

Juvenile Detention Facility Standards

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Administration and Management

Section A

General Administration

Purpose: A written policy and procedure manual establishes the facility goals, objectives, and standard operating procedures and establishes a system of regular review.

Purpose and Mission

- 1A-01 The public or private agency operating a detention facility or detention facilities is a legal entity or part of a legal entity.
- 1A-02 Written policy, procedure, and practice provide that the program meets applicable standards of the jurisdiction in which it is located.
- 1A-03 There is a written document delineating the facility's mission within the context of the total system. This document is reviewed and updated as needed.
- 1A-04 There is a written statement that describes the philosophy, goals, and purposes of the facility. This statement is reviewed and updated if necessary.
- 1A-05 Written policy, procedure, and practice provide that if services for adult and juvenile offenders are provided for by the same agency, statements of philosophy, policy, program, and procedure distinguish between criminal codes and the statutes that establish and give direction to programs for juveniles.

- 1A-06 Youth who commit status offenses, adjudicated, pending adjudication or disposition, courtesy holds, contract holds or court ordered reside in the facility.
- 1A-07 Written agency policy, pursuant to 62C.030, allows for the confinement of a child in a juvenile detention facility.
- 1A-08 Facilities work towards implementation and training for all staff on the Prison Rape Elimination Act Policy.

Goals and Objectives Development

- 1A-9 Written policy, procedure, and practice provide that the detention administrator* formulates and reviews goals for the facility at least annually and translates them into objectives.
- *defines the director or individual in charge of detention
- 1A-10 Written policy, procedure, and practice provide that the facility and its programs are managed by an administrative officer** to whom all employees or units of management are responsible.
- **defines the Chief or individual in charge of the county's department
- 1A-11 Written policy, procedure, and practice provide that there exists a community advisory committee, representative of the community that serves as a link between the program and the community.
- 1A-12 Employees may be offered the opportunity to participate in the formulation of policies, procedures, and programs.

Qualifications

- 1A-13 The qualifications, authority, and responsibilities of the detention administrator and other appointed personnel who are not covered by a merit system, civil service regulations or union contracts, are specified in writing by statute or by the parent agency.
- 1A-14 The qualifications for the position of the detention administrator include at a minimum the following: a bachelor's degree in an appropriate discipline; two years of related administrative experience; and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.
- 1A-15 Written policy, procedure and practice provide that the term of office of the detention administrator and appointed personnel not covered by merit systems, civil service regulations, or union contracts is continuous and can be terminated by the appointing authority only for good cause and, if requested, following a formal hearing on specific charges.

Policy and Procedure Manual

- 1A-16 The policies and procedures for operating and maintaining the facility and its satellites are specified in a manual that is accessible to all employees. This manual is reviewed at least annually and updated as needed.
- 1A-17 Each department and major administrative unit in the facility maintains and makes available to employees a manual of standard operating procedures that specifies how policies are to be implemented.

1A-18 Written policy, procedure, and practice provide that new or revised policies and procedures are disseminated to designated staff and volunteers. The acknowledgment form are completed and added the employees personnel file.

Chain of Command and Communication

1A-19 Written policy, procedure, and practice provide for regular meetings between the administrative officer and all department heads and between department heads and their key staff members. Such meetings are to be conducted regularly.

1A-20 Written policy, procedure, and practice provide for a system of two-way communication between all levels of staff and juveniles.

1A-21 The governing authority holds meetings at least annually with the administrative officer.

Quality Assurance Monitoring and Assessment

1A-22 Written policy, procedure, and practice provide for a system to monitor space requirements, operations, and programs through inspections and reviews. This monitoring includes measuring progress toward achieving previously identified goals and objectives and is conducted by the administrative officer or designated staff at least annually.

1A-23 Written policy, procedure, and practice demonstrate that the detention administrator regularly submits reports of the facility's activities to the administrative officer. These reports include major developments in the detention facility, major incidents, population data, issues involving staff and juveniles, and major problems and plans for solving them.

Public Information

- 1A-24 Written policy, procedure, and practice provide that requests from federal, state, and local legislators, executives, and other components of juvenile justice for information about operations or specific juveniles are responded to promptly by designated facility staff and with due regard to privacy protection statutes.

Media Access

- 1A-25 Written policy, procedure, and practice grant representatives of the media access to the facility consistent with preserving juveniles' rights to privacy and maintaining order and security.

Section B

Financial Management

Purpose: A written manual of policy and procedure establishes the facility's staffing, recruiting, promotion, benefits, and review procedures for employees.

Financial Control

- 1B-01 Written policy, procedure, and practice provide that the administrative officer is responsible for financial management and control. Management of financial operations may be delegated to a designated staff person.
- 1B-02 The financial officer has appropriate professional qualifications, including at a minimum, the following: a bachelor's degree in business administration or a related field and two or more years of demonstrated supervisory and administrative experience. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to the bachelor's degree.
- 1B-03 Written policy, procedure, and practice cover at a minimum the following financial areas: internal controls, petty cash, bonding for all appropriate staff, signature control on checks, and the issuing or use of vouchers.
- 1B-03A A detention facility which provides services on a regional basis should charge contract users an equitable per diem rate.

Budget Preparation

- 1B-04 Written policy, procedure, and practice provide that the facility's budget request complies with the policies, procedures, and instructions of the jurisdiction of which the facility is a part.
- 1B-05 The detention administrator participates in budget development conducted by the administrative officer. This participation includes requests for funds for maintaining the facility's daily operations; financing capital projects; and supporting long-range objectives, program development, and additional staff requirements.
- 1B-06 Written policy, procedure, and practice provide for budget revisions.

Accounting Procedures

- 1B-07 Written policy, procedure, and practice demonstrate that the procedures for the collection, safeguarding, and disbursement of monies comply with the accounting procedures established by the governing jurisdiction. These procedures are reviewed annually and updated as needed.
- 1B-08 The facility's accounting system is designed to show the current status of income and expenditures.

Cash Management

- 1B-09 Written policy, procedure, and practice provide that all monies collected at the facility are placed in an officially designated and secure location.

1B-10 Written policy, procedure, and practice provide that reports of all monies collected and disbursed are distributed to the parent agency and other designated authorities.

Internal Monitoring

1B-11 Written policy, procedure, and practice provide for ongoing monitoring of the facility's financial activities.

Independent Audit

1B-12 Written policy, procedure, and practice provide for an independent financial audit of the facility. This audit is conducted annually or as stipulated by statute or regulation, but at least every three years.

Inventory

1B-13 Written policy, procedure, and practice govern inventory control of property, supplies, and other assets. Inventories are conducted at time periods stipulated by applicable statutes, but at least every two years.

Purchasing

1B-14 Written policy, procedure, and practice govern the requisition and purchase of supplies and equipment, including at a minimum the purchasing procedures and criteria for the selection of bidders and vendors.

Position Control

1B-15 Written policy, procedure, and practice regulate position control regarding position allocation, budget authorization, personnel records, and payroll.

