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**IDAPA 05  
TITLE 01  
CHAPTER 02**

**05.01.02 - RULES AND STANDARDS FOR SECURE JUVENILE DETENTION CENTERS**

**000. LEGAL AUTHORITY.**

**01. Section 20-504(2), Idaho Code.** Pursuant to Section 20-504(2), Idaho Code, the Idaho Department of Juvenile Corrections shall establish minimum standards for detention, care and certification of approved detention centers based upon such standards. (3-30-07)

**02. Section 20-504(11), Idaho Code.** Pursuant to Section 20-504(11), Idaho Code, the department shall have authority to adopt such administrative rules pursuant to the procedures provided in Chapter 52, Title 67, Idaho Code, as are deemed necessary or appropriate for the functioning of the department and the implementation and administration of the Juvenile Corrections Act. (4-5-00)

**03. Section 20-504(12), Idaho Code.** Pursuant to Section 20-504(12), Idaho Code, the department shall have authority to enter into contracts with a private association or organization or other public agency or organization for the inspection and licensure of detention facilities. (3-30-07)

**04. Section 20-504(13), Idaho Code.** Pursuant to Section 20-504(13), Idaho Code, the department shall have authority to enter into contracts with private providers or local governmental agencies for the confinement or other permanent or temporary placement of juvenile offenders committed to its custody. (3-30-07)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 05.01.02, "Rules and Standards for Secure Juvenile Detention Centers," IDAPA 05, Title 01, Chapter 02. (3-30-07)

**02. Scope.** These rules are established to ensure that the juvenile corrections system in Idaho will be consistently based on the following principles: accountability; community protection; and competency development. (4-5-00)

**002. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency has written statements which pertain to the interpretations of these rules. The document is available for public inspection and copying at cost at the Idaho Department of Juvenile Corrections, 954 W. Jefferson St., P.O. Box 83720, Boise, Idaho 83720-0285, P.O. Box 83720, Boise, Idaho, 83720-0285. (4-5-00)

**003. ADMINISTRATIVE APPEALS.**

This chapter does not provide for appeal of the administrative requirements for agencies. (4-5-00)

**004. INCORPORATION BY REFERENCE.**

There are no documents incorporated by reference into these rules. (3-30-07)

**005. OFFICE - OFFICE HOURS - MAILING ADDRESS AND STREET ADDRESS.**

**01. Street Address.** The Idaho Department of Juvenile Corrections is located at 954 W. Jefferson St., P.O. Box 83720, Boise, Idaho 83720-0285. Business hours are typically 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. (3-30-07)

**02. Mail Address.** Mail regarding the Idaho Department of Juvenile Corrections' rules should be directed to P.O. Box 83720, Boise, Idaho 83720-0285. (3-30-07)

**03. Telephone Number.** The telephone of the office is (208) 334-5100 and the telecommunications relay service of the office is 1 800 377-1363 or 711. (3-30-07)

**04. Facsimile.** The facsimile number of the office is (208) 334-5120. (3-30-07)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

The records associated with the compliance monitoring and certification process of detention centers are subject to the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-30-07)

**007. -- 009. (RESERVED).**

**010. DEFINITIONS.**

As used in this chapter: (4-5-00)

**01. Adult.** A person eighteen (18) years of age or older. (4-5-00)

**02. Body Cavity Search.** The examination and possible intrusion into the rectal or vaginal cavities to detect contraband. It is performed only by the medical authority. (4-5-00)

**03. Chemical Agent.** An active substance, such as oleoresin capsicum, used to deter disturbances that might cause personal injury or property damage. (4-5-00)

**04. Classification.** A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and/or programs according to their needs and existing resources. (4-5-00)

**05. Commit.** Commit means to transfer legal custody to the Idaho Department of Juvenile Corrections. (3-30-07)

**06. Community-Based Program.** An in-home detention program or a nonsecure or staff secure residential or nonresidential program operated to supervise and provide competency development to juvenile offenders in the least restrictive setting, consistent with public safety, operated by the state or under contract with the state or by the county. (3-30-07)

**07. Contact Visiting.** A program that permits juvenile offenders to visit with designated person(s). The area is free of obstacles or barriers that prohibit physical contact. (3-30-07)

**08. Contraband.** Any item not issued or authorized by the detention center. (3-30-07)

**09. Corporal Punishment.** Any act of inflicting punishment directly on the body, causing pain or injury. (4-5-00)

**10. Court.** Idaho district court or magistrate's division thereof. (3-30-07)

**11. Day Room/Multi-Purpose Room.** That portion of the housing unit used for varied juvenile offender activities which is separate and distinct from the sleeping rooms. (3-30-07)

**12. Department.** The Idaho Department of Juvenile Corrections. (3-30-07)

**13. Detention.** Detention means the temporary placement of juvenile offenders who require secure custody for their own or the community's protection in physically restricting facilities. (3-30-07)

**14. Detention Center.** A facility established pursuant to Title 20, Chapter 5, Sections 20-517 and 20-518, Idaho Code, for the temporary placement of juvenile offenders who require secure confinement. (3-30-07)

**15. Detention Records.** Information regarding the maintenance and operation of the detention center including but not limited to correspondence, memorandums, complaints regarding the detention center, daily activity logs, security and fire safety checks, head counts, health inspection records, and safety inspection records, use of physical force records and use of restraints records, incident reports, employee training and certification for use of security equipment. (3-30-07)

- 16. Direct Care Staff.** Any care staff member charged with day-to-day supervision of juvenile offenders housed in a juvenile detention center. (3-30-07)
- 17. Director.** The director of the Idaho Department of Juvenile Corrections. (3-30-07)
- 18. Emergency Care.** Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call. Emergency care shall be provided to the juvenile offender population by the medical staff, physician, other appropriately trained staff, local ambulance services or outside hospital emergency rooms. (3-30-07)
- 19. Emergency Plans.** Written documents that address specific actions to be taken in an institutional emergency or catastrophe such as a medical emergency, fire, flood, riot or other major disruption. (4-5-00)
- 20. Health Appraisal.** An evaluation of a patient's current physical and mental condition and medical histories conducted by the health authority or medical employee. (3-30-07)
- 21. Health Authority.** The physician, health administrator, or agency responsible for the provision of health care services at the detention center. (3-30-07)
- 22. Health-Trained Employee.** A person who provides assistance to a physician, nurse, physician's assistant, or other professional medical staff. Duties may include preparing and reviewing screening forms for needed follow-up; preparing juvenile offenders and their records for sick call; and assisting in the implementation of medical orders regarding diets, housing, and work assignments. (3-30-07)
- 23. Housing Unit.** The total living area available to a group or classification of juvenile offenders in a detention center. This area may consist of a dormitory or a combination of the space in each sleeping room and day room/ multi-purpose room. (3-30-07)
- 24. Incident Report.** A written document reporting any occurrence or event, or any other incident which threatens the safety and security of direct care staff, juvenile offenders or others, or which threatens the security of the program and which requires a staff response. (3-30-07)
- 25. Judge.** A district judge or a magistrate. (4-5-00)
- 26. Juvenile.** A person less than eighteen (18) years of age. (3-30-07)
- 27. Juvenile Detention Records.** Information maintained in hard copy or electronic format concerning the individual's delinquent or criminal, personal, and medical history and behavior and activities while in detention. (3-30-07)
- 28. Juvenile Offender.** A person who was under the age of eighteen (18) at the time of any act, omission or status bringing the person within the purview of the Juvenile Corrections Act. (3-30-07)
- 29. Legal Custody.** The relationship created by the court's decree which imposes upon the custodian responsibilities of physical possession of the juvenile offender, the duty to protect, train and discipline him and to provide him with food, shelter, education and ordinary medical care. (3-30-07)
- 30. Legal Guardian.** A person appointed as guardian of a minor under the laws of Idaho. For the purposes of this chapter, legal guardian does not include and shall not be construed to include the owner, operator or the agent of an owner or operator of a detention center, observation and assessment center, secure facility, residential facility or other facility having temporary or long-term physical custody of the juvenile offender. (4-5-00)
- 31. Mechanical Restraints.** Devices used to restrict physical activity. (3-30-07)
- 32. Medical Employee.** A certified person such as a physician, nurse, physician's assistant, or emergency medical technician who works under the supervision and authority of the health authority consistent with

their respective levels of training, education and experience. (3-30-07)

