

# STATE OF NEBRASKA

## JAIL STANDARDS INSPECTION REPORT

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE  
JAIL STANDARDS DIVISION

**Facility Name:** Western Nebraska Juvenile Services  
**Address:** P.O. Box 130, Gering, Nebraska 69341  
**Type of Facility:** Secure Detention    **Facility Administrator:** Ron Johns, Administrator  
**Date of Inspection:** 6/24/2015    **Inspected by:** Daniel Evans

Year facility was built: 2007    Any remodeling/construction since last inspection? No  
 If yes, briefly describe:

<b>HOUSING:</b>	<b>Male</b>	<b>Female</b>		
Single occupancy cells:	0	0	Holding cells:	0
Multiple occupancy beds:	20	7	Detoxification cells:	0
Dormitory beds:	0	0	Segregation cells:	0
Work release beds:	0	0	Special purpose cells:	5
<b>Total number of beds:</b>	<b>32</b>			

<b>DATA SINCE LAST INSPECTION:</b>	<b>2014</b>	<b>Statistics Year:</b>	<b>2014/15</b>
In Custody Deaths:	0	Average daily population:	18
Suicides /Attempts:	0/1	Average length of stay:	34 Days
Facility fires:	0	Longest stay:	
Inmate assaults on staff /Juv:	1/1	Total held:	199
Escapes/Attempts:	0/0		
Law Suits Pending:	1		

Does the facility hold for other jurisdictions?  
 If yes, Who? Twelve Nebraska Counties and the U.S. Marshal's Service

**FACILITY PERSONEL:**

	<b>Male</b>	<b>Female</b>	<b>Other administrative, program, or support staff:</b>	
Full-time officers:	8	4	Title:	Number:
Part-time officers:	7	9	Administration	5
			Support/Clerical	5
Officers working < 200 hrs./year:	0	0	Supervisors	6
			Transport	7

**Total number of staff employed in the facility: 51**

Notes: The facility shares administrative, training, support, clerical, transport and part-time staff with the adult detention facility

# Nebraska Jail Standards

## Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
<b>CHAPTER 2 - ADMINISTRATION, ORGANIZATION AND MANAGEMENT</b>	X			The Facility is governed by and operates under the authority of the Scottsbluff County Board of Corrections.
2-001 The governing body has the legal authority to establish and operate the juvenile detention facility.				
2-002 The facility has a designated administrator who is responsible for facility operations	X			Ron Johns is the Facility Administrator.
2-003 The facility has a written organizational chart which reflects the authority, responsibility and accountability within the facility.	X			
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			The Jail Standards Division receives updates annually during inspections.
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			Facility staff review, date and sign for policy and procedure updates.
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			This is part of the new employee orientation program and staff training.
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			The County Board of Corrections and the County Attorney review and approve all facility policies.
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 are reviewed as part of the annual policies and procedures review process.
<b>CHAPTER 3 - FISCAL MANAGEMENT</b>	X			The annual budget for operations of both facilities appears adequate.
3-001 Annual budget requests provide for an adequate allocation of resources for facility operations and programming.				
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			
3-005 The facility administrator maintains current and complete records of all property, equipment and stores. An inventory is conducted at least annually.	X			An annual inventory is conducted each August.
3-006 There is a written plan for the review of equipment needs and replacement of equipment.	X			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
<b>CHAPTER 4 – PERSONNEL</b>	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			
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			Each shift is staffed with 2 to 3 line officers in addition to the shift supervisor.
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			
4-004.01 At least nineteen (19) year old;	X			
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			The Communications Director conducts background checks on job applicants.
4-004.04 Graduated from high school or possesses certification of an educational development of at least high school level.	X			
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			County personnel policies from the Personnel Department are provided to newly hired employees during their facility orientation period.
4-006 The facility has a written disciplinary process that ensures basic due process rights of employees in any adverse personnel actions.	X			Employee discipline process is outlined in the County and facility personnel policies.
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 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.	X			Training requirements are included in the contracts for medical, education and food service providers.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status	Comments		
		In	Out	N/A
4-010	Where volunteer services are utilized, the facility has written policies and procedures which address the following:	X		
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		
<b>CHAPTER 5 - TRAINING</b>		X		
5-001	The facility has developed a training and staff development plan.			The staff training and development plan is in place for 2015-2016 and was reviewed for this inspection.
5-001.01	Policy and procedure provide for active staff participation in the training and staff development plan.	X		
5-001.02	The training and staff development plan is reviewed at least annually.	X		
5-001.03	A qualified supervisor or manager will be responsible for the training and staff development plan.	X		Certified staff trainers coordinate and present Initial training.
5-002	Space, equipment and resources for personnel training is available at the facility or at selected sites.	X		The facility has a large, well equipped classroom.
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		NEO includes 80 hours with supervisors and administration and 80 hours with an FTO.
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		On-site Initial Training includes 107 hours of certified curriculum for both juvenile and adult facilities.
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		Initial Training curriculum is being revised to enhance the juvenile facility specific topics. This is will involve all line staff.
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		
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		
5-005.04	Administrative management personnel. Employees whose 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.	X		

