STATE OF NEBRASKA
JUVENILE DETENTION FACILITY
INSPECTION REPORT

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE
JAIL STANDARDS DIVISION

Facility Name:	Sarpy County Juvenile Justice Center		
Address:	9701 Portal Road, Papillion, Nebraska 68046		
Type of Facility:	Juvenile-Staff Secure	**Facility Administrator:**	Interim Director Tami Steensma
Date of Inspection:	8/24/2015	**Inspected by:**	Chris Harrifeld

Year facility was built: 2003 Any remodeling/construction since last inspection? No
If yes, briefly describe:

HOUSING:	**Male**	**Female**		
Single occupancy cells:	4	2	Holding cells:	2
Multiple occupancy beds:	20	10	Detoxification cells:	0
Dormitory beds:	0	0	Segregation cells:	0
Work release beds:	0	0	Special purpose cells:	0

Total number of beds: 36

DATA SINCE LAST INSPECTION:	**2014**	**Statistics Year:**	**2014**(1/14-12/14)
In Custody Deaths:	0	Average daily population:	9.6
Suicides / Attempts:	0/1	Average length of stay:	15.2 days
Facility fires:	0	Longest stay:	
Juvenile assaults on staff/Juv.:	0/0	Total held:	231
Escapes/Attempts:	0/1		
Law Suits Pending:	0		

Does the facility hold for other jurisdictions? Yes
If yes, Who? Cass, Richardson, Gage, Dodge, Saline, Jefferson, Nemaha, Saunders, Seward and Otoe Counties

FACILITY PERSONNEL:

	Male	**Female**
Full-time Direct Care Staff:	12	7
Part-time Direct Care Staff:	4	6

Other administrative, program, or support staff:

Title:	**Number:**
Administration, Support, Clerical	6
Supervisors	8
Specialists	12

Total number of staff employed in the facility: 55

Notes:

P.O. BOX 94946, Lincoln, Nebraska 68509
PHONE (402) 471-2194
FAX (402) 471-2837

Nebraska Jail Standards
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Standard	Compliance Status In	Out	N/A	Comments
CHAPTER 2 - ADMINISTRATION, ORGANIZATION AND MANAGEMENT 2-001 The governing body has the legal authority to establish and operate the juvenile detention facility.	X			This facility is owned by the County and funded through the Sarpy County Board of commissioners. It is operated through the County Sheriff's Office.
2-002 The facility has a designated administrator who is responsible for facility operations	X			
2-003 The facility has a written organizational chart which reflects the authority, responsibility and accountability within the facility.	X			A copy of the facility personnel structure is attached and reflected in section JS-1300 of the facility's SOP manual.
2-004 The facility has a written mission statement describing its philosophy and goals, who it will house and for what purpose and the programs and services to be offered.	X			
2-005 The facility administrator has developed and maintains written policies and procedures describing all aspects of the facility administration and operation.	X			A very detailed policy and procedures manual is in service with updates in 2015.
2-005.01 All policies and procedures are reviewed at least annually and revised as necessary. Copies of policies and procedures being replaced are kept on permanent file.	X			
2-005.02 Written policies and procedures are made available to all facility employees.	X			
2-005.03 Written policies and procedures form the basis for new facility employee orientation and training.	X			
2-005.04 There is a procedure for disseminating new or revised policies and procedures to facility employees prior to implementation.	X			
2-005.05 Written policies and procedures are approved by the governing body having jurisdiction over the facility. The governing body receives copies of revision to the written policies and procedures and reviews and approves subsequent revisions on at least an annual basis.	X			Policies and procedures have been revised and are pending the delivery to County Attorney and Board for their review and approval.
2-006 The facility has written post orders stating the duties and responsibilities for staff with post assignments. Post orders are reviewed at least annually and updated as necessary.	X			Post orders specific to each post function have been established.
CHAPTER 3 - FISCAL MANAGEMENT 3-001 Annual budget requests provide for an adequate allocation of resources for facility operations and programming.	X			
3-002 The facility utilizes a fiscal system which accounts for all income and expenditures on an ongoing basis.	X			
3-003 Accepted accounting procedures are used for collecting, safeguarding and disbursing all funds held by the facility.	X			
3-004 Monies collected at the facility are secured daily in an officially designated and secure space.	X			Detainee funds are inventoried and secured until discharge.
3-005 The facility administrator maintains current and complete records of all property, equipment and stores. An inventory is conducted at least annually.	X			The Administrative Office Coordinators manages this.
3-006 There is a written plan for the review of equipment needs and	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	replacement of equipment.				
CHAPTER 4 – PERSONNEL		X			
4-001	The facility is staffed by facility employees awake and on duty on a twenty-four hour basis where juveniles are housed.				
4-002	The facility has sufficient staff to perform all functions relating to security, supervision, services, programs and to operate the facility in conformance with these Standards. The facility administrator prepares and updates a staffing plan annually. The plan details staff assignments and the number of full and part-time staff.	X			Four to five staff are assigned to each shift.
4-003	A minimum of two (2) employees are on duty at all times who are responsible for the direct supervision of the juveniles being detained. At least one employee on duty is female when females are housed and at least one is male when males are housed in the facility.	X			A minimum of three staff are assigned to direct supervision during waking hours.
4-004	At the time of employment, all newly hired employees working in positions involving direct and continuing contact with juveniles meet the following requirements:	X			Minimum hiring requirements are in effect from the Sheriff's Office and exceed the requirements of these standards.
4-004.01	At least nineteen (19) year old;	X			Twenty-one is the minimum age requirement.
4-004.02	A citizen of the United States;	X			
4-004.03	Free of any convictions of crimes punishable by imprisonment in a federal or state penitentiary for a term of 1 year or more from which a pardon has not been received. At the time of employment, new employees are fingerprinted and a search made of local, state and national fingerprint files for disclosure of any criminal records;	X			Background checks are being conducted through the Sheriff's office using fingerprints. This is required by policy G-5210.
4-004.04	Graduated from high school or possesses certification of an educational development of at least high school level.	X			Some college or secondary education is required.
4-005	The facility has a written personnel manual that is made available to each employee and is explained to new employees during orientation. New employees sign a statement acknowledging review or receipt of the manual and their responsibility for being aware of its contents. Employees are notified of any changes to the personnel manual when they occur. When the personnel manual is revised, a copy of the portion revised is kept on permanent file.	X			Staff are provided with a policy and procedures manual that includes all personnel matters including those required by the Sheriff's office. Staff sign for receipt of revisions.
4-006	The facility has a written disciplinary process that ensures basic due process rights of employees in any adverse personnel actions.	X			
4-007	The facility has a written grievance procedure for employees to follow in filing a grievance. The procedures identify the hearing body and provisions for appeal.	X			
4-008	The facility or governing body maintains a current, accurate and confidential record for each employee. Employees have access to the information in their files.	X			
4-009	If consultants or contract personnel are used to provide	X			Personnel files are maintained with

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	Standard	Compliance Status In	Out	N/A	Comments
	services or programs, the facility requires such personnel to complete an orientation and training program appropriate for their services and requires adherence to applicable policies and procedures.				the facility and the Sheriff's Office.
4-010	Where volunteer services are utilized, the facility has written policies and procedures which address the following:	X			The facility has written policy for both contractors and volunteers.
4-010.01	The roles and types of job assignments for which volunteers may be utilized;	X			
4-010.02	Recruitment, screening, selection and assignment criteria; and	X			
4-010.03	Lines of authority, responsibility and accountability for the volunteer services program. Volunteers are required to complete a training and orientation program prior to assignment, and abide by the facility's policies and procedures where applicable.	X			This has been implemented including the required training. Found in policy G-5210.
CHAPTER 5 - TRAINING					
5-001	The facility has developed a training and staff development plan.	X			
5-001.01	Policy and procedure provide for active staff participation in the training and staff development plan.	X			Staff review the projected staff training plan in advance.
5-001.02	The training and staff development plan is reviewed at least annually.	X			Training plans are reviewed annually and as needed.
5-001.03	A qualified supervisor or manager will be responsible for the training and staff development plan.	X			The Operations Coordinator manages the staff training programs.
5-002	Space, equipment and resources for personnel training is available at the facility or at selected sites.	X			
5-003	The annual budget includes the necessary funds to meet the training requirements of the standards.	X			
5-004	New full and part-time employees, volunteers and contract personnel are provided orientation training prior to assignment, which is consistent with Standards 5-004.01I.	X			Employees complete a 40 hour New Employee Orientation course.
5-004.02	All facility employees, volunteers and contract personnel sign a statement acknowledging completion of the orientation training.	X			
5-005	Within the first year of employment, all new facility employees have completed initial training that is related to their job classification.	X			All staff complete the initial 160 hour training course as required by policy JS-2400.
5-005.01	Direct care personnel. Employees whose positions involve supervision or regular daily contact with juveniles have received initial training that meets the requirements of Standards 5-005.01A through 005.01CC.	X			Juvenile Service Officers (FT) and Youth Attendants (PT) are direct care staff completing the required initial training.
5-005.02	Supervisory personnel. Employees whose positions involve supervision of direct care personnel on an assigned shift and regular juvenile contact, have received initial training as specified in Chapter 5-005.01 and 005.01A through 005.02E.			X	Shift Supervisors meet this definition and receive the Initial Training course. None have been hired since 5/30/13.
5-005.03	Professional specialist personnel. Employees whose positions involve regular juvenile contact and who provide professional services within the facility have received initial training as specified in Standards 5-005.03A through 005.03Q.	X			Teachers, Mental Health staff and medical staff meet this definition for training requirements.
5-005.04	Administrative management personnel. Employees whose			X	The Director, Deputy Director and

