



## STATE OF COLORADO DIVISION OF YOUTH CORRECTIONS

### Contract Employee / Intern / Volunteer or similar position Acknowledgement Packet

PRINTED NAME \_\_\_\_\_

#### HIPPA Acknowledgement

I agree to the following Confidentiality Statement:

While performing my business duties, I may be given access to patient protected Health Information whether in verbal, written or electronic format.

I will maintain in strictest confidence the Protected Health Information to which I have access. I will not share any confidential information with others who are not authorized, including other staff members, contractors, friends or family. I will use my access to Protected Health Information for the sole purpose of conducting legitimate business of the Colorado Department of Human Services.

My access to patient Protected Health Information is often facilitated by electronic information systems. In the interest of maintaining the integrity of these systems and of ensuring the privacy, security, and proper use of the State resources, I will not share my password to any such systems to which I have access.

I understand that the use of Protected Health Information, other than for legitimate business purposes is strictly prohibited.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Drug Free Workplace

##### Policy 3.5

To ensure a safe working environment and to avoid compromising the health, safety and well being of Division of Youth Corrections' employees and clients, the use of alcohol or other drugs or the use of any controlled substance that may result or has resulted in job impairment is prohibited. Likewise, the illegal possession, manufacture, use, sale, or transfer of a controlled substance on state property or during employee work hours is prohibited. Any use of alcohol on any Department of Human Services leased or owned premises for an official function shall be pre-approved in writing by the Executive Director of the Department of Human Services. It shall be the responsibility of all Division of Youth Corrections' managers and supervisory personnel to establish and follow procedures and guidelines which ensure a fair and consistent policy application. Violations of this policy shall be cause for management/supervisory intervention that may result in referral to substance abuse treatment and for corrective or disciplinary action up to and including termination.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Sexual Harassment Policy

## Policy 3.22

To assure that employees and clients are free from sexual harassment from others through inappropriate conduct and communication of a sexual nature and/or from intimidation or exploitation, each employee of the Division of Youth Corrections shall be afforded access to training, advice, and counseling regarding sexual harassment. DYC EMPLOYEES shall have the opportunity to file an informal or formal complaint whenever he/she believes that sexual harassment has been perpetrated by any employee upon any other employee or upon any client or resident of the Division of Youth Corrections. Supervisors and Administrators of the Division of Youth Corrections shall take prompt and appropriate action to address, correct, and resolve sexual harassment in the workplace.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Violence in the Workplace

## Policy 3.28

The Division of Youth Corrections does not tolerate violent behavior or threats of violent behavior directed at a co-worker, supervisor, subordinate, contractor, client, State property or facilities. Acts of violence or threats to the safety, security, or well being to other persons shall be reported immediately to an immediate supervisor and/or the Workplace Violence Coordinator who, in turn, shall notify the Facility Director or PLAN manager. The act may result in a corrective or disciplinary action for the offending employee, up to and including termination from employment with the Division of Youth Corrections, and/or potential for criminal charges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Safety and Emergency Procedures

## Policy 8.1

The emergency plans set forth basic responsibilities and outlines actions to be taken to protect life, provide resident care, and protect the property of the facility during disaster situations. People on the campus shall follow the directions of staff and comply with the directives of staff at all times.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Safety and Security

## Policy 9.3

To ensure both juvenile and public safety, juveniles shall always be supervised by facility staff inside or outside of the facility unless authorized by the Director of the facility, his/her designee, or by Order of the Court. Facility staff shall regulate juvenile movements. No juvenile or group of juveniles shall be given control or authority over other juveniles.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Child Abuse Reporting

## Policy 9.17

Whenever there is reason to suspect that a juvenile may have been abused, all mandated professionals shall make a report to the local county Department of Social Services or local law enforcement agency immediately (within 1 hour) after the suspected abuse is alleged or first discovered. Effective January 1, 2004, if the alleged perpetrator of the abuse is a third person, and the alleged victim is over the age of ten (10) the local law enforcement agency shall be notified, who shall have the responsibility for the coordination and investigation of all reports. Failure to comply with these reporting requirements may result in corrective or disciplinary action and/or criminal prosecution and/or staff member(s) who failed to report the alleged abuse may be held liable for damages proximately caused thereby. Each Division of Youth Corrections' facility/program shall maintain current child abuse reporting procedures, which clearly specifies whom or where and how to reports are to be made.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PREA (Prison Rape Elimination Act)

