



## Showers

### 3-JDF-2C-08 (Ref. 2-8136)

**12. 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, unless national building or health codes specify a different ratio.** 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.

*Comment:* Offenders can use scalding showers as a weapon against, or punishment for, other juveniles. Also, accidental injury could occur when cold water is drawn in other areas, thereby unexpectedly elevating the hot water in showers to scalding temperatures. Water temperatures below 100 degrees Fahrenheit are uncomfortable and may deter an individual from pursuing good hygienic practices. The temperature controls should not preclude the use of water at higher temperatures if needed in other areas of the facility, such as kitchens.

## Special Management Housing

### 3-JDF-2C-12 (Ref. 2-8141)

**13. Male and female juveniles do not occupy the same sleeping room.**

*Comment:* Juveniles should be segregated by sex in sleeping rooms, although they may be housed in the same living unit.

## Section D: Environmental Conditions

**Principle:** 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 Areas

### 3-JDF-2D-01 (Ref. 2-8133)

**14. 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 fountain; and
- heating, ventilation, and acoustical systems to ensure healthful and comfortable

living and working conditions for juveniles and staff.

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*Comment:* None.

## Heating and Cooling

### 3-JDF-2D-03 (Ref. New)

**15. Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.**

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*Comment:* Temperature and humidity should be capable of being mechanically raised or lowered to an acceptable comfort level. The comfort zones are 66 to 80 degrees Fahrenheit in summer, 61 to 73 degrees Fahrenheit in winter, with an optimal constant temperature of 70 degrees Fahrenheit.

## Section E: Program and Service Areas

**Principle:** Adequate space must be provided for the various program and service functions conducted in the facility. Spatial requirements are best determined by careful assessment of how, when, and by how many juveniles such spaces are used.

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### Classrooms

#### 3-JDF-2E-05 (Ref. 2-8146)

**16. School classrooms are designed to conform to local or state educational requirements.**

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*Comment:* None.

### Food Service

#### 3-JDF-2E-07 (Ref. 2-8145)

**17. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.**

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*Comment:* None.

#### 3-JDF-2E-08 (Ref. 2-8228)

**18. There are provisions for adequate storage and loading areas and garbage disposal facilities.**

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*Comment:* In order to ensure efficient food service and adherence to health and safety regulations, it is essential that the kitchen be located near the space it requires to accomplish its mission. The amount of space needed for the kitchen is affected by such variables as type of food service, location of dining area, number of persons to be served, complexity of the menu, equipment placement, storage of mobile equipment, and traffic sites.

### Clothing and Supplies

#### 3-JDF-2E-11 (Ref. 2-8155)

**19. Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.**

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*Comment:* None.

## Personal Property

### 3-JDF-2E-12 (Ref. 2-8154)

**20. Space is provided for storing the personal property of juveniles safely and securely.**

*Comment:* None.

## Section G: Security

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

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### Control Center

#### 3-JDF-2G-01 (Ref. 2-8185)

**21. 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 wash basin and toilet.

*Comment:* The control center should contain sufficient space for monitoring and coordinating all internal and external security systems, communications systems, safety alarms and detection systems, and other mechanical and electrical systems.

### Perimeter Security

#### 3-JDF-2G-02 (Ref. 2-8131)

**22. 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.**

*Comment:* The means chosen to ensure perimeter security should reflect the facility's needs based on size and degree of security required. Perimeter surveillance can be maintained through mechanical surveillance devices (e.g., electronic, pressure, or sound detection systems), mobile patrols, or some combination of these techniques. All areas adjacent to the perimeter should be visible under all conditions.

## Part III. Institutional Operations

### Section A: Security and Control

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

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### Security Manual

#### 3-JDF-3A-01 (Ref. 2-8184)

**23. 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 as needed.

*Comment:* The manual should contain information on physical plant inspection, juvenile counts, chemical agent control, contraband, key control, tool and equipment control, and emergency procedures.