Facility Insurance

- 1B-16 Written policy, procedure, and practice provide for facility insurance coverage, including at a minimum the following: worker's compensation, civil liability for employees, and liability for official/company vehicles.

Juvenile Funds

- 1B-17 Juveniles' personal funds held by the facility are controlled by accepted accounting procedures.

Section C

Personnel

Purpose: A written manual of policy and procedure establishes the facility's staffing, recruiting, promotion, benefits, and review procedures for employees.

Personnel Policy Manual

- 1C-01 Written policy, procedure, and practice provide that a personnel policy manual is available for employee reference and recommends the following areas:
- Organization chart (table of organization)
 - recruitment and promotion, including equal employment opportunity provisions
 - job descriptions and qualifications, including salary determinations and physical fitness policy
 - benefits, holidays, leave, and work hours
 - personnel records and employee evaluation
 - staff development, including in-service training
 - retirement, resignation, and termination
 - employee-management relations, including disciplinary procedures and grievance and appeals procedures
 - statutes relating to political activities
 - insurance/professional liability requirements
- 1C-02 Written policy, procedure, and practice provide that each employee signs a statement acknowledging access to the personnel policies and regulations and his/her responsibility for being aware of the contents.
- 1C-03 The detention administrator reviews the facility's internal personnel policies annually and submits to the administrative officer any recommended changes.

Staffing Requirements

- 1C-04 The staffing requirements for all categories of personnel are determined to ensure that juveniles have access to staff, programs, and services.
- 1C-05 Staffing patterns ensure the juveniles health, safety, and welfare are protected at all times. If facility resources allow, staffing ratios on interactive shifts are not to exceed 1:8 during waking hours and 1:16 during sleeping hours. Exceptions to these ratios should be documented.

Equal Employment Opportunity

- 1C-06 Written policy, procedure, and practice specify that equal employment opportunities exist for all positions.

Selection and Promotion

- 1C-07 Written policy, procedure, and practice provide that all personnel covered by merit systems, civil service regulations, or union contracts are selected, retained, and promoted on the basis of merit and specified qualifications.
- 1C-08 Written policy, procedure, and practice provide for promotion from within the facility and from other sources.
- 1C-09 Written policy, procedure, and practice require that all professional specialists are qualified in their fields.
- 1C-10 Written policy outlines experience and education substitutes for position qualifications.

Probationary Term

- 1C-11 Written policy, procedure, and practice provide that employees covered by merit systems, civil service regulations, or union contract are appointed initially for a probationary term of at least three months but no longer than one year.
- 1C-12 After a probationary period, involuntary termination or demotion is permitted only for good cause and, if requested, subsequent to a formal hearing of specific charges conducted by a qualified panel.

Provisional Appointments

- 1C-13 Written policy, procedure, and practice provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.

Criminal Record Check/Fingerprinting

- 1C-14 A criminal record check that includes Child Abuse and Neglect System (CANS) and fingerprints submitted to the FBI, is conducted on all new employees and every 5 years thereafter; in accordance with state and federal statutes and the results of the criminal check is included within the employees permanent personnel file.

Physical Examination

- 1C-15 Written policy, procedure, and practice provide that employees who have direct contact with juveniles receive a TB test and CPR/First Aid training.

Drug-Free Workplace

- 1C-16 There is a written policy and procedure that specifies support for a drug-free workplace for all employees. _

Performance Reviews

- 1C-17 Written policy, procedure, and practice provide for an annual written performance review of each employee. The review is based on defined criteria, in written form, and the results are discussed with the employee.

Compensation and Benefits

- 1C-18 Written policy, procedure and practice provide for employees to be reimbursed for all approved expenses incurred in the performance of their duties.

Personnel Files

- 1C-19 Written policy, procedure, and practice provide that the facility maintains a current, accurate, and confidential personnel record on each employee.
- 1C-20 Written policy, procedure, and practice provide that employees may challenge the information in their personnel file and have it corrected or removed if it is proved inaccurate.

Code of Ethics

- 1C-21 A written code of ethics prohibits employees from using their official positions to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available and applicable to all employees.

Confidentiality of Information

- 1C-22 Written policy, procedure, and practice provide that employees, consultants, and contract personnel who work with juveniles are informed about the facility's policies on confidentiality of information.

Employee Assistance Program

- 1C-23 Written policy, procedure, and practice provide for an employee assistance program.

Section D

Training and Staff Development

Purpose: A written manual of policy and procedure establishes the facility's training and staff development programs, including training requirements for all staff.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives.

Program Coordination and Supervision

1D-01 Written policy, procedure, and practice provide that the facility's employee staff development and training program is planned, coordinated, and supervised by a qualified supervisory employee.

1D-02 The training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs.

1D-03 The facility's budget includes funds to reimburse staff for their time when training is conducted during off-duty hours.

Administrative Staff

1D-04 Written policy, procedure, and practice provide that all administrative and managerial staff receive 24 hours of training in addition to orientation training during their first year of employment and 24 hours of training each year thereafter. This training covers at a minimum the following areas: general management; labor law; employee-management relations; the criminal justice system; and relationships with other service agencies.

Juvenile Detention Careworkers

1D-05 Written policy, procedure, and practice provide that all new juvenile careworkers receive 40 hours of training during their first thirty days of employment and an additional 24 hours of training each subsequent year of employment. It is recommended the training covers the following areas:

security procedures

supervision of juveniles

signs of suicide risks

suicide precautions

use-of-force regulations and tactics

report writing

juvenile rules and regulations

rights and responsibilities of juveniles

fire and emergency procedures

safety procedures

key control

interpersonal relations

social/cultural lifestyles of the juvenile population

communication skills

first aid/CPR

counseling techniques

medication administration and disbursement, as applicable

sexual misconduct(PREA training)

Part-Time Staff

1D-06 All part-time staff, volunteers, and contract personnel receive formal orientation appropriate to their assignments and additional training as needed. Part-time staff must meet all the training requirements listed in 1D-05.

Continuing Education

- 1D-07 The program encourages and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities.

Section E

Juvenile Records

Purpose: A written manual of policy and procedure establishes the department's management of case records, including at a minimum the following areas: the establishment, use, and content of juvenile records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records.

- 1E-01 The administrative officer maintains a record on each juvenile, available in a master file, and including, at a minimum, the following information:
- name, age, sex, place of birth, race and nationality
 - initial intake information form
 - authority to accept juvenile
 - referral source
 - name, relationship, address and phone number of parent(s)/guardian(s) and person(s) juvenile resides with at time of admission
 - driver's license number, social security number, and Medicaid number (when applicable)
 - program rules and disciplinary policy signed by juvenile
 - progress report on program involvement
 - grievance and disciplinary record
 - referrals to other agencies, and final discharge or transfer report
- 1E-02 Written policy, procedure, and practice provide for a daily population report on every juvenile in detention, including the day of intake; accumulated days of stay; and probation officer assigned.

Section F

Citizen Involvement and Volunteers

Purpose: A written manual of policy and procedure established the responsibility for the screening, training, and operating procedures for a citizen involvement and volunteer program.