**33. Medical Records.** Separate records of medical examinations and diagnoses maintained by the health authority. (4-5-00)

**34. Medical Screening.** A system of structured observation/initial health assessment of newly arrived juvenile offenders. Medical screenings may be performed by a medical employee or by a health-trained employee. (3-30-07)

**35. Observation and Assessment Program.** A residential or nonresidential program designed to complete assessments of juvenile offenders. (3-30-07)

**36. Pat Search.** The touching or feeling of a subject's clothed body to detect contraband. (4-5-00)

**37. Perimeter Security.** A system that controls ingress and egress to the interior of a detention center or institution. The system may include electronic devices, walls, fence, patrols or towers. (3-30-07)

**38. Perimeter Security Check.** Physical inspection of the perimeter of the detention center performed for the purpose of discovering or preventing security breach. May include the inspection of the perimeter of the detention center and adjacent containment fence or areas as designated by detention center policy and procedures. (3-30-07)

**39. Petition for Exemption.** A formal written document addressed to the director of the Idaho Department of Juvenile Corrections requesting exception from a detention center standard. The petition for exemption must contain written justification why the petitioner should be relieved from enforcement of specific detention standard(s). (3-30-07)

**40. Physical Intervention.** Appropriate physical control used in instances of justifiable self-defense, protection of others, protection of property, or prevention of escapes. (3-30-07)

**41. Policy and Procedures.** Standard operating strategies and processes developed by the administrative authority governing detention center operations. (3-30-07)

**a.** Policy is a course of action that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the direct care staff must operate. (3-30-07)

**b.** Procedure is the detailed and sequential action which must be executed to ensure that policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs actions required to perform a specific task within the guidelines of the policy. (4-5-00)

**42. Rated Capacity.** The maximum number of juvenile offenders which may be housed in a particular room, housing unit, or detention center based upon available square footage, sanitation fixtures, and other physical plant features specified in these rules. (3-30-07)

**43. Renovation.** The alteration of the structure of any existing juvenile detention center, or portion thereof, for the purposes of changing or improving its function. This may include, but not be limited to, altering the physical layout of essential areas within the detention center or reconstruction of the existing structure, areas, or interior features. (3-30-07)

**44. Rule Infraction.** A violation of detention center rules of conduct or policy and procedures as governed by detention center policy and procedures. (3-30-07)

**45. Safety Equipment.** Devices primarily used for safety purposes such as but not limited to firefighting equipment, for example, chemical extinguishers, hoses, nozzles, water supplies, alarm systems, sprinkler systems, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms. (4-5-00)

**46. Secure Perimeter.** The outer portions of a detention center that provide for secure confinement of juvenile offenders. (3-30-07)

**47. Security Devices.** Equipment used primarily to confine and control detained persons and may include but is not limited to locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers, electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain detention center security. (3-30-07)

**48. Staffing Plan.** A documented schedule which includes staffing of direct care staff, staffing ratios, resident activities, and the certification level of staff. (3-30-07)

**49. Standards.** Rules for Secure Juvenile Detention Centers, IDAPA 05, Title 01, Chapter 02. (3-30-07)

**50. Strip Search.** A visual examination of a juvenile's naked body for weapons, contraband, injuries, or vermin infestations. This also includes a thorough search of the juvenile's clothing while such is not being worn. (3-30-07)

**51. Volunteer.** A person who freely chooses to provide services to juvenile offenders or staff at a juvenile detention center, and is not compensated for the services or time. Volunteers are supervised by direct care staff. Volunteers shall not be unsupervised with juveniles and will be supervised by direct care staff at the detention center. (3-30-07)

**011. -- 199. (RESERVED).**

**200. INSPECTION PROVISIONS.**

The Idaho Department of Juvenile Corrections or its designee shall have the authority to visit and inspect all juvenile detention facilities to assess such facilities' compliance with these rules. (3-30-07)

**01. Annual Visits.** Each juvenile detention center shall be subject to announced or unannounced visits by department representatives on at least an annual basis. (3-30-07)

**02. Review of Logs, Records, Policy and Procedure Manuals, Memorandums and Reports.** All logs, records, policy and procedures manuals, memorandums, and incident and other reports shall be available for review excluding medical records, personnel records and personnel action reports. Idaho Department of Juvenile Corrections' representatives shall be allowed to observe and interview juvenile offenders and staff concerning any matter pertaining to these rules. Department representatives shall further have access to all parts of the detention center for the purpose of inspecting the physical plant. (3-30-07)

**201. DEPARTMENT PREPARED WRITTEN REPORT OR THEIR AGENTS.**

Department representatives shall prepare a written report of each inspection within thirty (30) days following such inspection and provide copies to the appropriate detention center administrator with copies to the governing body and the county attorney. The report will additionally be submitted to the director of the Idaho Department of Juvenile Corrections for consideration and review of the issuance or renewal of a certificate. (4-2-08)

**202. COMPLIANCE WITH STANDARDS ENFORCED.**

Upon completion of an inspection, the department shall send notice of such compliance or noncompliance to the detention center administrator, governing body responsible for the detention center, and Idaho County Risk Management Program where applicable. (3-30-07)

**01. Development of a Plan of Corrective Action.** Upon receipt of a notice of noncompliance from the department, the detention center administrator and governing body shall develop a plan of corrective action to correct the deficiencies cited in the report. The plan shall include a description of the nature of noncompliance for each standard cited, the steps to be taken to correct the deficiency, and a projected completion date. Inspection representatives shall be available to advise and consult concerning an appropriate corrective action. The plan shall be submitted no later than sixty (60) days from receipt of notice to the department for approval. (3-30-07)

**02. Demonstration of Meaningful Progress Toward Achieving Compliance.** Meaningful progress toward achieving compliance according to the submitted plan must be demonstrated during the time frame approved by the department in the corrective action plan. (3-30-07)

**203. CONFORMITY WITH APPLICABLE LAWS AND REGULATIONS.**

Juvenile detention centers shall conform to laws, rules, and regulations adopted by the federal government, state of Idaho, the county, and the municipality in which such detention center is located including, but not limited to, all applicable public health, safety, fire codes, building regulations, and interstate compact regulations. (3-30-07)