### 3-JDF-3A-02 (Ref. New)

**24. The facility has a communication system between the control center and juvenile living areas.**

*Comment:* A mechanical or audio communication system should be used to supplement direct staff supervision activities (i.e., to advise staff of emergency needs), not as a substitute for staff supervision.

### 3-JDF-3A-03 (Ref. 2-8118)

**25. The facility maintains a daily report on juvenile population movement.**

*Comment:* The daily report should indicate the number of juveniles in the facility and their names, identifying numbers, and housing assignments. Official daily movement sheets should detail the number and types of admissions and releases each day and the count at the close of the day.

## Juvenile Careworkers

### 3-JDF-3A-07 (Ref. 2-8186)

**26. 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.**

*Comment:* None.

Permanent Log

### 3-JDF-3A-09 (Ref. 2-8190)

**27. 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.**

*Comment:* Adequate supervision of juveniles requires a formal written reporting system. Each juvenile careworker in each housing unit on each shift should maintain detailed records of pertinent information regarding juveniles and groups of juveniles.

## Patrols and Inspections

### 3-JDF-3A-12 (Ref. 2-8192)

**28. Written policy, procedure, and practice require at least weekly inspection and maintenance of all security devices, with corrective action initiated when necessary.**

*Comment:* There should be a scheduled maintenance procedure to ensure that all locks, windows, doors, and other security devices are fully operational. Emergency keys should be checked at least quarterly to make sure that they function properly. Results of all inspections should be submitted in writing to the facility administrator or to the staff member in charge of security.

## Juvenile Counts

**3-JDF-3A-13 (Ref. 2-8189)**

**29. The facility has a system for physically counting juveniles.** The system includes strict accountability for juveniles assigned to work and educational release, furloughs, and other approved temporary absences.

*Comment:* There should be at least one juvenile count per shift. Counts should be scheduled so that they do not conflict with activity programs and normal operating procedures. The staff member responsible for maintaining the master count record should have up-to-the-minute information regarding all juvenile housing moves, work assignment changes, hospital admissions, etc. Adequate checks should be instituted to allow for human error. All juveniles in legal custody should be accounted for in the master count; all temporary absences from the facility should be explained in writing.

**Use of Restraints****3-JDF-3A-16 (Ref. 2-8211)**

**30. Written policy, procedure, and practice provide that instruments of restraint, such as handcuffs, leg irons, and straight jackets, are never applied as punishment and are applied only with the approval of the facility administrator or designee.**

*Comment:* Instruments of restraint should only be used as a precaution against escape during transfer; for medical reasons by direction of the medical officer; and to prevent juvenile self-injury, injury to others, or property damage; and should not be applied for more time than is absolutely necessary.

**3-JDF-3A-17 (Ref. 2-8210)**

**31. Written policy, procedure, and practice provide that the facility maintains a written record of routine and emergency distribution of restraint equipment.**

*Comment:* A written record detailing who receives restraint equipment and the nature of the equipment they receive is necessary to establish responsibility and accountability for use.

**3-JDF-3A-18 (Ref. 2-8198)**

**32. All special incidents—including but not limited to the taking of hostages and use of restraint equipment or physical force—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 facility administrator and/or the parent agency.

*Comment:* A written record of such incidents should be available for administrative review. These reports also can be used in assessing training needs, counseling with staff about the proper handling of serious behavior incidents, and providing information for the parent agency or insurance company. The report should include the actions taken by the person in charge at the time of the incident.

**Control of Contraband****3-JDF-3A-19 (Ref. 2-8196)**

**33. Written policy, procedure, and practice provide for searches of facilities and juveniles to control contraband and to provide for its disposition.** These policies and procedures are made available to staff and juveniles and are reviewed at least annually and updated if necessary.