Registration

1F-01 There is an official registration and identification system for volunteers.

Orientation and Training

1F-02 Written policy, procedure, and practice provide that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment.

1F-03 Volunteers agree in writing to abide by facility policies, particularly those relating to the security and confidentiality of information.

Physical Plant

Section A

Building and Safety Codes

Purpose: Compliance with professional building and fire safety codes helps to ensure the safety of all persons within the facility.

Building Codes

2A-01 The facility conforms to applicable federal, state, and/or local building codes.

2A-02 The facility conforms to applicable zoning ordinances or, through legal means, is attempting to comply with or change such laws, codes, or zoning ordinances.

Fire Codes

2A-03 The facility conforms to applicable federal, state, and/or local fire safety codes.

2A-04 There is documentation by a qualified source that the interior finishing materials in juvenile living areas, exit areas, and places of public assembly are in accordance with recognized codes.

Section B

Size, Organization, and Location

Purpose: Facility size must encourage flexibility, creativity, and innovation in meeting concerns for safety and quality of life.

Staff/Juvenile Interaction

2B-01 Physical plant design facilitates personal contact and interaction between staff and juveniles.

Facility Size

2B-02 The detention facilities operate with living units of no more than 50 juveniles each. The detention facilities do not exceed a bed capacity of 235.

2B-03 If the facility is on the grounds of any other type of corrections facility, it is a self-contained unit, separated by sight and sound.

2B-04 Written policy and procedure provide that a new detention facility be constructed or an existing facility be expanded only after an evaluation has been completed by the parent agency or other appropriate agency.

Rated Capacity

2B-05 The number of juveniles assigned to the facility does not exceed 10% of the rated bed capacity.

2B-06 The facility is designed and constructed so that juveniles can be grouped in accordance with a classification plan.

Section C

Juvenile Housing

Purpose: Juvenile housing areas should be a main focus of residential living and must promote the safety and well-being of both juveniles and staff.

2C-01 Rooms or sleeping areas in which juveniles are confined should conform with the following requirements:

NUMBER OF OCCUPANTS	AMOUNT OF UNENCUMBERED SPACE
1	35 square feet
2-50	35 square feet per occupant

“Unencumbered space” is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. All fixtures must be in operational position. Dormitory usage shall be limited to no more than four (4) beds.

2C-02 Each individual sleeping room has, at a minimum, the following facilities and conditions:

access to toilet for use without staff assistance 24 hours a day

a wash basin

access to a bed

access to natural light

room temperatures that are appropriate

Dayrooms

Space Requirements

2C-03 Dayrooms with space for varied juvenile activities are situated near the juvenile sleeping areas but are separated from them by a floor-to-ceiling wall. Dayrooms provide a minimum of 35 square feet of space per juvenile (exclusive of lavatories, showers, and toilets) for the maximum number expected to use the dayroom at one time.

Toilets

2C-04 Toilets are provided at a minimum ratio of one for every 12 juveniles in male facilities and one for every eight juveniles in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with five or more juveniles have a minimum of two toilets.

Wash Basins

2C-05 Juveniles have access to operable wash basins with hot and cold water in the housing units at a minimum ratio of one basin for every 12 occupants.

Showers

2C-06 Juveniles have access to operable showers with temperature-controlled hot and cold running water at a minimum ratio of one shower for every eight juveniles. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices.

Housing for the Handicapped

- 2C-07 Handicapped juveniles are housed in a manner that provides for their safety and security. Rooms or housing units used by the handicapped are designed for their use and provide for integration with the general population. Appropriate facility programs and activities are accessible to handicapped juveniles confined in the facility.

Special Management Housing

- 2C-08 When there is a security room separate from the living unit, it is equipped with plumbing and security furniture.
- 2C-09 If the facility houses male and female juveniles, space *may be* provided for co-educational activities.
- 2C-10 Male and female juveniles do not occupy the same sleeping room.

Section D

Environmental Conditions

Purpose: Environmental conditions significantly influence the overall effectiveness of facility operations. Standards for lighting, air quality, temperature, and noise levels are designed to preserve the health and well-being of juveniles and staff members and to promote facility order and security.

Housing Area

- 2D-01 Written policy, procedure, and practice require that all housing areas provide at a minimum the following:
- lighting of at least 20-foot candles at desk level and in the personal grooming area
 - natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room
 - other lighting requirements for the facility determined by tasks to be performed
 - access to drinking water
 - heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff
- 2D-02 Ventilation is available in the event of a power failure.

Heating and Cooling

- 2D-03 Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.

Section E

Program and Service Areas

Purpose: Adequate space must be provided for the various program and service functions conducted within the facility.

2E-01 The total indoor activity area, which includes the gymnasium, multipurpose room(s), library, arts and crafts room(s) and all other leisure areas outside the living unit, provides space equivalent to a minimum of 100 square feet per juvenile.

2E-02 Outdoor and covered/enclosed exercise areas for general population juveniles are provided in sufficient number to ensure that each juvenile is offered at least one hour of access daily

Visiting

2E-03 Sufficient space is provided for a visiting room or areas for contact visiting (if applicable). There is adequately designed space to permit screening and searching of both juveniles and visitors.

Classrooms

2E-04 School classrooms are designed in conformity with local or state educational requirements.

Dining

- 2E-05 There is at least 15 square feet of floor space per person using the dining room or dining area; space is provided for group dining except where security or safety considerations justify otherwise.

Food Service

- 2E-06 The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.
- 2E-07 There are provisions for adequate storage and loading areas and garbage disposal facilities.

Sanitation and Hygiene

- 2E-08 Toilet and wash basin facilities are available to food service personnel and juveniles in the vicinity of the food preparation area.

Housekeeping

- 2E-09 Adequate space is provided for janitorial closets accessible to the living and activity areas.

Clothing and Supplies

- 2E-10 Space is provided in the facility to store and issue clothing, bedding, cleaning, supplies, and other items required for daily operations.

Personal Property

- 2E-11 Space is provided for storing the personal property of juveniles safely and securely.

Mechanical Equipment

- 2E-12 Separate and adequate space is provided for mechanical and electrical equipment.

Section F

Administrative Areas and Staff Work Space

Purpose: All levels of staff should be provided adequate space to complete the essential functions of their job safely and effectively.

Administrative Areas

2F-01 Adequate space is provided for administrative, *security*, professional, and clerical staff. This space includes conference rooms, storage room for records, public lobby, and toilet facilities.

Accessibility to the Handicapped

2F-02 All parts of the facility that are used by handicapped staff and/or visitors are accessible.

Section G

Security

Purpose: The physical plant supports the orderly and secure functioning of the facility.

Control Center

2G-01 In secure facilities, space is provided for a 24-hour control center for monitoring and coordinating the facility's security, safety, and communications systems. The control center provides access to a wash basin and toilet.

Perimeter Security

2G-02 In a secure facility, the facility's perimeter is controlled by appropriate means to provide that juveniles remain within the perimeter and to prevent access by the general public without proper authorization.

