



Department of
Youth Services

Message from DYS Director Harvey Reed

Tip Line and Youth Ombuds

October 15, 2013

Dear Staff:

In order to make the DYS facilities as safe as possible for both youth and staff, today we put into place a Tip Line for sharing tips or concerns related to your safety or the safety of others. The Tip Line is your direct line to Central Office to report any safety issues, including any matters related to sexual misconduct. You can call the Tip Line from anywhere to report any concerns by dialing the toll-free number (855) 577-7714.

When you call the Tip Line, you do not have to leave your name. Simply share your tip and specify the facility related to your call. Your voicemail will be reviewed within 24 hours (excluding weekends and holidays) by a Youth Ombuds at Central Office. Please understand that any information submitted to DYS is considered public information and may be released in a public records request. If you do not leave your name and your call results in an investigation, it may be necessary for investigators and/or law enforcement to identify you.

The Tip Line does not replace the other ways that you can report concerns. In addition to the Tip Line, ways to share concerns or issues include the following:

- Tell your supervisor
- Tell your Human Resources Manager or Labor Relations Officer
- Contact Central Office Bureau of Human Resources and Labor Relations at (614) 644-6093
- Take advantage of the employee suggestion boxes located at each facility and regional office, or send your suggestions for improvements directly to the Director's Office by emailing suggestions@dys.ohio.gov
- File a Grievance Form

I trust that when needed, you will communicate concerns. Thank you for your work on the front lines every day. We value your input as well as the impact you are making to help youth become productive members of their families and communities.

Attachments: 1) Memo to All Youth in Facilities 2) Memo to All Youth on Parole/All Families of Youth in Facilities and on Parole

October 15, 2013

TO: All Youth in Facilities
FROM: Director Reed
SUBJECT: Tip Line and Youth Ombuds

In order to make the DYS facilities as safe as possible, today we put into place a Tip Line for sharing tips or concerns related to your safety or the safety of others. The Tip Line is your direct line to Central Office to report any safety issues, including any matters related to sexual misconduct. You can use the phones on your living unit to report any concerns by dialing 397847 (DYS TIP).

When you call the Tip Line, you do not have to leave your name. Simply share your concern when prompted, and your voicemail will be reviewed within 24 hours (excluding weekends and holidays) by a Youth Ombuds at Central Office. Please understand that any information submitted to DYS is considered public information and may be released in a public records request. If you do not leave your name and your call results in an investigation, it may be necessary for investigators and/or law enforcement to identify you.

The Tip Line does not replace the other ways that you can report concerns. In addition to the Tip Line, ways to share concerns or issues include the following:

- Tell a staff person that you trust
- Fill out a grievance form, and put it in the grievance box
- Write to the Chief Inspector's Office at the Ohio Department of Youth Services, 30 W. Spring St., 5th floor, Columbus, OH 43215
- Contact the Legal Assistance Program (please refer to the poster "Your Legal Rights" for telephone number or mailing address) or your own private attorney
- Write to the Correctional Institution Inspection Committee (CIIC) by completing the CIIC form and mailing it to CIIC, Riffe Center, 15th floor, 77 S. High St., Columbus, OH 43215

Thank you for your cooperation. All youth are entitled to live in a safe and healthy environment that is free from physical, sexual, emotional or other harassment or abuse. I want your stay at DYS to be safe, meaningful and helpful in preparing you for a successful life.

cc: Staff and Stakeholders

October 15, 2013

TO: All Youth on Parole
All Families of Youth in Facilities and on Parole

FROM: Director Reed

SUBJECT: Tip Line and Youth Ombuds

In order to make the DYS facilities as safe as possible, today we put into place a Tip Line for sharing tips or concerns related to your safety or the safety of others. The Tip Line is your direct line to Central Office to report any safety issues, including any matters related to sexual misconduct. As the attached flyer explains, you can call the Tip Line from anywhere to report any concerns by dialing the toll-free number (855) 577-7714.

When you call the Tip Line, you do not have to leave your name. Simply share your concern and specify the facility or site related to your call. Your voicemail will be reviewed within 24 hours (excluding weekends and holidays) by a Youth Ombuds at Central Office. Please understand that any information submitted to DYS is considered public information and may be released in a public records request. If you do not leave your name and your call results in an investigation, it may be necessary for investigators and/or law enforcement to identify you.

The Tip Line does not replace the other ways that you can report concerns. In addition to the Tip Line, ways to share concerns or issues include the following:

- Tell a staff person that you trust
- Fill out a grievance form, and put it in the grievance box in the regional parole office or DYS facility
- Write to the Chief Inspector's Office at the Ohio Department of Youth Services, 30 W. Spring St., 5th floor, Columbus, OH 43215
- Contact the Legal Assistance Program at (614) 466-5394 or by writing to the Office of the Ohio Public Defender, Juvenile Division, Legal Assistance Program, 250 E. Broad St., Suite 1400, Columbus, OH 43215
- Write to the Correctional Institution Inspection Committee (CIIC) by completing the CIIC form and mailing it to CIIC, Riffe Center, 15th floor, 77 S. High St., Columbus, OH 43215

The safety of youth is our number one priority. As always, I encourage you to contact the site staff and/or supervisor with any questions or concerns. Thank you for your cooperation.

cc: Staff and Stakeholders



Safety Tip Line

Do you have a tip, concern or issue you would like to share related to the safety of youth or staff in DYS facilities? If so, please call:

1-855-577-7714

- Any information submitted to the Ohio Department of Youth Services is considered public information and may be released in a public records request.
- If you do not leave your name and your complaint results in an investigation, it may be unavoidable that your identity will become known to investigators, including law enforcement.