**204. STANDARDS COMMITTEE.**

A standing committee shall be created for the purpose of reviewing the standards, petitions for exemption from standards and requests for modification of standards. The committee will be made up of three committee members: one (1) representative and one (1) alternate from the detention center administrators, one (1) representative and one (1) alternate county commissioner, and one (1) representative from the department. Final appointment of all Standards Committee members and alternates are made by the director of the Idaho Department of Juvenile Corrections. The detention center representative of detention center administrators and county commissioner representative should not be from the same judicial district. Alternates should not be from the same judicial district as their corresponding representative. Committee members' terms will run two (2) years starting on October 1 of the year in which the member is nominated and approved. If the petition for exemption or request for modification is initiated from the same district as a committee representative, that committee representative will abstain and the alternate will serve in place of said representative. (3-30-07)

**01. Petition for Exemption.** When an exemption from a standard is desired, the detention center administrator shall submit a request, in writing, to the director of the department outlining the proposed alternative arrangement together with documentation showing how such arrangement will provide conditions at least equivalent to the corresponding standard. The director of the department will then make determinations as to the necessity, scheduling and convening of a special meeting of the Standards Committee. The Standards Committee will review the petition, prepare and submit its written recommendations to the director. The director retains the authority to make the final decision to approve or deny the petition. The petition for exemption, if granted, shall apply only to the petitioner for the specific detention center cited. An indemnification agreement will be entered into between the detention center and the Idaho Department of Juvenile Corrections in the event the petition for exemption is granted. (3-30-07)

**02. Requests for Modification of Standards.** In the event a standard becomes obsolete or unworkable, a request for modification may be filed with the director. The request letter must represent the views of at least three detention center administrators and contain their signatures. The director will then make determinations as to the necessity, scheduling and convening of a special meeting of the Standards Committee. If convened, the Standards Committee will review the request, prepare and submit its written recommendations to the director. The director retains the authority to make the final decision to promulgate rules or allow the standards to remain unmodified. (3-30-07)

**03. Modification of Standards by the Standards Committee.** In the event that the Standards Committee determines that a standard is obsolete, unworkable, unclear, or otherwise unreasonable, the committee may submit written recommendations to the director for changes to the standards, along with explanations regarding the reasons for the requested changes. The director retains the authority to make the final decision to promulgate rules or allow the standards to remain unmodified. Any modification of the standards must be promulgated as rules in accordance with the Idaho Administrative Procedures Act. (3-30-07)

**04. Standards Committee Meetings.** The Standards Committee will meet at least bi-annually to review the Juvenile Detention Center Standards, requests for modification of standards, or petitions for exemptions. The Standards Committee shall also meet when the director determines that a special meeting is necessary to review the juvenile detention center standards, requests for modification of standards or petitions for exemptions. (3-30-07)

**205. -- 209. (RESERVED).**

**210. DETENTION CENTER ADMINISTRATION.**



**01. Legal Entity.** The public or private agency operating a detention center is a legal entity, part of a legal entity, or a political subdivision. (3-30-07)

**02. Governing Body.** Governing body shall mean any public or private entity established or delegated as a source of legislative or administrative authority to provide the fiscal needs of the detention center administrator so that he may carry out the provisions of these rules. (3-30-07)

**03. Detention Center Administrator.** The detention center shall have a designated administrator who shall be responsible for all detention center operations. (3-30-07)

**04. Mission Statement.** The detention center shall have a written mission statement which describes its philosophy and goals. (3-30-07)

**05. Policy and Procedures.** The detention center administrator shall develop and maintain written policy and procedures which shall safeguard the basic rights of juvenile offenders and shall safeguard the juvenile offenders' freedom from discrimination based upon sex, race, creed, religion, national origin, disability, or political belief and establish practices that are consistent with fundamental legal principles, sound correctional practices, and humane treatment. These written policy and procedures shall be reviewed on a regular basis, updated as needed and made available to all detention center employees and the governing body. The policy and procedures manual shall be submitted to the prosecuting attorney or other legal authority for review as mandated by each detention center and approved by county commissioners or other governing authority on a regular basis. (3-30-07)

**211. FISCAL MANAGEMENT.**

The annual budget request shall provide for an allocation of resources for detention center operations and programming. The methods used for collecting, safeguarding, and disbursing monies, including juvenile offenders' personal funds held by the facility, shall comply with accepted accounting procedures and the laws of the state of Idaho. (3-30-07)

**212. STAFF REQUIREMENTS AND STAFF DEVELOPMENT.**

**01. Twenty-Four Hour Supervision.** The detention center shall be staffed by detention center employees on a twenty-four (24) hour basis when juvenile offenders are being housed. (3-30-07)

**02. Staffing.** The detention center shall have staff to perform all functions relating to security, supervision, services and programs as needed to operate the detention center. The detention center shall have policy and procedures in place governing staffing and shall submit a staffing plan to the department prior to licensing and renewal. The following staffing plan is a recommendation only, and is NOT mandatory. It is recommended that the staffing plan have at least two (2) staff awake and on duty through sleeping hours and the following staff during waking hours as governed by the one (1) direct care staff to eight (8) juvenile offenders, plus one (1) staff rule: (3-30-07)

**a.** If the detention center houses eight (8) or fewer juvenile offenders, there should be at least one (1) direct care staff and one (1) other staff awake at all times. (3-30-07)

**b.** If the detention center houses more than eight (8) juveniles, there should be one (1) direct care staff for each eight (8) juveniles plus one (1) additional staff awake at all times. Example: if the detention center houses thirty-two (32) juvenile offenders, four (4) direct care staff would be recommended (one (1) staff to eight (8) juvenile offenders), plus one (1) additional staff for a total of five (5) staff. (3-30-07)

**03. Gender of Employees.** At least one (1) of the detention center employees on duty should be female when females are housed in the detention center and at least one (1) should be male when males are housed in the detention center. An employee of the same gender as the juvenile offender being detained shall be on duty at the time of intake. (3-30-07)

**04. Minimum Qualifications.**

**a.** Direct care staff, at the time of employment, shall meet the minimum criminal history background

and certification requirements as provided in IDAPA 11.11.02, “Rules of the Idaho Peace Officer Standards and Training Council for Juvenile Detention Officers.” (3-30-07)

**b.** Direct care volunteers, before starting volunteer services, shall meet the minimum criminal history background requirements as provided in IDAPA 11.11.02, “Rules of the Idaho Peace Officer Standards and Training Council for Juvenile Detention Officers.” (3-30-07)

**05. Training and Staff Development Plan.** Each juvenile detention center shall develop a staff training and development plan based on the policy and procedures of the detention center. The plan shall also ensure that all juvenile detention officers earn the juvenile detention officer certificate as mandated in IDAPA 11.11.02, “Rules of the Idaho Peace Officer Standards and Training Council for Juvenile Detention Officers.” (3-30-07)

**a.** All new direct care staff, paid or unpaid, shall be provided orientation training. The orientation and training plan shall address areas including, but not limited to: (3-30-07)

