



# **Youth Detention Facility OPERATIONS ORDER**

## **Community Meetings**

### **Purpose and Scope**

Community meetings provide an opportunity for staff and residents to address living and working together. These meetings seek to communicate important information, discuss problems, find solutions, and make decisions and plans about daily unit operations.

Communicating problems that jeopardize safety, security, and control, as well as improving communication between residents, unit staff, supervisors, and administrators are goals of the meeting. Meetings also provide a consistent forum to reinforce rules, values, and behavioral expectations of the unit.

### **Affected Personnel**

All Sworn Staff - YDF

### **Authority**

Administrative Directive

### **Effective Date**

September 1, 2019

### **I. Guidelines**

- A. Unit staff are responsible for ensuring a community meeting is conducted once a month alternating between front end/back end staff and alternating between different shift times.
- B. Appointed Staff shall be responsible for documenting community meeting dates in the unit's red book.
- C. All staff members working in the unit shall participate. The meeting shall be held with a Probation staff serving as facilitators.
- D. All youth shall be given the opportunity to participate taking safety and security in consideration, if a resident is not able to participate due to ongoing behavior issues they may voice their topic of concern to the appointed staff.

- E. The facilitator shall designate a Probation staff to take notes documenting the community meeting.
- F. Community meeting minutes shall be forwarded to the unit SPO/SDPO. The unit SPO/SDPO shall review the minutes and make decisions relative to all the discussion items listed in the minutes. These decisions shall be included in the minutes after each discussion item. The SDPO should consult the unit SPO, if necessary.
- G. The unit SDPO shall forward the minutes to the unit Supervisor and the programming Supervisor as soon as completed but no later than the end of each month.
- H. Once all unit minutes have been received, the Programming SPO will enter the minutes of all the units in the JHALL Drive.

## **II. Meeting Format**

- A. The facilitator shall state the purpose of the meeting and review the rules of the meeting.
- B. Announcements:
  - 1. Announcements are not discussion items, but rather items staff want to briefly update/report out on.
  - 2. The facilitator shall report important information to the group (i.e. unit rule changes, progress or lack of progress on plans and or decisions from previous meetings, major accomplishments, praises, school awards, etc).
  - 3. The facilitator shall then ask for announcements from the residents.
  - 4. Agenda: The facilitator shall ask for agenda items for discussion. Residents shall raise their hand and give clear, simple, and brief statements of discussion items.

## **III. Discussion**

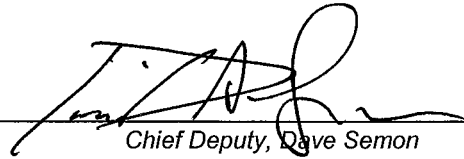
- A. Only one agenda item shall be discussed at a time.
- B. The facilitator should try to select easy topics first to start the group discussion.
- C. For each agenda item, the facilitator shall ask the individual to clarify / explain what is listed for discussion.
- D. The facilitator shall ensure this agenda item is of importance to the "community" by asking for relevant solutions to the agenda item.

- E. Personal issues or issues not pertinent to the entire group shall be redirected to be discussed individually.
- F. Once several possible solutions have been discussed, a plan of action shall be decided upon.

**Replaces Previous Order**

Community Meetings 09/30/11

**Authorized By**



Chief Deputy, Dave Semon

**Date**

8/29/19