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	Standard	Compliance Status In	Out	N/A	Comments
	positions may involve regular juvenile contact but have primary responsibility for management of the facility have received initial training as specified in Standards 5-004.04A through 005.04M.				the two Coordinators fit this definition for training requirements. None have been hired since 5/30/14.
5-005.05	Support personnel. Employees whose positions may involve regular juvenile contact but who have primary responsibility for providing maintenance and operational support services to the facility have received initial training as specified in Standards 5-005.05A through 005.05J.			X	Reception and the Administrative Office Coordinator meet this definition for initial training requirements. None have been hired since 5/30/14.
5-005.06	Clerical personnel. Employees whose position involve minimal or no contact with juveniles and who have primary responsibility for clerical or administrative support services to the facility have received initial training as specified in Standards 5-005.06A through 005.06H.	X			
5-005.07	Part-time personnel. Employees who work less than 40 hours per week have received initial training as specified in Standards 005.07A through 005.07J.	X			There are 14 (PT) Youth Attendants who are also “Direct Care” personnel.
5-006	Curriculum utilized to provide initial training specified in 005, is certified by the Jail Standards Board.	X			Initial Training Curriculum been submitted to Jail Standards staff.
5-006.01	Information regarding the curriculum has been provided to the Jail Standards Board to be evaluated for certification as specified in Standards 5-006.01A through 006.01F.	X			
5-007	A copy of the certificate or proper written documentation demonstrating successful completion of training is maintained in the employee's personnel file.	X			Documentation of completed Initial Training is maintained in each employee’s personnel file.
5-008	Employees not completing training as specified by 005 of this chapter have received and provided proof of comparable training and received a waiver by the Jail Standards Board.	X			
5-008.02	Documentation of the full or partial waiver is maintained in the employee's personnel file.			X	
5-009	After the first year of employment all employees receive at least the minimum hours of annual in-service training as identified below for their respective position:	X			Annual in-service training is a minimum of 20 hours for all staff as required by policy JS-2400.
5-009.01	Direct Care - 20 hours.	X			
5-009.02	Professional Specialist - 20 hours	X			
5-009.03	Clerical - 8 hours	X			
5-009.04	Administrative/Management - 40 hours	X			
5-009.05	Support - 20 hours	X			
5-009.06	Volunteer - 1 hour	X			
5-009.07	Contract - 1 hour			X	
5-010	A complete and current record of all training received for each employee is maintained in the employee's personnel file. Copies of certificates issued are maintained.	X			
CHAPTER 6 - FACILITY INFORMATION SYSTEMS					
6-001	The facility has a written policy and procedure to govern the collection, management and retention of information pertaining to juveniles and the operation of the facility. Written policy and procedure address, at a minimum, the following:	X			Information gathered is maintained on hard document forms and in IMAC computer files.

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Standard		Compliance Status In	Out	N/A	Comments
6-001.01	Accuracy of information, including procedures for verification;	X			
6-001.02	Security of information, including access and protection from unauthorized disclosure;	X			
6-001.03	Content of records;	X			
6-001.04	Maintenance of records;	X			
6-001.05	Length of retention; and	X			This is covered in policy JS-5700.
6-001.06	Method of storage or disposal of inactive records.	X			All records are electronically stored.
6-002	Information regarding a juvenile is not released to agencies other than criminal justice authorities and agencies with court ordered access, without a written release of information obtained from the juvenile's parent or legal guardian with a copy placed in the juvenile's file.	X			The release of confidential information is processed with a completed request document which is retained by the facility.
6-003	Juveniles are permitted reasonable access under appropriate supervision to information in their own files and records. When access is denied, reasons are documented.	X			
6-004	An accurate record of all persons admitted to the facility is maintained.	X			
6-005	The facility maintains documentation on each shift which at a minimum includes:	X			Shift information entries are recorded on the facility's IMAC computers.
6-005.01	Personnel on duty;	X			
6-005.02	Time and results of checks and resident counts;	X			
6-005.03	Names of juveniles received or discharged with times recorded;	X			
6-005.04	Names of juveniles temporarily released or returned to the facility with times recorded;	X			
6-005.05	Time of meals served;	X			
6-005.06	Shift activities, including unusual or routine incidents;	X			Detailed documentation is gathered and maintained on juvenile misconduct, incidents, EPC and grievances.
6-005.07	Entry and exit of all visitors, physicians, attorneys, volunteers, and others;	X			All facility entry is documented and visits are scheduled.
6-005.08	Notations of problems, disturbances, escapes; and	X			
6-005.09	Notations of any use of emergency or restraint equipment.	X			
6-006	The facility maintains documentation of juveniles placed in temporary confinement away from the general population. The following information, at a minimum, shall be recorded:	X			All juvenile movement is logged in the IMAC computer system.
6-006.01	Incidents where juveniles are placed in temporary confinement, including date and time;	X			
6-006.02	Visits to juveniles housed in temporary confinement;	X			
6-006.03	Services or programs provided to juveniles housed in temporary confinement;	X			All program types are logged.
6-006.04	Disciplinary action taken on juveniles housed in temporary confinement; and	X			
6-006.05	Deprivation or removal of an authorized item, with the reason noted.	X			
6-007	The facility maintains a master file or roster board indicating the current housing assignment and status of all juveniles	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	detained.				
6-008	Facility employees prepare written reports of all incidents resulting in any physical harm or threats to individual safety or the security of the facility.	X			
6-009	An accurate record of all meals served to juveniles is maintained.	X			Facility maintains a four week rotating menu and food service records.
6-010	A visitor's register containing the name of each visitor, time and date, the name of the juvenile to be visited and the relationship of the visitor to the juvenile is maintained.	X			Visitors are required to register in the lobby.
6-011	A record of the initial telephone calls made upon admission is maintained.	X			All phone calls are recorded on the IMAC system.
6-012	An accurate and current file is maintained for each juvenile detained. The material contained in the file is consistent with the requirements of Standards 6-012.01 through 012.13.	X			A booking file is created during admission according to section 5400 of the facility's SOP manual.
6-013	A separate medical file is maintained for each juvenile's medical record. The material contained in the files is consistent with the requirements of Standards 6-013.01 through 013.09.	X			
6-014	The facility administrator and the facility physician have established procedures to determine access to medical files.	X			Medical information is gathered, maintained and managed by the medical staff.
CHAPTER 7 - FIRE SAFETY AND EMERGENCY PROCEDURES					
7-001	The facility has a written policy and procedure to address fire safety, safety-related practices and plans for responding to emergencies.	X			This is outlined in section 5690 of the facility's SOP manual.
7-002	The facility complies with the life safety codes established by the State Fire Marshal. Documentation of compliance is maintained.	X			The facility was inspected by the Papillion Fire Department on 1/12/15 and found to comply with Life Safety Code.
7-003	A facility employee is designated and trained to coordinate safety-related functions.	X			Kelly Robidoux is the designated safety coordinator.
7-003.01	The safety coordinator conducts at least a weekly safety inspection of the facility.	X			These are completed daily.
7-003.02	The safety coordinator schedules and coordinates fire drills at least quarterly.	X			These are completed monthly.
7-003.03	The safety coordinator arranges for the inspection and testing of fire detection and suppression equipment by licensed persons at least semi-annually.	X			
7-003.04	The time, date and results of all safety inspections, fire drills, equipment testing and inspections is inspected.	X			
7-004	The facility has a written fire evacuation plan which includes evacuation routes and provisions for housing juveniles after evacuation. Evacuation plans are posted.	X			Sections 5600 and 5691 of the facility's SOP manual specifies fire emergency and evacuation plans.
7-005	The facility administrator involves the local fire department in fire emergency planning, training and drills as appropriate.	X			
7-006	Safe storage and accountability is provided for all flammable, toxic or caustic materials. Juveniles do not have access to these materials without constant staff supervision.	X			These are secured in a locked closet adjacent to the kitchen.

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	Standard	Compliance Status In	Out	N/A	Comments
7-007	The facility has written plans and procedures for emergency situations such as fire, disturbances, natural disasters, escape or taking of hostages. Emergency plans and procedures are made available to staff and are reviewed and updated at least annually.	X			These are all detailed in the 5600 section of the SOP manual. Staff reviews these and sign off annually. Drills are conducted Quarterly.
CHAPTER 8 - SECURITY AND CONTROL 8-001	Employees observe all juveniles at least every 30 minutes on an irregular schedule and observations are documented.	X			Policies and procedures require juvenile observations to be conducted every 15 minutes.
8-003	At least 3 documented resident counts during which the juvenile's physical presence is confirmed are conducted every 24 hours.	X			Head counts are conducted at the beginning of each shift.
8-003.01	At least l count is conducted each shift with at least 4 hours between counts.	X			
8-003.02	Juveniles on work release, educational release or other temporary leave status are accounted for when absent from the facility.	X			These locations are recorded on the facility computers.
8-004	Staff are located in or adjacent to juvenile housing and activity areas.	X			Housing units and common areas are direct supervision.
8-005	Electronic surveillance does not replace staff's personal observation of juveniles as required by Standard 8-001. Video surveillance equipment is used primarily to monitor hallways, stairwells, security perimeter doors and common areas. If living areas are monitored with electronic equipment, shower and toilet areas are shielded to protect juveniles' privacy.	X			
8-006	Facility employees' use of physical force is restricted to instances of self-protection, the protection of others or property, to prevent escapes or suppression of disorder and only to the degree necessary to restore order.	X			Use of force and use of restraints is all specified in the facility's SOP manual.
8-006.01	Physical force is not used as punishment.	X			
8-006.02	Employees prepare written reports following any use of force. Reports are reviewed by the facility administrator.	X			
8- 007	Restraint equipment is only used as a precaution against escape during transfer, for medical reasons under the direction of the physician, or to prevent self-injury, injury to others or damage to property.	X			
8 -007.01	Restraint equipment is applied only for the amount of time that is absolutely necessary.	X			
8-007.02	The use of restraints for other than routine purposes, is approved by the employee in charge and documented. The facility administrator reviews the report which states the reason restraints were used and the length of time used.	X			Supervisors are notified anytime restraints are used.
8-008	The facility has a security perimeter to prevent access to the facility by unauthorized personnel.	X			
8-009	All security perimeter entrances, exterior doors and other doors which the facility administrator determines should be kept locked are kept locked except when in use.	X			The perimeter is secured with the exception of two exit door to comply with OJJDP's definition of staff secure.