Facility Operations

Section A

Security and Control

Purpose: The facility uses a combination of supervision, inspection, accountability, and clearly defined policies and procedures on use of security to promote safe and orderly operations.

Security Manual

- 3A-01 There is a manual containing all procedures for facility security and control, with detailed instructions for implementing these procedures. The manual is available to all staff and is reviewed at least annually and updated if necessary.
- 3A-02 The facility has a communication system between the control center and juvenile living areas.
- 3A-03 The facility maintains a daily report on juvenile population movement.

Juvenile Detention Care Workers

- 3A-04 Juvenile detention care worker positions are located in or immediately adjacent to juvenile living areas to permit workers to hear and respond promptly to emergency situations.

- 3A-05 There are written operational shift assignments that state the duties and responsibilities for each assigned position in the facility; these shift assignments are reviewed at least annually and updated if necessary.
- 3A-06 Written policy, procedure, and practice provide for personnel to read the appropriate shift assignment each time they assume a new position and to sign and date the assignment.
- 3A-07 Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.
- 3A-08 Written policy, procedure, and practice provide that no juvenile or group of juveniles is given control or authority over other juveniles.

Permanent Log

- 3A-09 Written policy, procedure, and practice require that correctional staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents.

Patrols and Inspections

- 3A-10 Written policy, procedure, and practice provide that supervisory staff conduct a daily inspection, including holidays and weekends, of all areas occupied by juveniles. Unoccupied areas are to be inspected also.
- 3A-11 Written policy, procedure, and practice require that the detention administrator or designee visit the facility's living and activity areas at least weekly to encourage informal contact with staff and juveniles and to informally observe living and working conditions.

3A-12 Written policy, procedure, and practice specify scheduled inspection and maintenance of all security devices. Corrective action is initiated when necessary.

Juvenile Movement

3A-13 Written policy, procedure, and practice provide that staff regulate juvenile movement.

3A-14 The facility has a system for physically counting juveniles. The system includes accountability for juveniles assigned to work and educational release, furloughs, and other approved temporary absences.

3A-15 Written policy, procedure, and practice govern the transportation of juveniles outside the facility and from one jurisdiction to another.

Use of Restraints

3A-16 Written policy, procedure, and practice provide that instruments of restraint such as handcuffs, shackles, soft restraints, leg shackles/irons, waist/belly chains, restraint chair, and spit hood/masks are never applied as punishment.

3A-17 Written policy, procedure, and practice provide that the facility maintains a written record of routine and emergency distribution of restraint equipment.

3A-18 All special incidents are reported in writing, dated and signed by the staff person reporting the incident; the report is placed in the juvenile's case record and reviewed by the detention administrator and/or designee.

Control of Contraband

- 3A-19 Written policy, procedure, and practice provide for searches of facilities and juveniles to control contraband and provide for its disposition. Policies and procedures are reviewed at a minimum annually and more frequently if necessary.
- 3A-20 Written policy, procedure, and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so and when authorized by the detention administrator or designee. The inspection is conducted in private by health care personnel.
- 3A-21 Written policy, procedure, and practice provide that when visual inspection of body cavities is conducted, the inspection is conducted by trained staff and members of same sex.

Tools and Equipment

- 3A-22 Written policy, procedure, and practice govern the control and use of keys.
- 3A-23 Written policy, procedure, and practice govern the control and use of tools and culinary and medical equipment.
- 3A-24 Written policy, procedure, and practice govern the use and security of facility vehicles.
- 3A-25 Written policy, procedure, and practice govern the use of personal vehicles for official purposes and include provisions for insurance coverage.

Security Equipment

- 3A-26 Written policy, procedure, and practice govern the availability, control, and use of chemical agents and related security devices and specify the level of authority required for their access and use. Chemical agents are used only with the authorization of the facility administrator or designee.
- 3A-27 Chemical agents and related security equipment are inventoried at least monthly to determine their condition and expiration dates.
- 3A-28 Written policy, procedure, and practice require that personnel using chemical agents and/or force to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the shift.
- 3A-29 Written policy, procedure, and practice require that personnel using instruments of restraint such as handcuffs, soft restraints, leg shackles/irons, waist/belly chains, restraint chair, spit hood/masks, or a safe room to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the shift.
- 3A-30 Written policy, procedure, and practice provide that persons injured in an incident receive immediate medical examination and treatment.
- 3A-31 Firearms are not permitted in the facility.
- 3A-32 Written policy, procedure, and practice require that personnel using instruments of restraint such as handcuffs, soft restraints, leg shackles/irons, waist/belly chains, restraint chair, spit hood/masks, must be trained in the proper use of said restraints.

Use of Force

- 3A-33 Written policy, procedure, and practice restrict the use of physical force to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. Policy delineates a use of force continuum that includes, but may not be limited to verbal commands, physical restraint, mechanical restraint and use of chemical agents. Use of force methods must be trained annually by agency approved instructors. All incidences of use of force and restraint must be reviewed by a minimum of one administrator or supervisor and one staff trained in the use of force and restraint methods adopted by the agency. In no event is physical force justifiable as punishment. A written report is prepared following all uses of force and is submitted to administrative staff for review.
- 3A-34 Written policy, procedure, and practice prohibit the use of hogtying, hobbling, or any maneuvers that include the tethering of hands and feet behind the back of a juvenile.

Section B

Safety and Emergency Procedures

Purpose: The facility adheres to all applicable safety and fire codes and has in place the equipment and procedures to use in the event of a major emergency.

Fire Safety

- 3B-01 Written policy, procedure, and practice specify the facility’s fire prevention regulations and practices. These include provision for an adequate fire protection service, including but not limited to the following:
- a system of fire inspection and testing of equipment at least quarterly or at intervals approved by the authority having jurisdiction, following the procedures stated for variances.
 - an annual inspection by local or state officials or other qualified person(s)
 - availability of fire protection equipment at appropriate locations throughout the facility
- 3B-02 Written policy, procedure, and practice provide for a comprehensive and thorough yearly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards. There is a fire and safety inspection of the facility by a qualified safety officer or contractor. This policy and procedure is reviewed annually and updated as needed.
- 3B-03 Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected.
- 3B-04 Facilities are equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout living quarters in the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily. This applies to facilities where applicable.

Flammable, Toxic, and Caustic Materials

- 3B-05 Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials.

Emergency Power and Communication

- 3B-06 The facility has access to an alternate power source to maintain essential services in an emergency.
- 3B-07 Written policy, procedure, and practice provide for a communications systems within the facility and between the facility and community in the event of urgent, special, or unusual incidents or emergency situations.
- 3B-08 Power generators are tested at least every two weeks, and other emergency equipment and systems are tested at least quarterly for effectiveness and are repaired or replaced if necessary.
- 3B-09 The facility has a written evacuation plan prepared in the event of fire or major emergency.

Emergency Plans

- 3B-10 All facility personnel are trained in the implementation of written emergency plans.
- 3B-11 Written policy, procedure, and practice specify the means for the immediate release of juveniles from locked areas in case of emergency and provide for a backup system.

