



## INS Secure Juvenile Standards Checklist

### Rating 1–5:

1=in compliance; 2=not in compliance;

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

### D. Facility Services—Cont. (Part IV of JDF manual)

121. Written policy provides that juveniles' parents/guardians are promptly notified in case of serious illness, surgery, injury, or death (3-JDF-4C-45).

122. Juveniles' health record files contain complete and proper records that are maintained in a manner approved by the health authority (3-JDF-4C-46).

123. Written policy upholds the principle of the health record's confidentiality, and supports particular requirements (3-JDF-4C-47).

124. Summaries or copies of a juvenile transferee's medical history records are forwarded to the receiving facility before his or her arrival (3-JDF-4C-48).

### E. Juvenile Services (Part V of JDF Manual)

125. Written procedures for admitting juveniles new to the system include all the required elements and steps (3-JDF-5A-02).

126. Written policy provides that new juveniles receive written orientation materials and/or translations in their own language (3-JDF-5A-15).

127. Written policy governs the control and safeguarding of juvenile personal property (3-JDF-5A-16).

128. Written policy provides that staff members are available to counsel juveniles at their request, even on an emergency basis (3-JDF-5B-04).

129. Written policy provides for juvenile access to mental health counseling and crisis intervention services, according to need (3-JDF-5B-05).

130. There is a comprehensive education program for juveniles (3-JDF-5C-01).

131. The educational program is supported by specialized equipment that meets minimum state education standards (3-JDF-5C-03).					
132. Juveniles are not required to work for free except as part of facility upkeep, personal hygiene, or approved training or service program (3-JDF-5C-05).					
133. Juveniles are not permitted to perform any work prohibited by state and federal regulations and statutes pertaining to child labor (3-JDF-5C-06).					
134. Library services are provided and available to all juveniles (3-JDF-5D-03).					
135. Written policy provides a recreation-leisure plan that daily allows at least 1 hour each for large muscle and structured leisure activities (3-JDF-5E-04).					
136. Written policy allows juveniles to practice the tenets of their religions, limited only by a documented threat to safety or order (3-JDF-5F-03).					
137. Written policy for juveniles' correspondence is made available to all staff and juveniles, is reviewed annually, and updated as needed (3-JDF-5G-01).					
138. There is no limit on the volume of letters a juvenile may send or receive, when he/she bears the mailing cost (3-JDF-5G-02).					
139. Written policy provides that indigent juveniles, as defined in policy, receive a specified postage allowance to maintain community ties (3-JDF-5G-03).					
140. Written policy specifies that juveniles are permitted to send sealed letters to a specified class of persons and organizations (3-JDF-5G-04).					
141. Written policy grants juveniles the right to communicate/ correspond freely, limited only by preservation of facility security and order (3-JDF-5G-05).					
142. Written policy provides that all juveniles' mail—incoming and outgoing— may be opened and inspected for contraband (3-JDF-5G-07).					
143. Written policy requires that all cash received in the mail is held for the juvenile under procedures approved by the parent agency (3-JDF-5G-08).					
144. Written policy requires that incoming and outgoing letters are held for no more than 24 hours, and packages no more than 48 hours (3-JDF-5G-09).					

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<b>E. Juvenile Services—Cont. (Part V of JDF manual)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
145. Written policy provides for the forwarding of first class letters and packages after transfer or release (3-JDF-5G-10).					
146. Written policy provides for juvenile access to the telephone to make and receive personal calls (3-JDF-5G-11).					
147. Written policy grants juveniles the right to receive visits, limited only by the need to maintain facility order and security (3-JDF-5G-12).					
148. Written policy provides that juvenile visiting facilities permit informal communication, including opportunity for physical contact (3-JDF-5G-13).					
149. Written policy governs special visits (3-JDF-5G-14).					
150. Written policy specifies that visitors register on entry and states the circumstances governing visitor searches and supervision (3-JDF-5G-15).					
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).					

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