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	Standard	Compliance Status In	Out	N/A	Comments
8-010	The facility administrator or designee conducts weekly 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 the inspections are recorded on a checklist or log. The facility administrator promptly corrects any problems identified.	X			Each shift is conducting a daily inspection and maintenance is performing a weekly inspection.
8-011	A list of items designated as contraband is maintained and described in the juveniles' rule book and visiting rules. Employees are familiar with items designated as contraband.	X			Contraband is defined in the "Juvenile Holdover" handbook.
8-012	The facility has established a search plan to control contraband and weapons.	X			This is specified in JS-5440 of the facility's SOP manual.
8-013	Procedures to control contraband require that all materials and supplies are inspected.	X			Visitors can be searched according to section 5100 of the facility's SOP manual.
8-014	The facility has a plan for searching juveniles to control contraband and weapons which includes at a minimum, the following:	X			
8-014.01	Search of juveniles upon re-entering the security perimeter;	X			Policy 5480 reviewed reflects the searches of juveniles being transported.
8-014.02	Search of newly admitted juveniles in accordance with Chapter 15-004;	X			Newly admitted juveniles are searched according to section 5440 of the facility's SOP manual.
8-014.03	Periodic unannounced and irregularly timed searches of juveniles;	X			
8-014.04	Strip searches at such times when reasonable suspicion exists that a juvenile is in possession of contraband or weapons.	X			This is addressed in policy JS-5440 of the facility's SOP manual.
8-015	Except in cases of emergency, pat searches should be conducted by facility employees of the same sex. If a juvenile objects to a pat search from a staff member of the opposite sex, an employee of the same sex will conduct the search.	X			Pat searches are conducted by employees of the same sex as the detainee per policy.
8-016	Strip searches and body cavity searches are conducted in private, under sanitary conditions and in a manner that preserves the dignity of the juvenile. All strip searches are conducted by facility employees of the same sex as the juvenile or by the facility physician or medical personnel. Body cavity searches are conducted by the facility physician or medical personnel. Persons of the opposite sex of the juvenile, other than medical staff, are not present during strip or body cavity searches.	X			Strip searches are conducted and documented by employees of the same sex as the detainee and two staff members are present. Body cavity searches are not being conducted.
8-016.01	All strip and body cavity searches are documented as prescribed in Chapter 15-004.07. Documentation of strip and body cavity searches are maintained in facility files and in the juvenile's file.	X			All strip searches are documented.
8-017	Contraband and weapons found during searches are seized. The seizure and disposition of contraband is documented. When a crime is suspected to have been committed in the facility, all evidence is maintained and made available to the proper authorities.	X			Policies JS-5440 and 5100 reflect this.

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	Standard	Compliance Status In	Out	N/A	Comments
8-018	Facility employees are familiar with the facility locking system and are able to release juveniles immediately in the event of a fire or other emergency.	X			Part of training and specified in the facility's SOP manual. All doors can be opened at once for emergency egress.
8-019	The facility has a key control system which includes, at a minimum, the following provisions:	X			Security doors are electronic and controlled by staff stationed in the master control center.
8-019.01	All keys not issued to employees are stored in a secure depository which is accessible only to authorized staff;	X			Key issuance is minimal.
8-019.02	There is an accounting procedure for the issuance and return of keys;	X			A key log is utilized.
8-019.03	There is a procedure for reporting and repair of any broken key or lock;	X			Facility has a procedure for reporting broken keys.
8-019.04	A duplicate set of keys is maintained in a separate, secure place;	X			
8-019.05	Juveniles are prohibited from handling keys which operate perimeter security locks;	X			
8-019.06	Emergency keys are readily accessible for issuance in accordance with emergency procedures;	X			
8-019.07	A key inventory is maintained in which each lock is identified with its location, number of keys available and key labels recorded; and	X			Keys are inventoried each shift.
8-019.08	Precautions are taken to ensure the security of non-key operated locks such as electrical switches or mechanical levers.	X			
8-020	The facility has a tool control system which includes at a minimum, the following provision:	X			No tools are maintained in this facility.
8-020.01	Facility tools and potentially dangerous equipment is securely stored in a locked area or outside the security perimeter;	X			
8- 020.02	There is an accounting system to record the issuance and return of all facility tools and equipment;	X			
8-020.03	Employees carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter;	X			
8-020.04	Tools and equipment are only used by juveniles under the direct supervision of facility employees;			X	Juveniles do not use any tools.
8-020.05	The loss or misplacement of tools or equipment is promptly reported to the facility administrator.	X			Specified in the SOP manual.
8-021	Except in emergencies, no firearms, chemical agents or other weapons are permitted within the facility's security perimeter.	X			
8-021.01	Employees use only the security equipment issued and approved by the facility administrator and only when authorized by the facility administrator. Employees use only the security equipment for which they have received training and qualification.	X			Specified in the facility's SOP manual.
8-021.02	A weapons locker is provided at the security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers entering the facility.	X			Located at entrances and the vehicular sally-port.
8-022	The use of any security equipment to control the behavior of juveniles is documented promptly by facility employees involved in a written report to the facility administrator.	X			Use of security equipment is documented in the youth's file.

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Standard		Compliance Status In	Out	N/A	Comments
8-023	The facility has a written policy and procedure for the handling of emergency situations including at a minimum escape, hostage taking, riots or disturbances, suicides, natural disasters and group arrests.	X			Section 5600 is general emergency policies.
CHAPTER 9 - FOOD SERVICES 9-001	The food services operation is 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.	X			Staff supervise the delivery and service of meals.
9-001.01	If food is obtained through a food service contract from an outside source, provisions are made to assure that the contractor complies with the applicable section of these Standards.	X			Food service is provided under contract with a private caterer who also contracts with the adult jail. Meals are prepared at the adult jail and delivered here for serving.
9-002	The food service meets the dietary allowances as stated the current edition of Recommended Dietary Allowances, of the National Academy of sciences.	X			
9-003	Menus are planned, dated and available for review at least one week in advance. Notations are made of any menu changes. Menus are kept at least l year after use.	X			This facility has a 4 week rotating menu.
9-004	Special diets prescribed are followed according to the orders of the treating physician or dentist.	X			Managed by the facility medical staff.
9-005	Provisions are made for special diets required by a juvenile's religious beliefs.	X			
9-006	An accurate record of all meals served to juveniles including special diets, is maintained. Items served and the time and date served is recorded. A notation is made when a juvenile refuses to eat.	X			
9-007	Menus and records of meals served are reviewed at least annually by a dietician or nutritionist. Documentation is maintained regarding the review and verification of nutritional adequacy. Subsequent menus are promptly revised to eliminate any deficiencies noted.	X			The facility must meet federal school meal standards.
9-008	Three meals, at least one of which includes a hot entree, is served daily.	X			Snacks and commissary are also served.
9-008.01	Meals are served at approximately the same time every day. No more than 14 hours between the evening meal and breakfast the next day unless an evening snack is served.	X			
9-008.02	Youth out of the facility attending approved functions when meals are served have a meal provided upon their return if they have not already eaten.	X			Sack meals are provided to youth in this situation.
9-009	Meals are prepared with consideration for flavor, texture, temperature, appearance and palatability. Food is served promptly after preparation. Hot food is served hot and cold food is served cold.	X			Temperatures are checked when food arrives from contracting kitchen.
9-010	Food is not withheld, nor the menu varied as a disciplinary sanction.	X			

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	Standard	Compliance Status In	Out	N/A	Comments
9-011	Meals are served under the direct supervision of facility employees.	X			
9-012	The facility has a control system for the issuance and return of food preparation and eating utensils.	X			This is included in post orders and record keeping.
9-012.01	The facility maintains an adequate supply of the appropriate utensils to accommodate preparation and serving requirements.	X			The kitchen appears very well equipped.
9-012.02	An adequate supply of food preparation equipment is maintained.			X	
9-013	Food service and related sanitation practices comply with the requirements of the State Health Department or other appropriate regulatory bodies.	X			
9-013.01	The facility administrator solicits at least an annual sanitation inspection by a qualified entity. The inspection results are documented with prompt action taken to correct problems.	X			Inspections are conducted here by the department of Health and Human Services.
9-013.02	A daily inspection of the food service area and equipment is conducted by the facility administrator, food service personnel or other employee familiar with sanitation requirements.	X			Youth are required to clean kitchen area under staff supervision. A "deep clean" is performed weekly.
9-013.03	If food is obtained through a food service contract from a source outside of the facility, the facility maintains documentation that the food service contractor complies with applicable food service sanitation codes, based on an annual inspection by the appropriate regulatory authority.	X			The kitchen at the adult facility is to be inspected by the State Department of Agriculture, Dairies and Foods Division.
9-014	Written policy requires all persons assigned to food service work, including juveniles, to be in good health and free from communicable or infectious disease, vermin or open, infected wounds.	X			
9-015	All persons assigned to food service work are required to maintain adequate personal hygiene and wear appropriate garments while working.	X			This is part of the employee personnel policies.
9-016	All persons assigned to food service work are familiar with food service sanitation practices and requirements.	X			This is covered in Initial Training.
9-017	All dishes, utensils, pots, pans, trays and food carts used to prepare and serve food are washed and rinsed promptly after every meal. Disposable utensils and dishes are not reused.	X			A commercial grade dishwasher is used.
9-018	A daily cleaning schedule is established and followed.	X			
9-019	Storage and pantry areas are maintained in a clean, sanitary condition and free from contamination at all items.	X			
9-020	Garbage is stored in water tight containers with plastic trash liners and tight fitting covers. Garbage is removed at least daily.	X			
9-021	All food or food products are stored in clean, seamless containers after opening of the original container. Non-perishable food is stored off the floor on washable shelving and is protected from insects, rodents, overhead leakage and excessive heat. Perishable food shall be refrigerated at the proper temperature.			X	Food storage and preparation takes place at the adult jail facility.
9-022	Food items stored for future use are rotated on a first in, first out basis. All opened food is used within an appropriate time to avoid spoilage or is disposed of.			X	