Threats to Security

3B-12 There are written procedures regarding escapes, planned escapes, and large disturbances. These procedures are
Reviewed on a regular basis.

Section C

Rules and Discipline

Purpose: The facility's rules of conduct and sanctions and procedures for violations are defined in writing and communicated to all juveniles and staff. Disciplinary procedures are carried out promptly and with respect for due process.

Rules of Conduct

- 3C-01 Written policy, procedure, and practice provide for a system of rewarding the positive behavior of individual juveniles.
- 3C-02 Written rules of juvenile conduct specify acts prohibited within the facility and penalties that can be imposed for various degrees of violation; the written rules are reviewed annually and updated if necessary.
- 3C-03 All personnel who work with juveniles receive sufficient training so that they are thoroughly familiar with the rules of juvenile conduct, the rationale for the rules, and the sanctions available.
- 3C-04 Written policy, procedure, and practice require that prior to room and/or privilege restriction, the juvenile has the reasons for the restriction explained to him/her and has an opportunity to explain the behavior leading to the restriction.
- 3C-05 During room restriction, per SB107/62B.215, staff contact is made with the juvenile no more than every 10 minutes and not with a predictable pattern, depending on his/her emotional state. The juvenile's behavior assists in determining the end of the restriction period. Youth in crisis require more frequent room checks.

Disciplinary Reports

- 3C-06 Written policy, procedure, and practice require that employees prepare an incident report when they have a reasonable belief that a juvenile has committed a violation of facility rules which result in a 2 hour or longer room restriction.
- 3C-07 When a juvenile has been charged with a violation requiring confinement for the safety of the juvenile, other juveniles, or to ensure the security of the facility, a juvenile must not be in corrective room restriction for more than 72 consecutive hours. There must be a review of the corrective room restriction at least once every 24 hours by the detention administrator or designee
- 3C-08 Disciplinary reports prepared by staff members include, but are not limited to the following information:
- specific rule(s) violated
 - a formal statement of the charge
 - any unusual juvenile behavior
 - any witnesses
 - any physical evidence and its disposition
 - any immediate action taken, including the use of force
 - reporting staff member's signature and date and time of report the following persons will be notified: parents/legal guardians, supervisor, medical (when needed) and clinical services (when needed)

Section D

Juvenile's Rights

Purpose: The facility protects the safety and constitutional rights of juveniles and seeks a balance between expression of individual rights and preservation of facility order.

Access to Legal Resources

- 3D-01 Written policy, procedure, and practice ensure the right of juveniles to have access to courts.
- 3D-02 Written policy, procedure, and practice ensure juvenile access to counsel and assist juveniles in making confidential contact with attorneys and their authorized representatives. Such contact includes but is not limited to telephone communications, uncensored correspondence, and visits.
- 3D-03 Written policy, procedure, and practice provide that juveniles are not subjected to discrimination based on race, religion, national origin, sex, or physical handicap.

Access to Programs and Services

- 3D-04 There is equal access to programs and services for male and female juveniles in co-ed correctional facilities.
- 3D-05 Written policy, procedure, and practice provide juveniles reasonable access to the general public through the communications media, subject only to the limitations necessary to maintain order and security and protect the juveniles' rights. Media requests for interviews and juvenile parent/guardian consents are in writing.

Protection from Harm

- 3D-06 Written policy, procedure, and practice protect juveniles from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

Grievance Procedures

- 3D-07 There is a written juvenile grievance procedure that is made available to all juveniles and that includes at least one level of appeal. A grievance process orientation will be provided and documented for each youth upon their arrival at the facility. The facility will have a written policy and procedure that will be reviewed annually.

Section F

Special Management

Purpose: Juveniles who threaten the secure and orderly management of the facility may be removed from the general population and placed in special units.

Admission and Review

- 3E-01 Written policy, procedure, and practice provide special management for juveniles with serious behavior problems and for juveniles requiring protective care. An individual program plan will be developed. The plan will consider the following areas if needed: educational, behavioral, psychological, psychiatric, physical and medical needs.
- 3E-02 The detention administrator or designee can order immediate placement in a special unit when it is necessary to protect the juvenile from him/herself or others. The action is reviewed within 72 hours by the appropriate authority.
- 3E-03 Juveniles placed in corrective room restriction or suicide watch confinement are checked visually by staff at least every 10 minutes and are visited daily by facility staff. Youth in crisis will be visited more frequently. A log is kept recording that authorized the confinement, persons visiting the juvenile, the person authorizing release from confinement, and the time of release.
- 3E-04 Written policy, procedure, and practice specify that juveniles placed in confinement are afforded living conditions and privileges approximating those available to the general juvenile population. Exceptions are justified by clear and substantiated evidence. Every juvenile will be allowed to have one hour of large muscle movement each day.

Facility Services

Section A

Food Service

Purpose: Meals are nutritionally balanced, well-planned, and prepared and served in a manner that meets established governmental health and safety codes.

Food Service Management

4A-01 A staff member, experienced in food service management, supervises food service operations.

Budgeting and Purchasing

4A-02 Written policy, procedure, and practice require that accurate records are maintained of all meals served.

Dietary Allowances

4A-03 There is documentation that the facility's system of dietary allowance is reviewed at least annually by a dietitian to ensure compliance with nationally recommended food allowances.

Menu Planning

- 4A-04 Written policy, procedure, and practice require that food service staff develop planned menus and substantially follow the schedule and that food flavor, texture, temperature, appearance, and palatability are taken into consideration in the planning and preparation of all meals.
- 4A-05 The food service plan provides for a single menu for staff and juveniles.

Special Diets

- 4A-06 Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel.
- 4A-07 Written policy precludes the use of food as a disciplinary measure.
- 4A-08 Written policy, procedure, and practice provide for special diets for juveniles whose religious beliefs require the adherence to religious dietary laws.

Health and Safety Regulations

- 4A-09 Written policy, procedure, and practice specify that the food services comply with the applicable sanitation and health codes as promulgated by federal, state, and local authorities.

Inspections

Facilities and Equipment

- 4A-10 Written policy, procedure, and practice provide for the following:
weekly inspection of all food service areas, including dining and food preparation areas and equipment
sanitary, temperature-controlled storage facilities for all foods
daily checks of refrigerator and water temperatures by designated staff.
- 4A-11 Shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below.

Meal Service

- 4A-12 Written policy, procedure, and practice provide that staff members supervise juveniles during meals.
- 4A-13 Written policy, procedure, and practice require that at least three meals are provided at regular meal times during each 24-hour period, with no more than 15.5 hours between the evening meal and breakfast. Provided basic nutritional goals are met, variations may be allowed based on weekend and holiday food service demands.
- 4A-14 Written policy, procedure, and practice provide for adequate health protection for all juveniles and staff in the facility and juveniles and other persons working in food service, including the following:

Where required by the laws and/or regulations applicable to food service employees in the community where the facility is located, all personnel involved in the preparation of food receive a pre-assignment medical examination and periodic reexaminations to ensure freedom from diarrhea, skin infections, and other illness transmissible by food or utensils; all examinations are conducted in accordance with local requirements.

