

JUVENILE JUSTICE CENTER

16TH JUDICIAL CIRCUIT

COURT SERVICES

OFFICE OF THE ASSISTANT SUPERINTENDENT/PREA COORDINATOR



JJC PREA Staffing Plan 2025

The Kane County Juvenile Justice Center (JJC) has developed the following plan to ensure adequate staffing levels and video monitoring to protect residents from sexual abuse. This plan takes into consideration the JJC's 2024 average daily population of 36.90 residents.

In developing the above staffing plan, the JJC considered the following factors:

- 1. Generally accepted detention and correctional practices.** The JJC complies with the Direct-Care Staff Ratio in Juvenile Detention position statement adopted by the NPJS Board of Directors, dated October 21, 2013 (attached). This policy statement is consistent with staffing levels that are required by the Illinois Department of Juvenile Justice County Juvenile Detention Standard 2602.130 and Administrative Office of Illinois Courts Juvenile Detention Standard 3.2 (a).
- 2. Any judicial findings of inadequacy.** The JJC has not had any judicial findings of inadequacy.
- 3. Any findings of inadequacy from Federal investigative agencies.** The JJC has not had any federal findings of inadequacy.
- 4. Any findings of inadequacy from internal or external bodies.** The annual IDJJ Inspection was conducted in 2024 and did not identify any staffing inadequacies.
- 5. All components of the facility's physical plant (including the blind spots or areas where staff or residents may be isolated).** The JJC's cameras cover all housing units and shared areas, including the ATR, classrooms and the hallways.
- 6. The composition of the resident population.** The JJC takes into consideration that it detains a juvenile population that typically has problematic behavior with a high rate of trauma and previous victimization and abusiveness.

7. **The number and placement of supervisory staff.** There are eight (8) JJC supervisors who share a “bullpen style” office located in the secure perimeter with close proximity to living units and residents.
8. **Institution programs occurring on a particular shift.** First and second shifts are staffed appropriately to accommodate school, court, visitation, recreation, hygiene and focus groups.
9. **Any applicable State or local laws, regulations or standards.** The IDJJ County Juvenile Detention Standards, AOIC Juvenile Detention Standards and PREA Juvenile Facility Standards were reviewed and the JJC remains in compliance with each.
10. **The prevalence of substantiated and unsubstantiated incidents of sexual abuse.** There were 4 substantiated resident-on-resident sexual harassment incidents and 1 resident-on-resident substantiated incident of sexual abuse in the facility in 2024 that were taken into consideration. The incident of sexual abuse involved a resident inappropriately touching another resident on the inner thigh under a table; this is consistent with the PREA definition of sexual abuse by another detainee. It was determined that none of these incidents were the result of staffing deficiencies.
11. **Any other relevant factors.** No other apparent relevant factors were considered.

Staff-to-Resident Ratios:

The JJC maintains a 1:8 minimum staff-to-residents ratio during waking hours and 1:16 minimum staff-to-residents ratio during sleeping hours.

Any time that the minimum staffing ratio would not be met, JJC management would take immediate steps to call staff in for voluntary overtime; should no staff voluntarily agree to accept the overtime shift, the supervisors would activate the mandated overtime procedure. In the very unlikely event that this effort was not successful, the circumstances surrounding residents being in their rooms would be documented by the on-duty supervisor on the Supervisors’ Operations Log and on a critical incident report that specified the reason(s) and duration that the minimum staffing ratio was not met. Additionally, all specific actions that were taken to correct the situation will be documented on the report as well. In 2024, there were no incidents of inadequate staffing levels documented on the Supervisors’ Operations Log.

Staff Supervision of Residents:

Direct-care staff are required to maintain visual contact with all residents, except when residents are secured in their individual sleeping rooms. Staff are required to carry a two-

way radio at all times. Staff must complete a minimum of forty (40) hours of training annually to include, but not limited to: behavior modification training (CBT), crisis intervention, SCM training, suicide prevention, medical and mental health services and PREA prevention, detection and effective response to sexual abuse and sexual harassment of youth.

Supervisory/Administrative Personnel:

At least one supervisor is scheduled to be on duty during all waking hours, including holidays and weekends. One supervisor shall always be designated as on call, and the quarterly schedule is posted in the control room; the current on-call supervisor information is published daily for staff viewing on the Daily Population Report. During sleeping hours, there shall be adequate unit direct-supervision coverage provided by assigned Youth Counselors or Senior Youth Counselors. On-duty supervisory personnel are required to be accessible to direct-care staff and oversee building operations while maintaining a safe environment. On-duty supervisory personnel must be available to respond promptly and effectively in the event of crisis or emergency situations at the JJC. One administrator and one mental health staff shall always be designated as on call, and these schedules are provided to the supervisors to ensure consistent and reliable communication during building emergencies, or otherwise to be accessible and supportive to supervisors after hours and during weekends and holidays.

Supervisory Rounds:

Supervisory-level or administrative staff shall conduct unannounced rounds to identify and deter sexual abuse and harassment, as well as to ensure general facility safety and security. These rounds shall be conducted on a routine basis, minimally one round conducted each day, and cover all shifts. Supervisory-level and administrative staff shall document unannounced rounds via a written log in each living unit. The PREA Coordinator will maintain original copies of the logs to ensure compliance.

Video Monitoring Systems:

The JJC utilizes a video-monitoring system to detect and deter sexual abuse or sexual harassment. The system shall be continuously monitored by control room staff on each shift. Supervisors and administrators also have the video-monitoring system software available on their office computers and are able to monitor facility areas if a need arises.