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			Support, contract and clerical staff complete the new employee orientation training.
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			
5-006 Curriculum utilized to provide initial training specified in 005, is certified by the Jail Standards Board.	X			Denny Macomber reviews the curriculum which is 107 hours.
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			All additions to the curriculum is provided to Denny Macomber for his review and approval.
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			
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			By policy, 20 to 40 hours of annual in-service training is mandatory for all required staff.
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			
<b>CHAPTER 6 - FACILITY INFORMATION SYSTEMS</b>	X			Juvenile custody files and facility records are maintained according to Section A-500 of the facility's SOP manual which is consistent with the requirements of these standards.
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:				
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
6-001.04 Maintenance of records;	X			
6-001.05 Length of retention; and	X			
6-001.06 Method of storage or disposal of inactive records.	X			
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			
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			The Shift Report Log is used to document the required information.
6-005.01 Personnel on duty;	X			
6-005.02 Time and results of checks and resident counts;	X			This is documented electronically.
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			
6-005.07 Entry and exit of all visitors, physicians, attorneys, volunteers, and others;	X			
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			Five single occupancy special purpose cells are used for the temporary segregation of juveniles.
6-006.01 Incidents where juveniles are placed in temporary confinement, including date and time;	X			All activities regarding juvenile detainees are well documented.
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			This is documented and passed from shift to shift.
6-006.04 Disciplinary action taken on juveniles housed in temporary confinement; and	X			These records are very detailed.
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 detained.	X			The roster board includes housing assignments, special restrictions and considerations for each detainee.
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			Menus are completed and maintained by the contractor.
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 register with reception staff in the public lobby prior to visitation.

# Nebraska Jail Standards

## Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
6-011	A record of the initial telephone calls made upon admission is maintained.	X		
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		These files are maintained by the shift supervisors.
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		The medical services contractor maintains the separate detainee medical files.
6-014	The facility administrator and the facility physician have established procedures to determine access to medical files.	X		
<b>CHAPTER 7 - FIRE SAFETY AND EMERGENCY PROCEDURES</b>		X		
7-001	The facility has a written policy and procedure to address fire safety, safety-related practices and plans for responding to emergencies.	X		
7-002	The facility complies with the life safety codes established by the State Fire Marshal. Documentation of compliance is maintained.	X		
7-003	A facility employee is designated and trained to coordinate safety-related functions.	X		Steve Larsen is the designated Safety Coordinator for the facility.
7-003.01	The safety coordinator conducts at least a weekly safety inspection of the facility.	X		Detailed assessments of the building is conducted and documented.
7-003.02	The safety coordinator schedules and coordinates fire drills at least quarterly.	X		These drills are documented by the safety coordinator.
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		Fire evacuation plans are located in the facilities policy and procedures.
7-005	The facility administrator involves the local fire department in fire emergency planning, training and drills as appropriate.	X		Fire extinguisher and other topics are instructed by the local fire department.
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		
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		Sixteen hours of in-service training is dedicated to emergency procedures.
<b>CHAPTER 8 - SECURITY AND CONTROL</b>		X		
8-001	Employees observe all juveniles at least every 30 minutes on an irregular schedule and observations are documented.			Cell checks are increased to every 15 minutes after midnight and when juveniles are not in staff supervised activities.