- i. First aid/CPR; (3-30-07)
- ii. Security procedures; (3-30-07)
- iii. Supervision of juvenile offenders; (3-30-07)
- iv. Signs of suicide risks; (3-30-07)
- v. Suicide precautions; (3-30-07)
- vi. Fire and emergency procedures; (3-30-07)
- vii. Safety procedures; (3-30-07)
- viii. Appropriate use of physical intervention; (3-30-07)
- ix. Report writing; (3-30-07)
- x. Juvenile offender rules of conduct; (3-30-07)
- xi. Rights and responsibilities of juvenile offenders; (3-30-07)
- xii. Fire and emergency procedures; (3-30-07)
- xiii. Safety procedures; (3-30-07)
- xiv. Key control; (3-30-07)
- xv. Interpersonal relations; (3-30-07)
- xvi. Social/cultural life styles of the juvenile population; (3-30-07)
- xvii. Communication skills; and (3-30-07)
- xviii. Counseling techniques. (3-30-07)

**b.** Ongoing training shall be provided at the minimum rate of twenty (20) hours for each subsequent year of employment. (3-30-07)

**213. -- 214. (RESERVED).**

**215. DETENTION CENTER INFORMATION SYSTEMS.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures to govern the collection, management, and retention of information pertaining to juvenile offenders and the operation of the detention center. Written policy and procedures shall address, at a minimum, the following: (3-30-07)

- a.** Accuracy of information, including procedures for verification; (4-5-00)
- b.** Security of information, including access and protection from unauthorized disclosure; (4-5-00)
- c.** Content of records; (4-5-00)
- d.** Maintenance of records; (4-5-00)
- e.** Length of retention; and (4-5-00)
- f.** Method of storage or disposal of inactive records. (4-5-00)

**02. Release of Information.** Prior to release of information to agencies other than criminal justice authorities or other agencies with court orders for access, a written release of information shall be obtained from the juvenile offender's parent, legal guardian or through a court order with a copy of that release placed in the juvenile offender's file folder. (3-30-07)

**03. Access to Records.** Parents, legal guardians and staff shall be permitted access to information in the juvenile offender's files and records as authorized by law. Juvenile offender's shall be permitted reasonable access under appropriate supervision to information in their own files and records. Absent a court order to the contrary, the detention center administrator may restrict the juvenile offender's access to certain information, or provide a summary of the information when its disclosure to the juvenile offender presents a threat to the safety and security of the detention center or may be detrimental to the best interests of the juvenile offender. If a juvenile offender's access to records is denied, documentation that states the reason for the denial shall be maintained by the detention center. (3-30-07)

## **216. DOCUMENTATION.**

**01. Shift Log.** The detention center shall maintain documentation including time notations on each shift which includes the following information, at a minimum: (3-30-07)

- a.** Direct care staff on duty; (3-30-07)
- b.** Time and results of security or well-being checks and head counts; (4-5-00)
- c.** Names of juvenile offenders received or discharged with times recorded; (3-30-07)
- d.** Names of juvenile offenders temporarily released or returned for such purposes as court appearances, work/education releases, furloughs, or other authorized absences from the detention center with times recorded; (3-30-07)
- e.** Time of meals served; (4-5-00)
- f.** Times and shift activities, including any action taken on the handling of any unusual or routine incidents; (4-5-00)
- g.** Notation and times of entry and exit of all visitors, including physicians, attorneys, volunteers, and others; (4-5-00)
- h.** Notations and times of problems, disturbances, escapes; (4-5-00)
- i.** Notations and times of any use of emergency or restraint equipment; and (4-5-00)

- j. Notation and times of perimeter security checks. (4-5-00)
- 02. Housing Assignment Roster.** The detention center shall maintain a master file or roster board indicating the current housing assignment and status of all juvenile offenders detained. (3-30-07)
- 03. Visitor's Register.** The detention center shall maintain a visitor's register in which the following will be recorded: (3-30-07)

  - a. Name of each visitor; (4-5-00)
  - b. Time and date of visit; (4-5-00)
  - c. Juvenile offender to be visited; and (3-30-07)
  - d. Relationship of visitor to juvenile offender and other pertinent information. (3-30-07)
- 04. Juvenile Detention Records.** The detention center shall classify, retain and maintain an accurate and current record for each juvenile offender detained in accordance with the provisions of Title 31, Chapter 8, Section 31-871, Idaho Code. The record shall contain, at a minimum, the following: (3-30-07)

  - a. Booking and intake records; (4-5-00)
  - b. Record of court appearances; (4-5-00)
  - c. Documentation of authority to hold; (4-5-00)
  - d. Probation officer or caseworker, if assigned; (4-5-00)
  - e. Itemized inventory forms for all clothing, property, money, and valuables taken from the juvenile offender; (3-30-07)
  - f. Record of deposits/withdrawals from the juvenile offender's account; (3-30-07)
  - g. Classification records, if any; (4-5-00)
  - h. Records of participation in programs and services; (4-5-00)
  - i. Rule infraction reports; (4-5-00)
  - j. Records of disciplinary actions; (4-5-00)
  - k. Grievances filed and their dispositions; (4-5-00)
  - l. Release records; (4-5-00)
  - m. Personal information and emergency contact information; (4-5-00)
  - n. Medical history and documentation of a completed admission medical screening; (3-30-07)
  - o. Visitor records; (4-5-00)
  - p. Incident reports; (4-5-00)
  - q. Photographs. (4-5-00)

**217. MEDICAL INFORMATION.**

**01. Medical Files.** The health authority shall maintain medical records for each juvenile offender which shall be kept separate from other records. (3-30-07)

**02. Access to Medical Files.** The detention center administrator, in conjunction with the health authority, shall establish procedures to determine access to medical files in accordance with privacy laws. (3-30-07)

**218. -- 219. (RESERVED).**

**220. PROHIBITED CONTACT AND PRISON RAPE ELIMINATION ACT COMPLIANCE.**

**01. Sexual Contact.** The detention center shall have written policies prohibiting the sexual contact, by any employee, with a juvenile offender, as defined in Title 18, Chapter 61, Section 18-6110, Idaho Code. These policies shall contain at a minimum the following provisions: (3-30-07)

**a.** The detention center shall make every effort to inform juvenile offenders of the means available to safely report rape and sexual activity; (3-30-07)

**b.** The detention center shall provide two (2) or more avenues for a juvenile offender to report rape and sexual activity; (3-30-07)

**c.** The detention center shall have a process, which requires reporting of any instance of solicitation of staff by juvenile offenders; (3-30-07)

**d.** The detention center staff shall treat all information regarding sexual assault and sexual activity with confidentiality; (3-30-07)

**e.** The detention center shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected; (3-30-07)

**f.** The detention center shall make every attempt to house the juvenile offender who was allegedly sexually assaulted away from the accused offender until the investigation is complete; and (3-30-07)

**g.** The detention center will provide at a minimum one (1) hour of annual training for staff concerning the statutory prohibition of sexual contact with a juvenile offender, including criminal prosecution. (3-30-07)

**02. Sexual Assault of Juvenile Offenders.** The detention center, in accordance with the Prison Rape Elimination Act of 2003, shall have written policy and procedures that promote zero tolerance toward the sexual assault of juvenile offenders. The policy and procedures shall contain, at a minimum, the following provisions: (3-30-07)

**a.** The detention center staff shall make every effort to inform juvenile offenders of the means available to safely report rape and sexual activity; (3-30-07)

**b.** The detention center staff shall provide two (2) or more avenues for a juvenile offender to report rape and sexual activity; (3-30-07)

**c.** The detention center staff shall treat all information regarding sexual assault and sexual activity with confidentiality; (3-30-07)

