

beliefs require adherence to particular dietary practices. (7-1-97)

433. DIETARY RECORDS.

01. Food Service Records. The facility shall maintain an accurate record of all meals served to juveniles, including special diets. All menus shall be planned, dated, and available for review at least one (1) week in advance. Notations shall be made of any changes in the menu. Menus shall be kept at least one (1) year after use. (7-1-97)

02. Review of Menus. Menus and records of meals served shall be reviewed at least annually by a dietician, physician or nutritionist to verify nutritional adequacy. The facility shall maintain documentation of the dietician's, physician's or nutritionist's review and verification. Subsequent menus shall be promptly revised to eliminate any deficiencies noted. (7-1-97)

434. MEALS.

01. Providing Meals. Three (3) meals, at least two (2) of which includes a hot entree, shall be served daily per Idaho Code. (7-1-97)

a. Meals must be served at approximately the same time every day. No more than fourteen (14) hours shall elapse between the evening meal and breakfast the next day unless an evening snack is served. If snacks are provided, up to sixteen (16) hours may elapse between the evening meal and breakfast. (7-1-97)

b. Youth out of the facility attending court hearings or other approved functions when meals are served shall have a meal provided upon their return if they have not already eaten. (7-1-97)

c. If meals are provided to staff, the menu should be the same as provided to juveniles. (7-1-97)

d. The health authority or a medical employee shall be notified when a juvenile does not eat three (3) consecutive meals. (7-1-97)

02. Use of Food as Disciplinary Sanction Prohibited. Food shall not be withheld from juveniles, nor the menu varied as a disciplinary sanction. (7-1-97)

03. Control of Utensils. The facility shall have a control system for the issuance and return of all food preparation and eating utensils. (7-1-97)

435. FOOD SERVICE SANITATION.

01. Sanitation. Food service and related sanitation practices shall comply with the requirements of the State Health Department or other appropriate regulatory body. (7-1-97)

a. The facility administrator shall solicit at least an annual sanitation inspection by a qualified entity. The results of such inspections shall be documented and the facility administrator shall take prompt action to correct any identified problems. (7-1-97)

b. A daily inspection of all food service areas and equipment shall be conducted by the facility administrator, food service personnel, or other facility employee who is familiar with food service sanitation requirements and practices. (7-1-97)

02. Screening of Food Service Workers. Written policy shall provide that all persons assigned to food service work, including juveniles, shall be in good health and free from any communicable or infectious disease, vermin, or open, infected wounds. (7-1-97)

03. Food Service Sanitation Training. All persons assigned to food service work shall be familiar with and adhere to appropriate food service sanitation practices and requirements. (7-1-97)

436. FOOD SERVICE SUPPORT.

01. Dish Washing. All dishes, utensils, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food shall be washed and rinsed promptly after every meal. Disposable utensils and dishes shall not be reused. (7-1-97)

02. Lighting. Kitchen lighting shall provide at least "twenty (20) foot-candles" of artificial lighting. (7-1-97)

03. Ventilation. Adequate ventilation shall be available to dispel excessive heat, steam, condensation, obnoxious odors, vapors, smoke, and fumes from the kitchen area. All vent openings to outside air shall be screened to prevent entrance of dirt, dust, and other contaminants. (7-1-97)

437. -- 439. (RESERVED).

440. SANITATION AND HYGIENE.

01. Sanitation Inspections. Written policy and procedures shall provide that the facility be maintained in a clean and healthful condition and that the facility administrator or his/her designee shall conduct at least weekly sanitation and maintenance inspections of all areas of the facility. (7-1-97)

02. Vermin Control. The facility shall have a plan for the control of vermin and pests which includes inspections and fumigations, as necessary, by a licensed pest control professional. (7-1-97)

03. Housekeeping Plan. The facility shall have a written housekeeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to juveniles and staff. All work shall be assigned and supervised by facility employees. No juvenile shall be allowed to assign work to other juveniles. (7-1-97)

04. Maintenance and Repair. The facility shall have written Policy and Procedures to provide that all plumbing, lighting, ventilation equipment, furnishings, and security hardware in juvenile living areas shall be kept in good working order. Any broken fixture, equipment, furnishings, or hardware shall be promptly repaired or replaced. Painted surfaces shall not be allowed to become scaled or deteriorated. (7-1-97)

05. Water Quality. Where the facility's water supply is obtained from a private source, the source shall be properly located, constructed, and operated to protect it from contamination and pollution. The water shall meet all current standards set by the applicable state and/or local authority as to bacteriological, chemical, and physical tests for purity. (7-1-97)

441. -- 444. (RESERVED).