# Nebraska Jail Standards

## Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
8-003 At least 3 documented resident counts during which the juvenile's physical presence is confirmed are conducted every 24 hours.	X			
8-003.01 At least 1 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			This includes those in court ordered day reporting.
8-004 Staff are located in or adjacent to juvenile housing and activity areas.	X			Housing units surround a central activities area and staff offices.
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			CCTV is used to monitor key areas of the facility. Juvenile checks are conducted and documented using a computerized proximity reader system.
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			Employees receive PPCT and force continuum training as an extended part of Initial Training and annual in-service training.
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			Use of force reporting is addressed in facility policy and procedures.
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			Any use of restraints is well documented.
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			All perimeter security doors are electronically controlled from by staff stationed in the control room.
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			This is part of the safety inspection process conducted by the Safety Coordinator.
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			This is outlined in the resident handbook provided to all juveniles housed in the facility.
8-012 The facility has established a search plan to control contraband and weapons.	X			This is part of initial and in-service training hours.

# Nebraska Jail Standards

## Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
8-013	Procedures to control contraband require that all materials and supplies are inspected.	X		
8-014	The facility has a plan for searching juveniles to control contraband and weapons which includes at a minimum, the following:	X		Staff is required by policy to conduct scheduled security checks which include searches.
8-014.01	Search of juveniles upon re-entering the security perimeter;	X		
8-014.02	Search of newly admitted juveniles in accordance with Chapter 15-004;	X		
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		
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		
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		Body cavity searches would be conducted at off-site medical facilities when predicated upon probable cause determinations.
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		Thorough documentation is required by policy for body cavity searches as required by this standard.
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		
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		These procedures are covered in the emergency protocols training all staff complete.
8-019	The facility has a key control system which includes, at a minimum, the following provisions:	X		
8-019.01	All keys not issued to employees are stored in a secure depository which is accessible only to authorized staff;	X		An electronic "key watcher" system accounts for all keys and issuance.
8-019.02	There is an accounting procedure for the issuance and return of keys;	X		
8-019.03	There is a procedure for reporting and repair of any broken key or lock;	X		
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		

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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			
8-020.01 Facility tools and potentially dangerous equipment is securely stored in a locked area or outside the security perimeter;	X			Tools are secured in the maintenance office.
8-020.02 There is an accounting system to record the issuance and return of all facility tools and equipment;	X			A tool control log is maintained.
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 are not permitted to use any tools.
8-020.05 The loss or misplacement of tools or equipment is promptly reported to the facility administrator.	X			
8-021 Except in emergencies, no firearms, chemical agents or other weapons are permitted within the facility's security perimeter.	X			Tasers are secured and only issued in emergencies to certified staff.
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			
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			These are located at entrance/exit points for law enforcement and transport personnel.
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			This documentation is covered in the use of force reports.
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			
<b>CHAPTER 9 - FOOD SERVICES</b>	X			Food service is managed through a private corporation that is contracted by the County. The contractor operates the kitchen located at the adult area of the facility.
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.				
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments	
	In	Out	N/A		
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			Menus are established by the contractor's registered dietician.
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 1 year after use.	X			
9-004	Special diets prescribed are followed according to the orders of the treating physician or dentist.	X			Special diets are reviewed by the 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			Breakfast and lunch menus meet the requirements of the school lunch program.
9-008	Three meals, at least one of which includes a hot entree, is served daily.	X			
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			Meals are served at 0700, 1200 and 1730.
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			
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			
9-010	Food is not withheld, nor the menu varied as a disciplinary sanction.	X			
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			Utensils are accounted for and secured by kitchen staff.
9-012.01	The facility maintains an adequate supply of the appropriate utensils to accommodate preparation and serving requirements.	X			
9-012.02	An adequate supply of food preparation equipment is maintained.	X			Facility kitchen is supplied with sufficient commercial equipment.
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			A log is maintained in the kitchen by food contractor and an assigned adult facility staff member.
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 is inspected and licensed by the Department of Agriculture. Annual inspections are also conducted by the County Health Department.
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	Juvenile detainees do not work in the kitchen.
9-015 All persons assigned to food service work are required to maintain adequate personal hygiene and wear appropriate garments while working.			X	No staff from the juvenile facility is assigned to work in the kitchen.
9-016 All persons assigned to food service work are familiar with food service sanitation practices and requirements.			X	
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			
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			
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			
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
<b>CHAPTER 10 - SANITATION AND HYGIENE</b>	X			Scottsbluff County Health Department conducts annual environmental inspections of the facility.
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.				
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			This is completed and documented according to policies and procedures outline in section F-300 of the facility's SOP manual.
10-003.01 Work is assigned and supervised by facility employees. Juveniles are not allowed to assign work to other juveniles;	X			Housekeeping is managed by a combination of supervisors, direct care personnel and juveniles.
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			
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			
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			