**d.** The detention center shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected; (3-30-07)

**e.** The detention center shall make every attempt to house the juvenile offender who was allegedly sexually assaulted away from the accused offender until the investigation is complete; (3-30-07)

**f.** If the detention center is selected to receive the yearly "Survey on Sexual Violence" from the

Bureau of Justice Statistics, the detention center shall complete and submit the survey; and (3-30-07)

**g.** The detention center shall provide at a minimum one (1) hour of annual training on mandatory reporting procedures as outlined in Title 16, Chapter 16, Section 16-1605, Idaho Code. (3-30-07)

**221. -- 222. (RESERVED).**

**223. SAFETY AND EMERGENCY PROCEDURES.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures which address fire safety, fire emergency evacuation plans, other safety-related practices, and the detention center's plans for responding to emergency situations. (3-30-07)

**02. Compliance with Fire Code.** The detention center shall comply with local and state fire codes. A request for an annual inspection shall be made to the local fire marshall or authorized agency. The detention center shall maintain documentation of this inspection. (3-30-07)

**224. DETENTION CENTER SECURITY.**

**01. Security and Control Policy.** The detention center's policy and procedures manual shall contain all procedures for detention center security and control, with detailed instructions for implementing these procedures, and are reviewed at least annually and updated as needed. The manual shall be made available to all staff. (3-30-07)

**02. Personal Observation.** The detention center shall have written policy and procedures which detention center policy and procedures shall govern the observation of all juvenile offenders and shall, at a minimum, require direct care staff to personally observe all juvenile offenders every thirty (30) minutes on an irregular schedule and the time of such checks shall be logged. More frequent checks should be made of juvenile offenders who are violent, suicidal, mentally ill, or who have other special problems or needs warranting closer observation. (3-30-07)

**03. Cross Gender Supervision.** The detention center shall have written policy and procedures governing supervision of female juvenile offenders by male employees and male juvenile offenders by female employees which shall be based on privacy needs and legal standards. Except in emergencies, detention center employees shall not observe juvenile offenders of the opposite sex in shower areas. Reasonable accommodation of privacy needs shall be observed. (4-2-08)

**04. Head Counts.** The detention center shall have written policy and procedures which shall outline a system to physically count or account for all juvenile offenders, including juvenile offenders on work release, educational release, or other temporary leave status who may be absent from the detention center for certain periods of the day. At least three (3) documented counts shall be conducted every twenty-four (24) hours. At least one (1) count shall be conducted each shift and there shall be at least four (4) hours between each count. (3-30-07)

**05. Camera Surveillance.** Camera surveillance equipment should not be used in place of the personal observation of juvenile offenders. (3-30-07)

**225. PHYSICAL INTERVENTION.**

**01. Appropriate Use of Physical Intervention.** The detention center shall have written policy and procedures which govern the use of physical intervention. The use of physical intervention shall be restricted to instances of justifiable self-protection, the protection of others or property, the prevention of escapes, or the suppression of disorder and then only to the degree necessary to restore order. (3-30-07)

**a.** Physical intervention shall not be used as punishment. (3-30-07)

**b.** A written report shall be made following any use of physical intervention. The report will be reviewed by the detention center administrator and will be maintained as part of the detention center records. (3-30-07)

**02. Use of Mechanical Restraints.** The detention center shall have written policy and procedures which govern the use of mechanical restraints. The use of restraints shall be restricted to justifiable instances, during transfer, and for medical reasons under the direction of medical staff. Justifiable instances shall be specifically defined in each detention center's policy and procedures. Written policy and procedures shall provide that instruments of restraint are never applied as punishment and are applied only with the approval of the detention center administrator or designee, and that juvenile offenders in mechanical restraints are not left unattended. (3-30-07)

**a.** Restraints shall not be used as punishment or for the convenience of staff. (4-5-00)

**b.** A written report shall be made following any use of restraints except for transfer. The report will be reviewed by the detention center administrator and will be maintained as part of the detention records. (3-30-07)

## **226. PERIMETER SECURITY CHECKS AND SECURITY INSPECTIONS.**

**01. Perimeter Security Checks.** The detention center shall have written policy and procedures which govern the frequency and performing of perimeter security checks. (3-30-07)

**02. Security Inspections.** The detention center administrator or his designee shall conduct monthly inspections of all locks, windows, floors, walls, ventilator covers, access plates, glass panels, protection screens, doors, and other security equipment. The date, time, and results of these inspections shall be recorded on a checklist or log. The detention center administrator shall promptly correct any identified problems. (3-30-07)

## **227. SEARCH AND SEIZURE.**

**01. Detention Center Search Plan.** The detention center shall have written policy and procedures which outline a detention center search plan for the control of contraband and weapons and provides for unannounced and irregularly timed searches of juvenile offenders' rooms, day rooms, and activity, work or other areas accessible to juvenile offenders and searches of all materials and supplies coming into the detention center. (3-30-07)

**02. Personal Searches.** The detention center shall have written policy and procedures governing the searching of juvenile offenders for the control of contraband and weapons which includes, at a minimum, the following provisions: (3-30-07)

**a.** Search of juvenile offenders upon entering the security perimeter; (3-30-07)

**b.** Search of newly admitted juvenile offenders; (3-30-07)

**c.** Periodic unannounced and irregularly timed searches of juvenile offenders; (3-30-07)

**d.** Provision for strip searches and body cavity searches at such times when there exists reasonable belief that the juvenile offender is in the possession of contraband or weapons or other prohibited material and shall only be conducted as described in Subsections 227.02.f. and 227.02.g.; (3-30-07)

**e.** Pat searches. Except in cases of emergency, pat searches should be conducted by direct care personnel of the same sex; (4-5-00)

**f.** Strip searches. All strip searches shall be conducted in private and in a manner which preserves the dignity of the juvenile offender to the greatest extent possible and under sanitary conditions. All strip searches shall be conducted by direct care personnel of the same sex as the juvenile offender or by the health authority or medical employee. No persons of the opposite sex of the juvenile offender, other than the health authority or medical employee, shall observe the juvenile offender during the strip search; and (3-30-07)

**g.** Body cavity searches. All body cavity searches shall be conducted in private and in a manner which preserves the dignity of the juvenile offender to the greatest extent possible and under sanitary conditions. Body cavity searches shall be conducted only by the health authority or by a medical employee. No persons of the opposite sex of the juvenile offender, other than the health authority or medical employee, shall observe the juvenile offender during body cavity searches. (3-30-07)

**03. All Body Cavity Searches Shall Be Documented.** Documentation of body cavity searches shall be maintained in detention center records and in the juvenile offender's record. (3-30-07)

**04. Seizure and Disposition of Contraband.** The detention center shall have written policy and procedures to govern the handling of contraband. All contraband found during facility or juvenile offender searches shall be seized and processed according to detention center policy, including involvement of law enforcement, if appropriate. The seizure and disposition of the contraband shall be documented. When a crime is suspected to have been committed within the detention center, all evidence shall be maintained and made available to the proper authorities. (3-30-07)

**228. SECURITY DEVICES.**

**01. Key Control.** The detention center shall have policy and procedures in place to govern key and tool control. (3-30-07)

**02. Security Devices.** The detention center shall have written policy and procedures to govern the use of security devices. Detention center employees shall use only security equipment on which they have been properly trained and is issued through, or authorized by, the detention center administrator. Certification of proper training shall be kept in detention records. (3-30-07)