*Comment:* The facility's search plans and procedures may include the following:

- unannounced and irregularly timed searches of rooms, juveniles, and juvenile work areas;
- inspection of all vehicular traffic and supplies coming into the facility;

- use of metal detectors at gates and entrances into housing units;
- complete search and inspection of each room prior to occupancy by a new juvenile;
- avoidance of unnecessary force, embarrassment, or indignity to the juvenile;
- staff training in effective search techniques that protect both juveniles and staff from bodily harm;
- use of nonintensive sensors and other techniques instead of body searches whenever feasible;
- conduct of searches only as necessary to control contraband or to recover missing or stolen property;
- respect of juveniles' rights to authorized personal property; and
- use of only those mechanical devices absolutely necessary for security purposes.

### 3-JDF-3A-20 (Ref. 2-8213)

**34. 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 facility administrator or designee.** The inspection is conducted in private by health care personnel.

*Comment:* None.

### 3-JDF-3A-21 (Ref. New)

**35. Written policy, procedure, and practice provide that visual inspection of juvenile body cavities is conducted based on a reasonable belief that the juvenile is carrying contraband or other prohibited material.** The inspection is conducted by a trained staff member of the same sex as the juvenile.

*Comment:* None.

### 3-JDF-3A-22 (Ref. 2-8200)

**36. Written policy, procedure, and practice govern the control and use of keys.**

*Comment:* The key control system should provide a current accounting of the location and possessor of each key. All keys should be issued from the central control area, and a log should be used to record the number of each key issued, the location of each lock, the number of keys to each lock, and the names of all employees possessing keys.

Keys should be stored so that their presence or absence can be easily determined and should be returned to the control center daily. All keys should be numbered, and the facility should maintain at least one duplicate key for each lock. Fire and emergency keys should be color-coded and marked for identification by touch. Juveniles should not possess keys other than those to living quarters or work assignments, when appropriate, and to personal lockers.

## Tools and Equipment

### 3-JDF-3A-23 (Ref. 2-8201)

**37. Written policy, procedure, and practice govern the control and use of tools and culinary and medical equipment.**

*Comment:* Tools and utensils that can cause death or serious injury (e.g., hacksaws, welding equipment, butcher knives, barber shears) should be locked in control panels and issued in accordance with a prescribed system. Provision should be made for checking tools and utensils in and out and for the control of their use at all times.

## Security Equipment

### 3-JDF-3A-26 (Ref. 2-8187)

**38. 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.

*Comment:* Based on an analysis of the physical plant and the size and profile of the juvenile population, designated staff should determine what chemical agents and other security devices the facility needs. Written policies and procedures should specify the level of authority required for access to and use of security devices.

### 3-JDF-3A-27 (Ref. 2-8212)

**39. Written policy, procedure, and practice require that personnel who use force to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the tour of duty.**

*Comment:* All instances involving the use of force should be documented to establish the identity of the personnel and juveniles involved and to describe the nature of the incident.

### 3-JDF-3A-28 (Ref. 2-8204)

**40. Written policy, procedure, and practice provide that persons injured in an incident receive immediate medical examination and treatment.**

*Comment:* Immediate medical examination and treatment should be required in all instances involving the use of force or a chemical agent.

### 3-JDF-3A-29 (Ref. 2-8199)

**41. Firearms are not permitted in the facility except in emergency situations.**

*Comment:* No person, including law enforcement personnel, should be in possession of a firearm within the confines of a facility. A system of receipts for the temporary safe storage or checking of such equipment is required.

## Use of Force

### 3-JDF-3A-30 (Ref. 2-8212)

**42. 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.** 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.

*Comment:* "As a last resort" may be defined through statutory authority.

## Section B: Safety and Emergency Procedures

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

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## Fire Safety

### 3-JDF-3B-01 (Ref. 2-8170,8173)

#### Mandatory

**43. Written policy, procedure, and practice specify the facility's fire prevention regulations and practices.** These include but are not limited to the following:

- provision for an adequate fire protection service;
- a system of fire inspection and equipment testing at least quarterly or at intervals approved by the authority having jurisdiction, following the procedures stated for variances, exceptions, or equivalencies;
- an annual inspection by local or state officials or other qualified person(s); and
- availability of fire protection equipment at appropriate locations throughout the facility.