When the facility's food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands on reporting to duty and after using toilet facilities.

Juveniles and other persons working in food service are monitored each day for health and cleanliness by the director of food services or designee.

Section B

Sanitation and Hygiene

Purpose: The facility's sanitation and hygiene program complies with applicable regulations and standards of good practice to protect the health and safety of juveniles and staff.

Sanitation Inspections

- 4B-01 Written policy, procedure, and practice require weekly sanitation inspections of all facility areas.
- 4B-02 The facility administration complies with applicable federal, state, and local sanitation and health codes.

Water Supply

- 4B-03 The facility's potable water source and supply, whether owned and operated by the public water department or the facility, is approved by an independent, outside source to be in compliance with jurisdictional laws and regulations.

Waste Disposal

- 4B-04 The facility provided for a waste disposal system in accordance with an approved plan by the appropriate regulatory agency.

Housekeeping

- 4B-05 Written policy, procedure, and practice provide for the control of vermin and pests.

4B-06 There is a written housekeeping plan for the facility's physical plant.

Clothing and Bedding Supplies

4B-07 The stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum juvenile population.

4B-08 Written policy specifies accountability for clothing and bedding issued to juveniles.

4B-09 Written policy, procedure, and practice provide for the issue of special and, when appropriate, protective clothing and equipment to juveniles assigned to food service, hospital, garage, facility physical plant, maintenance shops, and other special work.

4B-10 Juveniles are provided the opportunity to have two complete sets of clean clothing per week. The facility may provide this clean clothing in several ways, including access to self-serve washer facilities, central clothing, or a combination of the two.

4B-11 Written policy, procedure, and practice require that the facility provides for the thorough cleaning and, when necessary, disinfecting of juvenile personal clothing before storage or before allowing the juvenile to keep and wear personal clothing.

Bedding and Linen Issue

4B-12 Written policy, procedure, and practice provide for the issue of suitable, clean bedding and linen, which may include sheets one mattress, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange at least weekly.

Bathing and Personal Hygiene

- 4B-13 Written policy, procedure, and practice provide an approved shower schedule that allows daily showers and showers and after strenuous exercise if staffing resources and schedule allow.
- 4B-14 Written policy, procedure, and practice require that articles necessary for maintaining proper personal hygiene are provided to all juveniles.

Section C

Health Care

Purpose: The facility provides comprehensive health care services by qualified personnel to protect the health and well-being of juveniles.

Responsible Health Authority

- 4C-01 Written policy, procedure, and practice provide that the facility has a designated health authority with responsibility for health care pursuant to a written agreement, contract, or job description. The health authority may be a physician, health administrator, or health agency. When the authority is other than a physician, final medical judgments rest with a single designated physician.
- 4C-02 Written policy, procedure, and practice govern the relationship and the activities of private physicians working with juveniles in the facility.
- 4C-03 Written policy, procedure, and practice provide that the health authority meets with the facility administrator or designee at least quarterly.
- 4C-04 Written policy, procedure, and practice provide that when a juvenile is in need of hospitalization, a staff member or parent/guardian accompanies him or her and stays with the juvenile at least during admission.
- 4C-05 Each policy, procedure, and program in the health care delivery system is reviewed at least annually by the appropriate health care authority and revised if necessary. Each document bears the date of the most recent review of revision and signature of the reviewer.

4C-06 If medical services are delivered in the facility or through contract services, adequate space, equipment, supplies, and materials as determined by the responsible physician are provided for the performance of primary health care delivery.

Access to Care

4C-07 Written policy, procedure, and practice provide for unimpeded access to health care and for a system for processing complaints regarding health care. These policies are communicated orally and in writing to juveniles on arrival in the facility and are put in a language clearly understood by each juvenile.

4C-08 When sick call is not conducted by a physician, an appropriate designee is available once each week to respond to juvenile complaints regarding service that they did or did not receive from other health care personnel.

Personnel Qualifications

4C-09 Appropriate state and federal licensure, certification or registration requirements and restrictions apply to personnel who provide health care services to juveniles. The duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority. Verification of current credentials and job descriptions are on file in the facility.

Administration of Treatment

4C-10 Written policy, procedure, and practice provide that treatment by health care personnel other than a physician, dentist, psychologist, optometrist, podiatrist, or other independent providers is performed pursuant to written standing or direct orders by personnel authorized by law to give such orders. Nurse practitioners and physician's assistants may practice within the limits of applicable laws and regulations.

- 4C-11 The specific duties of qualified medical personnel are governed by written job descriptions approved by the responsible physician or agency administrator.
- 4C-12 A history of the juvenile's immunizations is obtained when the health appraisal data are collect. Immunizations are updated, as required, within legal constraints.
- 4C-13 In facilities housing females, services are provided as needed.

Mental Health Services

- 4C-14 Written policy, procedure, and practice specify the provision of mental health services for juveniles. These services include but are not limited to those provided by qualified mental health professionals who meet the educational and license/certification criteria specified by their respective professional discipline (e.g., psychiatric nursing, psychiatry, psychology, and social work).

Trained Staff Member

- 4C-15 When facilities do not have full-time, qualified health-trained personnel, a health-trained staff member coordinates the health delivery services in the facility under the joint supervision of the responsible health authority and detention administrator.
- 4C-16 Written policy, procedure, and practice, approved by the appropriate mental health authority, provide for all activities carried out by mental health services personnel.

Pharmaceuticals

- 4C-17 Written policy, procedure, and practice provide for the proper management of pharmaceuticals and address the following subjects:
- a formulation specifically developed for the facility prescription practices that requires (1) psychotropic medications are prescribed only when clinically indicated as one facet of a program of therapy (2) “stop order” time periods for all medications, and (3) the prescribing provider re-evaluates a prescription prior to its renewal
 - procedures for medication receipt, storage, dispensing, and administration or distribution
 - maximum security storage and periodic inventory of all controlled substances, syringes, and needles
 - dispensing of medicine in conformance with appropriate federal and state laws
 - administration of medication by persons trained and under the supervision of the health authority and detention administrator or designee
 - accountability for administering or distributing medications in a timely manner and according to physician’s orders
- 4C-18 Psychotropic drugs, such as antipsychotics or antidepressants, and drugs requiring parental administration are prescribed only by a physician or authorized health provider by agreement with the physician, and then only following a physical examination of the juvenile by the health provider. Such drugs are administered by the responsible physician, qualified health personnel, or health-trained personnel under the direction of the health authority.
- 4C-19 The person administering medications has appropriate training by medical staff; is accountable for administering medications as prescribed, and records the administration of medication on an approved form.

