



INSERTS PLUS/Juvenile Protocol Manual/Juvenile Aliens: A Special Population/Table of Contents (10 of 11)

D. Facility Services—Cont. (Part IV of JCRF manual)	1	2	3	4	5
119. The facility has authoritatively approved first aid equipment available at all times (3-JCRF-4C-16).					
120. Written policy provides that persons injured in an incident receive immediate medical examination and treatment (3-JCRF-4C-17).					
121. Written policy addresses the management of serious and infectious diseases (3-JCRF-4C-21).					
122. Written policy specifies approved employee actions with regard to juveniles diagnosed with HIV (3-JCRF-4C-22).					
123. Written policy prohibits the use of juveniles for medical, pharmaceutical, or cosmetic experiments (3-JCRF-4C-26).					
124. Written policy provides that juveniles' parents/guardians are promptly notified in case of serious illness, surgery, injury, or death (3-JCRF-4C-27).					
125. Juveniles' health record files contain the required forms and information (3-JCRF-4C-28).					
126. For transferred juveniles, summaries or copies of the medical history record are forwarded to the receiving facility prior to or at arrival (3-JCRF-4C-29).					
E. Juvenile Services (Part V of JCRF Manual)	1	2	3	4	5
127. The facility has clearly defined written policies, procedures, and practices governing admission (3-JCRF-5A-01).					
128. The agency records basic information, as outlined, on each juvenile to be admitted (3-JCRF-5A-03).					
129. Written policy provides that the facility inform a referring facility as to why a prospective juvenile is not accepted into the program (3-JCRF-5A-05).					
130. Upon admission, staff discuss with the juvenile program goals, available services, rules, and possible disciplinary actions (3-JCRF-5A-07).					
131. Written policy provides that the facility not discriminate on the basis of race, religion, national origin, gender, or disability (3-JCRF-5A-09).					
132. The facility provides or arranges for a variety of services, such as food, education, counseling, recreation, transportation, etc. (3-JCRF-5A-12).					

133. Written policy provides that new juveniles receive written orientation materials and/or translations in their own languages (3-JCRF-5A-13).					
134. Where a language or literacy problem can cause misunderstanding of rules and reg., staff must provide assistance to the juvenile (3-JCRF-5B-08).					
135. Written policy provides that each juvenile is assigned a facility staff member who meets with and counsels him or her (3-JCRF-5C-02).					
136. Written policy provides that staff members are available to counsel juveniles at their request, with provision for emergencies (3-JCRF-5C-03).					
137. Written policy provides for coordination and continuity between educational, vocational, and work programs (3-JCRF-5D-01).					
138. Special education programs are available to meet the needs of special education students as defined in public law (3-JCRF-5D-02).					
139. Written policy shows compliance with laws pertaining to individual special education plans before juveniles are placed or removed (3-JCRF-5D-03).					
140. Written policy provides that educational, vocational, work, and treatment program credits are accepted by community agencies (3-JCRF-5D-04).					
141. Written policy provides that the use of work does not interfere with educational and treatment programs (3-JCRF-5D-05).					
142. Written policy provides for indoor and outdoor recreational and leisure time needs of juveniles (3-JCRF-5E-01).					

INS Juvenile Shelter Care Standards Checklist

Rating 1–5:
1=in compliance; 2=not in compliance;

3= exception noted; 4=staff information; 5=confirmed

E. Juvenile Services—Cont. (Part V of JCRF manual)	1	2	3	4	5
143. Written policy provides that juveniles have the opportunity to participate in practices of their religious faiths (3-JCRF-5F-01).					
144. Written policy provides that indigent juveniles receive a specified postage allowance to maintain community ties (3-JCRF-5G-01).					
145. Written policy governs juvenile access to publications (3-JCRF-5G-02).					

146. Written policy provides that juveniles' mail, both incoming and outgoing, may be opened and inspected for contraband (3-JCRF-5G-03).					
147. Written policy provides for the forwarding of first class letters and packages after transfer or release (3-JCRF-5G-04).					
148. Written policy provides for juvenile access to a telephone to make and receive personal calls (3-JCRF-5G-06).					
149. Written policy allows juveniles to receive approved visitors, except where a threat to juvenile safety or program security is evidenced (3-JCRF-5G-06).					
150. Written policy provides for special visits (3-JCRF-5G-07).					
151. Written procedures for releasing juveniles include several verification processes and other checks (3-JDF-5H-02).					
152. Written policy provides for and governs escorted and unescorted day leaves into the community (3-JDF-5H-07).					

Appendix 11-4.4 INS Secure Juvenile Shelter Care Standards Checklist

INS Secure Juvenile Standards Checklist		Rating 1–5: 1=in compliance; 2=not in compliance; 3= exception noted; 4=staff information; 5=confirmed				
A. Administration and Management (Part I of JDF manual)¹	2	3	4	5		
1. A criminal record check is performed on all new employees in accordance with state and federal statutes (3-JDF-1C-13).						
2. Written policy governs the management of case records, including all required areas (3-JDF-1E-01).						
3. The facility administration maintains and has available in a master file a detailed record on each juvenile (3-JDF-1E-02).						
4. Written policy provides that an updated case file is transferred within 72 hours of a juvenile's transfer to another facility (3-JDF-1E-04).						
5. Written policy safeguards records from unauthorized and improper disclosure (3-JDF-1E-08).						
B. Physical Plant (Part II of JDF manual)	1	2	3	4	5	
6. The facility conforms to all applicable fire safety codes (3-JDF-2A-03).						

7. A qualified source has documented that finishing materials in juvenile living areas comply with recognized codes (3-JDF-2A-04).	
8. Juveniles' rooms and sleeping areas conform with all space requirements (3-JDF-2C-02).	
9. Dayrooms for varied juvenile activities are separated from sleeping areas by a floor-to-ceiling wall (3-JDF-2C-04).	
10. There is at least 1 toilet for every 12 male juveniles and 8 female juveniles; and at least 2 toilets in houses with 5 or more juveniles (JDF-2C-06).	
11. Juveniles have access to wash basins with hot and cold running water, at a ratio of 1 basin for every 12 occupants (3-JDF-2C-07).	
12. Juveniles have access to showers with temperature-controlled hot and cold running water, with at least 1 shower for every 8 juveniles (3-JDF-2C-08).	
13. Male and female juveniles do not occupy the same sleeping room (3-JDF-2C-12).	
14. Written policy provides that all housing areas comply with specified lighting and other environmental requirements (3-JDF-2D-01).	
15. Temperatures in indoor living and work areas are appropriate to summer and winter comfort zones (3-JDF-2D-03).	
16. School classroom designs conform with local or state educational requirements (3-JDF-2E-05).	
17. The food preparation area has space appropriate to population size, type of food preparation, and methods of meal service (3-JDF-2E-07).	
18. Provisions exist for adequate storage and loading areas and for garbage disposal facilities (3-JDF-2E-08).	
19. There is space in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations (3-JDF-2E-11).	
20. Space is provided for the safe and secure storing of juveniles' personal property (3-JDF-2E-12).	
21. There is space for a 24-hour control center to monitor and coordinate the facility's security, safety, and communications systems (3-JDF-2G-01).	
22. The facility's perimeter is controlled to keep juveniles in and the general public out, unless they have proper authorization (3-JDF-2G-02).	

INS Secure Juvenile Standards Checklist	Rating 1–5: 1=in compliance; 2=not in compliance; 3= exception noted; 4=staff information; 5=confirmed				
C. Institutional Operations (part III of JDF manual)	1	2	3	4	5
23. There is a manual containing all procedures for facility security and control, with detailed instructions for implementing them (3-JDF-3A-01).					
24. The facility has a communication system between the control center and juvenile living areas (3-JDF-3A-02).					
25. The facility maintains a daily report on juvenile population movement (3-JDF-3A-03).					
26. Written policy requires that coed facilities have both a male and a female staff member on duty at all times (3-JDF-3A-07).					
27. Written policy requires staff to keep a permanent log and to prepare shift reports that record both routine and unusual occurrences (3-JDF-3A-09).					
28. Written policy requires at least weekly inspection and maintenance of all security devices, with corrective action taken as needed (3-JDF-3A-12).					
29. The facility has a system for physically counting juveniles (3-JDF-3A-13).					
30. Written policy provides that restraint devices are applied only with the facility administrator's approval, and never as punishment (3-JDF-3A-16).					
31. Written policy provides that the facility maintain a written record of routine and emergency distribution of restraint equipment (3-JDF-3A-17).					
32. All special incidents, e.g., hostage taking or use of force, are reported in writing, and dated and signed by the reporting staff person (3-JDF-3A-18).					
33. Written policy provides for searches of facilities and juveniles to control and dispose of contraband (3-JDF-3A-19).					
34. Written policy provides that manual or instrument inspection of body cavities is done only with reason and authorization (3-JDF-3A-20).					
35. Written policy allows visual inspection of juvenile body cavities only when a reasonable belief exists that he/she is carrying contraband (3-JDF-3A-21).					
36. Written policy governs the control and use of keys (3-JDF-3A-22).					

37. Written policy governs the control and use of tools and culinary and medical equipment (3-JDF-3A-23).	
38. Written policy governs the availability, control, and use of chemical agents and related security devices (3-JDF-3A-26).	
39. Written policy requires that personnel using force to control juveniles give a written report to the facility administrator by end of TDY (3-JDF-3A-27).	
40. Written policy provides that persons injured in an incident receive immediate medical attention (3-JDF-3A-28).	
41. Firearms are not permitted in facilities except in emergency situations (3-JDF-3A-29).	
42. Written policy restricts the use of physical force to justifiable instances only, such as for self defense or protection of others (3-JDF-3A-30).	
43. Written policy specifies the facility's fire prevention regulations and practices (3-JDF-3B-01).	
44. Written policy requires a comprehensive monthly compliance inspection of the facility by a qualified fire and safety officer (3-JDF-3B-02).	
45. Specifications for selecting and purchasing facility furnishings indicate their fire safety performance requirements (3-JDF-3B-03).	
46. Facilities have noncombustible receptacles for smoking materials, and separate containers for other combustible refuse (3-JDF-3B-04).	
47. Written policy governs the control and use of all flammable, toxic, and caustic materials (3-JDF-3B-05).	

INS Secure Juvenile Standards Checklist

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C. Institutional Operations—Cont. (part III of <i>JDF</i> manual)	1	2	3	4	5
48. Written policy requires a communications system within the facility and between it and the community for emergency situations (3-JDF-3B-07).					
49. The facility has a certified evacuation plan for major emergencies (3-JDF-3B-10).					
50. All facility personnel are trained in implementing written emergency plans (3-JDF-3B-11).					
51. Written policy specifies juveniles' immediate release in case of emergency, with a backup system in place (3-JDF-3B-12).					

52. There are written procedures governing escapes that are reviewed at least annually and updated as needed (3-JDF-3B-13).	
53. Written rules of juvenile conduct specify prohibited acts within the facility and penalties for various degrees of violation (3-JDF-3C-02).	
54. A rulebook of all chargeable offenses and consequences is given to each juvenile and staff member, in other languages as necessary (3-JDF-3C-03).	
55. Written policy requires that juveniles are told the reasons behind imposed restrictions, and get an opportunity to explain themselves (3-JDF-3C-06).	
56. During room restriction, staff contact is made with the juvenile at least every 15 minutes, depending on his/her emotional state (3-JDF-3C-07).	
57. Written policy specifies room restriction for minor misbehavior only as a "cooling off" period, to last from 15 to 60 minutes (3-JDF-3C-08).	
58. Written policy provides that juveniles who commit criminal acts are referred to appropriate court or law enforcement officials (3-JDF-3C-09).	
59. A juvenile charged with a major rule violation, e.g., that imperils personal or another's safety, may be confined for up to 24 hours (3-JDF-3C-11).	
60. Written policy ensures the right of juveniles to have access to courts (3-JDF-3D-01).	
61. Written policy ensures and facilitates juvenile access to counsel and assists juveniles in making confidential contact with attorneys (3-JDF-3D-02).	
62. Written policy protects juveniles from abuse, corporeal punishment, personal injury, disease, property damage, and harassment (3-JDF-3D-06).	
63. A written grievance procedure is made available to all juveniles that includes at least one level of appeal (3-JDF-3D-08).	
64. Written policy provides special management for juveniles with serious behavior problems and for those requiring protective care (3-JDF-3E-01).	
65. The facility administrator/shift supervisor can order immediate placement in a special location to protect juveniles from self or others (3-JDF-3E-02).	
66. The facility's sanctioning schedule sets a maximum of 5 days' disciplinary confinement for any offense, unless superseded by law (3-JDF-3E-03).	
67. Juveniles placed in confinement are visually checked by staff every 15 minutes and are visited each day by the appropriate units (3-JDF-3E-04).	

68. Written policy specifies that confined juveniles have living conditions and privileges similar to those for the general population (3-JDF-3E-05).					
D. Facility Services (Part IV of JDF manual)	1	2	3	4	5
69. It is documented that the facility's system of dietary allowances is reviewed at least monthly by a dietitian for proper compliance (3-JDF-4A-03).					
70. Written policy requires that food service staff plan out menus and stick to them, taking into account food appearance and palatability (3-JDF-4A-04).					
71. Written policy provides for specially prescribed diets (3-JDF-4A-06).					
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D. Facility Services—Cont. (Part IV of JDF manual)	1	2	3	4	5
72. Written policy precludes the use of food as a disciplinary measure (3-JDF-4A-07).					
73. Written policy specifies that food services comply with applicable sanitation and health codes (3-JDF-4A-09).					
74. Shelved and refrigerated goods are maintained at the appropriate prescribed temperatures for each (3-JDF-4A-11).					
75. Written policy provides that staff members supervise juveniles during meals (3-JDF-4A-12).					
76. Written policy requires 3 meals a day, 2 of them hot, at regular meal times, with fewer than 14 hours between dinner and breakfast (3-JDF-4A-13).					
77. Written policy provides for adequate health protection for all juveniles and staff in the facility and working in food service (3-JDF-4A-14).					
78. Written policy requires weekly sanitation inspections of all facility areas (3-JDF-4B-01).					
79. The facility administration complies with applicable sanitation codes (3-JDF-4B-02).					
80. An independent, outside source has approved the institution's potable water source and supply (3-JDF-4B-03).					
81. The institution has an approved waste disposal system (3-JDF-4B-04).					

82. Written policy provides for vermin and pest control (3-JDF-4B-05).	
83. Written policy specifies accountability for clothing and bedding issued to juveniles (3-JDF-4B-08).	
84. Juveniles are afforded 3 complete sets of clean clothing per week (3-JDF-4B-10).	
85. Written policy requires the facility to thoroughly clean and disinfect, as necessary, juvenile personal clothing being stored or worn (3-JDF-4B-11).	
86. Written policy provides for the issue of complete clean bedding and linen sets, with sufficient blankets for temperature comfort (3-JDF-4B-12).	
87. Written policy provides an approved shower schedule that allows daily showers and showers after strenuous exercise (3-JDF-4B-13).	
88. Written policy requires that all juveniles receive articles necessary for maintaining proper personal hygiene (3-JDF-4B-14).	
89. There are hair care services available to juveniles (3-JDF-4B-15).	
90. Written policy provides that the facility has a contracted health authority with responsibility for health care (3-JDF-4C-01).	
91. Written policy provides that a staff member accompany a juvenile needing hospitalization at least through admission (3-JDF-4C-04).	
92. Adequate space, equipment, and supplies, as determined by the responsible physician, are provided for primary health care delivery (3-JDF-4C-06).	
93. Written policy provides for unimpeded access to health care and for a system for processing health care complaints (3-JDF-4C-07).	
94. When sick call is not conducted by a physician, he/she is available once a week to answer juveniles' health care service complaints (3-JDF-4C-08).	
95. Juveniles' medical complaints are monitored and responded to daily by medically trained personnel (3-JDF-4C-09).	
96. Appropriate state and federal licensure and registration requirements apply to personnel providing health care services to juveniles (3-JDF-4C-10).	

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D. Facility Services—Cont. (Part IV of JDF manual)	1	2	3	4	5
97. Written policy provides that treatment by other than licensed health care personnel is performed under a physician's orders (3-JDF-4C-11).					
98. A juvenile's immunization history is obtained when the health appraisal data are collected; immunizations are updated, as required (3-JDF-4C-13).					
99. Obstetrical, gynecological, family planning, and health education services are provided in facilities housing females (3-JDF-4C-14).					
100. Written policy specifies the provision of mental health services for juveniles (3-JDF-4C-16).					
101. When facilities lack full-time, qualified health-trained personnel, a trained staff member coordinates supervised health services (3-JDF-4C-17).					
102. Written policy provides for the proper management of pharmaceuticals (3-JDF-4C-18).					
103. Psychotropic drugs and drugs requiring parenteral administration are prescribed by a physician or provider, following an exam (3-JDF-4C-19).					
104. The person administering medications has training from the responsible physician/official, is accountable for administering medications, and appropriately records their administration (3-JDF-4C-20).					
105. Written policy requires that all juveniles, upon arrival, receive thorough health screenings by qualified personnel (3-JDF-4C-21).					
106. Written policy requires that all juveniles receive thorough health screenings upon their arrival from intrasystem transfers (3-JDF-4C-23).					
107. Written policy provides for the collection and recording of health appraisal data in accordance with prescribed procedures (3-JDF-4C-24).					
108. Written policy provides for 24-hour emergency health care availability as outlined in a detailed written plan (3-JDF-4C-26).					
109. Written policy provides that personnel are trained to respond to health-related situations within 4 minutes (3-JDF-4C-27).					

110. Written policy requires that first aid kits are available (3-JDF-4C-28).					
111. Sick call for nonemergency medical service by a physician or counterpart is available to each juvenile at least 3 times a week (3-JDF-4C-29).					
112. Written policy provides for a special health program for juveniles requiring close medical supervision (3-JDF-4C-30).					
113. Chronic care, convalescent care, and medical preventive maintenance are provided to juveniles when medically indicated (3-JDF-4C-31).					
114. There is a written agreement between the facility and a nearby hospital for all medical services that cannot be provided at the facility (3-JDF-4C-33).					
115. A written suicide and intervention program is reviewed and approved by a qualified medical or mental health professional (3-JDF-4C-35).					
116. Written policy specifies approved actions to be taken by employees concerning juveniles diagnosed as HIV positive (3-JDF-4C-36).					
117. Written policy addresses the management of serious and infectious diseases (3-JDF-4C-37).					
118. Written policy provides for medical examination of any employee or juvenile believed to have a communicable disease (3-JDF-4C-38).					
119. Written policy prohibits using juveniles for medical, pharmaceutical, or cosmetic experiments (3-JDF-4C-43).					
120. Stimulants, tranquilizers, or psychotropic drugs are never used for program management, control, experiment, or research purposes (3-JDF-4C-44).					

[Go to the Next Page >>>](#)