*Comment:* Facility administrators should plan and execute all reasonable procedures for the prevention and prompt control of fire. The use of national codes, such as the *Life Safety Code*, can help to ensure the safety of staff, juveniles, and visitors. The use of a volunteer or an internal fire department is acceptable for compliance, assuming that the fire station is readily accessible in case of fire and is the primary alternative available. If the fire station is not continually staffed, fire alarm notification must be made to a local law enforcement unit or equally reliable source.

### 3-JDF-3B-02 (Ref. 2-8172)

#### Mandatory

**44. Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards.** There is a weekly fire and safety inspection of the facility by a qualified departmental staff member. This policy and procedure is reviewed annually and updated as needed.

*Comment:* The "qualified departmental staff member" who conducts the weekly inspections may be a facility staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, it is expected that the safety/sanitation specialist will provide on-the-job training regarding applicable regulations and inspections, including the use of checklists and the methods of documentation.

### 3-JDF-3B-03 (Ref. 2-8175)

#### Mandatory

**45. Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected.**

*Comment:* Furnishings, mattresses, cushions, or other items of foamed plastics or rubber (e.g., polyurethane, polystyrene) can pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Such materials should receive careful fire safety evaluation before purchase or use, with consideration given to the product's flammability and toxicity characteristics. All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction.

### 3-JDF-3B-04 (Ref. 2-8176)

#### Mandatory



**46. Facilities are equipped with noncombustible receptacles for smoking materials and with 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 them. All receptacles and containers are emptied and cleaned daily.

*Comment:* The proper and safe containment of flammable materials and the sanitation of such containers are essential activities in fire prevention.

## Flammable, Toxic, and Caustic Materials

### 3-JDF-3B-05 (Ref. 2-8182)

#### Mandatory

**47. Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials**

*Comment:* The following definitions apply to this standard:

- flammable materials—liquids with a flash point below 100 degrees Fahrenheit;
- toxic materials—substances that through chemical reaction or mixture can possibly produce injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc, chromed paint, ammonia, chlorine, antifreeze, herbicides, pesticides); and
- caustic materials—substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid).

If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to juveniles, and a prescribed system should be used to account for their distribution. Juveniles should never possess such items unless under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled “Keep Out of the Reach of Children” or “May be Harmful if Swallowed” are not prohibited; their use and control, however, should be addressed in agency policy.

## Emergency Power and Communications

### 3-JDF-3B-07 (Ref. 2-8208)

**48. Written policy, procedure, and practice provide for a communication system within the facility and between the facility and community in the event of urgent, special, or unusual incidents or emergency situations.**

*Comment:* The facility should have available walkie-talkies and/or a radio base station, receivers, and transmitters, or other independent mechanical means of communication in order to maintain constant contact with the outside community if conventional means of communication are disrupted. Facilities located in areas subject to severe storms, tornadoes, or hurricanes should maintain a ready means of voice communication with the community.

### 3-JDF-3B-10 (Ref. New)

#### Mandatory

**49. The facility has a written evacuation plan prepared in the event of fire or major emergency that is certified by an independent, outside inspector trained in the application of appropriate**

**codes.** The plan is reviewed annually, updated as needed, and reissued to the local fire jurisdiction. The plan includes the following:

- location of building/room floor plan;
- use of exit signs and directional arrows for traffic flow;
- location of publicly posted plan;
- monthly drills in all occupied locations of the facility; and
- staff drills when evacuation of dangerous juveniles may not be included.

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*Comment:* The evacuation plan should specify routes of evacuation, subsequent disposition and housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles except when there is clear and convincing evidence that facility security is jeopardized. Upon such showing, actual evacuation during the drill is not required, although the staff supervising such juveniles should be required to perform their roles/activities in monthly drills.

## Emergency Plans

### 3-JDF-3B-11 (Ref. 2-8181, 8205, 8207)

#### Mandatory

**50. All facility personnel are trained in the implementation of written emergency plans.** Work stoppage and riot/disturbance plans are communicated only to the appropriate supervisory or other personnel directly involved in the implementation of those plans.