The video monitoring system is also utilized to identify other safety violations, as well as being used in post-incident investigations.

Staffing Plan Review:

This staffing plan will be reviewed no less frequently than once annually by the PREA Coordinator, in collaboration with supervisors and other administration personnel. The

staffing plan review will be documented and recommendations for modification to the staffing plan implemented as applicable and appropriate. The 2025 PREA Staffing Plan Review was conducted at the JJC Supervisors Meeting on January 14, 2025.

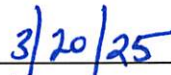
The staffing plan review process will assess, determine and document the need to modify the plan based upon the following criteria:

1. Prevailing staffing patterns
2. Deployment and utilization of video monitoring systems or other technologies
3. Facility resources
4. Resident population characteristics
5. Generally-accepted security practices are met
6. Findings of inadequacy are addressed
7. Adequate number of supervisory personnel
8. Physical plant inadequacies, such as "blind spots" on video monitoring systems are addressed to the maximum extent possible
9. Responses are made where there is a prevalence of sexual abuse/harassment reporting on a certain shift, in a certain location, with certain personnel or residents, etc.
10. Programs occurring on a particular shift
11. Composition of the resident population
12. Compliance with existing and new applicable federal and State laws, standards and regulations

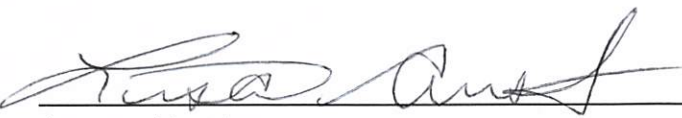
In consideration of the 2025 Staffing Plan, the PREA Coordinator submitted a request to have one additional camera view installed in each of the JJC's seven (7) educational areas: Classrooms 1 – 4, Multi-Purpose Room, Library and Computer Lab. These were requested for both security and PREA reasons. Also, as a result of the January 2025 quarterly PREA SART Walk and staffing plan analysis, the PREA Coordinator recommended installing an additional camera in the locked room behind the dryers in the Laundry Room to address a blind spot that previously existed in the Laundry Room. The Executive Director concurred with both recommendations and the cameras have all been approved. At the writing of this report, the cameras have not yet been installed, but they are confirmed to have been ordered by the department.



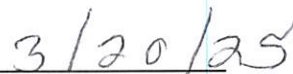
PREA Coordinator



Date



Agency Head



Date

**MINIMUM DIRECT CARE STAFF RATIO
IN JUVENILE DETENTION AND CORRECTIONAL FACILITIES
Adopted by NPJS Board of Directors ~ October 21, 2013**

STATEMENT OF THE ISSUE

Juveniles require adequate adult guidance and direction to ensure their healthy development. The typical population of juveniles held in detention or correctional facilities requires greater support and supervision than non-confined juveniles. It is important to supervise the juvenile's actions, statements, and developing relationships through meaningful interaction with staff.

To be effective, supervision of juveniles requires a sufficient number of trained and competent staff members, in a sufficient staff-to-juvenile ratio. Confined juveniles are sometimes being housed in facilities that are overcrowded and understaffed.

NATURE OF THE ISSUE

Juvenile detention and correctional facilities face constant pressure to reduce budgets. As staffing accounts for 70 to 90% of the total fiscal operations, many administrators are pressured to reduce staff or house additional juveniles to achieve a lower per diem rate.

- Some juvenile facilities utilize modern design and technology features as an intended substitute for appropriate levels of direct care staffing and associated costs.
- In times of population crisis and regardless of design, all facilities may experience periods when they have insufficient staff-to-juvenile ratios due to exigent circumstances.
- An adequate number of direct care staff is necessary to monitor the behavior of juveniles and to engage them in helpful programs and services without reliance on segregation of misbehaving juveniles.
- Juvenile detention centers generally do not control their admissions or releases and their staff-to-juvenile ratios can increase quickly. Therefore, those facilities must have a system for enhancing the direct care staff-to-juvenile ratio accordingly.
- Unique juvenile facility populations, such as those with mental health diagnoses, sex offenders or others requiring specialized services, may require a larger staff-to-youth ratio to safely and effectively be served.
- The *OJJDP Conditions of Confinement: Juvenile Detention and Corrections Facilities Research Report* states, "One important element of security is staffing levels. Without sufficient staff, juveniles are more likely to be able to harm each other, staff, or themselves. In addition, lack of staff causes low staff morale and higher levels of stress for staff." When the staff to juvenile ratio exceeds national standards, programming effectiveness will diminish, which increases the likelihood of physical intervention occurring.

DEFINITION

Direct Care Staff ~ Employees whose exclusive responsibility is the direct and continuous supervision of juveniles. Direct care staff must be in the same room, trained and responsible to ensure a safe environment for juveniles.

POSITION STATEMENT

The National Partnership for Juvenile Services advocates that regulation, policy, procedure and practice ensure a minimum ratio of one direct care staff to no more than eight (1:8) juveniles during waking hours, and a ratio of one direct care staff member to no more than sixteen (1:16) juveniles during sleeping hours, with a minimum of two direct care staff on duty at all times regardless of population. At least one direct care staff of the same gender as residents served shall be on duty at all times. Further, if the design of a facility limits direct care staff members' direct interaction with residents or if a facility's population has specialized characteristics or needs, that facility should increase the number of direct care staff beyond minimum recommended ratios. Monitoring technology may be used as a supervisory enhancement but shall not be a substitute for direct supervision of youth.