



Ohio Administrative Code

Rule 5139-36-08 Administration and management.

Effective: December 23, 2022

(A) The CCF is a facility sanctioned to operate under the standards established by the department and complies with all applicable licensing requirements of the jurisdiction in which it is located.

(B) The CCF will have a policy and procedure manual that is approved by the governing authority and made available to all staff. The policy and procedure manual will include the philosophy, goals and purpose and service of the facility and approved methods of implementation. The policy and procedure manual will be reviewed annually and updated as necessary.

(C) The CCF will have a organizational chart that accurately reflects its structure of authority, the responsibility and the accountability of the organization.

(D) Written policy, procedure, and practice provide that the CCF and its programs are managed by a single administrator to whom all employees or units of management are responsible and who will:

(1) Implement policies, procedures and practices of the governing authority.

(2) Control, manage, operate and have general charge of the facility and program.

(3) Have custody of CCF property, files and records.

(E) The CCF administrator will ensure that there will be a minimum of quarterly meetings with management staff and department heads, who meet monthly with their key staff members.

Documentation of these meetings (e.g. minutes) shall be kept for one year and be available for review.

(F) The CCF will have a written policy, procedure, and practice providing that there exists a community advisory committee which is representative of the community and that serves as a link between the program and the community. This committee shall meet, at least, bi-annually.



(G) The CCF will document efforts to conduct a continuing planned program of public information and education.

(H) The CCF will clarify its relationship to all funding and regulatory agencies and document its relationship through written contracts or letters of mutual agreement.

(I) The CCF will have a written policy, which ensures there will be no abuse of juveniles, conforming to governmental statutes and regulations.

(J) The CCF will have written policy and procedure to guard against conflicts of interest. This policy will be contained within a code of ethics to be adopted by the CCF. This code will include, but not be limited to the following.

(1) The CCF staff will not display favoritism or preferential treatment to one juvenile, or group of juveniles, over another.

(2) No employee of a CCF may deal with any juvenile except in a professional manner that will support the approved goals of the CCF. Specifically, staff members must never accept for themselves, without approval of the director/designee, any member of their family, or others, any personal (tangible or intangible) gift, favor or service from a juvenile or from a juvenile's family or close associate, no matter how trivial the gift or service may seem. All staff are required to report to the CCF director any violation or attempted violation of these restrictions. In addition, no staff will give any gifts, favors, or services to juveniles, their families or close associates.

(3) No CCF employee will enter into any business relationship with juveniles or their families (e.g., selling, buying, or trading personal property).

(4) No CCF employee will have an outside contact (other than incidental contact) with a juvenile, ex-juvenile under supervision, his or her family or close associates, except for those activities which are an approved, integral part of the center program and a part of the employee's job description.

(5) CCF employees may not engage in any conduct which is criminal in nature or which would bring



discredit upon the facility and program. The CCF will ensure that the conduct of all employees is consistent with the terms, conditions, and spirit of the grant. All employees will avoid misconduct, and the appearance of misconduct.

(6) Disciplinary action imposed by the CCF for any violation or attempted violation of the standards for employee conduct will be reported to the bureau chief of community facilities within two business days.

(K) The CCF facility will notify its employees of the standards of employee conduct and document this notification.

(L) The CCF shall meet the legal requirements of the governmental jurisdiction in which the licensed facility is located. The documentation for this standard will include copies of all local licensing and inspection certificates indicating conformance to all local fire, health, building, and zoning regulations.

(M) The CCF shall comply, when applicable, with the Americans with Disabilities Act of 1990 and all guidelines and policies issued by the department.

(N) The CCF will develop annual goals and objectives and submit these goals and objectives upon request to the bureau chief of community facilities.

(O) The CCF will display the facility approval certificate by the department of youth services.