

2071 SYSC STAFFING PLAN AND MASTER SCHEDULE

Chapter: **Sununu Youth Services Center**

Section: **Safety and Security**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **19-01**

Effective Date: **February 2019**

Scheduled Review Date:

Approved:

A handwritten signature in black ink, appearing to read "J. Ribsam".

Joseph E. Ribsam, Jr., DCYF Director

Related Statute(s): [RSA 621](#), and [RSA 621-A](#)
Related Admin Rule(s):
Related Federal Regulation(s): [34 U.S.C. Chapter 303](#), [28 C.F.R Part 115](#), and [PREA Standards 115.313 \(a1- 11\)](#), [313\(b\)](#), [313\(c\)](#), [313\(d1\)](#), [313\(d2\)](#), [313\(d3\)](#), [313\(d4\)](#), [313\(e\)](#)

Related Form(s): **FORM 2371**, and **FORM 2448**
Bridges' Screen(s) and Attachment(s):

Everyone deserves to be safe. A facility staffing plan and master schedule that provides for appropriate levels of staffing ensures the smooth operation and safety of youth, staff, and visitors at the SYSC. The staffing plan is developed with the expressed purpose to protect youth and staff against sexual abuse according to the applicable standards for the Prison Rape Elimination Act of 2003 (PREA). Supervisory staff are responsible for the development, maintenance, and supervision of the SYSC daily schedule to ensure the safe and most efficient utilization of the facility's resources.

Purpose

This policy establishes the Sununu Youth Services Center (SYSC) staffing plan and master schedule.

Definitions

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

"Exigent Circumstances" means any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

"PREA" or **"Prison Rape Elimination Act"** means the standards enacted on August 20th, 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.

Policy

I. The SYSC Administrator or designee shall develop, implement, and document a staffing plan that provides for adequate levels of staffing and programming.

- A. Where applicable, video monitoring is used as a means to provide surveillance for the protection of youth and staff in the event of incidents or allegations including those concerning sexual abuse.
- B. In calculating adequate staffing levels and determining the need for video monitoring, the SYSC Administrator or designee and SYSC PREA Compliance Manager shall take into consideration:
 - 1. Generally accepted juvenile detention and correctional/secure residential practices (115.313 (a1));
 - 2. Any judicial findings of inadequacy (115.313 (a2));
 - 3. Any findings of inadequacy from Federal investigative agencies (115.313 (a3));
 - 4. Any findings of inadequacy from internal or external oversight bodies (115.313 (a4));
 - 5. All components of the SYSC physical layout (including "blind spots" or areas where staff or youth may be isolated) (115.313 (a5));
 - 6. The composition of the committed or detained population (115.313 (a6));
 - 7. The number and placement of supervisory staff (115.313 (a7));
 - 8. SYSC programming based on the authorized activity calendar, including the clinical calendar and specific Unit E and F calendars, occurring on a particular shift (115.313 (a8));
 - 9. Any applicable State or local laws, regulations, or standards (115.313 (a9));
 - 10. The prevalence of substantiated and unsubstantiated incidents of sexual abuse (115.313 (a10)); and
 - 11. Any other relevant factors (115.313 (a11)).
- C. The SYSC Administrator or designee shall comply with the staffing plan by maintaining staff ratios of a minimum of 1:8 during youth waking hours and 1:16 during youth sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented in the YouthCenter SYSC Shift Summary Report, Form 2371. Only Youth Counselor staff shall be included in these ratios (115.313 (c)).
 - 1. Documentation of deviations from the PREA required standards for minimum staff to youth ratios must be sent to the SYSC PREA Compliance Manager for tracking of each incident (115.313 (b)).
 - 2. Documentation detailing the exigent circumstances must be sent to the SYSC Administrator.
- D. Whenever necessary, but no less frequently than once each year, the SYSC Administrator or designee and SYSC PREA Compliance Manager shall assess, determine, and document whether adjustments are needed to:

1. The staffing plan established pursuant to this policy (115.313 (d1));
 2. Prevailing staffing patterns (115.313 (d2));
 3. The SYSC's deployment of video monitoring systems and other monitoring technologies (115.313 (d3)); and
 4. The resources the SYSC has available to commit to ensure adherence to the staffing plan (115.313 (d4)).
- E. The SYSC staffing plan shall include the practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment (115.313 (e)).
1. Such unannounced rounds shall be implemented for all shifts: day, evening, and night, and documented in the YouthCenter SYSC Shift Summary Report, Form 2371.

Staff are prohibited from alerting other staff members that these supervisory rounds are occurring unless such announcement is related to the legitimate operational functions of the SYSC.

- II. The Administrator of Clinical Services, with input from Supervisors, Unit Managers, Clinical Coordinators, SYSC PREA Compliance Manager, and School Administration shall develop the Facility Master Activity Schedule.
- A. The Facility Master Activity Schedule shall be reviewed by the Administrator of Clinical Services or designee and reissued on a quarterly basis.
 - B. The Facility Master Activity Schedule shall provide adequate time for youth to complete school assignments and participate in scheduled clinical and rehabilitative programming and other unit activities.
- III. The development and use of the Facility Master Activity Schedule is intended to maximize the use of resources in order to improve and enhance the programming at the SYSC.
- A. The Supervisor On-Duty shall coordinate daily updates and unexpected changes to the Facility Master Activity Schedule with the appropriate staff.
 - B. Staff scheduled to use a particular space are responsible for planning an appropriate activity for that space, staffing level, and conducting that activity in the time allotted.
- IV. Staff scheduled to use a particular space at a particular time shall obtain access through the Supervisor On-Duty.
- A. Staff utilizing the space shall:
 1. Be responsible for the appropriate use of the space in the scheduled time period;
 2. Inspect the space at the beginning of the activity;
 3. Leave the space clean and in order at the conclusion of the activity;

4. Inspect the space at the conclusion of each activity; and
 5. Return the access key or card to the Supervisor On-Duty, if applicable.
- B. Staff must report any damage or other problems with the space to the Supervisor On-Duty and document in a YouthCenter Facility Incident Report, Form 2448.
- V. The following spaces in the SYSC and on the SYSC grounds are subject to the Facility Master Activity Schedule:
- A. Interior Recreational Spaces:
1. Pool;
 2. Gymnasium;
 3. Weight Room;
 4. Upper-level spaces; and
 5. Chapel;
- B. Exterior Recreational Spaces:
1. Ball Fields;
 2. Disc golf range; and
 3. Driving Range;
- C. Courtyards:
1. Main Courtyard;
 2. Dining Courtyard; and
 3. Staff Courtyard; and
- D. Other spaces, including, but not limited to:
1. Academic Classrooms (including during non-school hours);
 2. Dining Hall (including during non-meal times);
 3. Library;
 4. Art Classroom;
 5. Life Skills Classroom;
 6. Visitation Rooms off the School Common; and

7. Any other area where youth may have access.
- VI. The following spaces may be accessed by the state booking system available through MS Outlook Resources and are not subject to the Facility Master Activity Schedule:
- A. Conference rooms in the Administration and Educational Administration areas of the SYSC;
and
 - B. Conference rooms and training space in the Main Administration Building.