**03. Weapons Locker.** The detention center shall provide a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the detention center. (3-30-07)

**229. (RESERVED).**

**230. FOOD SERVICES.**

The detention center shall have written policy and procedures which govern food service. If food is not obtained through a food service contract from an outside source, the detention center's food service operation shall be supervised by a designated employee who has experience and/or training in meal preparation, menu planning, staff supervision, ordering procedures, health and safety policies, theft precautions, and inventory control. If food is obtained through a food service contract from an outside source, provisions shall be made to assure that the contractor complies with the applicable section of these rules. (3-30-07)

**231. (RESERVED).**

**232. SPECIAL DIETS.**

The detention center shall have written policy and procedures which govern special diets. (3-30-07)

**01. Special Diets, Medical.** Special diets prescribed by a physician shall be followed according to the orders of the treating physician or dentist. (4-5-00)

**02. Special Diets, Religious.** Provisions should be made for special diets when a juvenile offender's religious beliefs require adherence to particular dietary practices. (4-5-00)

**233. DIETARY RECORDS.**

**01. Food Service Records.** The detention center shall maintain an accurate record of all meals served to juvenile offenders, 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. (3-30-07)

**02. Review of Menus.** Menus and records of meals served shall be reviewed on a regular basis at least annually by a licensed dietician, physician or nutritionist to verify nutritional adequacy or shall meet the current guidelines of the National School Lunch Program. The detention center 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. (3-30-07)

**234. MEALS.**

**01. Providing Meals.** The detention center shall have written policy and procedures which govern the providing of meals. Three (3) meals, and pursuant to Section 20-518, Idaho Code, at least two (2) of which includes a hot entree, shall be served daily. (3-30-07)

**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. (4-5-00)

**b.** Juvenile offenders out of the detention center 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. (3-30-07)

**c.** If meals are provided to staff, the menu should be the same as provided to juvenile offenders. (3-30-07)

**d.** The health authority or a medical employee shall be notified when a juvenile offender does not eat three (3) consecutive meals. (3-30-07)

**02. Use of Food as Disciplinary Sanction Prohibited.** The detention center shall have written policy and procedures which dictate that food shall not be withheld from juvenile offenders, nor the menu varied as a disciplinary sanction. (3-30-07)

**03. Control of Utensils.** The detention center shall have a control system for the issuance and return of all food preparation and eating utensils. (3-30-07)

**235. FOOD SERVICE SANITATION.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures to govern food service sanitation, and shall at a minimum include, but not be limited to, the following items: (3-30-07)

**a.** Food service and related sanitation practices shall comply with the requirements of the state health department or other appropriate regulatory body. The detention center's food service operation shall be inspected in the manner and frequency mandated by local health authorities. administrator shall solicit at least an annual sanitation inspection by a qualified entity. The results of such inspections shall be documented and the detention center administrator shall take prompt action to correct any identified problems; (3-30-07)

**b.** All persons assigned to food service work, including juvenile offenders, shall be in good health and free from any communicable or infectious disease, vermin, or open, infected wounds; (3-30-07)

**c.** All persons assigned to food service work shall be familiar with and adhere to appropriate food service sanitation practices and requirements; (3-30-07)

**d.** 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; and (3-30-07)

**e.** Food service area ventilation systems shall not be altered from engineering or architectural specifications, except when repair or upgrade is needed. (3-30-07)

**02. Food Service Inspections.** A weekly inspection of all food service areas and equipment shall be conducted by the detention center administrator or designee. (3-30-07)

**236. -- 239. (RESERVED).**

**240. SANITATION AND HYGIENE.**

**01. Sanitation Inspections.** Written policy and procedures shall provide that the detention center be maintained in a clean and healthful condition and that the detention center administrator or designee shall conduct monthly sanitation and maintenance inspections of all areas of the detention center. (3-30-07)

**02. Vermin Control.** The detention center shall have a plan for the control of vermin and pests which includes inspections and fumigations, as necessary, by a licensed pest control professional. (3-30-07)

**03. Housekeeping Plan.** The detention center 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 juvenile offenders and staff. All work shall be assigned and supervised by detention center employees. No juvenile offender shall be allowed to assign work to other juvenile offenders. (3-30-07)

**04. Maintenance and Repair.** The detention center shall have written policy and procedures to provide that all plumbing, lighting, heating and ventilation equipment, furnishings, and security hardware in juvenile offender 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. (3-30-07)

**05. Water Quality.** The water shall meet all current standards set by the applicable state and local authority as to bacteriological, chemical, and physical tests for purity. (3-30-07)

**241. -- 244. (RESERVED).**

**245. PERSONAL HYGIENE.**

**01. Personal Hygiene Items.** The detention center shall have written policy and procedures which shall govern the provision of, without charge, the following articles necessary for maintaining proper personal hygiene: (3-30-07)

- a.** Soap; (4-5-00)
- b.** Toothbrush; (4-5-00)
- c.** Toothpaste; (4-5-00)
- d.** Comb or brush; (3-30-07)
- e.** Shaving equipment upon request; (3-30-07)
- f.** Products for female hygiene needs; and (3-30-07)
- g.** Toilet paper. (3-30-07)

**02. Removal of Personal Hygiene Items.** The detention center shall have written policy and procedures that govern the removal of personal hygiene items from juvenile offenders' sleeping areas. Removal must be based upon sufficient reason to believe that the juvenile offender's access to the items poses a risk to the safety of juvenile offenders, staff or others, or poses a security risk to the detention center. (3-30-07)

**03. Clothing and Linens.** The detention center shall provide for the issue of clean clothing, bedding, linens, and towels to new juvenile offenders held overnight. At a minimum, the following shall be provided: (3-30-07)

- a.** A set of standard detention center clothing or uniform; (3-30-07)
- b.** Fire-retardant mattress; (4-5-00)

- c. Pillow and pillow case; (4-5-00)
- d. Two (2) sheets or one (1) sheet and one (1) mattress cover; (4-5-00)
- e. Sufficient blankets to provide comfort under existing temperature conditions; and (4-5-00)
- f. One (1) clean towel. (4-5-00)

**04. Laundry Services.** Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for juvenile offenders. (3-30-07)

**a.** Clothing and towels used by the juvenile offender while in the detention center shall be laundered or exchanged at least twice each week. (3-30-07)

**b.** Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary. (4-5-00)

**c.** Blankets in use shall be laundered or exchanged at least monthly, or before re-issue to another juvenile offender. (3-30-07)

**05. Clothing and Linen Supplies.** The detention center inventory of clothing, bedding, linen, and towels shall exceed the maximum population to ensure that a reserve is always available. (3-30-07)

**246. -- 249. (RESERVED).**

**250. HEALTH SERVICES.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures to govern the delivery of reasonable medical, dental, and mental health services. These written policy and procedures must at a minimum address, but are not limited to the following: (3-30-07)

**a.** Admission medical screening must be documented and performed on all juvenile offenders upon admission to the detention center. The medical screening should include inquiry of current illness and health problems, dental problems, sexually transmitted and other infectious diseases, medication taken and special health requirements, if any, the 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, and ease of movement; (3-30-07)

