



INSERTS PLUS/Juvenile Protocol Manual/Juvenile Aliens: A Special Population/Table of Contents (9 of 11)

(table continued from previous page)

9. Written policy specifies support for a drug-free workplace for all employees and includes certain minimum principles (3-JCRF-1C-05).					
10. Written policy provides that there are written job descriptions and qualifications for all positions in the facility (3-JCRF-1C-06).					
11. A criminal record check is conducted on all new employees, according to state and federal statutes (3-JCRF-1C-10).					
12. Written policy provides that employees who work with juveniles receive a physical examination (3-JCRF-1C-11).					
13. Written policy provides that all personnel working with juveniles are informed and agree in writing to confidentiality policies (3-JCRF-1C-17).					
14. The facility provides initial orientation for all new employees during their first week of employment (3-JCRF-1D-03).					
15. Written policy provides that all training programs are conducted by qualified trainers in that particular area (3-JCRF-1D-05).					
16. Written policy provides that administrative, managerial, and professional specialist staff receive 40 hours of training (beyond orientation) during their 1st year and 40 hours a year thereafter (3-JCRF-1D-09).					
17. Written policy provides that all juvenile careworkers receive an additional 120 hours of training during their 1st year and 40 hours a year thereafter (3-JCRF-1D-10).					
18. Written policy provides that all support employees with regular or daily contact with juveniles receive 40 hours of training (beyond orientation) during their 1st year and 40 hours a year thereafter (3-JCRF-1D-11).					
19. All part-time staff, volunteers, and contractors receive formal orientation appropriate to their assignments, with training as needed (3-JCRF-1D-13).					
20. Written policy governs case record management, to include several minimum areas (3-JCRF-1E-01).					
21. Written policy provides that a record is maintained for each juvenile that includes several minimum components (3-JCRF-1E-02).					

<b>INS Juvenile Shelter Care Standards Checklist</b>	<b>Rating 1–5:</b> 1=in compliance; 2=not in compliance;  3= exception noted; 4=staff information; 5=confirmed				
<b>A. Administration and Management—Cont.</b>	1	2	3	4	5
22. Written policy provides for the auditing of juvenile records at least monthly (3-JCRF-1E-03).					
23. Written policy provides that appropriate safeguards exist to minimize the possibility of theft, loss, or destruction of records (3-JCRF-1E-05).					
24. Written policy provides that an updated case file is transferred along with a juvenile either simultaneously or within 72 hours (3-JCRF-1E-06).					
25. Written policy provides that records are safeguarded from unauthorized or improper disclosure (3-JCRF-1E-07).					
26. Written policy governs the voluntary participation of juveniles in non-medical, nonpharmaceutical, and noncosmetic research (3-JCRF-1F-09).					
27. A staff member is responsible for supervising citizen involvement and volunteer service programs that benefit juveniles (3-JCRF-1G-01).					
28. Volunteers agree in writing to honor facility policies, particularly those relating to the security and confidentiality of information (3-JCRF-1G-05).					
29. Written policy provides that all volunteers complete an appropriate, orientation and/or training program before being assigned (3-JCRF-1G-07).					
30. Written policy specifies that volunteers may perform professional services only when they are certified or licensed to do so (3-JCRF-1G-08).					
<b>B. Physical Plant (Part II of JCRF manual)</b>	1	2	3	4	5
31. The facility conforms to all applicable state and local building codes (3-JCRF-2A-01).					
32. Exits in the facility comply with state or local fire authorities or the authority having jurisdiction (3-JCRF-2A-03).					
33. The number of juveniles does not exceed the facility's rated bed capacity (3-JCRF-2B-03).					
34. Each sleeping room complies with minimum requirements for privacy, comfort, light, space, and temperature (3-JCRF-2C-01).					

35. Living rooms with space for varied activities are available (3-JCRF-2C-02).					
36. Written policy provides that the facility permits juveniles to decorate their living and sleeping quarters with personal possessions (3-JCRF-2C-03).					
37. The facility has, at minimum, one operable toilet for every eight juveniles (3-JCRF-2C-04).					
38. The facility has, at minimum, one operable shower or bathing facility with hot and cold running water for every eight juveniles (3-JCRF-2C-05).					
39. The facility has, at minimum, one operable wash basin with hot and cold running water for every eight juveniles (3-JCRF-2C-06).					
40. Written policy provides that juveniles with disabilities are housed in a safe and secure manner (3-JCRF-2C-08).					
41. Written policy provides that all sleeping quarters in the facility are well-lighted and properly ventilated (3-JCRF-2D-01).					
42. Temperatures in indoor living and work areas are appropriate to summer and winter comfort zones (3-JCRF-2D-02).					
43. Adequate space and furnishings to accommodate activities, such as group meetings of the juveniles, are provided in the facility (3-JCRF-2E-01).					
44. The facility provides adequate private counseling space (3-JCRF-2E-02).					
45. Written policy provides for adequate and appropriate areas for visitation and for recreation programs (3-JCRF-2E-03).					
46. Adequate dining space is provided for the juveniles (3-JCRF-2E-04).					

