



Colorado Department of Human Services  
Division of Youth Corrections

## **NORTHEAST REGION**

### **Catchment Area Operating Procedures for Senate Bill 03-286 Compliance**

**July 1, 2008 – June 30, 2009**

#### **1. Agreement**

Colorado Revised Statute 19-2-1202 (1) (b) requires a system be developed so that judicial districts within each Division of Youth Corrections catchment area are able to loan detention beds to other judicial districts within their catchment areas based on need. The following agreement represents the commitment of Senate Bill 94 Coordinators and Division of Youth Corrections officials in the Northeast Region Catchment Area to cooperatively manage implementation of Senate Bill 03-286.

#### **2. Purpose**

The purpose of the operating agreement is to ensure the best possible access to detention bed use by the district courts and justice systems while implementing the mandates of Senate Bill 03-286. Provisions for loaning of beds are designed to be fair, equitable, and the most realistic use of current resources.

#### **3. Period of Agreement**

This agreement is delayed until September 1, 2008 and continues through June 30, 2009. In subsequent years, the agreement will return to a July 1 – June 30 cycle.

#### **4. Catchment Area Description**

The DYC Northeast Region Detention Catchment Area includes 13 counties in northeastern Colorado, in the 8<sup>th</sup>, 13<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> Judicial Districts. The counties are: Adams, Boulder, Broomfield, Jackson, Kit Carson, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma.

The Northeast Region Catchment Area has capacity for a maximum one hundred and six (106) detention beds in two state-operated secure facilities, and one staff-secure facility.

In addition, the 17th Judicial District, which includes Adams and Broomfield Counties, will have an allocation in the Central Region Detention Catchment Area of seven additional beds at the Marvin Foote Center. The 17th Judicial District, however, is still considered to be within the Northeast Region Detention Catchment Area for purposes of bed borrowing and loaning.

Therefore, secure detention capacity is provided by two Northeast Region facilities and one Central Region facility:

- Platte Valley Youth Services Center located in the Northeast Region at 2200 O. Street, in Greeley, CO;
- Adams Youth Services Center located in the Northeast Region at 1933 Bridge St, in Brighton, CO, and
- Marvin W. Foote Center, located in the Central Region at 13500 East Fremont Place, Englewood, CO, 80112.

Staff secure detention capacity is provided at:

- Remington House located at 1516 Remington St., in Ft. Collins, CO. Remington House is owned and operated by Midway Youth Services Inc.

The capacity for secure detention in the facilities in the Northeast Region, therefore, is one hundred six (106) beds. There are an additional seven (7) beds available for the 17<sup>th</sup> Judicial District at the Central Region's Foote Center. Combined, the total allocation of beds for the five Northeast Region judicial districts is one hundred thirteen (113) beds.

**5. Facility Bed Allocations**

The one hundred and thirteen (113) total beds available to Judicial Districts in the Northeast Region are distributed across four facilities as follows:

<b>Platte Valley Youth Services Center .....</b>	<b>69 beds</b>
8 <sup>th</sup> Judicial District.....	18 beds
Larimer, Jackson	
13 <sup>th</sup> Judicial District.....	7 beds
Kit Carson, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma	
19 <sup>th</sup> Judicial District.....	26 beds
Weld	
20 <sup>th</sup> Judicial District.....	18 beds
Boulder	

**Adams Youth Services Center ..... 29 beds**

17<sup>th</sup> Judicial District.....29 beds  
Adams, Broomfield

**Remington House (Staff Secure) ..... 8 beds**

8<sup>th</sup> Judicial District.....2 beds

19<sup>th</sup> Judicial District .....3 beds

20<sup>th</sup> Judicial District .....3 beds

**Marvin W. Foote Youth Services Center ..... 7 beds**

17<sup>th</sup> Judicial District .....7 beds

**Secure Bed Allocations by Facility and Judicial District**

Judicial District	Adams YSC	Platte Valley YSC	Marvin Foote YSC Central Region	Staff Secure Remington House	TOTALS PER JD
8th JD		18		2	20
13th JD		7			7
17th JD	29		7		36
19th JD		26		3	29
20th JD		18		3	21
TOTALS PER FACILITY	29	69	7	8	113

**6. Roles and Responsibilities**

A. Division of Youth Corrections Facility Directors, Contract Programs and other DYC designees will provide:

- Immediate admission of juveniles screened and authorized for placement by the Screening Team of each Judicial District.
- Notification to the Screening Team when any juvenile presents for admission under that district’s jurisdiction (warrants, mittimi, probation holds, etc.) if the admission has not been previously authorized. Information on judicial bed use numbers as requested by Screening Teams.
- Secure care and custody of admitted juveniles per Division of Youth Corrections standards.
- Information regarding juveniles’ condition, behavior, etc., as requested by Screening Teams or other district representatives.

B. Screening Teams will provide:

- Authorization and screening documentation for all admissions.
- Communication with law enforcement, other agencies and or parents/guardians having custody of juveniles prior to detention to arrange appropriate pre-admission medical or psychological screening and secure medications.
- Authorization to parents, or legal guardians/ physical custodians for transport to the detention facility.
- Liaison with District Courts for setting hearings and providing information as the court may require.

C. The Division of Youth Corrections Northeast Region Director or designee will provide:

- Facilitation of regular meetings to review the Catchment Area Procedures.
- Assistance to resolve detention use questions.