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*Comment:* A contingency plan for maintaining essential services is crucial. This plan might involve agreements with other law enforcement agencies, such as local or state police. Additionally, the administrator should attempt to ensure the safety and well-being of employees who do not participate in the job action.

### 3-JDF-3B-12 (Ref. 2-8180)

#### Mandatory

**51. 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.**

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*Comment:* The responsibilities of personnel in an emergency situation should be clearly defined. Staff should be aware of the location and identification of keys and be knowledgeable about all evacuation routes. Juveniles should receive instructions concerning emergency procedures.

The authority having jurisdiction must certify that locking arrangements allow for prompt release and/or that sufficient staff are available to operate locking devices when necessary. A “backup system” means that there is a manual backup if power-operated locks fail. A control station or other location removed from the juvenile living areas should be equipped with reliable, manual means for releasing locks on swinging and sliding doors to permit prompt release. If the facility has only a manual locking system, a staff plan for manually releasing locks must be in place.

## Threats to Security

### 3-JDF-3B-13 (Ref. 2-8203)

**52. There are written procedures regarding escapes.** These procedures are reviewed at least annually and updated as needed.

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*Comment:* Specific procedures that can be used quickly when an escape occurs should be made available to all personnel. Procedures should include the following: prompt reporting of the escape to the facility administrator; mobilization of employees; implementation of a predetermined search plan; and notification of

law enforcement agencies, community groups, and relevant media.

## Section C: Rules and Discipline

**Principle:** 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.

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### Rules of Conduct

#### 3-JDF-3C-02 (Ref. 2-8310)

**53. 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 as needed.

*Comment:* The rules should prohibit only observed behavior that can be shown clearly to have a direct, adverse effect on a juvenile or on facility order and security. The rules should also specify the range of penalties that can be imposed for violations. Penalties should be proportionate to the importance of the rule and the severity of the violation.

#### 3-JDF-3C-03 (Ref. 2-8311)

**54. A rulebook that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each juvenile and staff member and is translated into those languages spoken by significant numbers of juveniles.** Signed acknowledgment of receipt of the rulebook is maintained in each juvenile's file. When a literacy or language problem prevents a juvenile from understanding the rulebook, a staff member or translator assists the juvenile in understanding the rules.

*Comment:* Written procedure should specify how the rules and regulations are issued and presented to new juveniles. Rules and regulations governing juvenile conduct are of limited value unless the juveniles understand them. "Posting" the rulebook is unnecessary, provided there is evidence each juvenile receives a copy of the rules.

#### 3-JDF-3C-06 (Ref. 2-8315, 2-8333)

**55. 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.**

*Comment:* Prior to restriction for any rule infraction, the juvenile should be given an opportunity to explain the reason(s) for the rule violation.

#### 3-JDF-3C-07 (Ref. 2-8316)

**56. During room restriction, staff contact is made with the juvenile at least every 15 minutes, depending on his/her emotional state.** The juvenile assists in determining the end of the restriction period.

*Comment:* During the period of restriction, a staff person should interact with the juvenile in an effort to solve any problems and to determine a release time.

**3-JDF-3C-08** (Ref. 2-8314)

**57. Written policy, procedure, and practice specify that room restriction for minor misbehavior serves only a “cooling off” purpose and is short in time duration, with the time period—15 to 60 minutes—specified at the time of assignment.**

*Comment:* Juveniles are quick to act out and usually just as quick to recover from temper flare-ups. A few minutes' restriction to their rooms is often all that is needed to correct the situation and permit the juvenile to resume his/her normal routine.

## Criminal Violations

**3-JDF-3C-09** (Ref. 2-8334)

**58. Written policy, procedure, and practice provide that, where a juvenile allegedly commits an act covered by criminal law, the case should be referred to appropriate court or law enforcement officials for consideration for prosecution.**

*Comment:* Corrections and court or law enforcement officials should agree on the categories of offense that are to be referred in order to eliminate minor offenses or those of no concern.

