

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH
OFFICE OF JUVENILE SYSTEM OVERSIGHT**

Name and Location of Facility: Oklahoma County Juvenile Detention Center
Oklahoma City, Oklahoma

Dates of Visit: December 11 through December 14, 2006
Follow-up Visit: January 17 through January 19, 2007

OJSO Reviewer: Sara Vincent-Spain, Oversight Specialist

Focus of Visit: Oversight Visit

Date: April 26, 2007

General Information

The Office of Juvenile System Oversight (OJSO) initiated an unannounced visit on December 11, 2006, at the Oklahoma County Juvenile Detention Center, located in Oklahoma City. The OJSO returned on December 12 and 13, 2006, to complete the visit. The purpose of the oversight was to assess compliance with established responsibilities. The OJSO conducted an exit conference with facility administrators on December 14, 2006, and made recommendations for improving the program.

The OJSO returned to the facility on January 17, 2007, to follow-up on the progress of the facility regarding the OJSO's recommendations. The OJSO concluded the visit on January 18, 2007, and conducted an exit conference with facility administrators on January 19, 2007.

The detention center was certified by the Office of Juvenile Affairs (OJA) for eighty juveniles. The facility's census progressively increased from eighty-five residents on December 11, 2006, to ninety-four on December 14, 2006. The facility census decreased from ninety-two on January 17, 2007, to eighty-five on the remaining two days of the follow-up visit. The over-capacity status resulted in residents being housed together in rooms constructed for single occupancy.

Persons Interviewed

- Entry interview and an exit conference with two assistant administrators
- Two facility teachers
- Nine direct care staff members
- Twenty-four residents

- Exit conference on December 14, 2006, included the facility administrator, the facility assistant administrator, two assistant facility administrators, the facility accreditation manager for accreditation by the American Correctional Association, facility personnel office representatives, the facility activities coordinator, and supervisory staff members
- Exit conference on January 19, 2007, included the facility administrator, facility assistant administrator, two assistant facility administrators, and the accreditation manager

Documents Reviewed

- Six personnel files
- Files on sixteen residents
- Office of the Oklahoma State Fire Marshal inspection report, dated November 8, 2006
- Oklahoma State Department of Health inspection report, dated November 29, 2006
- OJA Office of Public Integrity annual assessment report regarding a visit conducted on April 12 through 14, 2006
- Incident reports
- Facility logs on room confinement, room restriction, illnesses, and suicide attempts
- Disciplinary Hearing Committee records
- Resident Handbook
- Daily schedule for residents
- Facility policy and procedures manual, Chapter Seven: Programming
- Dayroom manual used in Dayroom B and Upward Bound units

Areas Toured

- Five resident rooms (three on Dayroom A and two on Dayroom B)
- Kitchen and food preparation area
- Dining hall

Overview

Interviews

The OJSO interviewed twenty-four residents. The interview questions pertained to the residents' perceptions of safety, program services, the rights of residents, discipline practices, and other detention program issues. No issues of concern were noted.

Nine direct care staff members and two teachers were interviewed. The interview questions pertained to the staff members' perceptions of program services, the rights of residents, discipline policies, and other detention program issues. No issues of concern were noted.

File Reviews

The OJSO reviewed the files on sixteen residents. The OJSO noted:

- The Statement of Understanding form used to document that the new resident expressed an understanding of the information provided at admission was unsigned by the residents in two files reviewed.
- Disciplinary reports did not consistently document the reasons for disciplinary action or the date/time the disciplinary actions were imposed in ten files reviewed.
- The residents' progress regarding program participation and their responses to educational, social, and recreational services were not documented in ten files reviewed.

Six personnel files were reviewed. A current job performance evaluation was not contained in one file reviewed. No other issues of concern were noted from the staff files reviewed.

Review of Room Confinement/Restriction Logs

The OJSO reviewed the room confinement/restriction logs for September, October, November, and December 2006, and for January 1 through January 17, 2007. The logs indicated:

- From September through November 2006, the use of room confinement/restriction was documented as occurring 206 times. Of those 206 entries, 105 were incomplete and did not consistently document the reasons or dates/times of the residents' releases and the staff members requesting, authorizing, and releasing the residents.
- From December 2006 through January 17, 2007, the use of room confinement/restriction was documented as occurring 89 times. All 89 of those entries were complete and documented the reasons or dates/times of the residents' releases and the staff members requesting, authorizing, and releasing the residents.

Review of the Mechanical Restraints Log

The OJSO reviewed the restraint log. No issues of concern were identified from the review.

Observational Tour

The OJSO conducted a tour of resident rooms on Dayroom A and Dayroom B, the kitchen area, and the dining hall. The OJSO noted that the desk used by staff on Dayroom A was unlocked and the top left drawer contained a bottle of Ibuprofen in a plastic bag.

Exit Conference

The OJSO conducted an exit conference with facility administration on December 14, 2006. The OJSO recommended:

1. Maintain annual job performance evaluations in the personnel files.
2. Implement a supervisory review process for staff members completing resident disciplinary reports.
3. Clearly document the resident's level and the resident's participation and response to activities in the corresponding programming.

The OJSO again recommended in the exit conference on January 19, 2007, that the facility continue the supervisory review process for staff members completing resident disciplinary reports.

Summary

The facility continues to exceed its certified maximum capacity. The facility has experienced staff turnover and upper-management personnel changes. Documentation indicated fifteen direct care staff members had been hired since June 2006, leaving eight direct care staff vacancies as of December 2006. The current facility administrator was employed on January 14, 2007.

The current administration expressed commitment to the care and protection of the residents and the staff. Documentation had improved and various dayroom programming had been updated.

Findings

1. Juveniles were housed together in resident rooms constructed for single occupancy. Office of Juvenile Affairs policy OAC 377:3-13-46, Physical plant or facility, (b), Space, (1), (A), in part, states, "There shall be no double-celling of juveniles unless the room has been specifically constructed to house two juveniles." American Correctional Association standard 3-JDF-2B-06 states, "The number of juveniles does not exceed the facility's rated bed capacity."
2. Progress notes were incomplete in ten of the sixteen resident files reviewed. Office of Juvenile Affairs policy OAC 377:3-13-40, Records, (b), (10) and (12), in part, states, "Facility staff shall maintain a confidential record on each juvenile and ensure that the record is safeguarded from unauthorized and improper disclosure. The case record includes, at a minimum . . . progress reports on program involvement and grievance and disciplinary record, if any."

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