# Nebraska Jail Standards

## Juvenile Facility Inspection

Standard	Compliance Status			Comments	
	In	Out	N/A		
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	Water is provided by the Gering City water system.
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			Three separate shower areas are provided for juvenile detainees.
10-008	Provisions are made for juveniles to receive hair care as needed.	X			
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			These items are issued during the admissions process and replaced as needed.
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			
<b>CHAPTER 11 - HEALTH SERVICES</b>		X			
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 rest with a single, designated, responsible physician licensed in this state.				The facility contracts for on-site medical and mental health services through Advanced Correctional Health Care. Advanced Correctional Healthcare provides counseling and mental health care.
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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			
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			
11-005 The facility has written job descriptions for all medical personnel that define their roles in the facility health care system.	X			
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 supplies.	X			First-aid supplies are located throughout the facility.
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			Detailed medical screening is conducted during the admissions process and provided to the medical staff who conduct follow-up assessments.
<b>INQUIRY INTO:</b>	X			
11-009.01 Current illness and health problems, dental problems and infectious diseases;				

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			Medical intake screenings address drug and alcohol history.
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			
<b>OBSERVATION OF:</b>	X			
11-009.07 Behavior, including state of consciousness, mental status, appearance, conduct, tremor or sweating; and				
11-009.08 Body deformities, physical injuries, trauma, markings, bruises, jaundice, rashes, evidence of body vermin, ease of movement, etc.	X			
<b>DISPOSITION OF:</b>	X			
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			
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			The LPNs review all requests for medical care on a daily basis.
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			Juveniles that are suspected of being contagious or infectious are housed at the local hospital.
11-013 Reasonable dental care is available and provided when the health of a juvenile during the confinement would otherwise be adversely affected.	X			A local dentist is contracted to provide dental service for detainees.
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			
11-015 Examinations and treatments affected by informed consent requirements are observed for juveniles' care.	X			
11-016 Emergency medical and dental care is available at all times. Written plans for emergency services include arrangements for:	X			Regional West provides off-site emergency health care.
11-016.01 Emergency evacuation of juveniles from the facility;	X			
11-016.02 Use of an emergency vehicle;	X			EMTs provide this transport.
11-016.03 Use of one or more hospital emergency rooms or other appropriate health care facility; and	X			
11-016.04 Emergency on-call physician and dental services when the emergency health care facility is not located nearby.	X			Both MD and DDS physicians are on call.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
11-017 Written procedures are established for the proper management of pharmaceuticals.	X			All medication is managed by the medical staff.
11-017.01 Prescription medicines kept at the facility are securely stored.	X			These are secured in medical.
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			Medications are obtained in blister packs from Diamond Pharmacy.
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			Most staff are med-aide certified although most prescriptions are administered by the nursing staff.
11-017.04 The administration of medication is recorded in the manner and on a form approved by the facility administrator.	X			
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			
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			Procedures are followed to allow necessary medical information to be forwarded to detention staff.
<b>CHAPTER 12 - RIGHTS OF JUVENILES</b>	X			Detainee's rights are outlined in the facility's SOP manual and the detainee handbook.
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:				
12-001.01 Access to attorneys and their authorized representatives and to the courts;	X			
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 facility security and order;	X			The facility schedules regular religious services.
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			All visits are contact type.
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			
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			Education is provided by ESU 13.
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			Grievances are handled by the operations officer and the classification officer. Appeals are handled by the Administrator.
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			
<b>CHAPTER 13 - RULES AND DISCIPLINE</b>	X			Most disciplinary matters are handled through an informal process for minor rule infractions.
13-001 The facility has written policies and procedures for maintaining discipline and regulating juveniles' conduct.				
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			
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 admission, each juvenile is provided with a copy of the rules.	X			Detainees receive a handbook during the orientation process that includes the facility 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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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 the hearing to prepare a defense.	X			
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			The Shift Supervisors act as the "Disciplinary Hearing Officers".
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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 or 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			
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			
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			
13-007.02 Juveniles placed in separate confinement are visually checked every 30 minutes and are visited by staff at least once each shift. Documentation of staff visits are recorded as provided in Standard 6-006.	X			Detainees in this status are checked every 10-15 minutes while all others are checked every 30 minutes.
<b>CHAPTER 14 - MAIL, VISITING, TELEPHONE</b>	X			The receptionist receives all incoming mail, inspects it and arranges it for distribution by the Shift Supervisors.
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.	X			
14-002 Juveniles 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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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			
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			
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.				
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			Both toll call phones and courtesy phones are provided upon request.
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			Three visiting sessions a week are offered, including Saturdays.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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		
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		
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		A multipurpose room/visitation area is available for personal visits.
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 attorneys, probation and parole officers, counselors, caseworkers and the clergy.	X		
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		