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<b>B. Physical Plant—Cont. (Part II of JCRF manual)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
47. When the facility has a kitchen, the kitchen, dining, and food storage areas are properly ventilated, furnished, and cleaned (3-JCRF-2E-05).					
48. The facility has adequate space for janitorial supplies (3-JCRF-2E-07).					

49. Space is provided to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations (3-JCRF-2E-08).					
50. Adequate space is provided for storing the personal property of juveniles (3-JCRF-2E-09).					
51. The facility has controls to keep juveniles safely within the facility and to prevent unauthorized access by the general public (3-JCRF-2G-01).					
<b>C. Facility Operations (part III of JCRF manual)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
52. Written policy limits physical force to self-protection, protection of juvenile or others, and prevention of property damage and escape (3-JCRF-3A-02).					
53. Written policy provides that at least one staff person is readily available 24 hours a day, and is responsive to juveniles' needs (3-JCRF-3A-03).					
54. Written policy provides that the staffing pattern concentrates staff when most juveniles are in the facility (3-JCRF-3A-04).					
55. Written policy provides that no juvenile or group of juveniles is in a position of control or authority over other juveniles (3-JCRF-3A-05).					
56. Written policy requires staff to keep a permanent log and to prepare shift reports that record both routine and unusual occurrences (3-JCRF-3A-06).					
57. Written policy provides for the detection and reporting of absconders (3-JCRF-3A-08).					
58. Written policy provides that staff monitor the movement of juveniles into and out of the facility (3-JCRF-3A-09).					
59. Written policy provides that juveniles and adults not share sleeping rooms (3-JCRF-3A-10).					
60. Written policy provides that male and female juveniles do not occupy the same sleeping rooms (3-JCRF-3A-11).					
61. Written policy provides for searches to control contraband and its disposition at a level keeping with security needs (3-JCRF-3A-12).					
62. Written policy governs the control and use of tools, equipment, and keys (3-JCRF-3A-13).					
63. The facility complies with the regulations of the state or local fire safety authority, whichever has primary jurisdiction (3-JCRF-3B-01).					
64. Written policy specifies fire prevention regulations and practices to ensure the safety of staff, juveniles, and visitors (3-JCRF-3B-02).					

65. Written policy provides that the specifications for selecting and purchasing facility furnishings meet fire safety requirements (3-JCRF-3B-03).					
66. Written policy provides that where smoking is permitted, noncombustible receptacles are available throughout living quarters (3-JCRF-3B-04).					
67. Written policy governs the control and use of all flammable, toxic, and caustic materials (3-JCRF-3B-05).					
68. The facility has a written evacuation plan for fire or major emergency that is certified by an independent outside fire safety inspector (3-JCRF-3B-06).					
69. Written policy provides that fire drills are conducted at least monthly (3-JCRF-3B-07).					
70. Written emergency plans are disseminated to appropriate local authorities (3-JCRF-3B-08).					

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<b>C. Facility Operations—Cont. (Part III of JCRF manual)</b>	1	2	3	4	5
71. Written policy provides that all facility personnel are trained in implementing written emergency plans (3-JCRF-3B-09).					
72. The facility has a fire alarm system and an automatic detection system approved by the authority having jurisdiction (3-JCRF-3B-10).					
73. For programs providing mass-transport vehicles, written policy requires a safety inspection, at least annually, by qualified persons (3-JCRF-3B-11).					
74. A written plan provides for continuous facility operation in the event of employee work stoppage or other job action (3-JCRF-3B-12).					
75. Written policy provides that there is a written set of disciplinary regulations governing juvenile rule violations (3-JCRF-3C-01).					
76. Written policy provides that all program rules and regulations are posted in an obvious place or are readily accessible in a handbook (3-JCRF-3C-02).					
77. Written policy ensures that room restriction does not exceed 8 hours without review and administrative authorization (3-JCRF-3C-11).					
78. Written policy ensures that the reasons for imposing restrictions or suspending privileges are discussed with the juvenile, who is given a chance to explain (3-JCRF-3C-12).					