445. PERSONAL HYGIENE.

01. Personal Hygiene Items. The facility shall provide without charge the following articles necessary for maintaining proper personal hygiene: (7-1-97)

- a. Soap; (7-1-97)
- b. Toothbrush; (7-1-97)
- c. Toothpaste; (7-1-97)
- d. Comb; (7-1-97)
- e. Shaving equipment upon request; and (7-1-97)
- f. Products for female hygiene needs. (7-1-97)

02. Toilet Paper. Toilet paper shall be available at all times in juveniles' toilet areas. (7-1-97)
03. Clothing and Linens. The facility shall provide for the issue of clean clothing, bedding, linens, and towels to new juveniles held overnight. At a minimum, the following shall be provided: (7-1-97)
- a. A set of standard facility clothing or uniform; (7-1-97)
 - b. Fire-retardant mattress; (7-1-97)
 - c. Pillow and pillow case; (7-1-97)
 - d. Two (2) sheets or one (1) sheet and one (1) mattress cover; (7-1-97)
 - e. Sufficient blankets to provide comfort under existing temperature conditions; and (7-1-97)
 - f. One (1) clean towel. (7-1-97)
04. Laundry Services. Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for juveniles. (7-1-97)
- a. Clothing worn by the juvenile while in the detention facility shall be laundered or exchanged at least twice (2) each week. (7-1-97)
 - b. Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary. (7-1-97)
 - c. Blankets in use shall be laundered or exchanged at least monthly, or before re-issue to another juvenile. (7-1-97)
 - d. Towels shall be laundered or exchanged at least twice weekly. (7-1-97)
05. Clothing and Linen Supplies. The facility inventory of clothing, bedding, linen, and towels shall exceed the maximum population to ensure that a reserve is always available. (7-1-97)

446. -- 449. (RESERVED).

450. HEALTH SERVICES.

01. Written Policy and Procedures. The facility shall have written policies and procedures to govern the delivery of reasonable medical, dental, and mental health services. These written policies and procedures must at a minimum address, but are not limited to the following: (7-1-97)
- a. Admission medical screening; (7-1-97)
 - b. Collection of health appraisal data within fourteen (14) days; (7-1-97)
 - c. Non-emergency medical services; (7-1-97)
 - e. Emergency medical and dental services; (7-1-97)
 - f. Emergency evacuation plan of juveniles from the facility; (7-1-97)
 - g. Use of an emergency vehicle; (7-1-97)
 - h. Use of one (1) or more hospital emergency rooms or other appropriate health care facility; (7-1-97)

