
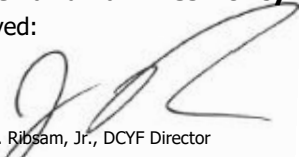


2028 ADMISSION PROCEDURE	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Admission and Orientation</b>
	<p><b>New Hampshire Division for Children, Youth and Families Policy Manual</b></p> <p>Policy Directive: <b>19-01</b></p> <p>Effective Date: <b>February 2019</b></p> <p>Scheduled Review Date:</p>
<p>Approved:</p>  <p>Joseph E. Ribsam, Jr., DCYF Director</p>	
<p>Related Statute(s): <a href="#">RSA 169-A</a>, <a href="#">RSA 169-B</a>, <a href="#">RSA 621</a>, and <a href="#">RSA 621-A</a></p> <p>Related Admin Rule(s):</p> <p>Related Federal Regulation(s): <a href="#">28 C.F.R Part 115</a> <a href="#">PREA 115.315(a)</a></p>	<p>Related Form(s): <b>FORM 2025, FORM 2026, FORM 2027, FORM 2028, FORM 2028L, FORM 2031, FORM 2035, FORM 2054, FORM 2054L, FORM 2131, FORM 2250, FORM 2259, and FORM 2279</b></p> <p>Bridges' Screen(s) and Attachment(s):</p>

Everyone deserves to be safe. Establishing a clear and consistent youth admissions procedure is essential to ensure basic safety, emotional well-being, and public health measures at SYSC. SYSC ensures each youth admitted is screened medically and behaviorally, given the requisite orientation information they need to transition into the SYSC, and that basic needs are met such as a meal, clothing, and emotional support.

### Purpose

This policy establishes the admissions procedure for all youth admitted to SYSC.

### Definitions

**"DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

**"ICJ"** or **"Interstate Compact for Juveniles"** means the interstate agreement, codified in NH as RSA 169-A, authorizing the supervision of adjudicated delinquents and status offenders on probation or parole; the return of juvenile runaways, escapees and absconders; and the rendition of juveniles charged as delinquents--from one state to another.

**"JPPO"** or **"Juvenile Probation and Parole Officer"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

**"LEO"** or **"Law Enforcement Officer"** means "a sheriff or deputy sheriff of any county, a state police officer, a constable or police officer of any city or town, an official or employee of any prison, jail or corrections institution, a probation-parole officer, or a conservation officer" [see: RSA 630:1, II].

**"Personal Safety Emergency"** means a physical or mental status and an act, or pattern of behavior, by a youth, which, if not treated immediately, poses a substantial and imminent risk of serious bodily harm to the youth or others.

**"PREA"** or **"Prison Rape Elimination Act"** means the standards enacted on August 20<sup>th</sup>, 2012 and enforced by the U.S. Department of Justice to eliminate prison rape pursuant to the Prison Rape Elimination Act of 2003.

**“SYSC”** or the **“John H. Sununu Youth Services Center”** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

**“YouthCenter”** means the web-based automated information system used by DCYF staff to document and track information regarding youth committed or detained at the SYSC.

**“YC”** or **“Youth Counselor”** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Youth Counselor.

## Policy

- I. All youth admitted must have a valid written or verbal Court Order:
  - A. Youth may be detained or committed through the provisions of RSA 169-B; or
  - B. Youth may be detained through the provisions of RSA 169-A, the Interstate Compact for Juveniles (ICJ).
  - C. The only exception to the Court Order requirement are youth on juvenile parole pursuant to RSA 170:H who return based on a determination by their JPPO pending a Fair Hearing.
- II. The Admissions Supervisor or designee shall coordinate the admissions process for all youth admitted to SYSC.
- III. The Admissions Supervisor or designee shall notify the following staff as soon as practicable after notice from a JPPO or Law Enforcement Officer (LEO) that an admission has been court ordered:
  - A. Central Control;
  - B. SYSC Administration;
  - C. SYSC Medical Department;
  - D. Unit Manager or designee;
  - E. SYSC School Department; and
  - F. SYSC Kitchen.
- IV. Upon the youth’s arrival:
  - A. Central Control shall notify the Admissions Supervisor or designee, Unit Manager or designee, and the SYSC Medical Department;
  - B. The Admissions Supervisor or designee, a Youth Counselor (YC) of the same gender as the youth admitted, and medical staff shall proceed to the Admissions Unit; and
  - C. The Admissions Supervisor, designee, or YC shall ensure the LEO secures their firearm either in the cruiser or sally port lock box.