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments	
	In	Out	N/A		
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			Program space off the dayroom is used for confidential, contact visitation with professionals.
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			
<b>CHAPTER 15 - ADMISSION AND RELEASE</b>		X			Admission and release procedures are specified in detail in the facility's SOP manual.
15-001	The admitting staff member positively identifies the committing officer and verifies the committing officer's authority to have the juvenile detained.	X			
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			State Probation is contacted by the arresting agency to authorize admission into the facility.
15-001.02	The facility has provisions to assure there is valid authority to:	X			A custody authorization form is completed by the arresting agency.
15-001.03	detain all juveniles presented for admission.	X			
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			
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			An admissions screening instrument is used and staff are specifically trained to verify that medical and mental health matters are sufficiently addressed during the admissions process.
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			
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			These would be conducted at an off-site medical facility if authorized by the administration.
15-004.05A	Body cavity searches must be authorized by the facility administrator or designee.	X			
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			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			Admission and release information is maintained on computer files.
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			
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			
15-010 After the booking process is completed, juveniles to be housed are required to shower.	X			
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			
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			This is completed during the admissions process and juveniles receive a resident rule book.
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			
15-013.04 When requested, parents or guardians of detained juveniles receive a copy of the facility rules.	X			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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		Male and female staff are assigned to each shift to ensure compliance with this standard.
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		Digital photographs are maintained on each detainee.
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		
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		
<b>CHAPTER 16 - PROGRAMS AND SERVICES</b>		X		The facility offers life-skills, resolution skills, anger management, 7 types of religious services, crochet and sewing and various drug and alcohol classes.
16-001	Written policies and procedures provide that available programs and services include at a minimum, counseling, religious services, exercise and recreational activities, library services and educational programs.			
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		
16-003	The facility has a plan for juvenile services and programs that provides for the use of community resources.	X		
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		Counseling services are offered by Advanced Correctional Health Care.
16-006	Educational opportunities are available to all juveniles except where there is substantial justification for restriction.	X		The facility's educational program is a certified school.
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		A total of 5 hours a day of classroom time is mandated Monday through Friday and for summer school.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status	Comments			
		In	Out	N/A	
16-006.02	The educational program includes contact and coordination with the juveniles' home schools.	X			Teachers coordinate involvement with the home schools.
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			The education department is staffed with certified school teachers provided by ESU 13.
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			A volunteer coordinator manages the delivery of religious services.
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			
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			Both indoor and outdoor gymnasiums are offered.
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			
16-009.04	Provisions are made for passive recreational activities.	X			
16-010	Library services are available to all detained juveniles.	X			The library is located on the living unit.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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 16-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			
<b>CHAPTER 18 – NEW FACILITY DESIGN AND CONSTRUCTION</b>	X			Facility construction was completed in 2007.
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's approved rated capacity is 32 beds.