## 7. **Bed Loaning and Borrowing Procedures**

A. PREPARING TO BORROW BEDS. When a judicial district reaches its maximum detention use allocation and wishes to place additional youth in one of the Northeast Region Catchment Area facilities, the following steps shall be followed:

1. The Screening Team or designee shall contact the admissions contact person at the facility where the district wishes to use additional beds.
2. The facility admissions person will report how many unused beds are available for the districts using that facility.
3. The Screening Team or designee shall contact the Screening Team or designee of the district having unused bed capacity to verify that there is no imminent (defined as notification of a transport with an ETA) use for the bed space.

B. USING BORROWED BEDS

4. The borrowing Screening Team or designee will notify the lending Screening Team or designee that unused beds will be used.
5. The facility admissions contact person will record that beds of the allocated district are being used by a borrowing district.
6. Districts DO NOT have the option to not lend an available bed.
7. There is No timeframe on the utilization of a borrowed bed. It may be used until it is requested back by the lending district.

C. RELINQUISHING BORROWED BEDS

8. Any release from a borrowed bed(s) must be communicated to the lending district prior to reoccupying the bed with a different student.
9. The borrowing district will be prepared to release detained juveniles whenever the lending district needs to place juveniles into its allocated bed capacity.

10. The lending district will notify the borrowing district and facility that its beds must be made available within the six hour timeframe.
11. The facility admissions contact person will verify that borrowed beds are relinquished prior to use by the lending district.

## 8. **Marvin W. Foote Youth Services Center Allocation**

The 17<sup>th</sup> Judicial District has seven beds available at the Marvin W. Foote Center. The 17<sup>th</sup> Judicial District may borrow available beds from other Central Region Judicial Districts at the Foote Center, but not at other Central Region Detention Centers. Central Region Judicial Districts may borrow available 17<sup>th</sup> JD beds at the Foote Center, but not those available to the 17<sup>th</sup> JD in the Northeast Region. The 8<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> Judicial Districts may not borrow beds at the Foote Center. The 17<sup>th</sup> Judicial District may borrow beds and loan beds at the Foote center and will also follow the catchment area rules in the Central Region Catchment Area agreement for the beds allocated to the district at the Foote Center.

## 9. **Timeframes for Bed Borrowing Procedures**

- Reports on bed use by facility admissions personnel

Facility admissions must have district use counts immediately available whenever information is requested by Screening Teams.

- Notification to the lending district

The borrowing district must notify the lending district prior to the admission of any juvenile into a borrowed bed.

- Relinquishment of borrowed beds

When a borrowing district is notified that the beds are needed, the space must be made available within **SIX (6) HOURS** of the request (definition of Immediate Surrender), unless otherwise negotiated between the borrowing and lending districts.

## 10. **Transportation responsibilities**

In all cases it shall be the responsibility of the allocation district to arrange transportation to and from detention centers. In all cases where beds are borrowed the borrowing district shall transport youth to the facility where beds are borrowed, and the borrowing district shall arrange for transport of released youth from the facility where beds are borrowed.

SB94 funds may not be used to transport or purchase transportation for youth in secure or staff-secure custody. SB94 personnel or contractors may transport youth from detention facilities when juveniles have been released to the care of such personnel.

**11. Limits on the Number of Beds Borrowed**

The Northeast Region Catchment Area sets no limit on the number of beds that a district can borrow and recognizes that it must stay within the regional catchment area allocation of 106 beds.

**12. Contact Information**

State Detention and Contract Facilities

**Adams Youth Services Center**

Control Center

Director: Dwayne Epple

303-659-4450 x 10

303-659-4450 x 12

[Dwayne.Epple@state.co.us](mailto:Dwayne.Epple@state.co.us)

**Platte Valley Youth Services Center**

Intake

Intake FAX

Control Center

Director: Brent Nittmann

970-304-6218

970-304-6228

970-304-6220

970-304-6212

[Brent.Nittmann@state.co.us](mailto:Brent.Nittmann@state.co.us)

**Remington House Staff Secure**

Administrative 24 hour pager

Agency FAX

Contact: Erin Spies

970-962-0618 pager

970-484-7471

970-484-7447 office

[rh1516dir@aol.com](mailto:rh1516dir@aol.com)

**Marvin W. Foote Youth Services Center**

Admissions

Control

Agency FAX

Director: Denesio Gonzales

303-768-7520

303-768-7529

303-768-7516

303-768-7505

[Denesio.Gonzales@state.co.us](mailto:Denesio.Gonzales@state.co.us)

Districts

**8th Judicial District SB94**

The HUB Juvenile Assessment Center

970-498-6991 office

970-498-6995 fax

Coordinator: Bob Bauman

970-482-8888 office

970-308-0887

970-482-8301 fax

[Coordinator@sb94-8.org](mailto:Coordinator@sb94-8.org)

**13th Judicial District SB94**

Coordinator: Virgie Nelson

970-522-3512 office

970-522-3511 fax

[virgie@sterlingcolo.com](mailto:virgie@sterlingcolo.com)

**17th Judicial District SB94**  
The Link – On Call Screener

303-427-0939 office  
303-912-0819 cell  
303-281-4768 pager  
303-427-3469 fax

Coordinator: Paul Targoff

303-487-1784 office

**19th Judicial District SB94**  
Screeners

970-397-0161

Coordinator: Margie Gomez

970-351-5472 office  
970-397-0174 cell  
970-351-5483 fax  
Coordinator@sb94-19.org

**20th Judicial District SB94**  
Boulder Juvenile Assessment Center

303-441-3978 Control  
303-441-4988 fax

Coordinator: Susan Caskey

303-441-1511 office  
scaskey@bouldercounty.org

**Northeast Region DYC Director**  
Joe Thome

303-619-4507 cell