- V. The medical staff must speak with the transporting officer regarding:
  - A. Youth medications or prescriptions;
  - B. Signs of drug or alcohol impairment;
  - C. Any signs or reports of a youth having medical issues/complications; and
  - D. The youth's demeanor (i.e. suicidality, mood/affect, level of cooperation...) during the transport.
  
- VI. The Admissions Supervisor or designee shall examine all documents accompanying the youth, and ensure receipt of the following required documents:
  - A. A valid Court Order which commits or detains the youth to the SYSC and conforms to RSA 169-B:14;
    - 1. A transporting officer asserting they have a verbal Court Order must complete, sign and date the Verbal Order Form 2031 in lieu of a written order;
    - 2. The only exception to the delinquency offense requirement is for youth detained through the Interstate Compact for Juveniles codified in NH RSA 169-A, however, a valid court order is still required;
    - 3. The Admissions Supervisor or designee shall attempt to resolve any questions or issues with the Court Order with the LEO, JPPO, and/or the appropriate Court when possible. After hours and on weekends, the On-Call Juvenile Probation and Parole Supervisor shall be contacted;
    - 4. The Admissions Supervisor or designee shall consult immediately with the Supervisor On-Duty or Administrator On-Call anytime they are unable to resolve a Court Order question as outlined above **BEFORE** the transporting officer departs;
  - B. The committing petition(s);
  - C. Dispositional Guidelines, if available;
  - D. A signed and dated Form 2259 Parent/Guardian Authorization for Medical, Dental and Psychiatric Treatment; and
  - E. Form 2026 JPPO Collateral Contact Sheet to include the youth's permanency goal and supports.
  
- VII. The transporting officer shall leave **all** referral paperwork with the Admissions Supervisor or designee.
  
- VIII. The Admissions Supervisor or designee shall inquire if a pat-frisk search of the youth was conducted.
  - A. The Admissions Supervisor or designee shall collect and document any items discovered during the pat frisk conducted by the transporting officer.

- IX. The medical staff shall conduct the admissions screening on the youth according to Policy 2279 and document the screening on Form 2250:
  - A. Youth suspected to be overdosing on drugs or alcohol shall not be admitted to SYSC and must be transported to the hospital by the transporting officer; and
  - B. Other than IX- A immediately above, if medical staff determines that immediate medical attention is indicated, the youth shall be transported immediately to the hospital in the custody of SYSC staff.
  - C. Any concerns for human trafficking identified by medical staff during the admission screening or a nursing assessment are to be documented on the corresponding form and a notice will be sent to the youth's JPPO.
- X. Once the SYSC Medical Staff concludes the admissions screening with the youth, and the Admissions Supervisor or designee verifies the commitment or detention order for the youth and all accompanying paperwork, the Admissions Supervisor shall notify Central Control that the transporting officer is authorized to leave.
- XI. The Admissions Supervisor or designee shall conduct the Intake Interview with the youth and document on Form 2028.
- XII. The Admissions Supervisor or designee and YC conduct a pat-frisk search of the youth according to the provisions of policy 2058 Searches.
  - A. The Admissions Supervisor or designee shall notify the Administrator On-Call when evidence of a crime is discovered during the Admissions process; and
  - B. The Supervisor On-Duty or designee shall notify the NH State Police after properly securing any evidence.
- XIII. Staff will conduct a Body Observation Search pursuant to the provisions of policy 2058 Searches.
  - A. Two staff of the same gender shall be present for all Body Observation Searches and showers.
    - 1. Youth shall be asked discretely about their gender identification by the Admissions Supervisor or designee.
    - 2. For youth reporting an intersex or transgender identification, the youth shall be asked about their preference for the gender of the staff involved.
    - 3. The Admissions Supervisor or designee shall consult with the Supervisor On-Duty about responding to youth requesting the presence of staff of a different gender (115.315(a)).
  - B. In case of an identified need for body cavity search, Medical Staff shall be notified and the provisions of policy 2058 Searches must be followed.
- XIV. Staff shall collect a urine sample in order to administer an instant drug screen.