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Standard		Compliance Status In	Out	N/A	Comments
9-023	Cleaning solutions, insect sprays or any other toxic or poison material is kept in a separate locked storage area.	X			
9-024	Kitchen floors shall be constructed of smooth, durable material to provide a cleanable surface.	X			
9-025	Kitchen walls, shelves, ceilings and cabinets are finished with smooth, washable, light-colored finishes.	X			
9-026	At least 20 foot-candles of artificial lighting is provided in the kitchen.	X			
9-027	Adequate ventilation is available to dispel excessive heat, steam, condensation, odors, vapors, smoke and fumes from the kitchen area.	X			
9-028	Vent openings to outside air are screened to prevent entrance of contaminants.	X			
9-029	Adequate supplies of hot and cold water are available in the kitchen as required by the food service sanitation manual.	X			
9-030	Toilet and lavatory facilities are available to food service workers in the vicinity of the kitchen.	X			
CHAPTER 10 - SANITATION AND HYGIENE 10-001	The facility is maintained in a clean and healthful condition. The facility administrator or their designee conducts at least weekly sanitation and maintenance inspections of all areas of the facility.	X			The facility was found to be very clean and well maintained.
10-002	The facility has a plan for the control of vermin and pests that includes inspections and treatments by a licensed professional.	X			
10-003	The facility has a written housekeeping plan that provides for the daily housekeeping and maintenance of the physical plant. The plan includes:	X			A full time employee is on staff to maintain facility cleaning and maintenance.
10-003.01	Work is assigned and supervised by facility employees. Juveniles are not allowed to assign work to other juveniles;	X			Juveniles are provided cleaning materials and housekeeping assignments.
10-003.02	Bars, screens, ledges and other exposed surfaces are dusted and/or washed weekly or when soiled:	X			
10-003.03	Floors are swept daily and scrubbed and rinsed at least weekly. Carpeted floors are vacuumed daily. Floors are kept free of hazardous objects;	X			
10-003.04	Walls and ceilings are cleaned when soiled. Juveniles are prohibited from placing any pictures on walls or ceilings;	X			
10-003.05	Toilets, lavatories, sinks, showers and other sanitary equipment is cleaned daily;	X			
10-003.06	Juveniles are responsible for keeping their room or sleeping area clean at all times. Rooms and dormitories are kept free of accumulations of food or unnecessary articles which might attract vermin;	X			Juveniles are assigned cleaning duties for their personal areas and commons areas.
10-003.07	Durable, fire-retardant trash receptacles are provided throughout the facility and are emptied and cleaned daily;	X			
10-003.08	Cleaning tools and supplies are provided to juveniles to be used under the supervision of facility employees. Supplies are not stored in living areas. Mops and other cleaning tools are stored in a well-ventilated place. Juveniles access to cleaning material is controlled;	X			Cleaning supplies are stored outside the living and common areas.

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Standard		Compliance Status In	Out	N/A	Comments
10-003.09	Mop sinks and janitor's closets are cleaned after each use.	X			
10-003.10	To the extent possible, cleaning supplies are nontoxic to humans. All hazardous cleaning solutions are clearly labeled and securely stored in an area apart from all other articles.	X			
10-004	Painted surfaces are not scaled or deteriorated.	X			
10-005	All plumbing, lighting, ventilation equipment, furnishings and security hardware in living areas is kept in good working order. Any broken devices are promptly repaired or replaced.	X			
10-006	Where the facility's water supply is obtained from a private source, the source is properly located, constructed and operated to protect it from contamination and pollution. The water meets all current purity standards as set by state or local authorities.			X	
10-007	Sufficient shower facilities with adequate supplies of hot and cold water are available in the living areas to allow for daily showers or bathing. Juveniles are encouraged to shower or bathe at least 3 times a week.	X			Two showers are located in each of the three housing units that have a capacity of 12 youths each.
10-008	Provisions are made for juveniles to receive hair care as needed.	X			An outside barber comes to the facility as needed. Requests have to be submitted.
10-009	The facility provides without charge soap, shampoo, deodorant, toothbrush, toothpaste, comb, shaving equipment upon request and products for female hygiene as required by Standards 009.01 through 009.08.	X			All items are provided. Youth may also use facility points to purchase additional or different name brand items.
10-010	Toilet paper is available at all times in juvenile toilet areas.	X			
10-011	Clean clothing, bedding, linens and towels are issued to juveniles held overnight. At a minimum, the following are provided.	X			
10-011.01	A set of clean clothing is provided when the juvenile's personal clothing is not allowed or is unsuitable. Clean socks and underwear is provided daily and other clothing at least twice a week;	X			
10-011.02	Fire-retardant mattress and pillow;	X			
10-011.03	Pillow case;	X			
10-011.04	Two (2) sheets or one (1) sheet and one (1) mattress cover. Sheets and mattress covers are exchanged at least weekly;	X			
10-011.05	Fire-retardant blankets; and	X			
10-011.06	Clean towel and washcloth, exchanged daily.	X			
10-012	Laundry services are sufficient to allow required exchanges of clothing, bedding and towels.	X			
10-013	The facility inventory of clothing, bedding, linen and towels exceeds the maximum population to ensure that a reserve is always available.	X			
10-014	Juvenile's personal clothing is cleaned upon admission, when necessary, before storage or before it is allowed to be worn.	X			
CHAPTER 11 - HEALTH SERVICES		X			On-site medical care is provided through a contract Physician and three Nurses. The physician visits once per week or as needed.
11-001	The facility has a written agreement or contract with a physician, hospital or clinic to provide health care services. If the health authority is a hospital or clinic, medical judgments				

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	Standard	Compliance Status In	Out	N/A	Comments
	rest with a single, designated, responsible physician licensed in this state.				
11-002	Except for regulations to ensure safety and order, matters of medical, mental health and dental judgment are determined entirely by the responsible physicians.	X			
11-003	The facility has written policies and procedures, approved by the facility physician, to govern the delivery of medical, dental and mental health services. Policies and procedures address at a minimum, the following:	X			
11-003.01	Receiving screening;	X			
11-003.02	Collection of health appraisal data;	X			
11-003.03	Non-emergency medical services;	X			
11-003.04	Emergency medical and dental services;	X			
11-003.05	First-aid and CPR;	X			
11-003.06	Screening, referral and care of juveniles who may be suicide-prone, or experience physical, mental or emotional disabilities;	X			
11-003.07	Arrangements for providing chronic and convalescent care:	X			
11-003.08	Arrangements for providing close medical supervision of juveniles with special medical or psychiatric problems;	X			A Doctor and a mental health therapist are on staff for these matters.
11-003.09	Delousing procedures;	X			
11-003.10	Infectious disease control;	X			
11-003.11	Arrangements for providing detoxification;	X			
11-003.12	Handling of pharmaceuticals; and	X			All staff are med-aid trained.
11-003.13	Notification of next of kin in case of serious illness, injury or death.	X			
11-004	State licensing, certification and/or registration requirements apply to medical personnel. Copies of credentials for each medical employee are kept on file at the facility or contracting entity.	X			All medical personnel are fully licensed and certified for the level of care they provide.
11-005	The facility has written job descriptions for all medical personnel that define their roles in the facility health care system.	X			This is covered under county personnel policy.
11-006	The facility employs at least one full-time or part-time medical professional, such as a nurse, physician assistant or emergency medical technician. If the facility administrator designates non-medical personnel to coordinate the delivery of health care services, employees must be appropriately trained and carry out those duties under joint supervision of the facility administrator and physician.	X			
11-007	Space, equipment, supplies and materials necessary for health care services provided at the facility are available.	X			
11-008	First-aid supplies are available in the facility at all times. Location and content of first-aid supplies is determined by the facility physician. The facility administrator has established a procedure for the monthly inspection and maintenance of	X			First aid supplies are located throughout the facility.