79. Written policy provides that staff make visual and verbal contact with room-restricted juveniles at least every 30 minutes (3-JCRF-3C-13).					
80. Written policy provides that staff record, date, and sign all instances of room and facility restriction and privilege suspension (3-JCRF-3C-14).					
81. Written policy ensures a juvenile's right to court access (3-JCRF-3D-01).					
82. Written policy ensures and assists juvenile access to counsel and their authorized representatives (3-JCRF-3D-02).					
83. Written policy provides that decisions about program access, work assignments, etc., disregard race, religion, national origin, sex (3-JCRF-3D-03).					
84. Written policy protects juveniles from corporal or other punishment that humiliates, abuses, or interrupts daily living functions (3-JCRF-3D-04).					
85. Written policy provides for the reporting of all instances of child abuse or neglect consistent with appropriate state or local laws (3-JCRF-3D-05).					
86. Written policy specifies the personal property that juveniles can keep in their possession and governs its control and safeguarding (3-JCRF-3D-06).					
87. Written policy provides for a grievance and appeal process (3-JCRF-3D-07).					
<b>D. Facility Services (Part IV of JCRF manual)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
88. A nutritionist, dietitian, or physician approves the menu and annually approves the nutritional value of the food served (3-JCRF-4A-02).					
89. Written policy provides that food service staff plan menus that they largely follow, giving attention to appearance and palatability (3-JCRF-4A-03).					
90. There is a single menu for staff and juveniles (3-JCRF-4A-04).					
91. Written policy provides for special diets as prescribed by appropriate medical or dental personnel (3-JCRF-4A-05).					
92. Written policy provides for special diets for juveniles whose religious beliefs require adherence to religious dietary laws (3-JCRF-4A-06).					
93. Food service staff complies with all sanitation and health codes enacted by state or local authorities (3-JCRF-4A-07).					
94. Written policy provides for weekly inspections of food service areas, sanitary food storage, and daily temperature checks (3-JCRF-4A-08).					

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<b>D. Facility Services—Cont. (Part IV of JCRF manual)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
95. Written policy provides that staff members supervise juveniles during meals (3-JCRF-4A-09).					
96. Written policy requires that at least three meals (of which two are hot) be served at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast (3-JCRF-4A-10).					
97. The facility complies with the sanitation and health codes of the local and/or state jurisdiction (3-JCRF-4B-02).					
98. Written policy provides for vermin and pest control and trash and garbage removal (3-JCRF-4B-03).					
99. An independent, outside source has approved the institution's potable water source and supply (3-JCRF-4B-04).					
100. Written policy provides that a housekeeping and maintenance plan is in effect to ensure a clean facility that is in good repair (3-JCRF-4B-05).					
101. Juveniles are given the opportunity to have clean clothing (3-JCRF-4B-06).					
102. The facility provides for the thorough cleaning and disinfecting of juvenile personal clothing before storage or wear (3-JCRF-4B-07).					
103. Written policy provides for the issue of suitable clean bedding and linen, including sheets, pillow cases, mattress, and blankets (3-JCRF-4B-08).					
104. Written policy requires the ready availability to juveniles of articles necessary for proper personal hygiene (3-JCRF-4B-09).					
105. Written policy provides that the facility has a formal agreement with a designated health authority to provide health care services (3-JCRF-4C-01).					
106. Written policy provides for access to health care and for a system for processing complaints regarding health care (3-JCRF-4C-02).					
107. Appropriate state and federal licensure and other requirements/restrictions apply to providers of health care services to juveniles (3-JCRF-4C-03).					

108. Written policy provides that treatment by nontraditional health care personnel is performed under authorized order or standing (3-JCRF-4C-04).					
109. Written policy specifies the provision of mental health services to juveniles (3-JCRF-4C-05).					
110. A suicide prevention/intervention program is reviewed and approved by a qualified medical or mental health professional (3-JCRF-4C-06).					
111. When facilities do not have full-time, qualified, health personnel, a health-trained staff member coordinates health services delivery (3-JCRF-4C-07).					
112. Written policy provides that the program's health care plan adheres to state and federal rules for storage and distribution of medicines (3-JCRF-4C-08).					
113. Written policy requires medical, dental, and mental health screening by qualified health care personnel on all juveniles (3-JCRF-4C-09).					
114. Written policy provides for the collection, recording, and review of health appraisal data to identify each juvenile's health care needs (3-JCRF-4C-11).					
115. Written policy provides for medical examination of any employee or juvenile suspected of having a communicable disease (3-JCRF-4C-12).					
116. Dental care is provided to each juvenile under the direction and supervision of a dentist licensed in the state (3-JCRF-4C-13).					
117. Written policy provides for 24-hour emergency medical, dental, and mental health care services as outlined in a detailed written plan (3-JCRF-4C-14).					
118. Written policy provides that careworker staff and other personnel are trained to respond to health emergencies within 4 minutes (3-JCRF-4C-15).					
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[Go to the Next Page >>>](#)