plan of Action submitted request annual physicals already being practiced as sufficient documentation.**
- 3-3.170 During room restriction, staff contact is made with the juvenile at least every 15 minutes, depending on his/her emotional state. The juvenile assists in determining the end of the restriction period. **(ACA-3C-07) Documentation was not provided on room restriction with 15 minute checks and juveniles assisting in ending the restriction/timeout**
- 3-3.171 Written policy, procedure, and practice specify the circumstances which justify room restriction and limit the time period to one (1) hour unless an extension is approved by the facility administrator or designee. Juveniles placed on room restriction are checked visually by staff at least every fifteen (15) minutes. **(ACA-3C-08) Documentation was not provided on room restriction with 15 minute checks and extension by Admin/Designee if over one hour.**
- 3-4.205 Written policy, procedure, and practice require that at least three meals, of which two are hot meals, are provided at regular meal times during each 24 hour period, with no more than 14 hours between the evening meal and breakfast. Provided

basic nutritional goals are met, variations may be allowed based on weekend and holiday food service demands. Snacks and food will be available for special occasions such as late night admissions. (ACA-4A-13) **Two of the three meals a day did not meet the "hot meals" requirement.**

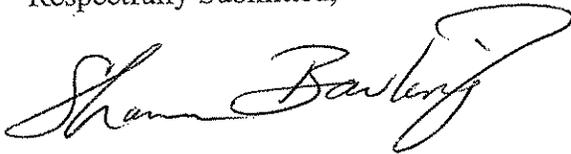
- 3-4.216 Written policy, procedure, and practice require that the facility provides for thorough cleaning and, when necessary, disinfecting of juvenile personal clothing before storage or before allowing the juvenile to keep and wear personal clothing. (ACA-4B-12) **Clothing is placed in storage containers without cleaning due to liability concerns. Plan of Action being researched.**
- 3-5.268 Written policy, procedure, and practice provide for a social services program that makes available a range of resources appropriate to the needs of juveniles, including individual, group, and family counseling; drug and alcohol treatment and special offender services. (ACA-5B-01) **No group or family counseling is offered.**
- 3-5.281 Facility has a qualified staff member who shall direct and supervise all recreation programs. (ACA-5E-01) **Person supervising recreation program is not educationally qualified in recreational programming. The Plan of Action includes requesting funds for hiring of a Recreation Director.**
- 3-5.296 Written policy, procedure, and practice require that incoming and outgoing letters are held for no more than 24 hours, and packages for no more than 48 hours, excluding weekends and holidays. (ACA-5G-09) **Policy states no longer than 48 hours. Standard reads no more than 24 hours. Plan of Action submitted includes reviewing policy and making corrections to mirror standard.**

The Hamilton County Juvenile Services was found to be in compliance with 100% of the mandatory standards, and 97.04% of the recommended standards. The facility was well maintained and organized. The staff was very cooperative and responsive. A certificate of compliance will accompany this report, which becomes public information ten days from the date of mailing.

Please contact me at (317) 407-1917 if you have any questions concerning this report.

Hamilton County Juvenile Services
2013 Inspection
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Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Shannon Bowling". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Shannon Bowling
Program Review/Audit Division
Indiana Department of Correction

Cc: Vanessa Krause, Director, Program Review/Audit Division, IDOC
Captain Jeff Marcum, Director, Hamilton County Juvenile Services
File

COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Juvenile Detention Facilities, 3rd Edition	JDC
Supplement		
Facility/Program	Hamilton County Juvenile Services Center	
Audit Dates	February 11, 2013	
Auditors	Vanessa Krause, Director	
	Shannon Bowling and Jan Adams	

	MANDATORY	NON-MANDATORY
Number of Standards in the Manual	26	275
Number of Standards Not Applicable	0	5
Number of Standards Applicable	26	270
Number of Standards in Non-compliance	0	8
Number of Standards in Compliance	26	262
Percentage (%) of Standards in Compliance	100%	97.04%

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.

STATE OF INDIANA

Indiana Department of Correction

This is to certify that the

Hamilton County Juvenile Services Center

Has successfully displayed continued practices worthy of this certificate of

Full Compliance

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


Vanessa Krause, Director

Program Review/Audit Division
Indiana Department of Correction

February 19, 2013
Date



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

2013-49
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