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Standard		Compliance Status In	Out	N/A	Comments
	supplies.				
11-009	Medical screening is performed on all juveniles upon admission to the facility. The findings are recorded on a printed form approved by the facility physician. The medical screening includes the following:	X			Admission screening and assessment is completed by direct care staff.
INQUIRY INTO:					Information gained by admission staff is passed on to medical.
11-009.01	Current illness and health problems, dental problems and infectious diseases;	X			
11-009.02	Medication taken and special health requirements;	X			
11-009.03	Drug or alcohol use, including types, methods, date and time of last use, and a history of problems that may have occurred after ceasing use;	X			
11-009.04	Past or present treatment or hospitalization for mental disturbance or suicidal behavior;	X			
11-009.05	Mental illness; and	X			
11-009.06	Other health problems designated by the facility physician.	X			
OBSERVATION OF:		X			
11-009.07	Behavior, including state of consciousness, mental status, appearance, conduct, tremor or sweating; and				This is completed during admission.
11-009.08	Body deformities, physical injuries, trauma, markings, bruises, jaundice, rashes, evidence of body vermin, ease of movement, etc.	X			
DISPOSITION OF:		X			Medical considerations are part of the classification and housing assignments.
11-009.09	General population;				
11-009.10	General population and referral to appropriate health care services; or	X			
11-009.11	Immediate referral to health care services.	X			All juveniles receive a follow –up physical examination conducted by the facility medical staff.
11-010	Request for medical treatment is collected daily. Requests are reviewed by medical professionals or a trained employee to determine disposition or referral to facility physician.	X			Juveniles complete a medical care request form which is given to the medical staff.
11-011	Treatment provided by medical personnel other than physicians are performed pursuant to standing or direct orders.	X			
11-012	Juveniles suspected of having contagious or infectious diseases are temporarily isolated immediately from other juveniles and are examined by a physician promptly. If transfer to a hospital is not ordered, the physician's instructions are carefully followed.	X			Infectious disease control is in policy, procedures and training.
11-013	Reasonable dental care is available and provided when the health of a juvenile during the confinement would otherwise be adversely affected.	X			
11-014	Detoxification programs are provided and under medical supervision for alcohol and drug-dependent juveniles either on-site or through transfer to other facilities.	X			Law enforcement must get a fitness for confinement clearance.
11-015	Examinations and treatments affected by informed consent	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	requirements are observed for juveniles' care.				
11-016	Emergency medical and dental care is available at all times. Written plans for emergency services include arrangements for:	X			
11-016.01	Emergency evacuation of juveniles from the facility;	X			
11-016.02	Use of an emergency vehicle;	X			
11-016.03	Use of one or more hospital emergency rooms or other appropriate health care facility; and	X			Midlands hospital is utilized for emergencies.
11-016.04	Emergency on-call physician and dental services when the emergency health care facility is not located nearby.	X			
11-017	Written procedures are established for the proper management of pharmaceuticals.	X			
11-017.01	Prescription medicines kept at the facility are securely stored.	X			Medications are managed by the medical care providers.
11-017.02	Prescriptions are labeled with the prescription number, type of medication, prescribed dosage, time to be administered, date of prescription, juvenile's name and the name of the prescribing physician. A copy of each prescription is placed in the juvenile's medical file.	X			
11-017.03	Prescriptions are administered in the prescribed dosage at the prescribed time by the facility physician, medical personnel or a designated and appropriately trained facility employee.	X			Nurses administer medications. In their absence, Med-aide certified staff administer medication.
11-017.04	The administration of medication is recorded in the manner and on a form approved by the facility administrator.	X			A MARS (Medical Administration Records) form is used.
11-018	The facility has a procedure for notification of those designated by the juvenile to be contacted in the case of serious illness, injury or death.	X			
11-019	In the event of a juvenile's death, the coroner, county attorney and appropriate law enforcement agency is notified immediately.	X			
11-020	The facility physician and medical personnel have access to the juvenile's confinement records when needed.	X			Medical maintains separate medical files
11-021	Facility employees are appraised of a juvenile's medical condition when they have a need to know to ensure the safety and well-being of the juvenile or others.	X			
CHAPTER 12 - RIGHTS OF JUVENILES 12-001	The facility safeguards the basic rights of juveniles through written policies and procedures that are consistent with fundamental legal principles, sound correctional practice and humane treatment. Policies and procedures provide, at a minimum, the following:	X			These are specified in section 5570 of the facility's SOP manual and the detainee handbook.
12-001.01	Access to attorneys and their authorized representatives and to the courts;	X			The facility maintains a running record of court proceedings on each youth in custody.
12-001.02	Access to basic medical and dental care;	X			
12-001.03	Access to religious services and religious counseling on a voluntary basis, subject to limitations necessary to maintain	X			

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Standard	Compliance Status In	Out	N/A	Comments
facility security and order;				
12-001.04 Opportunity to receive visits and to communicate and correspond with persons, organizations or representatives of the media, subject to limitations necessary to maintain facility security and order;	X			
12-001.05 Freedom from personal abuse, corporal or unusual punishment, humiliation, mental abuse or punitive interference with daily functions of living, such as eating or sleeping;	X			Instructions for a juvenile to report this is contained in the handbook.
12-001.06 Freedom from discrimination based on sex, race, creed, religion, national origin, disability or political belief and to have equal access to available programs and work assignments;	X			The protection of juveniles rights are found in the facility mission statement, SOP section 3500 and the detainee's handbook.
12-001.07 Access to opportunities for physical exercise and equipment;	X			
12-001.08 Access to education services to the level mandated by law.	X			
12-002 The facility has a written grievance procedure which includes:	X			
12-02.01 Any juvenile has the right to report and file a grievance;	X			
12-002.02 The facility administrator or designee promptly investigates, makes a written report and responds to all grievances, providing reasons for the decision. Responses to grievances are within a prescribed, reasonable time period, with special provisions for responding to emergencies;	X			
12-002.03 Juveniles reporting a grievance are not subject to reprisals;	X			
12-002.04 Juveniles are provided at least one level of appeal; and	X			
12-002.05 Notation of any grievances filed are made in the shift log and/or the juveniles' individual record.	X			
CHAPTER 13 - RULES AND DISCIPLINE 13-001 The facility has written policies and procedures for maintaining discipline and regulating juveniles' conduct.	X			
13-001.01 Conduct is regulated in a manner which encourages and supports appropriate behavior;	X			
13-001.02 Disciplinary actions are of such a nature to regulate juveniles behavior within acceptable limits and is taken at such items and in such degrees as necessary to accomplish this objective.	X			Minors matters of discipline are generally handled informally and sanctions involve the withdrawal of rewards.
13-001.03 The behavior of juveniles is controlled in an impartial and consistent manner;	X			
13-001.04 Disciplinary action is not capricious, retaliatory or revengeful. Group punishment is prohibited;	X			
13-001.05 Corporal punishment is prohibited;	X			
13-001.06 Use of mechanical restraints as punishment is prohibited;	X			
13-001.07 Withholding food or variation of diet as punishment is prohibited; and	X			
13-001.08 Juveniles are not subject to any situation in which juveniles impose discipline on each other.	X			
13-002 The facility has written rules of conduct which specify prohibited acts within the facility, the penalties that may be imposed and the disciplinary procedures to be followed. Upon	X			

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Standard		Compliance Status In	Out	N/A	Comments
	admission, each juvenile is provided with a copy of the rules.				
13-003	The facility has guidelines for informally resolving minor misbehavior. Guidelines may include room restriction of a juvenile for up to 60 minutes for "cooling off". This form of room restriction is noted in the shift activity documentation.	X			
13-004	Rule infractions for which the maximum penalty is temporary room restriction, not exceeding 24 hours, deprivation or limitation of privileges for 7 days or less, a warning, a verbal reprimand or counseling, is considered a minor rule infraction. Procedures for handling minor rule infractions include:	X			
13-004.01	The juvenile is informed of the specific rule he or she is alleged to have violated;	X			
13-004.02	The juvenile is given an opportunity to explain the reasons for the violation;	X			
13-004.03	The juvenile is advised of any actions taken and the reasons for taking such actions;	X			
13-004.04	The juvenile has the right to appeal any disciplinary decision or action on a minor rule violation. Employees handling minor rule infraction prepare an incident report describing the rule infraction and the action taken.	X			
13-005	Rule infractions for which the possible sanctions include limitation or deprivation of privileges for more than 7 days, or placement in disciplinary confinement not to exceed 7 days, except in cases involving violence, the violation is treated as a major infraction. Procedures for handling major infractions include:			X	Current policies on discipline do not provide for deprivations and sanctions on major rule violations that would require a “due process” disciplinary hearing as specified in these standards.
13-005.01	Employees alleging a major rule violation prepare a disciplinary report and forward it to the disciplinary officer without delay. The report includes, at a minimum:			X	
13-005.01A	A description of the incident;			X	
13-005.01B	Specific rule violated;			X	
13-005.01C	Unusual behavior;			X	
13-005.01D	Staff or juvenile witnesses;			X	
13-005.01E	Disposition of any physical evidence;			X	
13-005.01F	Immediate action taken, including use of force and pre-hearing confinement; and			X	
13-005.01G	Reporting staff member's signature with date and time report is made.			X	
13-005.02	An investigation of a reported major rule infraction is started within 24 hours of the time the alleged violation was reported, unless exceptional circumstances justify a delay.			X	
13-005.03	Those charged with major rule infractions are provided with a written statement of the charges, with a description of the incident, the specific rule violated and notice of the hearing on the incident. The juvenile has at least 24 hours prior to			X	