- A. If a youth is unable to provide sample, the youth shall be under constant observation until the youth can produce a sample.
- XV. Staff will direct the youth to shower and will take possession of the youth's clothing and property.
- A. Unit specific residential clothing shall be issued to the youth.
- XVI. The Admissions Supervisor shall notify the SYSC Medical Department once the youth finishes showering:
- A. Medical Staff shall complete a nursing assessment according to the provisions of policy 2279 Nursing Services at Admission and document the assessment on Form 2279 Nursing Assessment.
- XVII. The Admissions Supervisor or designee will inventory and document the youth's property in YouthCenter on Form 2025 Youth Possession Inventory and the youth shall review and sign, if in agreement with inventory.
- A. All valuables (items of value i.e. money, jewelry, etc.) shall be stored in an identifying envelope and secured in the SYSC's safe cabinet.
  - B. Staff shall ensure the youth's clothing is washed, and all clothes shall be stored in an identifying bin in the SYSC's secure property cabinet.
- XVIII. Staff shall photograph the youth in their Unit specific residential clothing.
- A. The youth shall hold an identifying name tag clipboard with:
    - 1. The youth's name;
    - 2. The youth's date of birth;
    - 3. The youth's date and time of arrival; and
    - 4. Witness signatures by the Admissions Supervisor or designee, and YC.
  - B. Staff shall ensure the documentation (by picture) of any scars, marks, or tattoos and in particular, any gang related tattoos.
  - C. All photographs shall be uploaded to YouthCenter and Bridges, and deleted from the local device.
- XIX. The Admissions Supervisor or designee shall document the admission by:
- A. Documenting the admission in the Admissions Log Form 2028L;
  - B. Completing the YouthCenter Intake Report for the youth's admission; and
  - C. Completing and sending the SYSC Admission/Release notification via YouthCenter and emailing to DHHS-SYSCAdmissions-ReleasesNotificationGroup@dhhs.nh.gov.

- XX. The Admission's Supervisor and Medical Staff shall assign the youth a Watch Status pursuant to Policy 2054.
- A. All new admissions shall be placed on a Close Watch "B" including youth who have moved from a Detention Unit to a Committed Unit.
    - 1. The Admission Watch will involve the same level of security and safety as a Close Watch "B" for at least the first 24 hours.
    - 2. A newly admitted youth may be placed on a higher level of watch as determined by Medical Staff, Supervisor On-Duty or an SYSC Administrator.
  - B. The youth's Watch Status shall be documented in:
    - 1. The Clinical/Medical Watch Report, Form 2054; and
    - 2. The SYSC Central Control Watch Log Form 2054L along with the signature of the Admissions Supervisor or designee.
- XXI. Youth shall receive an initial orientation to SYSC including:
- A. A review of Basic Rules and Expectations (a complete orientation shall take place on the unit with a YC and documented on Form 2027);
  - B. The SYSC efforts to provide a sexually safe environment through the Juvenile Facilities Prison Rape Elimination Act (PREA). Youth shall be requested to initial all items on Form 2035 to acknowledge their understanding of PREA;
  - C. Information on their assigned unit such as schedule, mealtime routine, privilege system, bedtimes; and
  - D. SYSC procedures in the common areas.
- XXII. The Admissions Supervisor or designee shall send the documentation provided by the transporting officer, and copies of the Bridges and YouthCenter face sheet, to SYSC Records and the Administrator of Clinical Services.
- XXIII. The Admissions Supervisor or designee shall ensure the youth's individual binder is set up and accompanies the youth to their assigned unit. The youth's individual binder shall contain:
- A. A copy of the Bridges face sheet;
  - B. A copy of the YouthCenter general profile;
  - C. A Clinical/Medical Watch Report, Form 2054, documenting the current information for continuation of observation; and
  - D. Copies of all documentation provided by the transporting officer.
- XXIV. Youth refusing to complete admission procedures, including not cooperating with Medical Staff to be medically cleared, may be required to stay in the Admissions area for the safety of all youth and staff:

- A. Youth shall be directly supervised by the Admissions Supervisor or designee;
  - B. The Admissions Supervisor or designee shall notify the Administrator On-Duty; and
  - C. The youth shall be provided basic needs and supportive encouragement to complete the admissions process while minimizing secondary gain.
- XXV. Once the admissions process has been completed, the youth shall be escorted to the appropriate residential unit by the Admissions Supervisor or designee.
- A. The Admissions Supervisor or designee shall introduce and transition the youth to the unit residential staff;
  - B. The residential staff shall provide a tour of the unit while covering topics including, but not limited to:
    - 1. The youth's room assignment;
    - 2. The unit, school, and SYSC schedules;
    - 3. The Triangle Program and behavioral expectations;
    - 4. Informational posters;
    - 5. Visitation; and
    - 6. Contacting their family, attorney, and JPPO.
  - C. Residential staff shall begin to complete Form 2131 Personal Safety Plan with the youth pursuant to Policy 2131. Youth should not be expected to complete Form 2131 by themselves.