Health Screenings and Examinations

- 4C-20 Written policy, procedure, and practice require medical, dental and mental health screening to be performed by trained staff on all detained juveniles, excluding intrasystem transfers upon juveniles' arrival at the facility. All findings are recorded on a form approved by the health authority. The screening form includes at least the following:
- Inquiry into:
- current illness and health problems, including venereal diseases and other infectious diseases
- dental problems
- mental health problems
- use of alcohol and other drugs, which includes types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and a history of problems that may have occurred after ceasing use (e.g., convulsions)
- other health problems designated by the responsible physician
- Observation of:
- behavior, which includes state of consciousness, mental status, appearance, conduct, tremor, and sweating
- manual deformities, ease of movement, etc.
- condition of skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations, and needle marks or other indications of drug abuse
- Medical disposition of juvenile:
- general population OR
- general population with appropriate referral to health care service OR
- referral to health care service for emergency treatment
-
- 4C-21 Program staff is informed of juveniles' special medical problems. At the time of admission, staff is informed of any physical problems that might require medical attention.

- 4C-22 Written policy, procedure, and practice provide for the collection and recording of health appraisal data and require the following:
- The process is completed in a uniform manner as determined by the health authority
 - Health history is collected by staff
 - Review of the results of the medical examination, tests, and identification of problems is performed by medical staff
 - Collection of all other health appraisal data is performed only by qualified health personnel

Dental Screening and Examination

- 4C-23 Dental care is provided to each juvenile. This care includes the following:
- dental hygiene products are provided upon admission and used at least twice a day
 - emergency dental treatment, not limited to extractions, is provided when the health of the juvenile would otherwise be adversely affected
- 4C-24 Written policy, procedure, and practice provide for 24-hours emergency medical, dental, and mental health care availability as outlined in a written plan that includes arrangements for the following:
- on-site emergency first aid and crisis intervention
 - emergency evacuation of the juvenile from the facility
 - use of an emergency medical vehicle
 - use of one or more designated hospital emergency rooms or other appropriate health facilities
 - emergency on-call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community
 - security procedures providing for the immediate transfer of juveniles when appropriate

First Aid

- 4C-25 Written policy, procedure, and practice provide that careworker staff and other personnel are trained to respond to health-related situations within a four-minute response time. A training program is established by the responsible health authority in cooperation with the facility administrator that includes the following:
- recognition of signs and symptoms and knowledge of action required in potential emergency situations
 - administration of first aid and cardiopulmonary resuscitation (CPR)
 - methods of obtaining assistance
 - signs and symptoms of mental illness, intellectual disabilities, and chemical dependency
 - procedures for patient transfers to appropriate medical facilities or health care providers
- 4C-26 Written policy, procedure, and practice require that first aid kit(s) are available.
- 4C-27 Sick call for nonemergency medical service, conducted by a physician and/or other qualified medical personnel, is available to each juvenile as follows:
- Small facilities of less than 50 juveniles hold sick call at least weekly.
 - Medium-sized facilities of 50 to 200 juveniles hold sick call at least three times per week
 - Large facilities of over 200 juveniles hold sick call at least five times per week
- 4C-28 Written policy, procedure, and practice provide for a health program for juveniles requiring close medical supervision. A written individual treatment plan with directions for health care and other personnel regarding their roles in the care and supervision of the patient is developed by the appropriate physician, dentist, or qualified mental health practitioner.

Chronic and Convalescent

- 4C-29 Chronic care, convalescent care, and medical preventive maintenance are provided to juveniles in the facility when medically indicated.

Prostheses and Orthodontic Devices

- 4C-30 Medical and dental prostheses are provided when the health of the juvenile would otherwise be adversely affected, as determined by the responsible physician.

Use of Restraints

- 4C-31 Written policy, procedure, and practice govern the use of restraints with special populations and medical issues (i.e. pregnancy, broken arm, etc.) Restraints are to be used only when the juveniles presents as threat to others or themselves and must be removed as soon as possible.

Specialized Programs (Health Education)

- 4C-32 When staff resources are available, programs and training are provided for the development of sound habits and practices regarding personal hygiene.
- 4C-33 There is a written suicide prevention and intervention program that is reviewed and approved by a qualified medical or mental health professional. All staff with responsibility for juvenile supervision are trained in the implementation of the program. The program includes specific procedures for intake screening, identification, and supervision of suicide-prone juveniles.

- 4C-34 Written policy, procedure, and practice specify approved actions to be taken by employees concerning juveniles who have been diagnosed as HIV positive. This policy shall include, at a minimum, the following:
- when and where juveniles are to be tested
 - appropriate safeguards for staff and juveniles
 - when and under what conditions juveniles are to be separated from the general population
 - staff and juvenile training procedures
 - issues of confidentiality
- 4C-35 Written policy, procedure, and practice address the management of serious and infectious diseases. These policies and procedures are updated as new information becomes available. Agencies should work with the responsible health authority in establishing policy and procedure that include the following: an ongoing education program for staff and residents; control, treatment, and prevention strategies that may include screening and testing, special supervision, and/or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations.
- 4C-36 Written policy, procedure, and practice provide for medical examination of any employee or juvenile suspected of having a communicable disease.
- 4C-37 Written policy, procedure, and practice provide for screening, care, and/or referral for care for mentally ill or juveniles with intellectual disabilities.
- 4C-38 Written policy, procedure, and practice provide for detoxification from drugs and alcohol.

Informed Consent

- 4C-39 Written policy, procedure, and practice provide that all informed consent standards in the jurisdiction are observed and documented for medical care. The informed consent of parent, guardian, or legal custodian applies when required by law. When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations.

Notification of Designated Individuals

- 4C-40 Written policy, procedure, and practice provide for the prompt notification of juveniles' parents/guardians and the responsible agency in case of serious illness, surgery, injury, or death.

Health Record Files

- 4C-41 Written policy, procedure, and practice uphold the purpose of confidentiality of the health record and support the following requirements:
- The active health record is maintained separately from the confinement record
- Access to the health record is controlled by the health authority.
- The health authority shares with the facility administrator information regarding a juvenile's medical management, security, and ability to participate in programs.

Transferred and Inactive Records

Juvenile Services

Section A

Intake and Orientation

Purpose: All incoming juveniles undergo thorough screening and assessment at admission and receive thorough orientation to the facility's procedures, rules, programs and services.

- 5A-01 Written procedures for admission of juveniles new to the system include, but are not limited to the following:
- determination that the juvenile is legally committed/placed in the facility
 - complete search of the juvenile and possessions
 - disposition of personal property
 - shower and hair care
 - issue of clean, laundered clothing
 - issue of personal hygiene articles
 - health screening
 - assignment to a room
 - recording of basic personal information to be used for mail and visiting lists
 - assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
 - assignment of a registered number to the juvenile
 - provision of written orientation materials to the juvenile
- 5A-02 Written policy, procedure, and practice provide guidelines for the use of various forms of conditional release based on case factors and available resources.