## Disciplinary Reports

**3-JDF-3C-11** (Ref. 2-8318)

**59. When a juvenile has been charged with a major rule violation requiring confinement for the safety of the juvenile, other juveniles, or to ensure the security of the facility, the juvenile may be confined for a period of up to 24 hours.** Confinement for periods of over 24 hours is reviewed every 24 hours by an administrator or designee who was not involved in the incident.

*Comment:* None.

## Section D: Juvenile Rights

**Principle:** 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 Courts

**3-JDF-3D-01** (Ref. 2-8299)

**60. Written policy, procedure, and practice ensure the right of juveniles to have access to courts.**

*Comment:* The right of access to the courts minimally provides that juveniles have the right to present any issue, including the following: challenging the legality of their adjudication or confinement; seeking redress for illegal conditions or treatment while under correctional control; pursuing remedies in connection with civil legal problems; and asserting against correctional or other government authority any other rights protected by constitutional or statutory provision or common law. Juveniles seeking judicial relief are not subjected to reprisals or penalties because of the decision to seek such relief.

### Access to Counsel

**3-JDF-3D-02 (Ref. 2-8300)**

**61. Written policy, procedure, and practice ensure and facilitate 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.

*Comment:* Facility authorities should assist juveniles in making confidential contact with attorneys and their authorized representatives, which may include law students, special investigators, lay counsel, or other persons who have a legitimate connection with the legal issue being pursued. Provision should be made for visits during normal facility hours, uncensored correspondence, telephone communications, and after-hours visits requested because of special circumstances.

**Protection from Harm****3-JDF-3D-06 (Ref. 2-8301)**

**62. Written policy, procedure, and practice protect juveniles from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.**

*Comment:* In situations where physical force or disciplinary detention is required, only the least drastic means necessary to secure order or control should be used.

**Grievance Procedures****3-JDF-3D-08 (Ref. 2-8296)**

**63. There is a written juvenile grievance procedure that is made available to all juveniles and that includes at least one level of appeal.**

*Comment:* A grievance procedure is an administrative means for the expression and resolution of juveniles' problems. The facility's grievance mechanism should include provisions for the following:

- written responses to all grievances, including the reasons for the decision;
- response within a prescribed, reasonable time limit, with special provisions for responding to emergencies;
- supervisor review of grievances;
- participation by staff and juveniles in the procedure's design and operation;
- access by all juveniles, with guarantees against reprisals;
- applicability over a broad range of issues; and
- means of resolving questions of jurisdiction.

**Section E: Special Management**

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

**Admission and Review****3-JDF-3E-01 (Ref. New)**

**64. 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.

*Comment:* High-risk juveniles who cannot control their assaultive behavior, who present a danger to themselves, or who are in constant danger of being victimized by other juveniles may require special management. The facility should provide appropriate services and programs for them. It may be necessary to separate them from the general population to allow for individualized attention.

### 3-JDF-3E-02 (Ref. New)

**65. The facility administrator or shift supervisor can order immediate placement in a special unit or room when it is necessary to protect the juvenile from self or others.** The action is reviewed within 72 hours by the appropriate authority.

*Comment:* None.

### 3-JDF-3E-03 (Ref. New)

**66. The detention facility has a sanctioning schedule that sets a maximum of 5 days of confinement in a security room for any offense, unless otherwise provided by law.**

*Comment:* The time a juvenile spends in disciplinary confinement is proportionate to the offense committed, taking into consideration the juvenile's prior conduct, specific program needs, and other relevant factors. An outside limit should be set for the period of confinement. This limit should be consistent with case law and statutes of the jurisdiction. Where such guidelines do not exist, a maximum of 5 days of disciplinary detention should be considered sufficient for most cases.

### 3-JDF-3E-04 (Ref. 2-8321)

**67. Juveniles placed in confinement are checked visually by staff at least every 15 minutes and are visited at least once each day by personnel from administrative, clinical, social work, religious, or medical units.** A log is kept recording who authorized the confinement, persons visiting the juvenile, the person authorizing release from confinement, and the time of release.