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	Standard	Compliance Status In	Out	N/A	Comments
	the hearing to prepare a defense.				
13-005.04	A hearing on the major rule infraction is held by the designated disciplinary hearing officer or committee, within 96 hours of the time the statement of charges is delivered to the juvenile. The officer or committee has not been directly involved in the incident. Hearing procedures include the following provisions:			X	
13-005.04A	The juvenile may be present at the hearing unless he or she waives that right in writing or if the juvenile's behavior justifies exclusion from the hearing;			X	
13-005.04B	The juvenile may request the services from a staff member to represent them during the hearings;			X	
13-005.04C	The juvenile is allowed to call witnesses and present documentary evidence in his or her defense;			X	
13-005.04D	The disciplinary officer renders decisions based on the preponderance of evidence presented and prepares written records of decisions and sanctions imposed; and			X	
13-005.04E	Copies of decisions and the sanctions imposed are provided to the juveniles.			X	
13-005.05	Juveniles have the right to appeal disciplinary decisions on major rule violations to the facility administrator who considers the following:			X	
13-005.05A	That there was substantial compliance with facility policy and procedures on discipline;			X	
13-005.05B	That the decision was based on a preponderance of evidence; and			X	
13-005.05C	That the sanction imposed was proportionate to the infraction.			X	
13-005.06	When juveniles are found not guilty of an alleged infraction, all reference to the incident are removed from his of her file.			X	
13-005.07	Juveniles are placed in pre-hearing confinement only when they are charged with a major infraction and when it is necessary to ensure the safety of the juvenile or the facility. Confinement beyond 24 hours is reviewed by the facility administrator or designee daily.			X	Only 60 minute “cooling off” periods are used for minor incidents or rule infractions. Serious offenses would include re-classification and alternative housing assignments.
13-006	When a juvenile allegedly commits an act that violated federal, state or local criminal law, the case is promptly referred to the appropriate authority for possible prosecution.	X			Matters of major discipline are referred to Law Enforcement.
13-007	When juveniles are confined separate from the general resident population, they are afforded the following:	X			
13-007.01	Living conditions and access to programs and services approximating those available to the general population, subject to restrictions necessary to ensure safety and security. When services or programs are withheld, written justification is provided.	X			Program restrictions can be placed on a youth in room restrictions for misconduct.
13-007.02	Juveniles placed in separate confinement are visually checked every 30 minutes and are visited by staff at least	X			Juveniles in room restriction status are checked every 15 minutes

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	Standard	Compliance Status In	Out	N/A	Comments
	once each shift. Documentation of staff visits are recorded as provided in Standard 6-006.				according to section 3250 of the facility's SOP manual.
CHAPTER 14 - MAIL, VISITING, TELEPHONE		X			Juvenile's incoming mail is not restricted.
14-001	The length, source or volume of mail a juvenile may send or receive, at his or her own expense, is not limited, except where there is clear and convincing evidence to justify limitations for reasons of public safety, facility order or security.				
14-002	Juvenile mail, both incoming and outgoing, is not read or rejected, except where there is reason to believe that such correspondence threatens the safety and security of the facility, another juvenile, any public official or the general public or is being used in the furtherance of illegal activities.	X			Incoming and outgoing mail is logged.
14-003	Incoming mail is opened and inspected for contraband. Cash, check and money orders are removed from incoming mail and credited to the juvenile's account. If contraband is discovered in either incoming or outgoing mail, it is removed with disposition recorded.	X			
14-004	If publications, correspondence or contents of a package or mail is rejected, the sender and the person to whom it is addressed is notified in writing of the reasons for rejection. Rejected items are returned to sender or placed in the juvenile's property, unless it contains illegal materials to be kept for evidence.	X			Any material received that is unauthorized, is documented placed in the detainee's property by the Administrative Office Coordinator.
14-005	Juveniles are permitted to send sealed letters to attorneys, courts, government officials and officials of the confining authority.	X			
14-006	Incoming mail from attorneys, courts, government officials, officials of the confining authority or administrators of grievance systems may be opened only to inspect for contraband and in the presence of the juvenile to whom it is addressed. This mail is not read unless there is probable cause to believe the contents pose a threat to safety and security of the facility or another person or is being used in the furtherance of criminal activities.	X			
14-007	Indigent juveniles are provided with writing supplies and postage for all letters to their attorneys, the courts, government officials or officials of the confining authority.	X			
14-008	Indigent juveniles are provided with writing supplies and postage for 2 personal letters a week.	X			All detainees are allowed 3 letters a week.
14-009	Incoming mail is delivered to juveniles within 24 hours of receipt, excluding weekends and holidays. Outgoing mail is delivered to the postal service daily, excluding weekends and holidays. Attempts are made to forward mail when juveniles have been released.	X			
14-010	All juveniles, except those on disciplinary restriction, are provided the opportunity to make at least 1 personal telephone call daily.	X			At least one 15 minute phone call is allowed daily.

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	Standard	Compliance Status In	Out	N/A	Comments
14-010.01	At least 5 minutes is allotted for each telephone call.	X			
14-010.02	Telephone calls are not monitored unless authorized by law.	X			
14-011	Juveniles are allowed to make a reasonable number of telephone calls to their attorneys, caseworkers, probation or parole officers and counselors at the juveniles' expense unless they are indigent.	X			
14-011.01	Privileged telephone calls are of reasonable duration.	X			
14-011.02	Privileged telephone calls are not monitored.	X			
14-011.03	Privileged telephone calls are not revoked as a disciplinary measure.	X			
14-012	The facility has an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting requirements of all juveniles in the facility.	X			Visits are conducted Sunday-Friday 7-8pm and Saturdays 10-11 am.
14-012.01	Visiting times are scheduled on at least 2 days a week, one of which is during the weekend.	X			
14-012.02	Each juvenile, except those on disciplinary restriction, have at least 2 hours of visiting each week in two or more visits.	X			
14-012.03	Visits are not limited to less than 30 minutes in duration.	X			
14-012.04	The number of visitors a juvenile may receive is only limited by facility space constraints, except where substantial reasons justify limitations.	X			
14-012.05	Persons under age 18, when accompanied by a parent or legal guardian, may be permitted to visit.	X			
14-013	Visitors may be excluded for one or more of the following reasons:	X			
14-013.01	Visiting restrictions have been placed on the juvenile by the parents/legal guardians, probation officer, parole officer or the Court of jurisdiction;	X			
14-013.02	The visitor refuses to register and show proper identification, consent to search or abide by the visiting rules;	X			Visitors are required to show identification and pass through a metal detector. Warrant searches are also conducted.
14-013.3	The visitor represents a reasonable danger to the facility;	X			
14-013.04	The visitor has a past history of disruptive conduct at the facility;	X			
14-013.05	The visitor appears to be under the influence of alcohol or drugs; or	X			
14-013.06	The juvenile refuses the visit.	X			
14-014	Rules governing (visitor's conduct) are posted in the visiting area.	X			Posted in visiting area and outlined in informational brochure.
14-015	Visitors are required to register prior to visiting.	X			
14-017	A secure and suitable visiting area is provided for juveniles and visitors to converse at normal voice levels.	X			Contact visitation is utilized. Non-contact visitation is also an option if needed.
14-018	Visitors may be pat or strip searched prior to a contact visit if probable cause exists.	X			
14-019	Juveniles are provided adequate opportunities to meet with	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	attorneys, probation and parole officers, counselors, caseworkers and the clergy.				
14-019.01	Attorneys, probation and parole officers, counselors, caseworkers and clergy are permitted to visit juveniles at reasonable hours other than during regular visiting hours.	X			
14-019.02	Visits with professionals listed in 019.01 of this chapter are not monitored, except staff may make visual observations to maintain security.	X			
14-019.03	Visits with professional listed in 019.01 of this chapter are of the contact type unless otherwise indicated by the juvenile, the visitor or the facility administrator when there is a substantial security justification to require a non-contact type. When a contact visit is not allowed, the reasons are documented.	X			
14-019.04	A private area or room for confidential communication for up to 4 people with adequate writing space is provided for contact visits.	X			
14-019.05	Professionals as those listed in 019.01 of this chapter may be subject to a search prior to a contact visit.	X			
CHAPTER 15 - ADMISSION AND RELEASE 15-001	The admitting staff member positively identifies the committing officer and verifies the committing officer's authority to have the juvenile detained.	X			Citations, warrants, court documents, fingerprints and photographs are obtained during admission.
15-001.01	When juveniles are taken into custody, the committing officer secures the authorization for detention from the court of jurisdiction or a probation officer prior to admission.	X			Arresting officers complete probable cause affidavits and meet with District 2 probation for detention screenings.
15-001.02	The facility has provisions to assure there is valid authority to:	X			
15-001.03	Detain all juveniles presented for admission.	X			Initial screenings are completed by a staff member and the arresting officer. An assessment for placement is conducted by a probation officer.
15-001.04	The committing officer remains present during the admission process until all pertinent information is recorded and the admitting staff member accepts custody of the juvenile.	X			A detailed assessment for detention is conducted according to section 5400 of the facility's SOP manual.
15-002	The admitting staff member, to the best of his or her ability, ascertains the identity and age of the juvenile.	X			
15-003	Juvenile's showing signs of illness, injury or if they are incoherent or unconscious, are not admitted to the facility until the committing officer has been provided with documentation from a physician or facility medical personnel of examination, treatment and fitness for confinement.	X			Screening includes behavior, mental health and suicide risk, substance and alcohol abuse.
015-04	The admitting staff member conducts a thorough search of the juvenile being admitted. Written policies and procedures regarding searches upon admission are consistent with the following provisions:	X			

