

POLICY

SUBJECT: Youth Workplace Violence Reduction Committee

NUMBER: OPS-909-15

APPLICABLE TO: Operations Staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 4/9/15

I. POLICY

DJS shall establish a Youth Workplace Violence Reduction Committee for each facility and region that will complete an analysis of incident data of youth violence directed towards staff and collaboratively draft proposals to submit to the facility or regional management for interventions aimed to reduce and eliminate youth workplace violence.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204
- B. MOU for Bargaining Units A, B, C, D, and F
- C. MOU for Bargaining Unit E

III. DIRECTIVES/POLICIES RESCINDED

- A. None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	4/9/15

PROCEDURES

SUBJECT: Youth Workplace Violence Reduction Committee

NUMBER: OPS-909-15

APPLICABLE TO: Operations Staff

APPROVED: _____ /s/ signature on original
Linda McWilliams, Deputy Secretary
DATE: _____ 1/29/15

I. PURPOSE

To establish a Youth Workplace Violence Reduction Committee for each facility and region responsible for collaboratively drafting proposals to management to reduce and eliminate youth acts of violence towards staff in DJS facilities and regions.

II. DEFINITIONS

A. *Workplace violence involving youth directed at staff* – any **act or threat** of violence committed by a youth towards a DJS employee. Workplace violence includes any act where there is reasonable potential for the infliction of physical or emotional harm or trauma. The actual intended target of the act or threat may be an employee, contractor, or volunteer.

III. PROCEDURES

A. Review of Safety and Incident Report Data

1. Facility

- a. Each Facility Administrator shall ensure the establishment of a Youth Workplace Violence Reduction Committee (Committee) in each facility except in the Youth Centers. The Youth Centers shall have one combined Committee for all four Youth Centers. The Committees are responsible for collaboratively drafting proposals to submit to the Facility Administrator to improve facility safety practices, and to reduce and eliminate incidents of youth violence against staff.
- b. The composition of each Committee is listed in the attached spreadsheet entitled, **Youth Workplace Violence Reduction Committees - Facilities (Appendix 1)**. Each committee shall be co-chaired by an Assistant Facility Administrator or designee and a

representative of the union. The Deputy Secretary shall appoint the co-chair of the Youth Centers Committee. Additionally, a staff person from the DJS management and the union may attend the meeting but will not be a member of the Committee.

- c. The Committee shall meet every quarter to review incidents of youth workplace violence and document the results in the summary report. Should the Committee need to meet more frequently, the Committee shall request the Facility Administrator convene a meeting as soon as possible.
- d. Facility management shall provide the incident report data on youth-on-staff assaults, including location, time, date, and level of injury for review by committee members. Facility management also shall provide data from the behavior management program database on the number of verbal threats/obscene gestures directed at staff. Data will be collected monthly with reports to the committee covering the period from the previous meeting to the current meeting and supplemented, as appropriate, by data from the most recent months.
- e. If no new incidents have occurred within 6 (six) weeks of a report, the Committee may suspend ongoing meetings unless another incident occurs related to a prior incident, no interventions or Corrective Action Plans are being monitored, or an employee requests the review of a new incident of youth violence against staff. When suspending ongoing meetings, the Committee shall forward a summary report to the Facility Administrator and include the reason for the suspension of ongoing Committee meetings.

2. Community Services

- a. Each Regional Director shall ensure the establishment of a Youth Workplace Violence Reduction Committee (Committee) in each region. The Committee shall make recommendations to management to improve office safety practices, and to reduce or eliminate incidents of youth violence against staff.
- b. Each Community Services Committee shall have 10 (ten) members. The Regional Director shall appoint a County Supervisor or Assistant Regional Director to serve on the Committee. The County Supervisor or Assistant Regional Director shall appoint 4 (four) members to the Committee. The collective bargaining unit shall appoint 4 (four) representatives from the collective bargaining unit who shall be determined by collective bargaining unit leadership. The committee shall be co-chaired by a County Supervisor, Assistant Regional Director or designee and a union representative. A staff person from DJS management and the union may attend the meeting but will not be a member of the Committee.

- c. The Committee shall meet within 30 (thirty) calendar days of a request from staff to review a current security procedure or an incident of youth workplace violence, to collaboratively draft proposals, and to document the results of the meeting in a summary report.
- d. Regional management shall provide the following incident report data and staff injury reports for review by committee members. Data will be collected monthly with reports to the committee covering the previous meeting.
 - 1) Youth on Staff Assaults - location, time, date, and level of incident; and
 - 2) Verbal threats/obscene gestures directed at staff - location, time, date, and level of incident.
- e. If no new incidents have occurred within 6 (six) weeks of a report, the committee may suspend ongoing meetings unless another incident occurs related to a prior incident, no interventions or Corrective Action Plans are being monitored, or an employee requests the review of a new incident of youth violence against staff or new security procedures. When suspending ongoing meetings, the committee shall forward a summary report to the Regional Director and include the reason for the suspension of ongoing committee meetings.

B. Summary Report -Corrective Action Plan (CAP)

- 1. All Committees shall forward a summary report following each meeting to the Facility Administrator or Regional Director that includes the minutes of the meeting and documents data trends, recommendations, or a draft Corrective Action Plan for intervention to improve safety, or reduce or eliminate youth violence. This report shall be forwarded to the Facility Administrator or Regional Director within 3 (three) business days of the meeting. The Facility Administrator shall forward the summary report to the Executive Director of Residential Services.
- 2. The DJS Management Committee Co-Chair shall report to the committee when any recommendations are adopted. The Committee will monitor the implementation of all adopted recommendations to determine if the intervention improved safety, or reduced or eliminated youth violence, and will document the results of all adopted recommendations in a summary report.
- 3. Prior to implementing any practices or procedural changes that modify existing standard operating procedures, the Facility Administrators or Regional Directors shall seek and receive approval from the respective Executive Director.

IV. RESPONSIBILITY

Facility Administrators and Regional Directors are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary of Operations shall be responsible for interpreting and granting any exceptions to this procedure

VI. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VII. DIRECTIVES/POLICIES REFERENCED

None

VIII. APPENDIX

1. Youth Workplace Violence Reduction Committees – Facilities



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Youth Workplace Violence Reduction Committee
NUMBER: OPS-909-15
APPLICABLE TO: Operations Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINTED NAME

DATE

SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.

Appendix 1 – Youth Workplace Violence Reduction Committees – Facilities

FACILITY NAME	Number of DJS Management	Number of Union Representatives
Alfred D. Noyes Children's Center	2	2
Baltimore City Juvenile Justice Center	5	5
Charles H. Hickey, Jr. School	5	5
Cheltenham Youth Center	5	5
J. DeWeese Carter Center	2	2
Lower Eastern Shore Children's Center	2	2
Victor Cullen Center	3	3
Waxter Children's Center	2	2
Western Maryland Children's Center	2	2
William Donald Schaefer House	2	2
Youth Centers (<i>includes Backbone Mountain, Green Ridge, Meadow Mountain, Savage Mountain Youth Centers</i>)	5	5