

**BUTLER COUNTY
JUVENILE DETENTION CENTER
FACT SHEET FOR PARENTS**

OVERVIEW

The Butler County Juvenile Detention Center (BCJDC) is located at 280 North Fair Avenue, Hamilton, Ohio 45011. The BCJDC is a 66 bed temporary holding facility for individuals under juvenile court jurisdiction charged with an unruly or delinquent offense and who are in need of secure placement pending action of the Butler County Juvenile Court. Residents are housed utilizing a classification system which separates youth by age, gender and nature of offense. Residents are roomed individually and under the constant supervision of facility staff via direct unit management, as well as, video/audio monitoring.

MISSION STATEMENT

The Butler County Juvenile Detention Center has been established to provide short term, secure custody for juveniles who have been charged with an unruly or delinquent offense and who are awaiting adjudication, adjudicated awaiting disposition, or awaiting transfer to another facility. While incarcerated, the facility shall do the following:

- * House residents in a safe and humane environment, maintaining the level of security and control necessary to prevent escape and assure that residents live free of fear of assault or intimidation.
- * Provide for residents' basic needs such as shelter, food, clothing and medical care.
- * Provide for residents' legal rights, as well as their physical, emotional, religious, educational and social needs.

MEDICAL OVERVIEW

The Butler County Juvenile Detention Center is staffed to provide for the basic medical needs of residents. The facility utilizes a R.N. who serves as the Corrections Charge Nurse and additional nurses to generally provide medical coverage, Monday-Sunday, 8:00am to 8:00pm, with on-call coverage as needed. BCJDC employs a physician to serve as the facility's medical authority. Medical services include basic mental health screening, a health assessment, dispensing of prescription medications and sick call services. Facility medical staff is responsible for the overall management of resident prescriptions and the coordination of required medical appointment transports. Questions regarding medical care should be directed to the BCJDC Medical Staff at (513) 887-3870 or to the Corrections Charge Nurse at (513) 887-3869.

While the facility provides basic medical services to residents within the facility at no cost to parents/custodians, certain services remain the financial and personal responsibility of parents/custodians. Those include:

1) Medical Consent, Emergency Contact & Medical History Forms

At the time of a child's admission to the BCJDC, staff shall direct parents/custodians to complete a Medical Consent form, an Emergency Contact form and a Medical History form. The Medical Consent form allows the facility to access immediate medical care for a child in the event of an emergency. In addition, the Medical Consent form contains necessary health insurance information from the parent/custodian for billing purposes. Copies of health insurance cards are also required for this purpose.

The Emergency Contact form identifies individuals to be reached in the event of an emergency and the facility is unable to contact the parent/custodian.

The Medical History form is utilized by the facility to identify information (medical history, allergies, prescriptions, etc.), which allows medical staff to meet the needs of the youth during his/her stay.

2) Prescription Medications

Parents/custodians are responsible for bringing existing prescription medications to the facility shortly after a child's admission into BCJDC. Medications should be in the properly labeled bottle, including the child's name, the doctor's name, name and milligram of medication, administration information, date and number of refills. Medications will not be accepted unless it is the properly labeled pharmacy bottle. NOTE: Medications will not be accepted from anyone other than the child's parent/custodian unless special arrangements have been made.

Parents/custodians bringing medications to BCJDC should contact the facility prior to showing up. BCJDC staff will direct parents/custodians as to where the medications should be dropped off. BCJDC staff shall count the medications in front of the parent/custodian, with their signature authorizing the exchange. Medications shall not be administered until they are reviewed by BCJDC medical staff.

Refills of medication or the ordering of a new prescription pursuant to a sick call order from the BCJDC doctor shall be coordinated by facility medical staff with the parents/custodians. In the event of a prescription being written by the BCJDC doctor, the facility shall contact the parent/custodian to notify them of the medical problem and of the prescription. Medical staff shall advise the parent of the cost of the medication and that the facility will fill the prescription. The facility pharmacy shall then bill the designated health insurance or the parent/custodian directly.

As to refills, the parent will receive a yellow copy of the Receipt of Medication/Personal Hygiene Form when medications are initially brought into the facility. The only reminder which parents/guardians will receive regarding refilling their child's medications will be the refill date noted on this form. You will not receive calls from BCJDC medical staff as a reminder that your child is out of a medication or is in need of a medication refill. It is your parental responsibility to ensure that your child has the appropriate medications available while being housed in the facility. If you are unsure of the status of your child's medication(s), please contact BCJDC medical staff at (513) 887-3870 or the Corrections Charge Nurse at (513) 887-3869. In the event that BCJDC is forced to refill the prescription, the facility pharmacy shall bill the designated health insurance provider or the parent/guardian.