## Policy 9.19

The Prison Elimination Act of 2003 establishes a zero-tolerance standard for the incidence of juvenile nonconsensual sex, abusive sexual contact and staff sexual misconduct; makes prevention of juvenile nonconsensual sex, abusive sexual contact and staff sexual misconduct a top priority in each facility; develops/implements national standards for the detection, prevention, and punishment of nonconsensual sex, abusive sexual contact and staff sexual misconduct; increases available data and information of the incidence of juvenile nonconsensual sex, abusive sexual contact and staff sexual misconduct; standardizes the definitions used for data collection; increases accountability of employees who fail to detect, prevent, reduce and punish nonconsensual sex, abusive sexual contact and staff sexual misconduct. The Colorado Division of Youth Corrections has a zero-tolerance policy relating to nonconsensual sex, abusive sexual contact and staff or juvenile sexual misconduct. It is the policy of the Division to fully investigate and aggressively prosecute those who are involved in such conduct if in fact a crime has been committed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Oath of Confidentiality

As a condition of doing research, internship and/or providing services for persons who are identified as clients of the Division of Youth Corrections, the undersigned agrees not to divulge any information obtained in the course of such activities to unauthorized persons or agencies, including the identities of DYC clients.

I further agree to abide by the provisions of any additional or subsequent limitation on the disclosure of such information as may be made to me by any Division of Youth Corrections entity at any time after the date of execution of this agreement.

Nothing in this agreement shall be construed to relieve any party from their independent legal duty to report suspected child abuse under Colorado Law, or any higher statutory duty.

Signature \_\_\_\_\_ Date \_\_\_\_\_

KEY CONTROLPOLICY 9.10

Facility keys that are lost, stolen or misplaced must be immediately reported to the shift supervisor. An incident report and a critical incident report must be completed for loss of any **egress** key. Egress keys are defined as those keys that allow access or departure through the perimeter fence or Gatehouse doors. The employee responsible for the missing keys is responsible for paying for the replacement keys and any necessary lock changes and may receive a corrective or disciplinary action.

**I am aware of the Division of Youth Corrections Policies an specifically Policy 9.10, and all of its contents. I understand that I am responsible for the keys being issued to me. I will follow Policy 9.10 to ensure the security of the facility.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Juvenile Rules and RegulationsPolicy

Each facility has developed and implemented a program based on a positive approach to behavior management. This program includes a system for rewarding the positive behavior of individual juveniles. Behaviors prohibited within the facility, the facility's disciplinary procedures, and the range of consequences that may be imposed for various rule violations shall be included in the juvenile handbook, which shall also clearly states that staff is responsible FOR, and in control of, the facility's behavior management program.

A copy of the juvenile handbook shall be made available to all juveniles, staff members, contractors, volunteers, interns or similar individuals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Tool Control

## Policy 9.11

Facilities have a comprehensive internal accountability system for tools, equipment, and utensils that are used within the facility. The internal system is in place to promote the safety and security of all juveniles, staff, and visitors. All tools, equipment or utensils used within the facility, including items such as hacksaws, kitchen knives, hammers, scissors, screw drivers, pencils, all technology equipment used in a vocational program, medical equipment, or other devices that could be used as a weapon, shall be controlled at all times. Contractors, volunteers or interns shall keep all tools in their possession and not distribute any such items to residents unless approved by the volunteer coordinator and/or the shift supervisor.

Any contractor, intern, volunteer or similar person shall ensure that any such items shall be handled in a controlled manner, returned to an established storage location in a timely manner, and re-secured after each use for safety and security purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationships between Contractor, Intern, Volunteer or similar individual and Juveniles

## Policy 3.20

There shall be no personal, social financial or business relationships which constitute a violation of established prohibited conduct which would include nepotism between any contractor, volunteer, intern, or similar individual and juveniles, or family members of juveniles who are or who have been in the custody of or are associated with the Division of Youth Corrections within the last five (5) years. This includes all familial relationships which present a conflict of interest.

Furthermore, contractors, interns, volunteers or similar individuals shall not share personal information, such as stories of past experiences to juveniles, your personal address, anything about your children, or any personal information while within the facility.

If any potential situation such as wanting to give the address of your church or a resource to a juvenile, it is the responsibility of the contractor, intern, volunteer or similar person to notify the volunteer coordinator and the supervisor on duty to approve the release of this information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Juvenile Rights and Responsibilities

## Policy 13.1

All juveniles, regardless of their gender, in the custody of the Division of Youth Corrections shall be afforded rights and responsibilities that are clearly defined. All juveniles shall be informed of their rights and responsibilities through the intake/orientation process. Remedies for complaints of violations of any rights set forth shall be subject to the juveniles' grievance procedure and juveniles who do not accept responsibilities shall be subject to the facility's disciplinary process. The rights in this policy shall not be diminished or denied for disciplinary reasons.