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	Standard	Compliance Status In	Out	N/A	Comments
15-004.01	All searches are the least intrusive type necessary to satisfy the safety and security needs of the facility.	X			
15-004.02	Pat searches are considered the initial method of searching juveniles upon admission. Pat searches are conducted as prescribed in Standard 8-015.	X			
15-004.03	Strip searches upon admission are authorized only upon individualized determination of reasonable suspicion or probable cause as set forth in Standards 15-004.03A through 004.04H.	X			
15-004.05	Body cavity searches upon admission are authorized only when there is probable cause to believe that contraband will be discovered.	X			Searches of this type would be conducted by medical.
15-004.05A	Body cavity searches must be authorized by the facility administrator or designee.	X			These types of searches must be authorized by the Director or deputy director.
15-004.05B	Body cavity searches are not conducted unless the pat search, strip search and clothing search has failed to satisfy safety and security needs.			X	
15-004.06	All strip searches and body cavity searches are conducted under the condition prescribed in Standard 8-016.	X			
15-004.07	A written record is made of strip searches and body cavity searches of juveniles upon admission, consistent with Standards 15-004.07A through 004.07E.	X			
15-005	A standardized intake and release form is completed on every new juvenile.	X			Completed on the IMAC system.
15-006	Juveniles under age 14 are not fingerprinted, except by court order. Juveniles age 14 or older may be printed. The fingerprints of any juvenile are not sent to a federal or state depository except for felony convictions, escape from a YDC or to identify and return a runaway.	X			
15-007	Juveniles are screened and observed to determine if immediate medical or mental health attention is needed.	X			
15-008	Juveniles detained are allowed to complete at least 2 unmonitored telephone calls at the time of admission to communicate with family, an attorney or a bail bondsman.	X			Policies and procedures JS-5400 covers this.
15-009	Money, valuables and other personal property not allowed in the facility is taken from juveniles during admission and securely stored. An itemized inventory signed by the juvenile and admitting staff is prepared and placed in the juvenile's file. Personal property released to a third party has the juvenile's signature of approval and the third parties signature of receipt.	X			Removed property and money is well documented. Documentation stays with property and is also recorded on IMAC.
15-010	After the booking process is completed, juveniles to be housed are required to shower.	X			Showering as part of intake is required.
15-011	Newly admitted juveniles are issued clothing as necessary and standard issue bedding and hygiene items.	X			
15-012	Newly admitted juveniles are assigned to initial housing according to the facility's classification plan. Male and female juveniles do not occupy the same sleeping rooms.	X			If housing is required, juveniles are classified and assigned rooms according to section 5500 of the

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	Standard	Compliance Status In	Out	N/A	Comments
					facility's SOP manual. Information from NCIC/NCIS and sex offender registries is gathered. High risk youths are transferred to Douglas County Youth Center.
15-013	Newly admitted juveniles receive orientation to the facility within 24 hours of admission. Juveniles are provided with written information and regulations governing treatment and conduct, daily activity schedules, programs and services, acquiring assistance, making complaints and emergency procedures.	X			When juveniles are lodged in the holdover unit, they are given a handbook meeting these requirements.
15-013.01	The written information includes a copy of the rules, a listing of prohibited acts, the range of possible sanctions and the disciplinary procedures followed. Juveniles have access to the written information during their entire stay at the facility.	X			
15-013.02	Assistance is provided where a language or literacy barrier prevents juveniles from understanding the orientation materials.	X			
15-013.03	Juveniles verify with their signature that they have been made aware of the facility's rules, programs and services.	X			The facility has recently started implementing this process.
15-013.04	When requested, parents or guardians of detained juveniles receive a copy of the facility rules.	X			
15-014	If a juvenile's physical condition, mental condition or behavior prevents completion of the admissions process, it can be delayed until the juvenile is capable of being processed in a safe and orderly manner.	X			
15-015	When detainees are brought into the facility, employees of the same sex are present to assist with the admission process.	X			
15-016	Releasing staff positively identify the juvenile to be released and the authority for the release. When a juvenile is released to another authority, the identity of the receiving officer is verified.	X			Juveniles are released according to section 5700 of the facility's SOP manual.
15-017	Releasing staff record the time, date, authority for release and receiving authority, if any, on the facility's release form. Releasing staff sign the completed form.	X			
15-018	Upon release, the juveniles' personal property is returned. The juvenile and the releasing staff sign a receipt for all property returned.	X			Property documentation is maintained in the youths file and on IMAC.
15-019	The facility has a procedure for handling complaints about property.	X			
15-020	Property not claimed within 6 months of a juvenile's discharge may be disposed of by the facility if it is documented that the juvenile, parent/legal guardian or a responsible party were notified at least 3 times to pick up the property.	X			Contact is attempted prior to any disposal.
CHAPTER 16 - PROGRAMS AND SERVICES					
16-001	Written policies and procedures provide that available programs and services include at a minimum, counseling,	X			The facility is very program oriented including education, counseling, religion, recreation, exercise and

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	Standard	Compliance Status In	Out	N/A	Comments
	religious services, exercise and recreational activities, library services and educational programs.				Children at Risk Education program with the juvenile courts.
16-002	At least one employee is designated to be responsible for assessing the needs of juveniles, coordinating the delivery of services and programs and developing local resources.	X			The facility also manages an electronic monitored house arrest program.
16-003	The facility has a plan for juvenile services and programs that provides for the use of community resources.	X			Day reporting and night reporting is also offered for non-detained youths.
16-004	All facility employees are familiar with services and programs available to juveniles.	X			
16-005	Counseling services should be available in the following areas: substance abuse, mental health, religion, education, anger control, survival skills/independent living skills, health and welfare, sexual abuse and family problems.	X			
16-006	Educational opportunities are available to all juveniles except where there is substantial justification for restriction.	X			
16-006.01	The educational program is available a minimum of 3 hours per day during the days the local school district hold classes. Exercise and recreation time not included in the 3 hour minimum.	X			The education program is a Title 18, accredited school. An alternative school is also provided on-site for non-custody juveniles.
16-006.02	The educational program includes contact and coordination with the juveniles' home schools.	X			The "CARE" program includes the youth's home school curriculum involvement.
16-006.03	The educational program includes remedial education.	X			
16-006.04	The educational program provides for GED opportunities or classes and courses recognized by the Nebraska Department of Education.			X	
16-006.05	The educational program should include: life skills and vocational training activities.	X			
16-006.06	The educational program is supported with sufficient equipment and materials that meet state educational standards.	X			
16-006.07	Juveniles may participate in educational release programs as authorized by the court having jurisdiction.	X			
16-006.08	The facility utilizes certified teachers and curriculum in the delivery of educational services. Copies of current credentials for each teacher are kept on file.	X			Education staff includes a principle, 1 Head Teacher, 2 full-time Teachers and 3 part-time teachers.
16-006.09	An adequate number of educational personnel are available to provide educational programming.	X			
16-006.10	Juveniles should be counseled regarding the importance of education to continue school attendance or re-enrolling upon discharge.	X			
16-006.11	Arrangements may be made for youth to enroll in higher education courses.	X			
16-007	Every juvenile, upon request, is allowed to practice the religion of their choice and have access to clergy, publications and religious symbols, subject only to limitations necessary to maintain safety, security and order.	X			

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	Standard	Compliance Status In	Out	N/A	Comments
16-008	The facility has a designated Chaplain or facility employee to identify religious needs and coordinate facility religious programs.	X			
16-09	The facility provides a recreational program which includes active exercise and leisure time activities.	X			Equipped dayrooms, common area and dining hall are used.
16-009.01	The facility provides an established exercise schedule to ensure that juveniles have at least 1 hour of physical exercise and at least 1 hour of structured leisure-time activities per day. Written documentation is maintained when exercise and leisure activities are provided.	X			There is an outdoor gymnasium for exercise.
16-09.02	Sufficient space in the facility is designated for exercise. It is in a secure area that is sufficient in size to allow the maximum number of users at any one time to participate in exercise and which is appropriate for the types of exercise offered.	X			
16-009.03	Enough equipment is provided to ensure that all juveniles have the opportunity to participate in exercise activities during their designated exercise period.	X			Basketball, kickball and volleyball equipment is provided.
16-009.04	Provisions are made for passive recreational activities.	X			
16-010	Library services are available to all detained juveniles.	X			
16-010.01	Library materials are responsive to the educational informational and recreational needs of juveniles and include a reasonable selection of fiction, non-fiction, educational and reference materials, as well as current magazines and newspapers.	X			General reading materials are available in the library along with text books from all community schools.
16-010.02	Library services are available at least 5 days per week.	X			
16-010.03	Library services can be provided by a community library or similar resources.	X			
16-011	The facility may have a work assignment plan to involve juveniles in facility housekeeping and maintenance.	X			
16-011.01	Written policy and procedure prohibit discrimination in work assignments.	X			
16-011.02	Work assignments do not conflict with educational programs.	X			
16-011.03	Juveniles are not permitted to perform any work prohibited by state or federal regulations and child labor laws.	X			
CHAPTER 18 – NEW FACILITY DESIGN AND CONSTRUCTION		X			
18-001	All standards in this section apply to new juvenile detention facilities and renovation of existing juvenile detention facilities for which construction is initiated after the effective date of these Standards.				
18-002	The facility has a rated capacity established in accordance with these Standards.	X			The facility rated capacity is 36 youths.
18-003	All new construction and renovation complies with the building, safety and health codes of the local authority and the applicable requirements of the State Fire Marshal.			X	Jail Standards has no documentation of this. At this time, it is assumed that those approvals were obtained prior to construction.