At the time of release, existing medications shall be released to the parents/custodians, with their signature authorizing the exchange.

3) Necessary Outside Medical & Dental Appointments

Pending medical and dental appointments for youth detained at the BCJDC should be cancelled by the child's parent/custodian. If a parent/custodian feels the appointment cannot be postponed, this should be brought to the attention of the BCJDC medical staff and the child's Probation Officer. BCJDC administration, in consult with the Probation Officer, facility medical staff and the treating physician, shall ascertain whether the youth will be transported. If approved, parents/custodians will be notified to attend the appointment.

NOTE: ONLY PARENTS/ CUSTODIANS SHALL ATTEND THE APPOINTMENT. PARENTS/ CUSTODIANS ARE REQUESTED TO NOT DISCUSS PENDING ARRANGEMENTS FOR APPOINTMENTS. FACILITY STAFF HAVE THE RIGHT TO CANCEL APPOINTMENTS IF BELIEVED THAT SECURITY HAS BEEN COMPROMISED. Parents/custodians are responsible for the costs associated to the doctor/dentist visit. In addition, if prescriptions are written, the parent/custodian is responsible for having it filled and bringing it back to the facility.

In the event that BCJDC medical staff determines that a resident warrants non-emergency medical or dental care, the facility R.N. shall consult with the parents/custodians. Unless absolutely necessary, the facility will not transport youth for non-emergency medical care, relying on the parent/custodian to seek the identified medical care upon the child's release. In the event that the child is transported for a non-emergency office visit, the parent/custodian will be notified to attend the appointment. Parents/custodians are responsible for the costs associated to the doctor/dental visit. In addition, if prescriptions are written, the parent/custodian is responsible for having it filled and bringing it to the facility.

4) Emergency Care

Parents/custodians are responsible for costs related to emergency care of their child, including but not limited to: EMS / Ambulance services, Emergency Room care, and inpatient hospital care.

The facility will make every reasonable effort to contact the parent/custodian prior to a child being treated for emergency care. In the event of an emergency medical care situation, parents/custodians will be directed as to where the child will be transported, with the intent of having the parent/custodian meet BCJDC staff at the hospital.

NOTE: AS THE CHILD REMAINS IN A DETAINED STATUS, HE/SHE WILL REMAIN IN RESTRAINTS DURING ALL OUTSIDE TRANSPORTS AND UNDER THE CONSTANT SUPERVISION OF TRANSPORTING STAFF.

EDUCATION OVERVIEW

Youth placed in the Butler County Juvenile Detention Center shall attend classes at the facility throughout the year. The facility, in conjunction with the Butler County Educational Service Center, operates a year around in-house educational program. The Butler County Educational Service Center provides certified teachers that provide academic instruction to facility residents.

Parents/custodians, interested in keeping their child current in their own class work, may pick up school assignments and books from the home school and bring them to the BCJDC. School work and books should be brought to the Butler County Juvenile Justice Center on Monday through Friday from 8:00 a.m. to 5:00 p.m. BCJDC staff will meet the parent/custodian in the public lobby to receive the materials. The facility staff member will document the receipt of the educational materials. **NOTE: SCHOOL WORK AND BOOKS SHALL NOT BE ACCEPTED AT VISITATION. BCJDC STAFF SHALL ACCEPT SCHOOL BOOKS, FOLDERS AND PAPERS ONLY. PAPERS SHALL BE LOOSE, FREE OF STAPLES, PAPER CLIPS OR ANY OTHER METAL OBJECT THAT COULD POSE A SECURITY RISK WITHIN THE FACILITY.**

Facility teachers will allow the student to work on their own work during the assigned school hours and will assist them with this work. Upon the child's release, the work and school books shall be released to the parent/custodian. The parent/custodian shall be responsible for transporting the completed work to the home school for academic credit.

IMPORTANT INFORMATION

Additional information about the Butler County Juvenile Detention Center can be obtained by going to www.butlercountyohio.org and linking to the Butler County Juvenile Justice Center. Parents or guardians can obtain general information about their child's care by contacting the on-duty Shift Leader at (513) 887-3865. Other important phone numbers are:

Superintendent of Corrections – Jason Gundrum	(513) 887-3800
Deputy Superintendent - BCJDC – Matt Kirkendall	(513) 887-3872
BCJDC Medical Staff	(513) 887-3870
Corrections Charge Nurse – Diane Beaty	(513) 887-3869
Director of Education – Sarah Burk	(513) 785-7994

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