**b.** Handling of juvenile offenders' requests for medical treatment; (3-30-07)

**c.** Non-emergency medical services; (4-5-00)

**d.** Emergency medical and dental services; (4-5-00)

**e.** Emergency evacuation plan of juvenile offenders from the detention center; (3-30-07)

**f.** Use of an emergency vehicle; (4-5-00)

**g.** Use of one (1) or more hospital emergency rooms or other appropriate health care facility; (4-5-00)

**h.** Emergency on-call physician and dental services when the emergency health care facility is not located nearby; (4-5-00)

**i.** First-aid and CPR instructions and training, including the availability of first-aid supplies; (4-5-00)

- j.** Screening, referral, and care of juvenile offenders who may be suicide-prone, or experience physical, mental or emotional disabilities; (3-30-07)
- k.** Arrangements for providing close medical supervision of juvenile offenders with special medical or psychiatric problems; (3-30-07)
- l.** Delousing procedures; (4-5-00)
- m.** Infectious disease control and medical isolation; (4-5-00)
- n.** Temporary, immediate isolation, and proper examination by the medical employee of juvenile offenders suspected of having contagious or infectious diseases; (3-30-07)
- o.** Management of pharmaceuticals, including storage in a secure location; and (3-30-07)
- p.** Notification of next of kin or appropriate authorities in case of serious illness, injury or death. (3-30-07)

**02. Medical Judgements.** Except for regulations necessary to ensure the safety and order of the detention center, 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. (3-30-07)

**03. 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 Title 16, Chapter 16, Section 16-1627, Idaho Code. (3-30-07)

**04. Health Appraisal.** A health appraisal for each juvenile offender shall be provided by the health authority or medical employee within fourteen (14) days of admission. (3-30-07)

**251. -- 254. (RESERVED).**

**255. RULES AND DISCIPLINE.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures for maintaining discipline and regulating juvenile offenders' conduct. The following general principle shall apply: (3-30-07)

- a.** The conduct of juvenile offenders shall be regulated in a manner which encourages and supports appropriate behavior, with penalties for negative behavior; (3-30-07)
- b.** The detention center shall have written rules of conduct which specify prohibited acts, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed; (3-30-07)
- c.** Disciplinary action shall be of a nature to regulate juvenile offenders' behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective; (3-30-07)
- d.** The behavior of juvenile offenders shall be controlled in an impartial and consistent manner; (3-30-07)
- e.** Disciplinary action shall not be arbitrary, capricious, retaliatory, or vengeful; (4-5-00)
- f.** Corporal or unusual punishment is prohibited, and care shall be taken to insure juvenile offenders' 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; (3-30-07)
- g.** Use of restraints or use of physical force as punishment is prohibited; (3-30-07)

- h.** Withholding of food or variation of diet as punishment is prohibited; and (4-5-00)
  - i.** Juvenile offenders shall not be subject to any situation in which juvenile offenders impose discipline on each other. (3-30-07)
  - 02. Resolution of Rule Infractions.** The detention center shall have written policy and procedures to define and govern the resolution of rule infractions. (3-30-07)
  - 03. Grievance Procedures.** The detention center shall have written policy and procedures for juvenile offenders which will identify grievable issues and define the grievance process. (3-30-07)
  - 04. Criminal Law Violations.** The detention center shall have written policy and procedures to govern the handling of incidents that involve the violation of federal, state, or local criminal law, including prompt referral to the appropriate authority for possible investigation and prosecution. (3-30-07)
- 256. MAIL, VISITING, TELEPHONE.**
- 01. Written Policy and Procedures.** The detention center shall have written policy and procedures which shall govern the practices of handling mail, visitation, use of the telephone, and any limitations or restriction on these privileges. Juvenile offenders 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 detention center security and order. (3-30-07)
  - 02. Mail Service.** 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. (4-5-00)
  - 03. Telephone Service.** All juvenile offenders, 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. (3-30-07)

    - a.** Telephone calls shall not be monitored, except where legitimate reason exists in order to maintain security and order in the detention center. Notification that the juvenile offender's phone calls may be monitored should be posted in the detention center. (3-30-07)
    - b.** The detention center may require that any costs for telephone calls be borne by the juvenile offender or the party called. (3-30-07)
    - c.** Written policy and procedures shall grant all juvenile offenders 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. (3-30-07)
    - d.** Juvenile offenders shall be allowed to make a reasonable number of telephone calls to their attorneys. (3-30-07)

      - i.** Telephone calls to attorneys shall be of reasonable duration. (4-5-00)
      - ii.** Telephone calls to attorneys shall not be monitored. (4-5-00)
      - iii.** Telephone calls to attorneys shall not be revoked as a disciplinary measure. (4-5-00)
  - 04. Visitation Restrictions.** The parents or legal guardians, probation officer, parole officer, detention center administrator or the court of jurisdiction may impose restrictions on who may visit a juvenile offender. (3-30-07)
  - 05. Search of Visitors.** Written policy and procedures shall specify that visitors register upon entry into the detention center and the circumstances under which visitors are searched and supervised during the visit. (3-30-07)

**06. Confidential Visits.** The detention center shall provide juvenile offenders adequate opportunities for confidential access to courts, attorneys and their authorized representatives, probation and parole officers, counselors, caseworkers and the clergy. (3-30-07)

**07. Visitation.** Attorneys, probation and parole officers, counselors, caseworkers and clergy shall be permitted to visit juvenile offenders at reasonable hours other than during regularly scheduled visiting hours. (3-30-07)

**a.** Visits with attorneys, probation and parole officers, counselors, caseworkers and clergy shall not be monitored, except that detention center employees may visually observe the visitation as necessary to maintain appropriate levels of security. (3-30-07)

**b.** Visits with attorneys, probation and parole officers, counselors, caseworkers or clergy shall be of the contact type unless otherwise indicated by the juvenile offender or visitor, or the detention center 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 offender's record. (3-30-07)

**257. -- 260. (RESERVED).**

**261. ADMISSION.**

**01. Orientation Materials.** Written policy and procedures shall provide that new juvenile offenders receive orientation materials, including conduct rules. If, at any time, a literacy or language barrier is recognized, the detention center shall make good faith efforts to assure that the juvenile offender understands the material. (3-30-07)

**02. Written Procedures for Admission.** The detention center shall have written policy and procedures for admission of juvenile offenders which shall address, but are not limited to, the following: (3-30-07)

**a.** Determination that the juvenile offender is lawfully committed to the detention center; (3-30-07)

**b.** The classification of juvenile offenders in regard to sleeping, housing arrangements, and programming; (3-30-07)

**c.** If the juvenile offender shows signs of illness, injury, is incoherent, or unconscious, he shall not be admitted to the detention center until the committing officer has been provided written documentation from a medical personnel or a physician of examination, treatment, and fitness for confinement; (3-30-07)

**d.** A complete search of the juvenile offender and possessions; (3-30-07)

**e.** The disposition of personal property; (3-30-07)

**f.** Provision of shower and the issuance of detention clothing and personal hygiene articles; (3-30-07)

**g.** The provision of medical, dental and mental health screening; (3-30-07)

**h.** Male and female juvenile offenders shall not occupy the same sleeping room; (3-30-07)

**i.** The recording of basic personal data and information; (3-30-07)

**j.** Providing assistance to juvenile offenders in notifying their families of their admission and the discussion of procedures for mailing and visiting; and (3-30-07)