*Comment:* A visit means actual entry into the room of confinement with the juvenile or removal of the juvenile from the room of confinement for the purpose of discussion or counseling. A visit does not include routine visual checks or discussion through the door or window of the confinement room.

### 3-JDF-3E-05 (Ref. 2-8320)

**68. 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.

*Comment:* Placement in room confinement achieves the primary purpose of isolating the juvenile from the general juvenile population. To the extent possible, juveniles in confinement should have a room, food, clothing, exercise, and other services and privileges comparable to those available to the general population. Where services or privileges are denied to juveniles in confinement, written justification should be provided.

## Part IV. Facility Services

### Section A: Food Service

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

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## Dietary Allowances

### 3-JDF-4A-03 (Ref. 2-8217, 8218)

#### Mandatory

**69. It is documented that the facility's system of dietary allowances is reviewed annually by a dietitian to ensure compliance with nationally recommended food allowances.**

*Comment:* A facility that follows this system of dietary allowances, as adjusted for age, sex, and activity, ensures the provision of a nutritionally adequate diet. The Recommended Dietary Allowances stated by the National Academy of Sciences should be used as a guide to basic nutritional needs.

## Menu Planning

### 3-JDF-4A-04 (Ref. 2-8219)

**70. Written policy, procedure, and practice require that food service staff develop advanced, planned menus and substantially follow the schedule; and that in the planning and preparation of all meals, food flavor, texture, temperature, appearance, and palatability are taken into consideration.**

*Comment:* All menus, including special diets, should be planned, dated, and available for review at least 1 week in advance. Notations should be made of any substitutions in the meals actually served, and these should be of equal nutritional value. A file of tested recipes adjusted to a yield appropriate for the size of the facility should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Clinical diets should be approved by a registered dietitian and documented accordingly.

## Special Diets

### 3-JDF-4A-06 (Ref. 2-8223)

#### Mandatory

**71. Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel.**

*Comment:* Therapeutic diets should be available upon medical or dental authorization. Specific diets should be prepared and served to juveniles according to the orders of the treating physician or dentist, or as directed by the responsible health authority. Medical or dental diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other juveniles.

### 3-JDF-4A-07 (Ref. 2-8225)

**72. Written policy precludes the use of food as a disciplinary measure.**

*Comment:* Food, including snacks, should not be withheld nor the standard menu varied as a disciplinary sanction.

## Health and Safety Regulations

**3-JDF-4A-09 (Ref. 2-8229)****Mandatory**

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

*Comment:* All health and sanitation codes must be strictly followed in order to ensure the health and welfare of juveniles and staff. At a minimum, all food service personnel should be in good health and free from communicable disease and open, infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food handling techniques.

**Inspections****3-JDF-4A-11 (Ref. New)**

**74. Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 to 80 degrees Fahrenheit, refrigerated foods at 35 to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below.**

*Comment:* None.

**Meal Service****3-JDF-4A-12 (Ref. 2-8232)**

**75. Written policy, procedure, and practice provide that staff members supervise juveniles during meals.**

*Comment:* The practice of having staff members present contributes to a more orderly experience in the dining areas and enhances the relationship between the staff and the population. The practice also minimizes food waste, careless serving, and abuse of a juvenile by another juvenile. It also permits observation and reporting of unusual eating habits of individual juveniles, such as rejection or overeating.

**3-JDF-4A-13 (Ref. 2-8226)**

**76. Written policy, procedure, and practice require that at least three meals, of which two are hot meals, are provided at regular meal times during each 24-hour period, with no more than 14 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.

*Comment:* When juveniles are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each 24-hour period.

**3-JDF-4A-14 (Ref. New)****Mandatory**

**77. 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 re-examinations 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 upon 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.

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*Comment:* All food service personnel should be in good health and free from communicable disease and open infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food-handling techniques. Federal facilities should apply appropriate regulations, such as those of the U.S. Public Health Service.