- i. Emergency on-call physician and dental services when the emergency health care facility is not located nearby; (7-1-97)
 - j. First-aid and CPR instructions and training, including the availability of First Aid supplies; (7-1-97)
 - k. Screening, referral, and care of juveniles who may be suicide-prone, or experience physical, mental or emotional disabilities; (7-1-97)
 - l. Arrangements for providing chronic, convalescent, and continuing care; (7-1-97)
 - m. Arrangements for providing close medical supervision of juveniles with special medical or psychiatric problems; (7-1-97)
 - n. Delousing procedures; (7-1-97)
 - o. Infectious disease control and medical isolation; (7-1-97)
 - p. Juveniles suspected of having contagious or infectious diseases shall be temporarily isolated immediately from other juveniles and shall be examined by a health care provider promptly; (7-1-97)
 - q. Management of pharmaceuticals, including storage in a secure location; (7-1-97)
 - r. Notification of next of kin and/or appropriate authorities in case of serious illness, injury or death; (7-1-97)
- and
- s. A juvenile's requests for medical treatment. (7-1-97)
02. Medical Judgements. Except for regulations necessary to ensure the safety and order of the facility, all matters of medical, mental health, and dental judgement shall be the sole province of the Health Authority, who shall have final responsibility for decisions related to medical judgements. (7-1-97)
03. Admission Medical Screening. A Medical Screening shall be performed on all juveniles upon admission to the facility. The findings shall be recorded. The medical screening shall include inquiry of current illness and health problems, dental problems, sexually transmitted and other infectious diseases, medication taken and special health requirements, use of alcohol or drugs, mental illness and/or suicidal behavior, observations of unusual behavior, including state of consciousness, mental status, appearance, conduct, tremor, sweating, body deformities, physical injuries, trauma markings, bruises, jaundice, rashes, evidence of body vermin, ease of movement. (7-1-97)
04. Informed Consent. Permission to perform medical, surgical, dental or other remedial treatment shall be obtained from parents, spouse, guardian, court or other competent person as stated in Idaho Code Section 16-1616. (7-1-97)
05. Health Appraisal. A physical assessment for each juvenile shall be provided by the Health Authority or Medical Employee within fourteen (14) days of admission. (7-1-97)

451. -- 454. (RESERVED).

455. RULES AND DISCIPLINE.

01. Written Policy and Procedures. The facility shall have written policy and procedure for maintaining discipline and regulating juveniles' conduct. The following general principle shall apply: (7-1-97)
- a. The conduct of juveniles shall be regulated in a manner which encourages and supports appropriate behavior, with penalties for negative behavior; (7-1-97)
 - b. Rules of conduct. The facility shall have written rules of conduct which specify prohibited acts

within the facility, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed. Upon admission, each juvenile shall be provided a copy of the rules. If, at any time, a literacy or language barrier is recognized, the facility shall make good faith efforts to provide understanding; (7-1-97)

c. Disciplinary action shall be of a nature to regulate juveniles' behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective; (7-1-97)

d. The behavior of juveniles shall be controlled in an impartial and consistent manner; (7-1-97)

e. Disciplinary action shall not be arbitrary, capricious, retaliatory, or vengeful; (7-1-97)

f. Corporal or unusual punishment is prohibited, and care shall be taken to insure juveniles' freedom from personal abuse, humiliation, mental abuse, personal injury, disease, property damage, harassment, or punitive interference with daily functions of living, such as eating or sleeping; (7-1-97)

g. Use of restraints or use of physical force as punishment is prohibited. Use of restraints or physical force may be used only in accordance with written Policy and Procedure and limited to the following situations: (10-1-98)T

i. Protection of a juvenile from self injury; (7-1-97)

ii. Prevention of injury to others; (7-1-97)

iii. Precaution during transfer; (7-1-97)

iv. Medical reasons under the direction of medical staff; and (7-1-97)

v. Prevention of property damage. (7-1-97)

h. Withholding of food or variation of diet as punishment is prohibited; and (7-1-97)

i. Juveniles shall not be subject to any situation in which juveniles impose discipline on each other. (7-1-97)

02. Written Policy and Procedures. The facility shall have written Policy and Procedures to define and govern the resolution of rule infractions. (7-1-97)

03. Grievance Procedure. The facility shall have written Policy and Procedures for juveniles which will identify grievable issues and define the grievance process. (7-1-97)

04. Criminal Law Violations. When a juvenile allegedly commits an act that violates federal, state, or local criminal law, the case shall be promptly referred to the appropriate authority for possible investigation and prosecution. (7-1-97)

456. MAIL, VISITING, TELEPHONE.

01. Written Policy and Procedures. These shall govern the practices of handling mail, visitation, use of the telephone, and any limitations or restriction on these privileges. (7-1-97)

a. Juveniles shall have the opportunity to receive visits and to communicate and correspond with persons, representatives of the media or organizations, subject to the limitations necessary to maintain facility security and order. (7-1-97)

b. Mail, other than sent to or received from public officials, judges, attorneys, courts, government officials and officials of the confining authority, may be opened and inspected for contraband. (7-1-97)

