

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p>POLICY & PROCEDURE</p>	<p>Original Date Issued: 11/10/2017</p> <hr/> <p>Last Revision Date: N/A</p>	<p>Date Last Reviewed: 11/06/2017</p> <p>Last Reviewed By: KG</p>	<p>Section: DETENTION</p>	<p>Policy No: 029</p>	<p>Pages: Page 1 of 2</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input checked="" type="checkbox"/> Detention Center</p> <p><input type="checkbox"/> DYFS Services Network</p> <p><input type="checkbox"/> Purchase of Service Agencies</p>	<p>Last Effective Date: 01/01/2018</p>	<p>Subject:</p> <p style="text-align: center;">Overcrowding Process for the Milwaukee County Juvenile Detention Center</p>			

I. Policy

It is the policy of Division of Youth and Family Services (DYFS) and the Juvenile Detention Center (JDC) that all youth and staff are provided a safe and secure environment at all times. In meeting this standard, there are occasions upon which the JDC is considered overcrowded which could lead to increased tension and violence in the center. This policy outlines the steps necessary to ensure that there is adequate space to safely house youth being serviced in the JDC and prevent an unsafe environment.

II. Definitions

Overcrowding

As defined by the Wisconsin State Jail Inspector, the JDC is overcrowded when it reaches 90% capacity, or 108 of the available 127 licensed beds are in use. There is no time frame that would limit this definition of overcrowding.

Emergency Overcrowding

As defined by the Wisconsin State Jail Inspector, the JDC has an emergency overcrowding situation when the capacity is over 100%, meaning there are more than 127 youth in the facility and youth are sleeping in *floor boats*. Floor boats refer to the plastic mattress holders that rest on the floor the JDC and are large enough to hold the mattress and personal items of each youth, i.e. toothbrush, comb, pajamas, books, etc. When the Emergency Overcrowding state has reached day 3, the JDC will begin the process of transferring youth to facilities in neighboring counties.

Expeditor Team

The expeditor team is an internal group created by DYFS specifically to address needs of overcrowding in the JDC. The team consists of staff from DYFS, the JDC, Wraparound Milwaukee, and the Court System.

III. Procedure

When the JDC population reaches 90% capacity (or 108 beds in use), the JDC Management Team will work closely with the DYFS Management Team to communicate the status of all youth and alleviate the matter, as an active approach to reducing the JDC population will require collaboration of all partners and will include the following activities:

At the point when Emergency Overcrowding status has been reached, the following activities will ensue:

1. The JDC Management Team will notify the DYFS Management team immediately, meaning the same day within one hour from the time the overcrowding occurrence.
2. The expeditor team will be notified and activated via email.
3. Using the Juvenile Program Management (JPM) system reports, the expeditor team will analyze the status of all youth in the JDC and their ability to be released.
4. The expeditor team will communicate to the courts the status of all youth in the JDC.
5. With the support assigned Human Services Workers, the expeditor team will explore all placement options for youth in a non-secure setting when appropriate.

At the onset of the third day after having reached Emergency Overcrowding status, the following activities will ensue:

1. The expeditor team may utilize the option to transfer youth to Out of County facilities, such as the Racine County Juvenile Detention Center (*Please refer to Racine County Juvenile Transfer Process Policy 045*).
2. The expeditor team will then seek to utilize other adjacent counties as a secure placement options.
3. All involved parties will have communication updates on a daily basis regarding the status of the JDC until the population no longer meets the criteria for Emergency Overcrowding.

✚ All efforts and options will be explored and exhausted until the matter has been resolved.

IV. Documentation Requirements

- ❖ All documentation to track youth that transfer out of the JDC during this overcrowding period will be tracked by the individual youth’s assigned HSW in the Synthesis database using case notes. (*Please refer to Case Note Policy 012 for more details*).
- ❖ For youth that are transferred to an detention facility out of county, the JDC management will track youth’s identifying information and pending court dates in an Excel Spreadsheet (SS) titled “Out of County Youth”.
 - The Out of County Youth SS will be stored on the DYFS shared drive at the following path: H:\Management\Overcrowding.
 - The Out of County Youth SS will include the following information:
 - Youth Last Name
 - Youth First Name
 - Youth Date of Birth
 - Date Sent to Other County
 - County Sent To
 - Next Court Date
 - Release Date
 - All court orders and other pertinent youth information will be kept in separate folders for each youth that will be stored in the JDC Supervisor’s Office.

Reviewed & Approved By: _____


Mark Mertens, Division Administrator