## Section B: Sanitation and Hygiene

**Principle:** 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.

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### Sanitation Inspections

#### 3-JDF-4B-01 (Ref. 2-8234)

**78. Written policy, procedure, and practice require weekly sanitation inspections of all facility areas.**

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*Comment:* In addition to the regular inspections by government officials, all facility areas should be inspected at least weekly by a designated staff member who should submit a written report to the administrator documenting deficiencies whenever they occur.

#### 3-JDF-4B-02 (Ref. 2-8171, 8233)

##### Mandatory

**79. The facility administration complies with applicable federal, state, and local sanitation and health codes.**

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*Comment:* The facility should be inspected at least annually by appropriate government officials to ensure the health of personnel and juveniles.

### Water Supply

#### 3-JDF-4B-03 (Ref. 2-8236)

##### Mandatory

**80. The institution's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent, outside source to be in compliance with jurisdictional laws and regulations.**

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*Comment:* Safe drinking water is basic to human health and should be provided in any facility operation. In the event jurisdictional laws and regulations are not applicable, the Federal Safe Drinking Water Act Regulations present a standard of quality that is attainable through good water control practices.

## Waste Disposal

### 3-JDF-4B-04 (Ref. 2-8238)

#### Mandatory

- 81. The institution provides for a waste disposal system in accordance with an approved plan by the appropriate regulatory agency.**

*Comment:* Liquid and solid wastes should be collected, stored, and disposed of in such a way as to avoid nuisance and hazards and protect the health and safety of juveniles and staff.

## Housekeeping

### 3-JDF-4B-05 (Ref. 2-8237)

#### Mandatory

- 82. Written policy, procedure, and practice provide for the control of vermin and pests.**

*Comment:* Any condition conducive to harboring or breeding insects, rodents, or other vermin should be eliminated immediately. Licensed pest control professionals should be used when necessary to clean or fumigate the facility. Their use on a regular basis is essential.

## Clothing and Bedding Supplies

### 3-JDF-4B-08 (Ref. 2-8243)

- 83. Written policy specifies accountability for clothing and bedding issued to juveniles.**

*Comment:* The issue of all clothing and bedding should be recorded and juveniles should be held accountable for their use.

### 3-JDF-4B-10 (Ref. 2-8244)

- 84. Juveniles are provided the opportunity to have three 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.

*Comment:* None.

### 3-JDF-4B-11 (Ref. 2-8247)

- 85. 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.**

*Comment:* Juvenile personal clothing should be cleaned and disinfected to prevent odors and vermin from accumulating and should be stored outside of the juvenile housing area. Cleaning may also be necessary when the juvenile is permitted to keep and wear personal clothing which is not in a clean and sanitary condition.

## Bedding and Linen Issue

### 3-JDF-4B-12 (Ref. 2-8242)

- 86. Written policy, procedure, and practice provide for the issue of suitable clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls.** There is provision for linen exchange at least

weekly.

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*Comment:* Collection, storage, and exchange methods for bedding and linens should be done hygienically; that is, blankets, pillows, and mattresses should be cleaned before reissue, and linen and towels must be laundered before reissue. Towels should be exchanged at least three times per week.

## Bathing and Personal Hygiene

### 3-JDF-4B-13 (Ref. 2-8246)

**87. Written policy, procedure, and practice provide an approved shower schedule which allows daily showers and showers after strenuous exercise.**

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*Comment:* None.

### 3-JDF-4B-14 (Ref. 2-8240)

**88. Written policy, procedure, and practice require that articles necessary for maintaining proper personal hygiene are provided to all juveniles.**

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*Comment:* As part of the admissions process, each juvenile should be given soap, a toothbrush, toothpaste or powder, a comb, and toilet paper. Shaving equipment should be made available upon request, and the special hygiene needs of females should be met.

### 3-JDF-4B-15 (Ref. 2-8239)

**89. There are hair care services available to juveniles.**

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*Comment:* Barber and beautician's facilities should be provided so that juveniles can obtain hair care services when needed.

## Section C: Health Care

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

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### Responsible Health Authority

### 3-JDF-4C-01 (Ref. 2-8248)

#### Mandatory

**90. 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.

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