


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE**

	SUBJECT:	Inmate
	P & P #:	H-716
	TITLE:	Housing of Juveniles
	EFFECTIVE DATE:	December 21, 2019
	REVIEWED BY:	<i>Andre McInnis</i> Andre McInnis, Classification Supervisor
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
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**POLICY:** It is the policy of the Howard County Department of Corrections to provide close supervision of juvenile inmates to maintain a safe and secure environment during their incarceration and to comply with the Prison Rape Elimination Act (PREA). This department will only accept juveniles when legal jurisdiction has been waived to an adult court, and/or the juvenile is formally charged with having committed an exclusionary offense.

**REFERENCES:** Maryland Commission on Correctional Standards (MCCS) – Adult Detention Center Standard .06 M; PREA Standard §115.4; Annotated Code of Maryland (ACM), Courts and Judicial Proceedings, Section §3-804; Article §4-202; HCDC Policies C-200 Intake; D-300 Classification, H-735 Special Management Unit and **K-101 Receiving Detainees**.

**DEFINITIONS:**

Juvenile - A person who has not reached his/her eighteenth (18) birthday.

Exclusionary Offense - An offense for which jurisdiction over a juvenile is automatically transferred to an adult court pursuant to law.

**PROCEDURES:**

- I. Receiving/Processing of Newly Committed Juvenile Inmate(s)
  - A. Any time an inmate under the age of eighteen (18) is delivered to this facility the following procedures shall be initiated to minimize the potential for threat, harm and/or intimidation of that inmate during his/her confinement in this facility.
  - B. Visual and Medical Assessment - Intake area staff receiving a juvenile inmate must make an immediate visual assessment of the inmate’s physical condition to determine if medical attention should be provided prior to accepting custody of the inmate.
    1. The Shift Leader must be immediately informed of any inmate delivered who shows signs of physical injury. (refer to HCDC Policy C-200 Intake processing)

2. Any time an inmate is delivered who shows sign(s) of recent physical injury, a written serious incident report shall be forwarded to the medical section and the Director or designee.
  3. Proper medical attention and/or follow-up shall be provided all inmates who show sign(s) of physical injury.
- C. Intake staff must examine committing document(s) to ensure legal authority has been provided to confine the juvenile in the Detention Center.
1. The examining of the document must be completed prior to allowing the law enforcement official to leave the facility.
  2. The Shift Leader is to be immediately notified.
- D. Juvenile inmates shall be received/processed in accordance with HCDC Policy C-200 Intake processing.
- E. Upon receiving a juvenile, the OIC of intake shall submit a Juvenile Alert HCDC Form H-716a, attached as Appendix 1 to the Shift Leader providing the required information regarding the juvenile inmate. The Shift Leader has the responsibility of ensuring that the report is in order and is forwarded to the classification section, Deputy Director and Director.
- F. All juvenile inmates are to be interviewed and initially classified as soon as possible in accordance with HCDC Policy D-300 Classification.
- G. At the time of initial classification, the following concerns relating to the juvenile inmate shall be evaluated and considered by the classification staff:
1. Physical Stature (Height/Weight/Musculature/Deformities/Etc.);
  2. Demeanor and/or personality traits;
  3. Age;
  4. Offense(s)/Charge(s);
  5. Medical history;
  6. History of previous arrests and/or incarcerations;
  7. Associations and/or relationships with other inmates and/or staff of this facility;
  8. Comments and/or Statements of Interest made by the Juvenile during the admissions and/or classification process;
  9. Any requests and/or concerns expressed by the Juvenile during the admissions and/or classification process. (i.e.-fears, intimidations, requests for protection, etc.); and
  10. Any other information/circumstances deemed to be appropriate and/or important.

## II. Initial Housing/Classification

- A. Maryland Law requires that juvenile inmates charged as adults be housed in a Juvenile Justice facility. This shall be initiated at the inmate's bail review hearing.

- B. If at the bail review hearing the judge does **not** order housing in a Juvenile Justice facility, and the juvenile inmate remains committed to the Howard County Detention Center, staff shall make a recommendation to the Director for one of the following actions:
  - 1. Placement in Administrative Segregation;
  - 2. Placement in a designated HCDC juvenile housing unit; or
  - 3. Transfer to another jurisdiction which has a designated juvenile unit.
  
- C. All subsequent classification actions involving juvenile inmates must be reviewed and approved by the Director or designee. Juvenile inmates may be considered for placement if available on a unit specifically designated for juveniles. The exception to this may be where the possible isolation from housing alone is considered by mental health staff to be detrimental to the inmate's well being. In these cases, the juvenile will be transferred to another jurisdiction that has a designated juvenile housing unit. If this housing is recommended, the receiving Director or designee must approve.

### III. Monitoring/Reclassification

- A. The adjustment of juvenile inmates to the facility shall be monitored by the security staff as well as the classification staff.
  
- B. To the extent possible, in areas outside of housing units, the juvenile shall have direct staff supervision when within sight, sound or physical contact with adult inmates.
  
- C. After the initial classification process, all juvenile inmates shall be seen by classification personnel on an as-needed basis at a minimum of once every thirty (30) days or more frequently as determined appropriate by the Deputy Director. This activity shall be documented on **SallyPort** using Classification Progress Note.
  
- D. All re-classification actions involving juvenile inmates must be reviewed and approved by the Director or designee.
  
- E. All incidents and/or actions concerning and/or relating to a juvenile inmate must be reported in writing to the Director immediately.

### IV. Reporting Requirements

The Department reports electronically to the Governor's office on Crime Control and Prevention (GOCCP) monthly, of any juveniles held in the Detention Center, in accordance with their reporting requirements. This reporting is done by the office of the Deputy Director.

### V. Release

Upon verification of release of a juvenile, the Intake OIC shall ensure that the juvenile is able to make contact, with a parent or guardian. If the inmate juvenile declines to call, the Intake OIC shall attempt to contact the parent or guardian and advise of the release.

**VI. Directors Prerogative**

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** Appendix 1, Juvenile Alert, HCDC Form H-716a.

**RESCISSIONS:** HCDC Policy H-716 Housing of Juveniles, effective December 20, 2018, December 13, 2017, and December 16, 2016.

# JUVENILE ALERT

To: \_\_\_\_\_

From: \_\_\_\_\_

Inmate Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

Time Received: \_\_\_\_\_

=====  
**Attach SallyPort JMS Face Sheet**

Complete the following:

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Scars, Marks, Tattoos: \_\_\_\_\_

Charges: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

=====  
Any stated or observed medical problems: \_\_\_\_\_

Seen by medical:     Yes         No

Management concerns: \_\_\_\_\_

Comments, statements, request, or concerns expressed by inmate (fears, requests for protection, etc.): \_\_\_\_\_

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Other information of importance (i.e. open warrants, detainers, alerts): \_\_\_\_\_

Any known co-defendants or individuals with ties to the alleged victim in this case: \_\_\_\_\_

Have there been any indications of possible suicide intentions:     Yes         No

Initial Housing Assignment: Housing Unit \_\_\_\_\_ Cell/Bunk \_\_\_\_\_

Signature OIC Intake: \_\_\_\_\_

Shift Leader: \_\_\_\_\_