Juveniles have the right to:

1. not be discriminated against because of race, religion, color, creed, sex, age, socioeconomic background or political affiliation.
2. be treated in a fair manner and addressed by name.
3. be informed of the rules within 24 hours of intake.
4. not be subjected to corporal punishment.
5. be under the supervision of trained staff.
6. Practice their religion on a voluntary basis only limited to the safety and order of the facility.
7. Vote
8. not participate in uncompensated work unless it is part of the housekeeping, maintenance of the program RCJ projects, or part of an approved work program
9. Reasonable access to the media
10. Education
11. Review their file if committed
12. Have their DCP plans reviewed within 15 days if committed
13. Equal programming for both male and females
14. Approximately one hour of large muscle activity
15. Due process in disciplinary hearings
16. Freedom of expression as long as it does not interfere with rights of others or the safety of the program

Additionally residents have the responsibility to:

1. Follow the rules, schedules, and directions of staff
2. Clean and maintain their living area
3. Asking for medical and dental care when needed
4. Maintain their clothing and hair in a clean and odor free condition
5. Not infringe on the rights of others
6. Obey court orders, remain in placement and participate fully
7. Personally refrain from and discourage others from possessing, using, buying, selling or otherwise having weapons, drugs or other illegal substances
8. Practice and encourage honesty
9. Respect peers and staff by refraining from the use of verbal abuse, ethnic slurs, slander, and/or obscene gestures/comments.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COLORADO DEPARTMENT OF HUMAN SERVICES  
**EMPLOYEE CODE OF CONDUCT**

*All employees at the Colorado Department of Human Services are Expected to:*

- **Treat all customers fairly.**
- **Be truthful, honest and courteous to co-workers and to customers at all times.’**
- **Demonstrated respect for all people and their ideas, and commit to resolve conflicts.**
- **Be considerate to fellow workers when performing job tasks.**
- **Accept responsibility for own mistakes; ask for clarification and guidance when unsure about job duties.**
- **Communicate your needs clearly to people in our organization.**
- **Show support of departmental decisions through your actions.**
- **Assist customers and co-workers in a positive manner and follow through on commitments to them.**
- **Do your job proactively; don’t wait to be told; see the problem; ask for guidance if needed, solve the problem and inform others what was done.**
- **Propose solutions to problems.**
- **Complete tasks, meet deadlines, and communicate any reason for delay.**
- **Stay current with technical knowledge available for their skill field.**
- **Adapt and be flexible when changes happen.**
- **Take the initiative about seeking communication; don’t always wait for it to come to you.**
- **Be committed to your job and present yourself as a good role model.**
- **Treat others as they wish to be treated.**
- **Have a CARE attitude (Caring Attitude Reaps Excellence)**

*Definition of Respect = Recognizing another’s viewpoint without sacrificing your own so that both parties feel their opinions are valid.*

I have read and understand the above information:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**CERTIFICATION OF AWARENESS OF POLICIES, PROCEDURES AND REGULATIONS**

- I am aware that copies of the Code of Colorado Regulations and the Division of Youth Corrections Policies as well as facility based procedure are located on either the common drive in electronic form, on the internet or will be made available by the facility at my request. I understand that I am responsible for being aware of their contents and for applying them as specified therein.
- I am aware that, with the exception of drug and alcohol related information, all medical, psychological, psychiatric, sociological, and scholastic information on individual persons which is prepared or obtained by the Department of Human Services, Division of Youth Corrections in the course of carrying out its duties shall be confidential and can be released only to the person about whom the information pertains to or to the parent of legal guardian if the person is under the age of 18 (person of interest), or may be disclosed to the legal custodian, attorney for the juvenile, District Attorney, Guardian Ad Litem, law enforcement officials or Probation Officer, as appropriate, per section 19-1-304- C.R.S.
- I certify that I have read and understand the contents of the Governor's Executive Order D 001 99 - Executive Department Code of Ethics and am responsible for applying them. This policy regarding the professional conduct of all employees can be obtained through the Internet by accessing the Colorado

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# STATE OF COLORADO DIVISION OF YOUTH CORRECTIONS

## Emergency Contact Form Contract Employee / Intern / Volunteer or similar position

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(LAST, FIRST AND MIDDLE)

DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET ADDRESS, CITY, STATE & ZIP CODE)

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

DRIVERS' LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_ DHS DATE OF HIRE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

### IN CASE OF EMERGENCY NOTIFY:

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
(LAST, FIRST AND MIDDLE)

ADDRESS: \_\_\_\_\_  
(STREET ADDRESS, CITY, STATE & ZIP CODE)

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

HEALTH INSURANCE PROVIDER: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAL PROBLEMS / MEDICATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_