- 5A-03 Written policy, procedure, and practice limit the use of detention to cases involving protection of the public, prevention of self injury, ensuring the presence of the juvenile at subsequent court hearings, and transfers to other jurisdictions.
- 5A-04 Written policy, procedure, and practice grant all juveniles the right to make at least one local or collect long distance telephone call to family members, attorneys, or other approved individuals during the admissions process.
- 5A-05 Written policy, procedure, and practice specify that juveniles alleged to have violated conditions of their probation/aftercare are not placed in detention unless it is necessary to protect the public safety, prevent self-injury, facilitate transfer, or ensure the presence of the juvenile at subsequent court hearings.
- 5A-05a Written policy, procedure, and practice provide guidelines relating to P.R.E.A. education to juveniles including but not limited to sexual abuse, sexual harassment, and how to report incidents of sexual abuse and sexual harassment.
- 5A-05b Written policy, procedure, and practice, to provide guidelines for staff relating to searches of juvenile males, juvenile females, and juvenile cross-gender and/or intersex juveniles.
- 5A-05c Written policy, procedure, and practice relating to initial staff intake screening procedures to gather information necessary to make housing and programming decisions for special populations, including limited English proficient, youth with physical or intellectual disabilities, youth at risk of sexual victimization, or youth who pose a threat of victimizing other youth, and youth who are perceived to be lesbian, gay, bisexual, transgender, or gender non-conforming.

Reception and Orientation

5A-06 Written policy, procedure, and practice provide programs for juveniles during the reception period.

5A-07 Written policy, procedure and practice provide that new juveniles receive written orientation materials and/or translations in their own language if they do not understand English. When a literacy problem exists, a staff member assists the juvenile in understanding the material. Completion of orientation is documented by a statement signed and dated by the juvenile.

Personal Property

5A-08 Written policy, procedure, and practice govern the control and safeguarding of juvenile personal property. Personal property retained at the facility is itemized in a written list executed by staff and juveniles.

Section B

Mental Health Services

Purpose: The facility makes available mental health services necessary to meet the identified needs of juveniles.

Scope of Services

- 5B-01 Written policy, procedure, and practice provided that staff members are available to counsel juveniles; provision is made for counseling juveniles on an emergency basis.
- 5B-02 Written policy, procedure, and practice provide for juvenile access to mental health counseling and crisis intervention services in accordance with their needs.

Section C

Academic, Vocational, and Self Help Programs

Purpose: A written manual of policy and procedure governs the facility's academic, vocational, and self help programs for juveniles, including program accreditation, staff certifications, and coordination with other facility programs and services as well as the community.

Comprehensive Education Program

- 5C-01 There is a comprehensive education program for juveniles.
- 5C-02 Education staff should determine the need for and provide remedial education services.
- 5C-03 The educational program is supported by specialized equipment that meets minimum state education standards.
- 5C-04 There is an annual evaluation to measure the effectiveness of the education program against stated objectives.
- 5C-05 Juveniles are not required to participate in uncompensated work assignments unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygienic needs, or part of an approved training or community service program. In addition, juveniles are not permitted to perform any work prohibited by state and federal regulations and statutes pertaining to child labor laws.
- 5C-06 Juveniles are provided the opportunity to participate in life-skills, self-awareness, and problem specific programs.

Section D

Library

Purpose: A written manual of policy and procedure governs the facility's library program, including acquisition of materials, hours of availability, and staffing.

Library Services

- 5D-01 The detention administrator has available a designated person who coordinates and supervises library services.

- 5D-02 Written policy defines the purpose and criteria used in the selection and maintenance of library materials.

- 5D-03 Library services are provided and are available to all juveniles.

- 5D-04 The library is functional in design.

Section E

Recreation and Activities

Purpose: A written manual of policy and procedure governs the facility's recreation and activities programs for juveniles, including program coordination and supervision; facilities and equipment; community interaction; and activities initiated by juveniles.

- 5E-01 Written policy, procedure, and practice grant juveniles access to recreational opportunities and equipment, including, when the climate permits, outdoor exercise.

- 5E-02 A variety of fixed and movable equipment is provided for each indoor and outdoor recreation period.

- 5E-03 Written policy, procedure, and practice provide a recreation and leisure-time plan that includes, at a minimum, at least one hour per day of large muscle activity and one hour of structured leisure-time activities.

Section F

Religious Programs

Purpose: A written manual of policy and procedure governs the facility's religious programs for juveniles, including program coordination and supervision, opportunities to practice the requirements of one's faith, and use of community resources.

- 5F-01 The facility has a staff person who coordinates the facility's religious programs.
- 5F-02 Written policy, procedure, and practice provide that space is available for religious services.
- 5F-03 Written policy, procedure, and practice provide that juveniles have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts order in the facility.

Section G

Mail, Telephone, Visiting

Purpose: A written manual of policy and procedure governs the facility's mail, telephone, and visiting services for juveniles, including mail inspection, phone use, and routine and special visits.

- 5G-01 Written policy, procedure, and practice governing correspondence of juveniles are made available to all staff and juveniles and are reviewed annually and updated as needed.
- 5G-02 When the juvenile bears the mailing cost, there is no limit on the volume of letters juveniles can send or receive.
- 5G-03 Written policy, procedure, and practice provide that indigent juveniles, as defined in policy, receive a specified postage allowance to maintain community ties.
- 5G-04 Written policy, procedure, and practice specify that juveniles are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to: courts, counsel, officials of the confining authority, administrators of grievance systems, and members of the releasing authority.
- 5G-05 Written policy, procedure, and practice grant juveniles the right to communicate or correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security.

Access to Appropriate Publications

5G-06 Written policy, procedure, and practice govern juvenile access to appropriate publications.

Inspection of Letters and Packages

5G-07 Written policy, procedure, and practice provide that juveniles' mail, both incoming and outgoing, may be opened and inspected for contraband. When based on legitimate facility interests of order and security, mail may be read, censored, or rejected. The juvenile is notified when incoming or outgoing letters are withheld in part or in full.

5G-08 Written policy, procedure, and practice require that all cash received through the mail is held for the juvenile in accordance with the procedures approved by the parent agency.

5G-09 Written policy, procedure, and practice require that incoming and outgoing letters are held for no more than 24 hours, and packages for no more than 48 hours, excluding weekends and holidays.

Forwarding of Mail

5G-10 Written policy, procedure, and practice provide for the forwarding of first class letters and packages after transfer or release.

Telephones

5G-11 Written policy, procedure, and practice provide for juvenile access to the telephone to make and receive approved calls.

Visiting

5G-12 Written policy, procedure, and practice grant juveniles the right to receive visits, subject to limitations necessary to maintain facility order and security.

5G-13 Written policy, procedure, and practice provide that juvenile visiting facilities permit informal communication.

5G-14 Written policy, procedure, and practice govern special visits

5G-15 Written policy, procedure, and practice specify (1) that visitors register on entry into the facility and (2) the circumstances under which visitors are searched and supervised during the visit.

Section H

Release

Purpose: Written policy and procedure establishes guidelines for the approved release of juveniles.

Release Preparation

Written procedure for releasing juveniles include but are not limited to the following:

verification of identity

verification of release authority

completion of release arrangements, including the person or agency to whom the juvenile is to be released

return of personal effects

completion of any pending action, such as grievances or claims for damaged or lost possessions

medical screening, medication and arrangements for community follow-up when needed

transportation arrangements