



National Survey of Youth in Custody Facility Questionnaire

This questionnaire asks about staffing and youth in this facility as of the **Wednesday before the NSYC visit.**

Instructions for Completing the Facility Questionnaire

This paper copy of the Facility Questionnaire is for review only. Do not fill it out.

You will need to complete the web version of the Facility Questionnaire by following these steps:

1. Open the email you received from your facility enrollment specialist about the Facility Questionnaire.
2. Click on the link in that email to open the online Facility Questionnaire web survey.
3. Fill in your responses.
4. Click "Submit Questionnaire."

If you have any questions, please send an email to your facility enrollment specialist or call 1- 855-248-1213.

FACILITY STATISTICS

1. Please use your most recent payroll records to provide the number and gender of staff members working at this facility as of the Wednesday before the visit. Include full and part-time payroll and non-payroll staff. *Examples of non-payroll staff: staff provided by outside agencies such as teachers provided by schools, and staff paid under contractual agreements/grants.*

For each category, please provide the number of staff members working at this facility as of the Wednesday before the visit.

Include each staff person in only one category. If a staff member serves in more than one capacity, categorize the person based on his or her primary role.

	TOTAL	SEX	
		Male	Female
TOTAL STAFF	_____	_____	_____
a. Frontline supervision staff, direct care staff, and correctional officers	_____	_____	_____
b. Program staff (e.g., instructors, teachers, librarians, education assistants, and other program staff)	_____	_____	_____

2. Compared to 12 months ago, has the current number of paid staff at this facility increased, decreased, or stayed the same? Include only full and part-time payroll staff. Do not include non-payroll staff.

- Increased
 Decreased
 Stayed the same

3. How many paid staff have been hired and how many paid staff have left this facility in the past 12 months?

	TOTAL
a. Paid staff who have been hired	_____
b. Paid staff who have left	_____

4. As of the Wednesday before the visit, how many vacant or unfilled positions existed within this facility?

 Vacant positions (include partial FTEs)

NOTE: If there were no vacant or unfilled positions, please enter '0' in the space above and skip to Item 5.

4a. Indicate how many vacant or unfilled positions exist currently for each category. Include full and part-time payroll and non-payroll staff. (Include partial FTEs.)

	TOTAL
a. Frontline supervision staff, direct care staff, and correctional officers	_____
b. Program staff (e.g., instructors, teachers, librarians, education assistants, and other program staff)	_____

Please consider **only frontline supervision staff, direct care staff, and correctional officers** when answering the next seven questions.

5. Please use your most recent payroll records to provide counts of frontline supervision staff, direct care staff, and correctional officers by race and ethnicity at this facility as of the Wednesday before the visit.

If exact counts are not available, please provide estimates and check this box .

	TOTAL
a. White, not of Hispanic origin	_____
b. Black or African American, not of Hispanic origin	_____
c. Hispanic or Latino	_____
d. American Indian or Alaska Native, not of Hispanic origin	_____
e. Asian, not of Hispanic origin	_____
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin	_____
g. Two or more races, not of Hispanic origin	_____
h. Additional categories in your information system Other (Please specify): _____	_____
i. Not known	_____
TOTAL	_____

6. Please use your most recent payroll records to provide counts of frontline supervision staff, direct care staff, and correctional officers by age working at this facility as of the Wednesday before the visit.

If exact counts are not available, please provide estimates and check this box .

	TOTAL
a. 29 or younger	_____
b. 30-39	_____
c. 40-49	_____
d. 50 or older	_____
TOTAL	_____

7. Please use your most recent payroll records to provide counts of frontline supervision staff, direct care staff, and correctional officers by length of service working at this facility as of the Wednesday before the visit.

If exact counts are not available, please provide estimates and check this box .

	TOTAL
a. Less than 1 year	_____
b. 1-2 years	_____
c. 3-4 years	_____
d. 5-9 years	_____
e. 10 or more years	_____
f. Unknown	_____
TOTAL	_____

PERSONNEL SCREENING

Personnel screening involves procedures that go beyond asking someone to self-disclose information. Examples of screening include checking police records and records of other public agencies.

Please consider **only frontline supervision staff, direct care staff, and correctional officers** when answering the following questions:

8. When screening potential new hires for frontline supervision staff, direct care staff, and correctional officer positions, does this facility utilize the following sources?

	Yes	No
a. Criminal record/history check	<input type="checkbox"/>	<input type="checkbox"/>
b. Test for current drug use	<input type="checkbox"/>	<input type="checkbox"/>
c. Child abuse/sex offender registry check	<input type="checkbox"/>	<input type="checkbox"/>
d. Domestic violence/civil protective order check	<input type="checkbox"/>	<input type="checkbox"/>

STAFF TRAINING

The next questions ask about staff training programs.

Examples of training programs include supervised on-the-job instruction, classroom training, distance learning, self-directed learning, workshops, lectures, group discussions, demonstrations, role-play, and other methods of group and individual interaction.

Please consider **only frontline supervision staff, direct care staff, and correctional officers** when answering the following questions:

9. What topics are covered during required training programs for new hires and refresher training for current frontline supervision staff, direct care staff, and correctional officers?

Mark all that apply. Please consider training for new hires and current employees *separately*.

Employee Training Topics	New hires	Refresher training for current employees	Not currently offered
a. Cross-gender supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. LGBT responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Managing mentally disordered youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Staff boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Conflict de-escalation training and communication with youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Gang management, identification, and prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. What is the required number of training hours on PREA-related topics that new frontline supervision staff, direct care staff, and correctional officers must complete pre-service and/or during their first year of employment?

_____ None [IF "NONE" IS SELECTED, SKIP TO ITEM 12]
Hours

11. What is the required timeframe for new frontline supervision staff, direct care staff, and correctional officers to complete all PREA-related trainings?