02. Telephone Service, General. All juveniles, except those restricted as a result of disciplinary action,

shall be provided the opportunity to complete at least two (2) telephone calls weekly to maintain family and community ties. (7-1-97)

a. Telephone calls shall not be monitored, except where legitimate reason exists in order to maintain security and order in the facility. If calls are monitored, the juvenile shall be so notified. (7-1-97)

b. The facility may require that any costs for telephone calls be borne by the juvenile or the party called. (7-1-97)

c. Telephone use at admission. Written policy and procedure shall grant all juveniles the right to make at least one (1) local or collect long distance telephone call to family members, attorneys, or other approved individuals during the admissions process. (7-1-97)

d. Telephone service, privileged. Juveniles shall be allowed to make a reasonable number of telephone calls to their attorneys. (7-1-97)

i. Telephone calls to attorneys shall be of reasonable duration. (7-1-97)

ii. Telephone calls to attorneys shall not be monitored. (7-1-97)

iii. Telephone calls to attorneys shall not be revoked as a disciplinary measure. (7-1-97)

03. Visitation. The parents/legal guardians, probation officer, parole officer, facility administrator or the court of jurisdiction may impose restrictions on who may visit a juvenile; (7-1-97)

04. Search of Visitors. Written policy and procedure shall specify that visitors register upon entry into the facility and the circumstances under which visitors are searched and supervised during the visit. (7-1-97)

05. Confidential Visits. The facility shall provide juveniles adequate opportunities for confidential access to courts, attorneys and their authorized representatives, probation and parole officers, counselors, caseworkers and the clergy. (7-1-97)

06. Visitation. Attorneys, probation and parole officers, counselors, caseworkers and clergy shall be permitted to visit juveniles at reasonable hours other than during regularly scheduled visiting hours. (7-1-97)

a. Visits with attorneys, probation and parole officers, counselors, caseworkers and clergy shall not be monitored, except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security. (7-1-97)

b. Visits with attorneys, probation and parole officers, counselors, caseworkers or clergy shall be of the contact type unless otherwise indicated by the juvenile or visitor, or the facility administrator determines there is a substantial security justification to restrict the visit to a non-contact type. When a contact visit is not allowed, the reasons for the restriction shall be documented in the juvenile's record. (7-1-97)

457. -- 460. (RESERVED).

461. ADMISSION.

01. Intake and Admission. Written policy and procedure shall provide that new juveniles receive orientation materials, including conduct rules. If, at any time, a literacy or language barrier is recognized, the facility shall make good faith efforts to assure that the juvenile understands the material. (7-1-97)

02. Written Procedures for Admission. The facility shall have written policy and procedures for admission of juveniles which shall address, but are not limited to, the following: (7-1-97)

a. Determination that the juvenile is lawfully committed to the facility. (7-1-97)

- b. Classification of juveniles. The facility shall have written policies and procedures governing the classification of juveniles in regard to sleeping, housing arrangements, and programing. (7-1-97)
 - c. Fitness to confine. If the juvenile shows signs of illness, injury, is incoherent, or unconscious, he or she shall not be admitted to the facility until the committing officer has been provided written documentation from a medical personnel or a physician of examination, treatment, and fitness for confinement. (7-1-97)
 - d. A complete search of the juvenile and possessions. (7-1-97)
 - e. The disposition of personal property. (7-1-97)
 - f. Provision of shower and hair care, if necessary. (7-1-97)
 - g. The issuance of clean, laundered clothing, as needed. (7-1-97)
 - h. The issuance of personal hygiene articles. (7-1-97)
 - i. The provision of medical, dental and mental health screening. (7-1-97)
 - j. The assignment to housing unit. (7-1-97)
 - k. The recording of basic personal data and information. (7-1-97)
 - l. The assistance to juveniles in notifying their families of their admission and the discussion of procedures for mailing and visiting. (7-1-97)
 - m. The assignment of a registered number to the juvenile. (7-1-97)
 - n. The provision of written orientation materials to the juvenile. (7-1-97)
 - o. The fingerprinting and photographing in accordance with Idaho Code. (7-1-97)
03. Court Appearance Within Twenty-Four (24) Hours. According to Idaho Code, written policy and procedures shall ensure that any juvenile placed in detention or shelter care be brought to court within twenty-four (24) hours, excluding Saturdays, Sundays and holidays for a detention hearing to determine where the juvenile will be placed until the next hearing. Status offenders shall not be placed in any jail or detention facility, but instead may be placed in juvenile shelter care facilities. (7-1-97)
04. Limitations of Detention. Written policy and procedure shall limit the use of detention in accordance with Idaho Code 20-516. (7-1-97)