**k.** The fingerprinting and photographing in accordance with Title 20, Chapter 5, Section 20-516(8), Idaho Code. (3-30-07)

**03. Court Appearance Within Twenty-Four Hours.** According to Title 20, Chapter 5, Section 20-

516(4), Idaho Code, written policy and procedures shall ensure that any juvenile offender 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 offender will be placed until the next hearing. Status offenders shall not be placed in any jail or detention center, but instead may be placed in juvenile shelter care facilities. (3-30-07)

**04. Limitations of Detention.** Written policy and procedures shall limit the use of detention in accordance with Title 20, Chapter 5, Section 20-516, Idaho Code. (3-30-07)

**262. RELEASE.**

**01. Release.** Written policy and procedures shall govern the release of any juvenile offender and the release process including, but not limited to, verification of juvenile offender's identity, verification of release papers, completion of release arrangements, including the person or agency to whom the juvenile offender is being released, return of personal effects, completion of any pending action, and instructions on forwarding mail. (3-30-07)

**02. Community Leaves.** Written policy and procedures shall govern escorted and unsecured day leaves into the community. (3-30-07)

**03. Personal Property Complaints.** Written policy and procedures shall govern a procedure for handling complaints about personal property. (4-5-00)

**04. Disposal of Property.** Property not claimed within four (4) months of a juvenile's discharge may be disposed of by the detention center in accordance with Title 55, Chapter 14, Section 55-1402, Idaho Code. (3-30-07)

**263. -- 264. (RESERVED).**

**265. PROGRAMS AND SERVICES AVAILABLE.**

The detention center shall have written policy and procedures which govern what programs and services will be available to juvenile offenders, subject to the limitations necessary to maintain detention center 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 offender's participation. Any denial of services must be documented. (3-30-07)

**266. -- 274. (RESERVED).**

**275. DETENTION CENTER DESIGN, RENOVATION, AND CONSTRUCTION.**

**01. Applicability.** All standards in this section, except where exceptions are stated, shall apply to new juvenile detention centers, renovation of existing juvenile detention centers, and renovation of any existing building for use as a juvenile detention center for which construction was initiated after October 1, 1998. In the case of a partial renovation of an existing detention center, it is intended that these rules should apply only to the part of the detention center being added or renovated. (3-30-07)

**02. Code Compliance.** In addition to these rules, all new construction and renovation shall comply with the applicable ADA, building, safety, and health codes of the local authority and the applicable requirements of the State Fire Marshal, and state law. Standards herein which exceed those of the local authority shall take precedence. (4-5-00)

**03. Site Selection.** Juvenile detention centers should be located to facilitate access to community resources and juvenile justice agencies. If the detention center is located on the grounds or in a building with any other correctional facility, it shall be constructed as a separate, self-contained unit in compliance with Title 20, Chapter 5, Section 20-518, Idaho Code. (3-30-07)

**04. General Conditions.** All newly constructed or renovated juvenile detention centers shall conform

to the following general conditions: (3-30-07)

**a.** Light levels in all housing areas shall be appropriate for the use and type of activities which occur. Night lighting shall permit adequate illumination for supervision; (3-30-07)

**b.** All living areas shall provide visual access to natural light; (3-30-07)

**c.** 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 detention center; (3-30-07)

**d.** 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; (3-30-07)

**e.** Juvenile offenders' rights to privacy from unauthorized or degrading observation shall be protected without compromising the security and control of the detention center. Privacy screening for all toilet and shower areas which still allows adequate supervision of those areas should be incorporated into the design; (3-30-07)

**f.** The detention center shall have a perimeter which is secured in such a way that juvenile offenders remain within the perimeter and that access by the general public is denied without proper authorization; (3-30-07)

**g.** The security area of the detention center 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 juvenile offenders to communicate emergency needs to detention center 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; and (3-30-07)

**h.** All newly constructed or renovated detention centers shall provide an emergency source of power to supply electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks and the heating and ventilation system. (3-30-07)

**05. Admission and Release Area.** The detention center shall have an intake and release area which should be located within the security perimeter, but apart from other living and activity areas. (3-30-07)

**a.** Adequate space shall be allocated for, at least but not limited to; (3-30-07)

i. Reception; (3-30-07)

ii. Booking; (3-30-07)

iii. Search; (3-30-07)

iv. Shower and clothing exchange; (3-30-07)

v. Medical screening; (3-30-07)

vi. Storage of juvenile offender's personal property and detention center clothing; (3-30-07)

vii. Telephone calls; (3-30-07)

viii. Interviews; and (3-30-07)

ix. Release screening and processing. (3-30-07)

**b.** If a detention center has temporary holding rooms, the rooms may be designed to detain juvenile offenders 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 thirty-five (35) square feet of unencumbered floor space for each juvenile offender at capacity (3-30-07)

- c. Temporary holding rooms shall have access to a toilet and wash basin with hot and cold water. (3-30-07)

**06. 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. (4-5-00)

**07. Multiple Occupancy Rooms.** Multiple occupancy sleeping rooms or cells shall have at least thirty-five (35) square feet of unencumbered floor space per juvenile offender at the room's rated capacity and shall be equipped with at least a bed off the floor for each juvenile offender. (3-30-07)

**08. Sanitation and Seating.** All single or multiple occupancy sleeping rooms shall be equipped with, or have twenty-four (24) hours per day access without detention center staff assistance to toilets, wash basins with hot and cold running water, and drinking water at the following ratios: (3-30-07)

- a. One (1) shower and one (1) toilet for every eight (8) juvenile offenders or fraction thereof; (3-30-07)
- b. One (1) wash basin with hot and cold water for every twelve (12) juvenile offenders or a fraction thereof; and (3-30-07)
- c. Tables and seating sufficient for the maximum number expected to use the room at one (1) time. (3-30-07)

**09. Day Room and Multi-Purpose Room.** The detention center shall have at least one (1) day room and multi-purpose room which provides a minimum of thirty-five (35) square feet of floor space per juvenile offender for the maximum number expected to use the room at one (1) time. (3-30-07)

**10. Program Space.** Adequate space shall be allocated for, but not limited to: (3-30-07)

- a. Educational programs; (3-30-07)
- b. Individual and group activities; (3-30-07)
- c. Exercise and recreation, indoor and outdoor; (3-30-07)
- d. Visitation; (3-30-07)
- e. Confidential attorney and clergy interviews; and (3-30-07)
- f. Counseling. (3-30-07)

**11. 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. (4-5-00)

**12. Medical Service Space.** Space shall be provided for routine medical examinations, emergency first-aid, emergency equipment storage, and secure medicine storage. (4-5-00)

**13. Food Service.** The kitchen or food service area shall have sufficient space for food preparation, serving, disposal, and clean-up to serve the detention center at its projected capacity. The kitchen or food service area shall be properly equipped and have adequate storage space for the quantity of food prepared and served. (3-30-07)

**14. 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. (4-5-00)

**15. 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 detention center. (3-30-07)

**16. Security Equipment Storage.** A secure storage area shall be provided for all chemical agents, weapons, and security equipment. (4-5-00)

**17. 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. (4-5-00)

**18. 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 detention center that are accessible to the public shall be accessible to, and usable by, persons with disabilities in compliance with ADA standards. (3-30-07)

**276. -- 999. (RESERVED).**

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