- Pre-service (prior to starting position)
- Within first 24 hours of starting position
- After first 24 hours but within first week (7 days) of starting position
- After first week but within first month (30 days) of starting position
- After first month but within first six months (180 days) of starting position
- After first six months but within first year (365 days) of starting position
- Other (*Please specify*): _____

FACILITY CHARACTERISTICS

This section asks about youth in the facility. When providing responses, please include youth who:

- Have been adjudicated for an offense in juvenile court. Adjudication is the court process that determines if the juvenile committed the act for which he or she is charged. The term "adjudicated" is analogous to "convicted" and indicates that the court concluded the juvenile committed the act.
- Have been convicted for an offense in adult court.

12. How many adjudicated/convicted youth were held in this facility on the Wednesday before the visit?

Adjudicated/convicted youth

13. During the past 12 months, how many adjudicated/convicted youth were admitted to this facility?

Admitted youth (include all youth admitted to this facility including those transferred from another facility)

14. During the past 12 months, how many adjudicated/convicted youth were released from this facility?

Released youth (include all youth released from this facility including those transferred to another facility)

15. As of the Wednesday before the visit, how many youth were assigned beds in this facility? Include standard and makeshift beds. Makeshift beds are roll-out mats, fold-out cots, roll-away beds, pull-out mattresses, sofas, or any other beds that are put away or moved during non-sleeping hours.

TOTAL BEDS ASSIGNED	_____
a. Standard beds	_____
b. Makeshift beds	_____

16. On the Wednesday before the visit, how many beds were not assigned?

TOTAL BEDS NOT ASSIGNED	_____
a. Standard beds	_____
b. Makeshift beds	_____

17. Does this facility currently house any transgender youth?

- Yes → How many? _____
 No

18. During the past 12 months, has this facility housed youth with any of the following limitations?

	Yes	No
a. Limited English proficiency	<input type="checkbox"/>	<input type="checkbox"/>
b. Deaf or hard of hearing	<input type="checkbox"/>	<input type="checkbox"/>
c. Blind or limited vision	<input type="checkbox"/>	<input type="checkbox"/>
d. Learning disabilities (e.g., dyslexia, language processing disorder)	<input type="checkbox"/>	<input type="checkbox"/>
e. Intellectual/developmental disabilities	<input type="checkbox"/>	<input type="checkbox"/>
f. Other physical, mental, or medical disabilities that cause impairment to youth functioning	<input type="checkbox"/>	<input type="checkbox"/>

GRIEVANCE PROCESS

19. Which of these ways can a youth use to report a complaint against a staff member in this facility?

	Yes	No
a. Make a report or talk to a different staff member or administrator	<input type="checkbox"/>	<input type="checkbox"/>
b. Report by phone or hotline	<input type="checkbox"/>	<input type="checkbox"/>
c. Talk to someone outside the facility	<input type="checkbox"/>	<input type="checkbox"/>
d. Talk to someone who visits from outside the facility	<input type="checkbox"/>	<input type="checkbox"/>
e. Report some other way	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL HOUSING

20. During the past 12 months, did this facility isolate youth in a separate room or area without sight and sound contact from other youth or staff for more than 20 hours (excluding protective or medical isolation)?

- Yes
- No [IF "NO" IS SELECTED, SKIP TO ITEM 23]

21. On the Wednesday before the visit how many youth did this facility isolate in a separate room or area without sight and sound contact from other youth or staff for more than 20 hours (excluding protective or medical isolation)?

_____ Youth

22. On the Wednesday before the visit how many youth did this facility isolate in a separate room or area without sight and sound contact from other youth or staff for more than 20 hours for discipline or misconduct?

_____ None
 Youth

23. Does this facility have a written policy requiring approval from the superintendent before youth can be isolated for any reason (excluding protective and medical)?

- Yes
- No

24. Does your facility have a written policy stating the maximum amount of time youth can be isolated for any reason (excluding protective and medical)?

- Yes
 No

24a. What is the maximum amount of time youth can be isolated for any reason (excluding protective and medical)?

_____ hours

25. In the last 30 days, were any youth placed in “time out” in a room or area other than their own room or housing unit? By “time out” we mean confinement lasting less than one hour at either a youth’s request or a staff member’s direction.

- Yes
 No [IF “NO” IS SELECTED, SKIP TO ITEM 27]

26. On the Wednesday before the visit how many youth did this facility place in “time out” in a room or area other than their own room or housing unit? If a youth has been in “time out” more than once on this day, only count that youth once.

_____ None
Youth

27. In the last 30 days, were any youth placed in “time out” in their own room or housing unit as punishment or for an administrative reason (such as waiting to be transferred to another unit or facility)?

- Yes
 No [IF “NO” IS SELECTED, SKIP TO ITEM 29]

28. On the Wednesday before the visit how many youth did this facility place in “time out” in their own room or housing unit as punishment or for an administrative reason (such as waiting to be transferred to another unit or facility)? If a youth has been in “time out” more than once on this day, only count that youth once.

_____ None
Youth

YOUTH EDUCATION ON PREA

29. How are youth typically given information that sexual activity is not allowed in this facility?

	Yes	No
a. Facility staff	<input type="checkbox"/>	<input type="checkbox"/>
b. Posters/signs	<input type="checkbox"/>	<input type="checkbox"/>
c. Brochure/flier/pamphlet	<input type="checkbox"/>	<input type="checkbox"/>
d. Handbook with facility rules	<input type="checkbox"/>	<input type="checkbox"/>
e. Video	<input type="checkbox"/>	<input type="checkbox"/>
f. Other (<i>Please specify</i>): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS

30. Please provide any additional suggestions, explanations, or comments.

Thank you very much!