462. RELEASE.

- 01. Release. Written policy and procedure shall govern the release of any juvenile and the release process including, but not limited to, verification of juvenile's identity, verification of release papers, completion of release arrangements, including the person or agency to whom the juvenile is being released, return of personal effects, completion of any pending action, such as grievances or claims for lost or damaged possessions, medical screening and arrangements for community follow-up when needed, instructions on forwarding mail, and the presence or absence of any detainer. (7-1-97)
- 02. Detainer as an Automatic Bar to Release. Policy and procedures shall govern the investigation of the basis of any such detainer and whether to release the juvenile based on the detainer. (7-1-97)
- 03. Community Leaves. Written policy and procedure shall govern escorted and unsecured day leaves into the community. (7-1-97)
- 04. Personal Property Complaints. Written policy and procedures shall govern a procedure for handling

complaints about personal property. (7-1-97)

05. Disposal of Property. Property not claimed within four (4) months of a juvenile's discharge may be disposed of by the facility in accordance with Idaho Code. (7-1-97)

463. -- 464. (RESERVED).

465. PROGRAMS AND SERVICES AVAILABLE.

The facility shall have written policies and procedures which govern what programs and services will be available to juveniles, subject to the limitations necessary to maintain facility security and order. These programs and services shall include, at a minimum, access or referral to counseling, religious services on a voluntary basis, one (1) hour per day and five (5) days per week of large muscle exercise and passive recreational activities, regular and systematic access to reading material, juvenile work assignments and educational programs according to the promulgated rules of the Idaho State Department of Education, except where there is justification for restricting a juvenile's participation. Any denial of services must be documented. (7-1-97)

466. -- 469. (RESERVED).

470. EXISTING FACILITY REQUIREMENTS.

01. Applicability. Rules in this section shall apply to all facilities for which construction was initiated and/or completed before the effective date of these rules. (7-1-97)

02. Code Compliance. In addition to these rules, existing facilities shall comply with applicable building, health, and safety codes of the local authority and the requirements of the State Fire Marshal. Rules herein which exceed code requirements of the local authority shall take precedence. (7-1-97)

03. General Conditions. All existing juvenile detention facilities shall conform to the following general conditions: (7-1-97)

a. Artificial lighting. Light levels in all housing areas shall be at least twenty (20) foot candles measured three (3) feet above the floor. Light levels in other areas shall be appropriate for the use and type of activities which occur. Night lighting levels shall permit adequate illumination for supervision. (7-1-97)

b. Natural light. All living areas shall provide visual access to natural light. (7-1-97)

c. Heating, cooling and ventilation systems. HVAC systems shall be designed to provide that temperatures in indoor living and work areas are appropriate to summer and winter comfort zones, and healthful and comfortable living and working conditions exist in the facility. (7-1-97)

d. Security hardware. All locks, detention hardware, fixtures, furnishings, and equipment shall have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on sleeping room or housing unit doors is prohibited. (7-1-97)

04. Admission and Release Area. The facility shall have an intake and release area which should be located within a secure perimeter, but apart from other living and activity areas. Adequate space shall be allocated for, but not limited to, reception, booking and identification, search, shower and clothing exchange, medical screening, storage of juvenile's personal property and facility clothing, telephone calls, interviews, release screening and processing, and temporary holding rooms designed to detain juveniles for up to eight (8) hours pending booking, court appearance, housing assignment, transfer, or release. Temporary holding rooms may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each juvenile at capacity, but shall be no smaller than fifty (50) square feet. Temporary holding rooms shall have access to a toilet and wash basin with hot and cold water. (7-1-97)

05. Single Occupancy Rooms. Single occupancy sleeping rooms or cells shall have a minimum of thirty-five (35) square feet of unencumbered space and shall be equipped with at least a bed above the floor. (7-1-97)

06. Multiple Occupancy Rooms. Multiple occupancy sleeping rooms or cells shall have at least thirty-five (35) square feet of unencumbered floor space per occupant at the room's rated capacity and shall be equipped with at least a bed above the floor for each occupant. (7-1-97)

07. Sanitation and Seating. All single or multiple occupancy sleeping rooms or cells shall be equipped and/or provide access to a toilet, wash basin with hot and cold running water, and drinking water at the following ratios: at least one (1) shower and one (1) toilet for every eight (8) juveniles, or fraction thereof, wash basin with hot and cold water for every twelve (12) juveniles, or fraction thereof, and tables and sufficient seating for all juveniles for the maximum number expected to use the room at one time. (7-1-97)

08. Day Room/Multi-Purpose Room. The facility shall have at least one (1) day room/multi-purpose room which provides a minimum of thirty-five (35) square feet of floor space per occupant for the maximum number expected to use the room at one time. (7-1-97)

09. Program Space. Adequate space shall be allocated for, but not limited to, educational programs, individual and group activities, exercise and recreation, visitation, confidential attorney and clergy interviews, and counseling. (7-1-97)

10. Outdoor Exercise Space. The facility should have a secure outdoor recreation area large enough to ensure that each juvenile is offered at least one (1) hour of access daily. (7-1-97)

11. Administration Space. Adequate space shall be provided for administrative, security, professional and clerical staff. This space includes conference rooms, storage rooms for records, medical services, a public lobby, and toilet facilities. (7-1-97)

12. Handicapped Access. All parts of the facility that are accessible to the public shall be accessible to, and usable by, persons with disabilities in compliance with ADA standards. (7-1-97)

13. Perimeter Security. The perimeter is secured in a way which provides that juveniles remain within the perimeter and that access by the general public is denied without proper authorization. (7-1-97)

471. -- 474. (RESERVED).

475. NEW FACILITY DESIGN AND CONSTRUCTION.

01. Applicability. All standards in this section, except where exceptions are stated, shall apply to new juvenile detention facilities and renovation of existing juvenile detention facilities for which construction is initiated after the effective date of these rules. In the case of partial renovation of an existing facility, it is intended that these rules should apply only to the part of the facility being renovated. (7-1-97)

02. Rated Capacity. The facility shall have a rated capacity established in accordance with these rules. Except in emergencies, the total number of juveniles in each sleeping room or housing unit shall not exceed its rated capacity. The number of juveniles which may be housed in a particular room, housing unit, or facility shall be based upon available square footage, sanitary fixtures, and other physical plant features as specified in these rules. (7-1-97)

03. Code Compliance. In addition to these rules, all new construction and renovation shall comply with the building, safety, and health codes of the local authority and the applicable requirements of the State Fire Marshal. Standards herein which exceed those of the local authority shall take precedence. (7-1-97)

04. Site Selection. New facilities should be located to facilitate access to community resources and juvenile justice agencies. If the facility is located on the grounds or in a building with any other correctional facility, it shall be constructed as a separate, self-contained unit. (7-1-97)

05. General Conditions. All newly constructed or renovated juvenile detention facilities shall conform to the following general conditions: (7-1-97)

a. Artificial light. Light levels in all housing areas shall be at least twenty (20) foot candles measured

three (3) feet above the floor. Light levels in other areas shall be appropriate for the use and type of activities which occur. Night lighting shall not exceed five (5) foot candles during sleeping hours. (7-1-97)

b. Natural light. In all new construction, all living areas shall provide visual access to natural light. (7-1-97)

c. Heating, cooling and ventilation systems. HVAC systems shall be designed to provide that temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones, and healthful and comfortable living and working conditions exist in the facility. (7-1-97)

d. Detention hardware. All locks, detention hardware, fixtures, furnishings, and equipment shall have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on sleeping room or housing unit doors is prohibited. (7-1-97)

e. Privacy screening. Juveniles' rights to privacy from unauthorized or degrading observation shall be protected without compromising the security and control of the facility. Privacy screening for all toilet and shower areas which still allows adequate supervision of those areas should be incorporated into the design. (7-1-97)

f. Perimeter security. The facility shall have a perimeter which is secured in such a way that juveniles remain within the perimeter and that access by the general public is denied without proper authorization. (7-1-97)

g. Electronic surveillance and communications systems. The security area of the facility shall have an audio communication system equipped with monitors in each sleeping room and temporary holding room designed to allow monitoring of activities and to allow juveniles to communicate emergency needs to facility employees. Closed circuit television should primarily be used to verify the identity of persons where direct vision is not possible. Closed circuit television shall not be used to routinely monitor the interior of sleeping rooms. (7-1-97)

h. Emergency power. All newly constructed facilities shall provide an emergency source of power to supply electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks and the ventilation system. (7-1-97)

06. Admission and Release Area. The facility shall have an intake and release area which should be located within the security perimeter, but apart from other living and activity areas. Adequate space shall be allocated for, at least but not limited to, reception, booking and identification, search, shower and clothing exchange, medical screening, storage of juvenile's personal property and facility clothing, telephone calls, interviews, release screening and processing and temporary holding rooms designed to detain juveniles for up to eight (8) hours pending booking, court appearance, housing assignment, transfer, or release. Temporary holding rooms may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each juvenile at capacity, but shall be no smaller than fifty (50) square feet. Temporary holding rooms shall have access to a toilet and wash basin with hot and cold water. (7-1-97)

07. Single Occupancy Rooms. Single occupancy sleeping rooms or cells shall have a minimum of thirty-five (35) square feet of unencumbered space and shall be equipped with at least a bed above the floor. (7-1-97)

08. Multiple Occupancy Rooms. Multiple occupancy sleeping rooms or cells shall have at least thirty-five (35) square feet of unencumbered floor space per occupant at the room's rated capacity and shall be equipped with at least a bed off the floor for each occupant. (7-1-97)

09. Sanitation and Seating. All single or multiple occupancy sleeping rooms shall be equipped with, or have twenty-four (24) hours per day access without staff assistance to toilets, wash basins with hot and cold running water, and drinking water at the following ratios: one (1) shower and one (1) toilet for every eight (8) juveniles or fraction thereof, one (1) wash basin with hot and cold water for every twelve (12) juveniles or a fraction thereof, and tables and seating sufficient for the maximum number expected to use the room at one time. (7-1-97)

10. Day Room/Multi-Purpose Room. The facility shall have at least one day room/multi-purpose room which provides a minimum of thirty-five (35) square feet of floor space per occupant for the maximum number expected to use the room at one time. (7-1-97)

11. Program Space. Adequate space shall be allocated for, but not limited to, educational programs, individual and group activities, exercise and recreation, visitation, confidential attorney and clergy interviews, and counseling. (7-1-97)
 12. Interview Space. A sufficient number of confidential interview areas to accommodate the projected demand of visits by attorneys, counselors, clergy, or other officials shall be provided. At least one (1) confidential interview area is required. (7-1-97)
 13. Outdoor Exercise Space. The facility should have a secure outdoor recreation area. (10-1-98)T
 14. Medical Service Space. Space shall be provided for routine medical examinations, emergency first-aid, emergency equipment storage, and secure medicine storage. (7-1-97)
 15. Food Service. Where food is to be prepared in-house, the kitchen shall have sufficient space for food preparation, serving, disposal, and clean-up to serve the facility at its projected capacity. The kitchen shall be properly equipped and have adequate storage space for the quantity of food prepared and served. (7-1-97)
 16. Laundry. Where laundry services are provided in-house, there shall be sufficient space available for heavy duty or commercial type washers, dryers, soiled laundry storage, clean laundry storage, and laundry supply storage. (7-1-97)
 17. Janitor's Closet. At least one (1) secure janitor's closet containing a mop sink and sufficient space for storage of cleaning supplies and equipment shall be provided within the security perimeter of the facility. (7-1-97)
 18. Security Equipment Storage. A secure storage area shall be provided for all chemical agents, weapons, and security equipment. (7-1-97)
 19. Administration Space. Adequate space shall be provided which includes but is not limited to, administrative, security, professional and clerical staff, offices, conference rooms, storage rooms, a public lobby, and toilet facilities. (7-1-97)
 20. Public Lobby. A public lobby or waiting area shall be provided which includes sufficient seating and toilets. Public access to security and administrative work areas shall be restricted. All parts of the facility that are accessible to the public shall be accessible to, and usable by, persons with disabilities in compliance with ADA standards. (7-1-97)
- 476. -- 999. (RESERVED).**

APPENDIX A

JUVENILES RIGHTS AND RESPONSIBILITIES

Your Rights

You will have your own program, called an Individualized Service Plan. This plan is basically to help you learn ways to take care of yourself and your personal belongings and to get along with other people.

You and your parent(s) or guardian may see the case record that we keep on you, if deemed appropriate by your specific program needs. Before anything in your record can be given to anybody other than you or your parent(s) or guardian, we will obtain written permission from you and your parent(s), guardian, or legal custodian.

You can know about your health condition unless the doctor asks in writing that you not be told. You may take part in plans for your medical treatment and, if you are 18 years old or older, you may refuse recommended treatment.

You will be free of physical restraint so long as you are not in danger of hurting yourself or others. Then you will be held safely and for only as long as you are upset. Mechanical restraint that keeps you from moving freely may only be used by the program if it has prior approval of the Department.

If you are given medicine, it shall be only after a doctor or nurse approves it and only under the circumstances they define. Medicine must not be given to you to punish you, make things easier for you, or in place of your program.

You will be served three nutritious meals a day. You cannot be denied a meal as punishment.

You will be treated with respect by staff even when you are being disciplined or otherwise corrected. You will not be cursed at or called names.

You will be allowed to have appropriate visitors at reasonable times--that is, at times when you are not expected to be sleeping, eating, or doing activities that are in your program.

You may receive and send mail without it being read by anyone but you, except in circumstances that the program Director determines are a risk to the safety and security or integrity of the program. Mail will routinely be inspected for contraband in your presence.

You may use the telephone at reasonable times. You may visit your friends and family as outlined in your program. Telephone calls or visits can be stopped only if you have done something to hurt yourself or others.

You will be allowed time alone as long as there is no danger to yourself and it does not interfere with your program.

You may manage your own money and know the amount in your account each month. You may help in deciding what you can or should buy and how much you should spend. (You must pay an appropriate amount of your money to restitution, if you owe restitution).

You will be required only to do the work outlined in your program and to share duties such as keeping your room neat and helping with kitchen and other household chores.

You may belong to clubs and go to church unless the person in charge of your program believes that something bad could happen to you, or by you, there.

If you feel that you have not been treated fairly, you should notify your case Social Worker about it. If you feel that any of your rights might have been violated, you can file a grievance. If you are 18 years old or older, you have the right to register and vote.

If you are 21 years old or younger, you have the right to an education.

Your Responsibilities

You are expected to follow the rules, procedures, schedules and directives of staff while at this facility.

It is your responsibility to see that your behavior and language do not discriminate or show prejudice or disrespect against other persons.

You are responsible for helping to clean and maintain your living quarters.

You must ask for medical and dental care when you feel you need it.

You are to conduct yourself properly during visits and community outings and activities.

You must not accept or bring into or take out of the facility items that are illegal or not allowed by this facility.

You must not violate the law.

You must keep yourself clean and odor free.

You must follow grievance procedures in making any complaint. If any action is taken against you by staff or other juveniles because of the complaint, you should report it to the facility supervisor.

You must use the appeal procedures when you feel any unfair disciplinary action has been taken against you.

I hereby acknowledge that these Rights and Responsibilities have been explained to me by

_____ (Name) on _____ (Date) and that I also
have received a copy of these Rights and Responsibilities.

Resident Date _____

Parent/Guardian (if appropriate) Date _____

Program Director Date _____