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Standard		Compliance Status In	Out	N/A	Comments
18-004	New facilities or major renovations are designed only after a thorough assessment of needs has been conducted.			X	The Assessment was conducted by Karen Chin and Associates.
18-005.01-08	A written program statement which provides the basis upon which architectural plans are drawn was prepared for all new construction and major renovation projects. The program statement was submitted to the Jail Standards Division for review and comment upon completion.			X	The facility opened in March of 2003. Jail Standards authority to provide oversight and apply administrative code became effective May 30, 2013, with the revision to NRS 83-4,125.
18-007.01-03	A copy of all architectural design documents were submitted to the Jail Standards Division for review and comment.			X	
18-008	Contracts were not let until approval of final documents was received by the governing body from the Jail Standards Board. No addenda, change orders, or modifications which affect compliance with these Standards were made to final documents except upon approval of the Jail Standards Division.			X	
18-010	All newly constructed or renovated juvenile detention facilities shall conform to the following general conditions:	X			
18-010.01	Light levels in all housing areas are at least twenty (20) foot-candle measured three feet above the floor. Light levels in other areas are appropriate for the use and type of activities which occur. Night lighting does exceed five (5) foot-candle during sleeping hours.	X			Light levels were found to be sufficient.
18-010.02	In all new construction, there is a window in each sleeping room which provides at least three (3) square feet of transparent glazing to the exterior, or the rooms open into a dayroom which provides windows with transparent glazing in an amount equivalent to that required for all of the rooms served by the dayroom.	X			Each room has a window measuring 8 sq. ft. Each dayroom has 8 skylights measuring 4 sq. ft. each.
18-010.03	A combination of skylights and windows may be utilized to meet the quantitative requirements for windows in housing units.	X			Common areas also have skylights.
18-010.04	In all renovated facilities, all housing units provide visual access to natural light. If windows are replaced as part of the renovation project, natural light requirements for new construction apply.			X	
18-010.05	Sustained noise levels within areas occupied by juveniles do not average higher than seventy (70) decibels during the day and forty-five (45) decibels during sleeping hours.	X			
18-010.06	Heating and cooling systems provide a comfortable and healthful living environment with temperatures maintained between sixty-five (65) and eighty (80) degrees Fahrenheit.	X			
18-010.07	Ventilation systems provide circulation of at least ten (10) cubic feet of fresh or recirculated purified air per minute per occupant in all areas of the facility.	X			
18-010.08	Untiled walls and metalwork in the housing areas are finished predominately with a light, soft-toned	X			

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	Standard	Compliance Status In	Out	N/A	Comments
	washable paint.				
18-010.09	All locks, detention hardware, fixtures, furnishings, and equipment 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.	X			
18-010.10	Juveniles' rights to privacy from unauthorized or degrading observation are protected without compromising the security and control of the facility.	X			
18-010.11	The facility has a security 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.	X			Security perimeter is maintained to control entrance and egress. Housing has access to an alarmed and time delayed egress door to comply with OJJDP definitions for staff secure holdovers.
18-010.12	The security area of the facility is equipped with an audio communication system designed to monitor activities and to allow juveniles to communicate emergency needs to facility employees. Closed circuit television shall not be used to monitor the interior of sleeping rooms and is not recommended for monitoring dayroom and program space.	X			Intercoms are located throughout the facility and monitored through master control.
18-010.13	All newly constructed facilities 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.	X			The facility has a back-up generator that is checked weekly.
18-010.14	The facility shall have an intake and release area which is located inside the security perimeter, but apart from other housing and activity areas. It includes the required components:	X			
18-010.14A	Sallyport;	X			
18-010.14B	Booking, identification area;	X			
18-010.14C	Shower and search area with modesty screening;	X			
18-010.14D	Secure storage for property and valuables;	X			
18-010.14E	Storage and issue for clothing, hygiene and linens;	X			
18-010.14F	Telephone facilities;	X			
18-010.14G	Interview and release screening;	X			
18-010.14H	Medical screening;	X			Medical is adjacent to booking.
18-010.14I	Release processing;	X			
18-010.14J	One or more temporary holding rooms (8hrs); may be multiple occupancy; 25 sq. ft. minimum per person; no smaller than 50 sq. ft.; must have benches, high security toilet, sink, hot & cold water, drinking fountain; and modesty screening of toilet area.	X			Two 75 sq. ft. holding cells are located in the Intake area and can hold up to 3 youths each.
18-011	The facility has a sufficient number of housing units in an appropriate configuration so that juveniles can be separated according to the facility's classification plan.	X			There are 3 separate housing units for classification.
18-012	Single occupancy sleeping rooms provide at least seventy	X			Each of the 3 housing units has 2

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	Standard	Compliance Status In	Out	N/A	Comments
	(70) square feet of floor space and are equipped with at least a mirror, table, seating, storage shelf or compartment, clothes hook and a bed above the floor.				single occupancy rooms.
18-013	Multiple occupancy sleeping rooms provide at least fifty (50) square feet of floor space per occupant at capacity and are equipped with at least a bed above the floor, storage shelf or compartment and clothes hook for each occupant at capacity. A mirror, table and seating are also provided.	X			Each of the 3 housing units include 2-4 person rooms and 1-2 person room.
18-014	All single or multiple occupancy sleeping rooms are equipped with, or have unrestricted access to a toilet, wash basin with hot and cold running water and drinking water.	X			
18-015	Dayroom space which provides a minimum of thirty-five (35) square feet of floor space per juvenile at capacity, exclusive of a three (3) foot circulation area in front of sleeping room door openings, toilets, and showers, is available adjacent to all single and multiple occupancy sleeping rooms in each housing unit. No dayroom is smaller than one hundred (100) square feet in size.	X			Dayrooms provide approximately 46 sq. ft. of space per youth at the housing units capacity of 12 youths.
18-016	Each housing unit is equipped with at least one shower for every twelve (12) juveniles or fraction thereof, one toilet for every eight (8) juveniles or fraction thereof, one wash basin with hot and cold running water for every eight (8) juveniles or fraction thereof, and tables and seating sufficient for all juveniles.	X			All 12 person housing units adjoin a dayroom that has 2 toilets, 2 sinks and 2 showers.
18-017	The facility has at least one administrative segregation cell or room designed for single occupancy. Administrative segregation cells or rooms have at least seventy (70) square feet of floor space and are equipped with at least a toilet, wash basin with hot and cold water, drinking fountain, mirror, table, seating, shelf or storage compartment and a bed above the floor.	X			The single occupancy rooms could serve this function.
18-018	Adequate space is allocated for the required program functions.	X			Program space is more than adequate for the detainee population.
18-018.01	Educational programs;	X			
18-018.02	Individual and group activities;	X			
18-018.03	Indoor recreation and exercise;	X			
18-018.04	Outdoor recreation and exercise;	X			
18-018.05	Visitation;	X			
18-018.06	Confidential attorney visits;	X			
18-018.07	Counseling;	X			
18-018.08	Library;	X			
18-019	At least one (1) multi-purpose room located within the security perimeter is provided for indoor recreation, activities and programs. The space is sufficient to accommodate exercise and program offerings for the maximum number of users at any one time.	X			A large common area is available with a multi-purpose room in each housing unit.

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	Standard	Compliance Status In	Out	N/A	Comments
18-020	Adequate visiting space is provided to accommodate the demand projected by the number of visitors, visiting schedule and the requirements of Chapter 14.	X			Four secure, non-contact visitation booths are available although personal visitation is contact.
18-021	A sufficient number of confidential interview areas to accommodate the projected demand of visits by attorneys, counselors, clergy or other officials is provided. At least one (1) confidential interview area is sufficient in size to accommodate up to four (4) persons and are acoustically private to satisfy the needs of confidential interviews.	X			Two interview rooms are available for professional visits. A contact visitation room is available. A courtroom in the facility is being converted into a larger contact visitation area.
18-022	Sufficient outdoor exercise space is provided to accommodate the projected facility capacity, the exercise functions for which the space will be utilized, the maximum number of users at any one time, and the requirements of Chapter 17. At least one (1) outdoor exercise area of not less than fifteen hundred (1500) square feet of unencumbered space is required.	X			The outdoor gym is 3,680 sq. feet.
18-023	Staff posts are located in close proximity to juvenile housing areas in order to hear and respond promptly to disturbances or calls for help. At least one (1) staff post is provided on each floor of housing.	X			All housing units are direct supervision with a staff post. Additionally, there is a supervisor's post in the common area and master control is staff 24 hours a day.
18-024	Space is provided for routine medical examinations, emergency first-aid, emergency equipment storage and secure medicine storage.	X			A medical exam and office area is located adjacent to booking.
18-025	Where food is to be prepared in-house, the kitchen has sufficient space for food preparation, serving, disposal, and clean-up to serve the facility at its projected capacity. The kitchen is properly equipped and has adequate storage space for the quantity of food prepared and served. Provisions are made for the secure storage of knives and other utensils.	X			The kitchen is more than adequate to serve the population of the facility, although it is currently used for serving meals and preparation of snacks only.
18-026	Where laundry services are provided in-house, there is sufficient space available for heavy duty or commercial type washers, dryers, soiled laundry storage, clean laundry storage and laundry supply storage.	X			Laundry services are available adjacent to the commons area and juveniles participate in doing the laundry.
18-027	At least one (1) secure janitor's closet containing a mop sink and sufficient space for storage of cleaning supplies and equipment is provided within the security perimeter of the facility.	X			Three are located throughout the facility.
18-028	A secure storage area is provided for all chemical agents, weapons and security equipment.	X			This is adjacent to the kitchen.
18-029	Sufficient space is provided for administrative and clerical personnel.	X			Several administrative spaces and offices are located in the front to the building.
18-031	A public lobby or waiting area is provided which includes sufficient seating, toilets and drinking fountains. Public access to security and administrative work areas is restricted. All public areas of the facility are accessible to the	X			

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Standard		Compliance Status In	Out	N/A	Comments
	handicapped.				
18-032	Sufficient parking for visitors and official vehicles is provided on the site.	X			

ADDITIONAL COMMENTS

SIGNATURE

DATE