

# Oklahoma Juvenile Justice Services, Inc.

Operating the Garfield County Juvenile Detention Center

819 Failing Drive

Enid, OK 73701

Phone: (580)234-3347

Fax: (580)234-3348

September 13, 2010

Janice K. Sharp  
Oversight Specialist  
Oklahoma Commission on Children and Youth  
500 North Broadway Ave., Suite 300  
Oklahoma City, Oklahoma 73102-6200

Dear Janice:

Here is my response to your visit on June 21, 2010:

1. The two personnel files reviewed did not document that first aid training had been completed within the ninety days of hire. The copy of the documented certification card did not indicate the expiration date.
2. The two personnel files reviewed did not document that CPR training had been completed within the ninety days of hire. The copy of the documented certification card did not indicate the expiration date.

Reply: We now have a staff member that is certified to train in CPR and First Aid, which will enable us to complete the training within the required time. The date of completion is noted on the cards provided by Red Cross; what is difficult to see is the expiration year. At the bottom of the card where it states: "The American Red Cross recognizes this certificate as valid for (blank) year(s) from completion date" the expiration year has been stamped on top of the "R" in "Red" making it difficult to see. If this is not what you are requesting please let me know.

3. Four instances of room restriction documented for the time period reviewed did not record the time of release.

Reply: The time of release was not documented on the Room Confinement Log. This was my fault since I was the one releasing them from their rooms. Staff did have it documented on the bed checks and daily logs.

Sincerely,

Bill Puckett  
Executive Director