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			
18-004 New facilities or major renovations are designed only after a thorough assessment of needs has been conducted.	X			
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			Pre-architectural programming and plans were reviewed by Jail Standards staff at the appropriate times during their development.
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			On April 21, 2006, the Jail Standards Board approved the final design and construction plans for this facility.
18-010 All newly constructed or renovated juvenile detention facilities shall conform to the following general conditions:	X			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
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			
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			
18-010.03 A combination of skylights and windows may be utilized to meet the quantitative requirements for windows in housing units.	X			A combination of exterior windows and skylights were used.
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	The entire facility is new construction.
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			Noise levels are extremely low throughout the entire facility.
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			The temperature is quite comfortable in all areas of the facility.
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 washable paint.	X			
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			All perimeter doors are operated electronically by the master control center staff. They have key override for emergencies.
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			An audio/visual communication and surveillance network is used to monitor juvenile and staff activities and movement in the facility, but housing areas are directly supervised by assigned staff.

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status	Comments		
		In	Out	N/A
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			
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			Juvenile intake is conducted at the counter in the central area of the juvenile detention portion of the facility.
18-010.14A Sallyport;	X			Shared with the adult facility.
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			
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			One of the 5 special purpose cells could be used for 8 hour holding while awaiting intake.
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			
18-012 Single occupancy sleeping rooms provide at least seventy (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.	X			
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			All housing units are multiple occupancy cells.
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			
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	X			

# Nebraska Jail Standards Juvenile Facility Inspection

Standard	Compliance Status			Comments
	In	Out	N/A	
or fraction thereof, and tables and seating sufficient for all juveniles.				
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			There are 5 single occupancy special purpose cells that are designated as short term segregation.
18-018 Adequate space is allocated for the required program functions.	X			
18-018.01 Educational programs;	X			
18-018.02 Individual and group activities;	X			
18-018.03 Indoor recreation and exercise;	X			A large indoor gym is available.
18-018.04 Outdoor recreation and exercise;	X			An outdoor gym is available.
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			Space for education, recreation, programs, classroom, exercise, visitation and multipurpose is more than adequate.
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			
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			
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			
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			
18-024 Space is provided for routine medical examinations, emergency first-aid, emergency equipment storage and secure medicine storage.			X	The medical exam, storage and office area is a shared portion of the facility that maintains

# Nebraska Jail Standards Juvenile Facility Inspection

Standard		Compliance Status			Comments
		In	Out	N/A	
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 food service area is located in the adult portion of the facility and meals are delivered to the juvenile detention area.
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	The laundry facility is located in the adult portion of the building.
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			
18-028	A secure storage area is provided for all chemical agents, weapons and security equipment.	X			
18-029	Sufficient space is provided for administrative and clerical personnel.	X			
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 handicapped.			X	The public lobby is also a shared space located between the two portions of the building.
18-032	Sufficient parking for visitors and official vehicles is provided on the site.	X			

### ADDITIONAL COMMENTS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE