

IN THE SUPREME COURT OF THE STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)	
)	
ARIZONA CODE OF JUDICIAL)	Administrative Directive
ADMINISTRATION § 6-311)	<u>No. 2009 - 23</u>
DETENTION OPERATIONS)	
)	
)	

Arizona Revised Statutes § 8-201 (14) provides:

14. Detention means the temporary confinement of a juvenile who requires secure care in a physically restricting facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress for the protection of the juvenile or the community pending court disposition or as a condition of probation

Arizona Revised Statutes § 8-201 (26) provides:

26. Secure care means confinement in a facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress.”

Arizona Revised Statutes § 8-202 (A) provides:

A. The juvenile court has original jurisdiction over all delinquency proceedings brought under the authority of this title.

Arizona Revised Statutes § 8-306 (A) provides:

A. The presiding judge of the juvenile court shall supervise the juvenile detention center and may appoint a person of good moral character to operate and manage the detention center.

In November of 2007 the Office of the Auditor General issued a performance audit report on the Administrative Office of the Courts (AOC) regarding juvenile detention operations. Three main recommendations were put forth to the AOC, Arizona Judicial Council (AJC), and county juvenile courts:

1. The initiation of a state-wide effort to improve and establish mandatory operational detention standards and incorporate performance-based standards, whenever possible.
2. Establish criteria for detention screening standards.

3. Improve its juvenile detention center inspection program.

On December 5, 2007, the AJC reviewed the recommendations of the Auditor General and directed the AOC to work with the county juvenile courts to develop policies and procedures for their implementation subject to approval by the AJC.

On February 13, 2008 Administrative Order 2008-17 established the Juvenile Detention Task Force to review the Arizona Auditor General's performance audit report and:

1. Identify and develop mandatory juvenile detention center operational standards consistent with the recommendations of the Auditor General.
2. Develop statewide policies and procedures or standards for the application of Rule 23 (D), Rules of Procedure for the Juvenile Court to appropriately and consistently screen juveniles for detention.
3. Institute a thorough inspection and compliance process contingent upon the Legislature revising statute to replace the Department of Juvenile Corrections with the AOC as the entity responsible for inspecting juvenile detention centers.

On March 19, 2009, the Arizona Judicial Council approved ACJA §6-311: Detention Operations as well as the juvenile detention standards that were submitted by the juvenile detention task force.

On May 6, 2009, the Chief Justice signed Administrative Order, 2009-47, adopting ACJA §6-311: Detention Operations. That order stated that the section was adopted "effective July 1, 2009." The Order further stated, "All county juvenile detention centers which fall under the jurisdiction of the supreme court shall comply fully with the code section and standards adopted by the Administrative Director of the Administrative Office of the Courts by July 1, 2010."

ACJA §6-311(C) provides: The administrative director is authorized to adopt by administrative directive detention operation standards and any amendments to the standards after review and recommendation by the juvenile court directors and the Committee on Juvenile Courts (COJC). Review and recommendation by the juvenile court directors and the Committee on Juvenile Courts occurred before the Arizona Judicial Council approved the standards for adoption on March 19, 2009.

IT IS DIRECTED that the Juvenile Detention Operations Standards are adopted and shall represent the minimum requirements that shall be in place for the delivery of secure care services within a juvenile detention center. The standards shall serve as the basis for developing and establishing policy and procedure for each juvenile detention center.

Dated this 10th day of August, 2009.

David K. Byers
Administrative Director

STATE OF ARIZONA JUVENILE DETENTION STANDARDS



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JUVENILE DETENTION STANDARDS

SECTION I

ADMINISTRATION/MANAGEMENT

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1A-10</p> <p>NJDA:</p> <p>RULE:</p> <p>STATUTE: A.R.S. §§ 8-201(14); 8-203(A), (B); 8-204; 8-306(A)</p>
<p>Section: I A 1 Administration/Management GENERAL ADMINISTRATION Authority</p>	
<p>Objective: <i>To ensure clear and established lines of authority for all employees in a juvenile detention facility.</i></p>	

- A 1.1** The presiding judge of the juvenile court shall appoint a director of juvenile court services who shall serve at the pleasure of the presiding juvenile judge.
- A 1.2** The presiding judge of the juvenile court shall supervise the juvenile detention center and may appoint a person of good moral character to operate and manage the detention center.
- A 1.3** Detention is the temporary confinement of a juvenile who requires secure care in a physically restricting facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress for the protection of the juvenile or the community pending court disposition or as a condition of probation.
- A 1.4** The presiding judge of the juvenile court may delegate the administration authority of the detention center to the director of juvenile court services.
- A 1.5** The presiding judge of the juvenile court shall approve an organizational chart outlining the responsibility of detention personnel and chain of command.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1C-05, 06, 08, 09, 13, 14, 15</p>
<p>Section: I A 2 Administration/Management GENERAL ADMINISTRATION Hiring Qualification</p>	<p>NJDA: RULE: STATUTE: ACJA: § 6-106</p>
<p>Objective: <i>To promote proper screening and selection of applicants to ensure the hiring of qualified officers to work with the juvenile population.</i></p>	

- A 2.1** Each director of juvenile court services shall issue a policy regarding hiring qualifications for detention officers which includes minimum age and education requirements and other standards consistent with Section 6-106 of the Arizona Code of Judicial Administration as they pertain to safety sensitive positions.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1C-01, 02, 1G-09</p>
<p>Section: I A 3 Administration/Management GENERAL ADMINISTRATION Policy and Procedures Manual</p>	<p>NJDA: RULE: STATUTE: A.R.S. §§ 8-203; 8-204; 8-205</p>
<p>Objective: <i>To ensure all facilities maintain an up-to-date and comprehensive policy and procedures manual and that staff are knowledgeable about its content.</i></p>	

- A 3.1** The director of juvenile court services shall establish policies and procedures for the detention center operation and a manual that is accessible to all employees.
- A 3.2** All new employees shall certify they have read the manual. The director of the juvenile court services shall revise the manual as needed and review and update as necessary. All staff shall be required to review the updates.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-1F-01, 03, 04, 06, 07, 08, 4C-43 NJDA: RULE: 19 Rules of Procedure for Juvenile Court, 123 Rules of the Supreme Court STATUTE:
Section: I A 4 Administration/Management GENERAL ADMINISTRATION Information Systems, Research and Confidentiality	
Objective: <i>To promote the accurate and timely storage and retrieval of data for the purpose of, but need not be limited to, reports, evaluations, planning and research.</i>	

- A 4.1** The director of juvenile court services shall have an organized system of information storage, retrieval and review available. The system shall include proper safeguards for identification and segregation of confidential information. Under Rule 19(A)(2), the detention records are part of the juvenile social file and are confidential and withheld from public inspection except upon order of the court.
- A 4.2** The director of juvenile court services shall have written local policies in place which shall provide for review and approval by the presiding judge of the juvenile court or designee for any research project prior to implementation.
- A 4.3** The director of juvenile court services shall ensure there is a written policy and procedure providing that all individuals and agencies have access to records for the purpose of research, evaluation and statistical analysis in accordance with a formal written agreement that authorizes access, specifies use of data and ensures confidentiality when applicable, as consistent with state and federal laws, court rules and any applicable section of the Arizona Code of Judicial Administration, and any necessary administrative or court orders.
- A 4.4** The director of juvenile court services shall ensure the system includes procedures to obtain administrative or other court orders to release confidential information when deemed appropriate by the assigned judicial officer or if no judicial officer is assigned by the Presiding Juvenile Court Judge.
- A 4.5** The director of juvenile court services shall ensure the agency or facility maintains policies which promote public information and media access to the facility that is consistent with preserving juveniles' rights to privacy and maintaining order and control within the facility.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1E-04, 05, 06, 08</p>
<p>Section: I A 5 Administration/Management GENERAL ADMINISTRATION Transmittal of Commitment Information to ADJC</p>	<p>NJDA: Y-64 ADMINISTRATIVE ORDER: A.O. 2005-25 STATUTE: A.R.S. §§ 8-341(L), 8-342</p>
<p>Objective: <i>To ensure accurate and timely transmittal of juvenile commitment information to the Arizona Department of Juvenile Corrections.</i></p>	

A 5.1 The director of juvenile court services shall ensure that policies and procedures are adopted regarding the transmittal of case records and other pertinent juvenile commitment information to the Department of Juvenile Corrections (ADJC), consistent with Administrative Order 2005-25 and the memorandum of agreement established between the Administrative Office of the Courts and the Arizona Department of Juvenile Corrections.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2C-09, 2F-02 NJDA: RULE: STATUTE: 42 U.S.C. §§ 12101-12213</p>
<p>Section: I A 6 Administration/Management GENERAL ADMINISTRATION Americans with Disabilities Act</p>	
<p>Objective: <i>To ensure compliance with the Americans with Disabilities Act prohibiting discrimination on the basis of disability in state and local government.</i></p>	

A 6.1 The director of juvenile court services shall establish policies and procedures ensuring juveniles with a disability can participate in services, programs, and activities offered at the detention facility.

A 6.2 Policies and procedures shall include, but not be limited to the following provisions ensuring programs and services are provided in an integrated setting:

- a) Elimination of unnecessary eligibility standards or rules that deny juveniles with disabilities equal access to services, programs or activities unless it is necessary for the provisions of the service, program and/or activity.
- b) Reasonable modifications in policies, practices, and procedures, unless a fundamental alteration in the program would result
- c) Furnishing auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result

A 6.3 The detention facility shall not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1C-01</p>
<p>Section: I B 1 Administration/Management PERSONNEL Personnel Policy Manual</p>	<p>NJDA: RULE: STATUTE: A.R.S.§§ 8-203; 8-204; 8-205</p>
<p>Objective: <i>To ensure all detention personnel have access to all applicable personnel policies.</i></p>	

B 1.1 The director of juvenile court services shall ensure all detention personnel have access to all applicable personnel policies.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-37, 38 OSHA: 29 CFR1910.1035 CDC: MMWR 2006; 55 (No. RR-09, 1-44)</p>
<p>Section: I B 2 Administration/Management PERSONNEL Tuberculosis Testing</p>	
<p>Objective: <i>To require detention personnel are regularly tested for tuberculosis to protect their health and the health of the juveniles.</i></p>	

B2.1 At the beginning of employment and every 12 months thereafter, staff whose responsibilities include regular contact with juveniles shall submit one of the following as evidence of freedom from infectious pulmonary tuberculosis.

- a) A report of a negative Mantoux skin test, or
- b) If the staff member has had a positive skin test for tuberculosis or is pregnant, a written statement from a medical practitioner indicating that the staff member is free from infectious pulmonary tuberculosis.
- c) Screening and annual testing shall not be at the expense of the employee.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1D-09</p>
<p>Section: I B 3 Administration/Management PERSONNEL Detention Staff Training</p>	<p>OSHA: RULE: STATUTE:</p>
<p>Objective: <i>To ensure all detention centers have a highly qualified, committed, and trained professional officer who will implement programs and provide meaningful services for detained youth.</i></p>	

B 3.1 The director of juvenile court services shall ensure that all detention personnel are provided:

- a) Orientation within 48 hours of the first work day
- b) Access to training that meets COJET requirements
- c) Any in-service training applicable to the individual's position.
- d) Regular staff development program and meet all COJET requirements.

B 3.2 All newly hired detention officers should attend the AOC or local county juvenile court detention academy within the first six months of employment, but no later than twelve (12) months. The Detention Administrator shall ensure all new staff attending the AOC Detention Academy will complete each of the detention topic Computer Based Trainings prior to attending the Academy.

B.3.3 All detention personnel with direct contact with the juvenile population shall be certified in Cardiopulmonary Resuscitation and First Aid through either a national or state accredited agency within six months of hire and maintain certification.

B.3.4 All detention personnel with direct contact with the juvenile population shall receive a minimum of eighty (80) hours of documented training consistent with COJET standards during their first year. The training shall include, but not be limited to:

- a) Security procedures.
- b) Safety procedures.
- c) Key control.
- d) Communication skills.

- e) Report writing.
- f) Use of force regulations.
- g) Crisis intervention.
- h) Suicide prevention and intervention.
- i) Juvenile rules of conduct.
- j) Rights and responsibilities of juveniles.
- k) Fire and emergency procedures.
- l) Interpersonal relationships.
- m) Juvenile supervision.
- n) Detention policies and procedures.
- o) Code of Conduct.
- p) Inappropriate Staff/Youth Relationships-Prison Rape Elimination Act of 2003 (PREA).

B 3.5 The director of juvenile court services shall ensure all direct care staff and other designated personnel are provided a minimum of twenty (20) hours of annual detention related education and training designed to increase the participant's knowledge, skills and understanding of their responsibilities in the care and safety of juveniles detained in a county juvenile detention facility. The training shall include but not be limited to the following:

- a) Mental health (minimum 2 hours).
- b) Suicide prevention and intervention (minimum 2 hours).
- c) Crisis intervention (minimum 2 hours).
- d) Air and blood borne pathogens (minimum 1 hour).
- e) Staff and Juvenile Relationships (minimum 1 hour) .
- f) PREA (minimum 1 hour).
- g) Fire and emergency procedures (minimum 1 hour).

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3B-01, 02, 4A-10, 4B-01
Section: I C 1 Administration/Management MONITORING Detention Inspections	NJDA: RULE: STATUTE: A.R.S. §§ 8-203; 8-306(B)
Objective: <i>To ensure compliance of county detention centers with state inspections.</i>	

- C 1.1** The director of juvenile court services shall cooperate with authorities designated to inspect and monitor the facility as required by statute and the Detention Operational Standards.
- C 1.2** The Detention Operational Standards established by the Court shall be the basis for all inspections, operation reviews and audits.
- C 1.3** The Department of Juvenile Corrections shall inspect the detention centers of each county semi-annually as required by A.R.S. § 8-306(B).
- C 1.4** The Administrative Office of the Court’s Juvenile Justice Services Division shall conduct once every 3 years a comprehensive operational review to determine compliance with the Detention Operational Standards.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: NJDA: RULE: STATUTE: A.R.S. §§ 8-203; 8-305; 8-306(B); 42 U.S.C. § 5601
Section: I D 1 Administration/Management SEPARATE CUSTODY Sight and Sound Separation	
Objective: <i>To ensure that juveniles shall not be housed with adult offenders.</i>	

D 1.1 If the existing detention facility is located on the grounds or shares property with an adult lock up facility, the director of the juvenile court services shall ensure that it be operated as a separate program and department. The separation shall include sight and sound separation in accordance with federal law and A.R.S. § 8-305.

D 1.2 A material witness may be detained by a law enforcement agency. If the material witness is a juvenile, the material witness may be detained in a juvenile detention facility or a jail pursuant to section 8-305. A witness shall not be detained for more than twenty-four hours unless an affidavit is filed with the court pursuant to A.R.S §13-4085 (A). A material witness who is being detained pursuant to subsection A of this section may be kept in a physically separate section or be administratively segregated from any person who is charged with, adjudicated for or convicted of a criminal offense.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-1G-01,02,03,04,05,06,07,08,09 NJDA: RULE: STATUTE: A.R.S. §§ 8-203; 8-305; 8-306(B) ACJA: § 6-106
Section: I E 1 Administration/Management CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS Screening, Selection and Termination	
Objective: <i>To ensure all volunteers are properly screened and orientated to the detention center's operations.</i>	

- E 1.1** The director of juvenile court services shall ensure that if a volunteer program is in operation, there shall be written policy and procedures governing, screening, orientation and termination of volunteers
- E 1.2** Volunteers who have direct contact with juveniles, without staff present, shall undergo a background check, consistent with Section 6-106 of the Arizona Code of Judicial Administration and criminal history records check consisting of finger printing and a criminal history records check throughout the Arizona Criminal Justice Information System and the National Criminal Information Center in accordance with local policies.
- E 1.3** Volunteer shall complete an orientation to the detention facility operations that shall include but not limited to:
- a) Physical Facility.
 - b) Related policies and procedures.
 - c) Schedule of required training and scheduling.
 - d) Code of Conduct.
 - e) Emphasis on misconduct with youth including the obligation to report.

JUVENILE DETENTION STANDARDS

SECTION II

JUVENILE SERVICES

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: ACA: 3-JDF-5C-02</p>
<p>Section: II A 1</p> <p style="text-align: center;">Juvenile Services ACADEMIC SERVICES</p> <p>Educational/Diagnostic Screening/ Records Retention</p>	<p>RULE: STATUTE: A.R.S. §§ 8-236; 15-828(F); 15-913, Family Education Rights and Privacy Act, (FERPA): 20 U.S.C. § 1232g; IDEA 2007; NCLB 2001</p>
<p>Objective: <i>To require the timely compilation of as complete an educational history and establish a comprehensive information gathering process to aid in the decision, disposition, treatment and educational transition to home/school.</i></p>	

A 1.1 Within five (5) days of admission to detention, excluding weekends, holidays and scheduled breaks, education program staff shall interview the juvenile to obtain educational information. Within five (5) days after the juvenile’s detention hearing, excluding weekends, holidays and scheduled breaks, education staff shall request educational records from the home school district and/or prior residential placement. Education program staff shall contact the juvenile’s parent, guardian, custodian or juvenile probation officer within five (5) days of the interview to verify the information obtained through the interview. Such information shall be provided to the educational program. The information shall include, but need not be limited to, the following:

- a) Educational history, including most recent educational placement, type of placement, school district, school and grade level.
- b) Any special education designation.
- c) Any disability not covered under the special education law, but severe enough to impact learning.
- d) Reports including assessments, current performance, progress, attendance and behavioral reports.
- e) Academic interests and vocational goals.
- f) Any exceptionality, i.e., a behavioral plan.
- g) Immunization records.
- h) Individualized Education Programs (IEPs).
- i) Multi-disciplinary evaluation team reports (METs).

j) Psychological evaluations.

A 1.2 All information and records shall be maintained in the juvenile's educational record at the facility consistent with state and federal law. Education staff shall maintain the confidentiality of these records.

A 1.3 Special Education records shall be separated from regular education records, contain an access log and maintained in a separate locked cabinet with restricted access clearly marked on the outside of the cabinet.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-5C-01, 03
Section: II A 2 Juvenile Services ACADEMIC SERVICES Education Program Structure	RULE: STATUTE: A.R.S. §15-913; IDEA 2007; NCLB 2001
Objective: <i>To require the provision of a quality educational experience for the juvenile immediately upon admission to detention.</i>	

- A 2.1** All juveniles shall attend educational programming consistent with state and federal law. Education services shall be provided to each youth in the regular, special education (if applicable) or resource center classroom. A juvenile shall be enrolled in the educational program within 48 hours of the date of admission, excluding weekends and holidays.
- A 2.2** All juveniles shall attend educational programming as offered and required by state and federal law unless a youth presents an immediate or on-going security risk to self, others or the institution. There shall be documentation whenever a juvenile is excluded from the general population and a copy placed in the juvenile's personal and education file.
- A 2.3** Denial of education services shall not be used punitively as a consequence of the institutional behavior plan.
- A 2.4** The detention education program shall provide for a defined method of alternate educational service delivery by a certified teacher for those youth restricted from attending the regular, special education (if applicable) or resource center classroom due to their status as an immediate or on-going security risk to self, others or the institution.
- A 2.5** The school day shall consist of a minimum of 240 minutes (4 hours) of instructional time with a certified teacher. Paraprofessionals working with students in the classroom shall have an associate's degree or 60 hours of college credit or have passed the paraprofessional test.
- a) Instructional services shall be provided for those juveniles who do not receive a full 240 minutes of instruction per day due to official court business (e.g. hearings and interviews). Tutorial services shall be provided, if possible, during non-school hours.

b) Steps shall be taken to minimize disruption to the regular school schedule as to maximize learning opportunities for the students.

A 2.6 Class size shall be established by the presiding juvenile judge and the county school superintendent.

A 2.7 The presiding juvenile court judge, in cooperation with the county school superintendent, shall ensure that the content and curriculum design shall address the juvenile's educational needs as identified in the educational plan. It shall include, but need not be limited to, the following:

- a) Core subject areas (e.g., mathematics, reading and language arts).
- b) Academic standards as established by the Arizona Department of Education.
- c) Activities designed to maximize the learning styles and abilities of the juvenile.
- d) Individual and small group learning activities.
- e) The use of technology and multi-media educational materials.
- f) Activities designed to promote cultural awareness and understanding.
- g) Cognitive restructuring programs.
- h) Life and social skills.
- i) Work and career exploration/education.

A 2.8 Juveniles who have earned their General Education Development (GED) diploma or high school diploma shall be provided a continuing education program. It may include:

- a) Work and career exploration/education.
- b) Life and social skills.
- c) Cognitive restructuring programs.
- d) College course work.
- e) Distance learning opportunities.
- f) Academic mentoring of other juveniles.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA:3-JDF-5C-02</p>
<p>Section: II A 3</p> <p style="text-align: center;">Juvenile Services ACADEMIC SERVICES Educational Assessments</p>	<p>RULE:</p> <p>STATUTE: A.R.S. §15-913; IDEA 2007; NCLB 2001; IASA</p>
<p>Objective: <i>To encourage the timely completion of a comprehensive educational assessment.</i></p>	

- A 3.1** Every juvenile shall be given an initial educational assessment test within 24 hours of enrollment in the detention school to determine the student's current skill level. The selection of the assessment test shall be determined by the educational administrator and staff and at minimum shall include assessments in math, reading and language arts.
- A 3.2** If the information described under this section is already available, the assessment process need not be re-administered if the information is current within 6 months of enrollment.
- A 3.3** State required achievement tests (i.e. AIMS, AIMS DPA, TerraNova) shall be administered to any student in the determined testing cohort that is being detained on the scheduled date of testing as determined by the Arizona Department of Education.
- A 3.4** The Child Find Process as defined in IDEA 2004 shall be implemented for each student that enrolls in the detention school.
- A 3.5** If the assessment process provides an indication of any special needs or if an Individual Education Program (IEP) currently exists, all state and federal law requirements shall be observed.
- A 3.6** A juvenile between sixteen (16) and eighteen (18) years of age may take the General Education Development (GED) test to receive an Arizona High School Equivalency diploma while being detained if appropriate as determined by the detention education teacher and pursuant to the rules and regulations of the General Educational Development Testing Service and the Arizona Department of Education.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-5C-01, 02, 03</p>
<p>Section: II A 4</p> <p style="text-align: center;">Juvenile Services ACADEMIC SERVICES Educational Plan</p>	<p>RULE: STATUTE: A.R.S. §§ 8-236; 15-913; IDEA 2007; NCLB 2001</p>
<p>Objective: <i>To require the timely development of an educational plan to meet the individual needs of the juvenile that is meaningful and measurable.</i></p>	

- A 4.1 The director of juvenile court services shall ensure that a plan to meet the educational needs of each juvenile is developed by appropriate authorities.
- A 4.2 The educational plan shall be developed within 48 hours of the juvenile's enrollment in the education program.
- A 4.3 The educational plan shall be based on the diagnostic assessment results of the initial testing at enrollment that determines the current skill level of the youth, as well as information gleaned from a review of the educational records once received from the previous educational placement.
- A 4.4 The educational plan shall include provisions for transition services. The plan shall be provided to the assigned probation officer or other authorized parties.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1E-08</p>
<p>Section: II A 5</p> <p style="text-align: center;">Juvenile Services ACADEMIC SERVICES Transfer of Educational Records</p>	<p>RULE: STATUTE: A.R.S. §§ 8-236, 8-341(L), 15-828(F); Family Education Rights and Privacy Act, (FERPA), 20 U.S.C. §1232g; IDEA 2007; NCLB 2001</p>
<p>Objective: <i>To ensure the timely transfer of educational records to provide for the continuity of education of the juvenile.</i></p>	

- A 5.1** The detention services administrator and educational program staff shall ensure that educational information and records meet the standards as outlined in A.R.S. §15-828(F).
- A 5.2** The educational record of the juvenile shall be forwarded to the enrolled school district or educational program of the residential placement to which the juvenile is committed. Upon receipt of a proper request this process shall occur within ten (10) business days.
- A 5.3** The custodian of records shall ensure the confidentiality of all educational records pursuant to the Family Education Rights and Privacy Act, (FERPA).
- A 5.4** If a youth is committed by the Court to the Arizona Department of Juvenile Corrections, the governing body of the school shall transfer the youth's educational records to the Arizona Department of Juvenile Corrections within seven days of the day of commitment. If provided, educational records transferred to the facility shall include:
- a) All special education records including, but not limited to, individualized education programs, psycho-educational evaluations, progress reports, and any additional information pertaining to eligibility determination.
 - b) All transcripts or documents related to credit, 8th grade certificate, and/or a GED.
 - c) All student progress reports and assessments including detention, district, and state assessments.
 - d) All reports from outside agencies or other related service providers that would assist in providing the student with appropriate educational services.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-01 NCCHC: Y-A- 02 RULE: STATUTE: A.R.S. § 36-402 (Generally)</p>
<p>Section: II B 1</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Health Services Authority</p>	
<p>Objective: <i>To establish responsibility for health services and affirm the importance of medical decisions regarding juveniles.</i></p>	

- B 1.1** A licensed medical professional shall be designated as the facility’s health services authority. The health services authority shall be responsible for the design and provision of health services, including final medical judgments regarding juveniles. A written agreement, contract or job description shall define the duties and responsibilities of the health services authority.
- B 1.2** The health services authority shall ensure that all services provided comply with state healthcare licensing requirements.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-4C-01, 21, 22, 23, 24, 25 NCCHC: Y-E-02 RULE: STATUTE: A.R.S. §§13-3620, 36-402 (Generally)
Section: II B 2 Juvenile Services HEALTH SERVICES Health Screening	
Objective: <i>To ensure the identification and treatment of health conditions in need of immediate medical care.</i>	

B 2.1 Any juvenile presented for admission to detention and in need of emergency medical care due to serious injury, intoxication from alcohol or other drugs, or in need of mental health intervention shall not be admitted to detention. The staff person responsible for admissions to the facility shall refer the person delivering the juvenile to detention to a local medical facility to have the juvenile evaluated and treated. Subsequent admission of the juvenile to detention shall not occur unless written medical clearance is provided by a licensed physician or qualified behavioral health professional.

B 2.2 All juveniles shall be assessed at admission to determine their need for detoxification services for alcohol and other drugs. Interview questions and observations on the health screen shall be designed to detect such issues. Juveniles in need of detoxification services at admission shall not be admitted to the detention facility and shall be referred to a local medical facility. Juveniles who are subsequently medically cleared for admission shall be closely monitored by program staff.

a) Upon return to detention, program staff shall refer the juvenile to a qualified health care professional and a plan of treatment shall be instituted based upon the information contained in the medical clearance materials.

b) A juvenile reporting significant use of alcohol or other drugs, but not requiring a referral to a local medical facility, shall be closely monitored by program staff and referred to the health services authority, if indicated.

B 2.3 Upon admission, a health screening shall be conducted with every juvenile by designated staff trained by a qualified health care professional in the collection of health related information. The health screening shall consist of structured interview and observations. Information obtained through the health screen shall include, but need not be limited to, the following:

a) Mental health problems, including diagnosis, therapist and hospitalization histories.

- b) Level of risk to gesture or attempt at suicide as determined by a suicide risk assessment instrument.
- c) Current illness and health problems, including tuberculosis, sexually transmitted diseases and other infectious diseases.
- d) Questions structured to identify behaviors that place the juvenile at high risk for contracting AIDS and an informed consent procedure to request that the juvenile agree to be tested.
- e) Current use of medication, including type, dosage, diagnosis and prescribing physician.
- f) Dental problems.
- g) Vision problems.
- h) Use of alcohol or other drugs, including types, amounts, frequency of use, last period of use and any problems experienced after discontinuing use.
- i) For females, last menstrual period, any gynecological problems and pregnancies.
- j) Behavioral observations, including state of consciousness, mental status, appearance, conduct, tremors and sweating.
- k) Body deformities and ease of movement.
- l) Conditions of the skin, including trauma marks, bruises, lesions, jaundice, rashes, infestations, needle marks, or other indications of drug use.
- m) Allergies.
- n) Health history, including hospitalizations and chronic disease(s).

B 2.4 Identification of any medical condition for which the juvenile's currently being, or was recently, treated shall result in the immediate request by program staff for medical records from the identified source of treatment. These medical conditions shall include, but not be limited to the following:

- a) Mental health disorders, including hospitalization and/or the administration of psychotropic medication.
- b) Injuries or illnesses requiring hospitalization.
- c) Communicable diseases, including tuberculosis, hepatitis and sexually transmitted diseases (STD's).
- d) For female juveniles, gynecological problems or pregnancy.

B 2.5 Immunization record for every juvenile, detained more than fifteen days, shall be requested by program staff from the parent, guardian, custodian, family physician, school or other available source. The immunization record shall be reviewed by a qualified medical professional.

- B 2.6** Evidence of abuse, provided through observation or inquiry, shall be reported by program staff to Child Protective Services in accordance with A.R.S. § 13-3620.
- B 2.7** Significant findings provided through the health screen shall result in an immediate referral by program staff to the health services authority. Any interim health care instructions provided by the health services authority shall be documented and followed by program staff.
- B 2.8** Every juvenile shall be advised orally, and in writing, by the individual conducting the health screening of the procedures to access medical services while in detention.
- a) The procedures shall be written in terms that that are easily understood by the juvenile.
 - b) The procedures to access medical services shall also be communicated or provided in writing in the language(s) of non-English speaking juveniles that are admitted to the facility.
- B 2.9** The individual conducting the health screening shall have the juvenile sign off confirming he/she was advised his/her right to access medical care.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-4C-07, 09, 21, 22, 23, 24, 25 NCCHC: Y-E-04 NJDA: RULE: STATUTE: A.R.S. §§8-342(B), 36-402 (Generally)
Section: II B 3 Juvenile Services HEALTH SERVICES Health Care Assessment	
Objective: <i>To ensure that a health assessment is conducted in a timely manner by a licensed medical professional to diagnose health problems and begin medical treatment.</i>	

B 3.1 Every juvenile shall have a full health assessment conducted by a licensed medical professional within seven (7) days of admission, unless a more expeditious medical assessment is medically indicated. The health assessment shall include, but need not be limited to, the following:

- a) Review of the health screening results.
- b) Collection of immunization history and updates scheduled as needed.
- c) Laboratory and/or diagnostic tests (as determined by the health services authority) to detect communicable diseases including sexually transmitted diseases(STD's), HIV, and tuberculosis.
- d) Recording of height, weight, pulse, blood pressure, and temperature, other tests and examinations as determined by the health services authority.
- e) Physical health, mental health, dental, and gynecological assessments as determined by the health care authority.
- f) Review of the results of the health assessment and tests, and identification of problems by a physician and/or designee when law allows such.
- g) Initiation of treatment when appropriate.

B 3.2 In cases of a re-admitted juvenile who has received a documented health assessment within the previous six months, the prior results are reviewed. Tests and examinations are updated as needed. In the absence of changes or of a serious chronic illness, the full assessment does not need to be repeated.

B 3.3 Where a health assessment is completed by a registered nurse, the physician's signature is required. If the health assessment is completed by a physician assistant or nurse practitioner, a physician shall review the significant findings.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-01, 06, 07, 11, 26, 27, 28, 29, 30, 31 NCCHC: Y-D-02, Y-D-01 CODE: STATUTE: A.R.S. § 36-402 (Generally)</p>
<p>Section: II B 4</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Medical Care and Treatment</p>	
<p>Objective: <i>To ensure quality health care and ensure that medical services are provided by personnel properly licensed and trained to provide such services.</i></p>	

- B 4.1** Each detention facility shall have written policy, procedure and practice to ensure that sick call is conducted daily by designated staff to identify juveniles in need of medical services due to non-emergency injury or illness while in detention. Every juvenile shall have access to medical services. Medical services shall be conducted by a licensed medical professional.
- B 4.2** All juvenile requests shall be handled in a confidential manner and forwarded within 24 hours to the health services authority for evaluation and a determination of the level of medical care required.
- B 4.3** All juvenile requests for medical care shall be documented and shall indicate the juvenile's name, nature of request, designated staff who received the request and the disposition. Repetitive sick calls by a juvenile of the same complaint shall be referred for a physician or nurse practitioner review.
- B 4.4** All medical treatments and prescription medication shall be administered according to direct orders or under the supervision of a licensed physician, dentist or psychiatrist. All orders shall be documented in the juvenile's medical record.
- B 4.5** All health services shall adhere to written medical protocols established by the facility's health services authority.
- B.4.6** Detention staff shall provide general health services under clearly defined circumstances. Training and written procedures that govern these circumstances shall be provided by the health services authority in cooperation with the detention services administrator. Circumstances under which designated staff may provide general health services include:
- a) Medical emergencies requiring the use of standard first aid and/or cardiopulmonary resuscitation (CPR).
 - b) Minor medical treatments, e.g., treatments for mild colds, athlete's foot, minor cuts, abrasions, burns, common headaches, constipation and

diarrhea, with specific written authorization and supervision of a licensed medical professional.

- c) Health care/nutritional education, in cooperation with, and under the supervision of the health care authority.

B 4.7 Pregnant juveniles shall be provided health care services as authorized by the health services authority.

B 4.8 If a medical emergency occurs, emergency medical personnel shall be contacted and, if needed, the juvenile shall be transported to a medical facility for further treatment.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-35, 42, 45 NCCHC: Y-A-12, Y-H-01 RULE: 19, Rules of Procedures of the Juvenile Court STATUTE: A.R.S. §§ 8-101(5); 36-2152; 36-2271; 44-132; 44-132.01; 44-133; 44-133.01; 44-134</p>
<p>Section: II B 5</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Notification and Consent</p>	
<p>Objective: <i>To ensure that the juvenile's parent, guardian, or custodian and probation officials are properly notified of significant medical conditions and treatments and that the juvenile's right to confidentiality is protected.</i></p>	

- B 5.1** Parental consent is not required for routine medical evaluation or treatment administered in the case of an emergency. A minor may consent to medical treatment for conditions relating to drug and alcohol use, pregnancy, and sexually transmitted diseases. When parental consent is necessary, the facility shall ensure either that written parental consent is obtained or that the court gives consent in loco parentis in accordance with A.R.S. § 8-245.
- B 5.2** The juvenile's parent, guardian, or custodian, as well as probation officials shall be notified of any significant injury or illness requiring treatment by a licensed physician or dentist.
- B 5.3** All medical information and records shall be maintained consistent with state and federal law. A separate medical record shall be maintained for each juvenile. Access shall be controlled by the health services authority. Release of medical information shall be upon written order of the court.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-4C-46, 47, 48 NCCHC: Y-H-01, Y-H-02, Y-H-03 RULE: Rule 123, Rules of the Supreme Court; Rule 19, Rules of Procedure for the Juvenile Court; Health Insurance Portability and Accountability Act of 1996 (If Applicable) STATUTE: A.R.S. §§ 8-342, 8-272; 8-341(L)
Section: II B 6 Juvenile Services HEALTH SERVICES Post Detention Medical Referral	
Objective: <i>To ensure that medical information is provided for the continuity of medical care within the community.</i>	

B 6.1 Medical staff shall provide referral information for a juvenile, within legal requirements, whose medical treatment was initiated in detention and shall continue beyond discharge to the community to appropriate community based medical services. The referral shall include, but need not be limited to, the following:

- a) Identification of appropriate community-based medical services.
- b) Education of the juvenile regarding the importance of continuing the medical treatment.
- c) Notification of parent, guardian, or custodian and juvenile probation officer.
- d) Transfer of medical records with proper consent to the identified community-based medical service provider.

B 6.2 The director of juvenile court services shall ensure the confidentiality of all medical records pursuant to the Health Insurance Portability and Accountability Act (HIPAA), Rule 123 and Rule 19, Rules of Procedure for the Juvenile Court, if applicable.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3- JDF-4C-18,19, 20 NCCHC: Y-C-05, Y-D-01 CODE: STATUTE:
Section: II B 7 Juvenile Services HEALTH SERVICES Pharmaceuticals	
Objective: <i>To ensure proper accountability for the distribution of medication.</i>	

- B 7.1** A record shall be maintained for any pharmaceutical that is administered to a juvenile and must include the type, dosage, rate, time, method of administration and the staff person administering the medication. A licensed medical professional shall review the records of administered medication on a daily basis.
- B 7.2** Prescription medication shall only be administered upon the written order of a licensed physician, nurse practitioner or physician’s assistant for a specific juvenile with a documented clinical need.
- B 7.3** Any prescription medication that enters the facility shall be confirmed with the prescribing physician and approved by the attending physician, nurse practitioner or physician assistant prior to it being administered to the juvenile.
- B 7.4** Prescription medication shall only be administered by designated staff trained in administering medication and upon the specific written authorization of a licensed physician, nurse practitioner or physician’s assistant.
- B 7.5** Training in the administration of medication shall be developed and delivered by a licensed medical professional in consultation with the juvenile court director and provided by the health care authority for all staff responsible for administering medication. The training shall include, but not limited to:
- a) Reviewing medication most commonly prescribed.
 - b) Side effects, overdose and allergic reaction.
 - c) Interaction with other medication.
 - d) Procedures of what to do in case of an overdose, allergic reaction, or missed dose.
 - e) How to properly administered the medication.
 - f) How to document when the medication is administered or refused.
- B 7.6** All psychotropic medication shall be ordered and supervised by a licensed physician or a psychiatric nurse practitioner. Psychotropic medication shall only be administered by a licensed medical professional or designated staff trained in

the administration of psychotropic medication under the direction of the health authority. The administration of medicine shall be closely monitored to ensure that the medication is taken as ordered and is not being retained by the juvenile for future use and the risk of overdose.

- B 7.7** Over-the-counter (OTC) medication may be administered by designated staff in accordance with written protocol for minor ailments (e.g., common headaches, simple constipation and diarrhea). All information relative to the nature of the complaint, medication administered and staff administering the medication shall be documented. If the medical complaint or symptoms persist beyond 24 hours, the juvenile shall be placed on sick call.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-36, 27, 38 NCCHC: Y-B-01 RULE: 123 (d) Rules of Procedures of the Juvenile Court STATUTE: A.R.S. § 8-208</p>
<p>Section: II B 8</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Infection Control</p>	
<p>Objective: <i>To effectively reduce the spread and incidence of communicable diseases, promote a safe and healthy environment, and provide proper treatment.</i></p>	

- B 8.1** Every detention facility shall establish policies and procedures to prevent the spread of communicable diseases.
- B 8.2** Education and training shall be provided for all staff and juveniles shall be informed on the transmission and prevention of communicable, blood and air-borne diseases.
- B 8.3** Universal precautions shall be used whenever staff or other juveniles come in contact with blood or body fluids of another person.
- B 8.4** Medical isolation shall be supervised and only be used if it is medically indicated and approved by a licensed medical professional. Only a licensed medical professional can order a release of a juvenile from medical isolation.
 - a) The following precautions shall be instituted:
 - i. Procedural protocols shall be outlined to include hand washing upon entering and leaving, proper handling and disposal of infectious materials, proper isolation methods, oral and written instructions in each case to the juvenile and staff regarding modes of transmission.
 - ii. Daily cleaning of the isolation room floor and surfaces with a 1:10 bleach solution or approved antiseptic alternative.
 - iii. Meals shall be served to juveniles on disposable dishes and there shall be daily disposal of paper products in plastic bags.
 - iv. Proper handling of food utensils and dishes, proper handling of patient care equipment and cleaning and disinfection of isolation accommodations.
 - v. Laundering of juvenile's linen separate from other juveniles' laundry.

B 8.5 Testing for communicable, blood and air-borne disease shall occur following the juvenile's informed consent or by court order if:

a) Clinical symptoms of the disease exist.

b) The juvenile requests to be tested.

c) The juvenile exhibited high risk behavior in which there was an exchange of blood products, semen or vaginal fluid.

B 8.6 Juveniles testing positive for communicable blood and air-borne diseases shall be maintained in the general population unless clinical symptoms require isolation or medical treatment not available in the facility.

B 8.7 Disclosure of medical information regarding juveniles testing positive for a communicable, blood and air-borne disease shall be consistent with state and federal law, as well as, Rules of the Arizona Supreme Court pertaining to public access to records and confidentiality of records.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-4C-35, 5B-05 NCCHC: Y-G-05 RULE: STATUTE: A.R.S. §§ 8-271; 8-272
Section: II B 9 Juvenile Services HEALTH SERVICES Suicide Prevention and Intervention	
Objective: <i>To ensure that juveniles at risk for suicide are appropriately identified, managed and provided needed services.</i>	

B 9.1 The director of juvenile court services shall ensure that the detention facility has a written suicide prevention and intervention program that is approved by a licensed medical or mental health professional to include:

- a) Administration of a suicide risk assessment instrument or observations and/or interview questions contained on the health screen conducted at admission.
- b) Information provided by the juvenile’s parent, guardian, or custodian and probation officer regarding any history of suicidal threats and/or gestures as available.
- c) Identification and response to any suicidal threats or gestures made by the juvenile.
- d) Observations or evidence of depression or social withdrawal (e.g., acting out or talk of desperation or despair) by the juvenile.
- e) Upon identification of a juvenile potentially at risk of suicide, placement on increased supervision.
- f) Guidelines for re-evaluation of the juvenile.

B 9.2 All staff with responsibility for juvenile supervision shall be trained annually in the program.

B 9.3 The detention services administrator or designee shall immediately make a referral to a medical or mental health professional to request an assessment on a juvenile identified as a potential suicide risk.

B 9.4 There shall be an assessment by a licensed medical or mental health professional to identify the level of suicide risk, including:

- a) The need for emergency in-patient psychiatric hospitalization; and/or
- b) Supervision and monitoring by the facility’s program and health care staff, including:

- i) Increased and expanded interaction with program and medical staff, and involvement in program activities to reduce feelings of isolation.
- ii) Continuation of normal activities with access to areas of the facility where potentially dangerous items are used (e.g., classroom, dining, gymnasium and arts and crafts areas) only under appropriately supervised conditions, dependent on the level of risk.
- iii) Frequent and documented direct observations, dependent upon the level of suicide risk as determined by the licensed mental health professional shall indicate all significant information, including the juvenile's mental and physical condition. Documentation shall include the time, observations and the name or initials of the program staff who conducted the check.

B 9.5 Staff shall only downgrade the risk status of a suicidal juvenile upon authorization from a licensed medical or mental health professional.

B 9.6 Staff shall not place the juvenile in the juvenile's room unless increased visual supervision is provided. Housing of a suicidal juvenile shall be based on the risk assessment level of the juvenile.

B 9.7 Staff shall not remove the juvenile of all clothing except by recommendation of a licensed mental health personnel or as authorized by the suicide prevention plan. Juveniles stripped of their clothing shall be provided with industry approved suicide resistant clothing.

B 9.8 Staff shall communicate all significant information orally and in writing, with a licensed medical or mental health professional and other staff, including:

- a) The identification of a potentially suicidal juvenile.
- b) The level of supervision and any restrictions ordered.
- c) Any suicidal gestures, threats or other significant behaviors.

B 9.9 Each facility shall have emergency equipment readily available to staff. Emergency equipment shall include but not be limited to:

- a) First Aid Kit.
- b) Gloves.
- c) Cutting tool.
- d) Face shields.

B 9.10 The director of juvenile court services shall implement a policy, procedure and practice to document and record all significant information in the juvenile's medical record, including:

- a) Reason(s) juvenile was identified as suicidal risk.

b) Actions taken by facility, e.g., placement on increased supervision, provision of internal mental health services, and referral to external mental health services.

c) Psychological and/or psychiatric recommendations.

B 9.11 A report of all juveniles identified as suicidal risks shall be made to the juvenile's respective parent, guardian, or custodian and juvenile probation officials. Each facility shall have a formal policy designating an administrative officer with responsibility for reporting all incidences of suicidal behavior.

a) All suicides or attempted suicides shall be reported to the juvenile's parent, guardian, or custodian, juvenile probation officials, and the court.

b) All suicides shall be reported to the above plus the following: local law enforcement agency, Administrative Office of the Courts, state and local risk management and the medical examiner.

B 9.12 The director of juvenile court services shall ensure post-suicide or post attempted suicide response procedures includes mental health counseling for juvenile and staff and a comprehensive and documented review of the incident and policy and procedure.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-5B-04, 05 NCCHC : Y- 53, RULE: 23(B)(4), Juvenile Court Rules of Procedure STATUTE: A.R.S. § 8-272</p>
<p>Section: II B 10</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Crisis Intervention</p>	
<p>Objective: <i>To ensure appropriate program services are provided for juveniles who demonstrate behaviors which are a danger to others.</i></p>	

B 10.1 The director of juvenile court services shall ensure that any juvenile who exhibits severe assaultive, aggressive behavior or other acting out behavior shall be provided program crisis intervention services.

- a) Program staff shall implement the facility’s procedures regarding behavior management for any juvenile who exhibits assaultive or aggressive behavior. If the behaviors which necessitated the use of the behavior management techniques persist beyond the time restraints for use of behavior management techniques, program staff shall continue to provide increased supervision and refer the juvenile for emergency behavioral health services.
- b) For further reference, see sections III A 6, III A 8, III A 10, and III A 11.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-4C-03, 05 NCCHC: Y-A-06 RULE: STATUTE:</p>
<p>Section: II B 11</p> <p style="text-align: center;">Juvenile Services HEALTH SERVICES Internal Review</p>	
<p>Objective: <i>To ensure continuous improvement in the quality of health services provided to juveniles in detention centers.</i></p>	

B 11.1 The director of juvenile court services in conjunction with the health services authority shall establish an internal review process for the purpose of reviewing health care services provided to the juveniles of the facility. An internal review is to be completed at least annually and shall include, but need not be limited to, the following:

- a) Identification of conditions and problems in providing health care services to the juveniles in the detention center.
- b) A plan for improvement of health care services jointly developed by the health services authority, the director of juvenile court services and the detention administrator.
- c) Policies and delivery of services for the juvenile.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-5E-01, 02, 03, 04</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Section: II C 1</p> <p style="text-align: center;">Juvenile Services RECREATION Program Structure</p>	
<p>Objective: <i>To ensure a recreational program that focuses on healthy developmental activities.</i></p>	

- C 1.1** The director of juvenile court services shall ensure all juveniles have access to recreational opportunities unless documented medical, behavioral or security issues prohibit their participation in specific activities.
- C 1.2** A minimum of one (1) hour of large muscle activity and one (1) hour of leisure time activity shall be provided daily, to include outdoors when possible.
- C 1.3** Staff shall provide proper supervision of juveniles during recreational activities. Appropriate juvenile interests and preferences shall be considered in the recreational activities.
- C 1.4** Recreational activities shall not be withheld as a means of group or individual punishment.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3D-01, 02, 03, 04, 05, 07, 5F-01, 02, 03 RULE: Rule 10, Rule 23 (B), Rules of Procedure for the Juvenile Court STATUTE: U.S. Const. amend. I, VI, VIII, Arizona Constitution, Rules of Criminal Procedure
Section: II D 1 Juvenile Services JUVENILE RIGHTS Rights of Juveniles	
Objective: <i>To ensure the fundamental rights of juveniles as provided by the United States Constitution and the Arizona Constitution and state law.</i>	

D 1.1 The director of juvenile court services shall develop written policies and procedures to assure the rights of juveniles while in secure care, including, but not limited to:

- a) Freedom of speech: Restrictions on free speech shall be the least restrictive necessary to provide facility safety, security and accomplishment of program aims.
- b) Religious activities: Juveniles shall have the right to participate in religious activities and meet religious advisors on a voluntary basis. Religious activity may only be restricted if there is a compelling reason to maintain security and order.
- c) Access to courts and to counsel:
 - i) Juveniles shall have access to the courts and have the right to be represented by an attorney, to include but not limited to confidential contact with attorneys, authorized representatives through telephone, uncensored correspondence and personal visits. Authorized representatives include, but not limited to, guardians ad litem and court appointed special advocates.
 - ii) The facility shall provide a private area available for conferences between the juvenile and the attorney.
- d) Access to medical services.
- e) Freedom from discrimination: Juveniles shall not be subjected to discrimination based on race, national origin, religion, gender, sexual orientation, physical or mental disability.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-5G-12, 13, 14, 15</p>
<p>Section: II D 2</p> <p style="text-align: center;">Juvenile Services JUVENILE RIGHTS Visitation</p>	<p>RULE: 23(B)(6), Juvenile Court Rules of Procedure</p> <p>STATUTE:</p>
<p>Objective: <i>To ensure reasonable visitation privileges while in secure care.</i></p>	

D 2.1 The director of juvenile court services shall implement a visitation program and restrictions that includes a posted schedule, the types of visitations, days and times and level of confidentiality. Visitation rights shall include spiritual leaders, parents, guardians, custodians, counselors, teachers, grandparents and other authorized visitors.

D 2.2 Visitation shall be granted balancing privacy interests with safety and security needs.

D 2.3 Arrangements shall be made to allow confidential visits with attorneys.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-5G-11
Section: II D 3 Juvenile Services JUVENILE RIGHTS Telephone	RULE: 23(B)(5), Juvenile Court Rules of Procedure STATUTE:
Objective: <i>To ensure reasonable telecommunications access.</i>	

- D 3.1** The director of juvenile court services shall implement policies and procedures to ensure access to telephone services including:
- a) Sufficient telephone facilities except those in disciplinary confinement.
 - b) Reasonable amount of privacy.
- D 3.2** Detention staff shall advise the juvenile of the right to telephone a parent, guardian or custodian and counsel immediately after admission to a detention facility.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-5G-01, 02, 03, 04, 05, 06, 07, 08, 09, 10 RULE: STATUTE: U.S. Cont. amend. I, IV</p>
<p>Section: II D 4</p> <p style="text-align: center;">Juvenile Services JUVENILE RIGHTS Mail</p>	
<p>Objective: <i>To ensure a juvenile's right to send and receive mail.</i></p>	

- D 4.1** The director of juvenile court services shall develop a written policies and procedure governing incoming and outgoing juvenile's mail.
- D 4.2** A juvenile shall have the right to privacy in written correspondence. Incoming and outgoing mail shall be opened and documented in the presence of the juvenile or another staff person(s).
- D 4.3** Incoming and outgoing mail shall not be read unless there are reasonable grounds to suspect the presence of contraband or for security and safety reasons. In such circumstances, the detention administrator or designee shall review and appropriately document in the juvenile's file the reasons the mail was read.
- D 4.4** Unless there is a clear and present danger to security or the safety of the juvenile, staff or the facility, and with approval of the juvenile court director or designee, no mail shall be confiscated. Any reason for confiscating mail shall be documented.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-3D-08</p>
<p>Section: II D 5</p> <p style="text-align: center;">Juvenile Services JUVENILE RIGHTS Grievance Procedures</p>	<p>RULE: STATUTE: U.S. Cont. amend XIV</p>
<p>Objective: <i>A grievance procedure shall be implemented to provide a means of addressing perceived injustices.</i></p>	

- D 5.1** The director of juvenile court services shall have an established written policy concerning the handling of formal and informal grievances/complaints made by detained juveniles.
- D 5.2** Upon admission, staff shall inform the juvenile of the department's grievance procedure in both oral and written form in a manner understandable by the juvenile.
- D 5.3** Access to the grievance/complaint process shall be made available to all juveniles without reprisals.
- D 5.4** When a juvenile is not satisfied with the results from attempting to informally resolve a grievance/complaint, the juvenile may submit a formal written grievance/complaint.
- D 5.5** A grievance/complaint, shall be responded to as soon as reasonably practical, but not to exceed forty-eight hours, excluding weekends and holidays, and documented in the juvenile's file. The grievance shall be investigated and resolved in a timely manner. Any action taken shall be documented in the juvenile's file and communicated to the juvenile if still detained.
- D 5.6** The director of juvenile court services shall designate the primary person who shall receive formal written grievances. There shall be at least one level of appeal to a higher authority if a juvenile is not satisfied with the results of grievance.

JUVENILE DETENTION STANDARDS

SECTION III

DETENTION OPERATIONS

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF- 3B-01, 02, 03, 04, 05
Section: III A 1 Detention Operations SAFETY, SECURITY AND CONTROL Fire Safety Procedures	NJDA: RULE: STATUTE: A.R.S. §36-601.01; 29 CFR Part 1910
Objective: <i>To ensure the safety and security of the juveniles, staff and visitors of a facility in the event of a fire emergency.</i>	

A 1.1 The director of juvenile court services shall ensure that each detention facility has an established fire safety and evacuation plan. This plan shall include, but need not be limited to, the following:

- a) The handling and storage of flammable, toxic and caustic materials in accordance with Arizona and National Fire Protection Association Fire Codes and Regulations and Occupational Safety and Health Administration.
- b) Flame resistant furnishings, bedding and other materials shall be used. Mattresses shall be non-combustible and of design and material which will not expel toxic fumes if exposed to high heat.
- c) Daily inspections, by detention staff, shall be conducted of all interior and exterior areas of the facility to detect the existence of fire hazards and obstacles to evacuations.
- d) Monthly inspections shall be conducted by appropriate detention staff of fire extinguishers, testing of emergency lighting and fire and smoke alarms.
- e) The prohibition of smoking in any area of the facility, except in a designated outside smoking area in accordance with State law and local ordinance.
- f) Regular fire drills shall be conducted, with at least 25% of these drills being held during sleeping hours. Fire drills shall be documented and include, but are not limited to, the following topics:
 - i) Procedures to follow in case of a fire.
 - ii) Conduct during a fire.

iii) Transfer to gathering area.

iv) Evacuation routes and exits.

- g) An explanation by detention staff to juveniles upon admission to the facility about fire drill and evacuation procedures during orientation.
- h) Posting of fire primary and secondary evacuation routes, assembly area locations, fire extinguisher locations and procedures to account for all staff, juveniles and visitors in the event of a fire.
- i) Procedures to notify fire and other emergency personnel in the event of a fire.
- j) Annual training and review for staff in all aspects of the fire safety and evacuation plan.
- k) Regularly scheduled inspections shall be conducted of the facility by the Arizona State Fire Marshal's Office or designee.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3B-07, 08, 10, 11, 12, 13
Section: III A 2 Detention Operations SAFETY, SECURITY AND CONTROL Emergency Procedures and Plans	NJDA: RULE: 29CRF 1910(E) STATUTE:
Objective: <i>To ensure the safety and security of juveniles, staff and visitors of a facility in the event of an emergency.</i>	

A 2.1 The director of juvenile court services shall establish emergency plans for various types of emergencies and evacuations. These plans and procedures shall include, but need not be limited to, the following:

- a) Riot or other major acting out or disturbance.
- b) Escape.
- c) Bomb threats.
- d) Hostage situation.
- e) Natural disasters, such as lightening strike, earthquake, flooding, etc.
- f) Man-made disasters, such as equipment failure, structural damage, etc.
- g) Death, medical emergency or serious injury.

A 2.2 The director of juvenile court services shall establish a response notification list. The notification of individuals, depending on the circumstances, shall include, but not be limited to, the following personnel:

- a) The detention services administrator.
- b) Local law enforcement agencies.
- c) The director of juvenile court services.
- d) Presiding Juvenile Court Judge.
- e) Fire and other emergency personnel.
- f) State and county risk management.
- g) Parent, guardian or custodian of juveniles.

h) Juvenile Justice Services Division director.

A 2.3 The detention services administrator shall ensure detention staff provides an explanation to juveniles upon admission to the facility about emergency drills and evacuation procedures during orientation.

A 2.4 Disaster drills shall be regularly scheduled, with at least 25% of these drills being held during sleeping hours. Emergency drills shall be documented and include, but not be limited to, the following topics:

a) Procedures to follow in case of an emergency.

b) Conduct during an emergency.

c) Transfer to gathering area.

d) Evacuation routes and exits.

A 2.5 The director of juvenile court services shall revise the fire safety and emergency procedure plans as needed and review and update as necessary. All staff shall be required to review the updates.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-1C-04, 3A-04, 05, 07, 3E-04 NJDA: Position Statement, 1999 RULE: STATUTE:
Section: III A 3 Detention Operations SAFETY, SECURITY AND CONTROL Staffing Ratios	
Objective: <i>To ensure that juveniles are closely supervised at all times and in all places within the facility.</i>	

- A 3.1** Staffing requirements shall be determined using a comprehensive review of the entire juvenile detention center operation. Detention population figures should serve as an element of staffing determinations. Other factors that should be considered include physical plant design, program staffing, security levels, gender of children detained, offense history, and other relevant considerations. Goals of the facility should also be reviewed to determine adequate staffing patterns as well as all ancillary staff functions. The primary consideration should be staffing ratios which are sufficient to provide safety, security and programming
- A 3.2** Direct staff supervision and interaction that promotes positive relationships shall be the primary means of behavioral management of juveniles. Direct care staff are employees whose exclusive responsibility is the direct and continuous supervision of juveniles (does not include control room operators, support staff or staff supervisors). Supervision requirements shall include, but need not be limited to, the following: Juveniles shall be supervised in all areas of the facility at all times, with
1. A minimum of one staff assigned for every eight juveniles during waking hours, with a minimum of two staff on duty at all times.
 2. A minimum of one staff assigned for every 16 juveniles during sleeping hours.
 3. A minimum of one male and one female staff on duty whenever both males and females are housed in the facility.
- A 3.3** Whenever a juvenile is in his/her room for any reason, the juvenile shall be directly observed by staff at minimal intervals of 15 minutes. If a juvenile is at risk to act out or injure him/herself, the frequency of direct observation shall be increased.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-2C-12, 3E-01, 5A-02
Section: III A 4 Detention Operations SAFETY, SECURITY AND CONTROL Classification	NJDA: RULE: 23 (B)(4), Juvenile Court Rules of Procedures STATUTE:
Objective: <i>To identify juveniles who may require special attention from staff, have special needs based on their physical, emotional, or maturity level, and ensure that these needs are taken into consideration and met while the juvenile is detained.</i>	

- A 4.1** The director of juvenile court services shall ensure that policy and procedure address classification of detained juveniles.
- A 4.2** The policy and procedure shall provide for the safety of the juvenile, other juveniles, facility staff and the public by placing the juvenile in the appropriate program setting.
- A 4.3** The director of juvenile court services shall ensure services and programs are provided for juveniles who cannot manage their behavior, present a danger to themselves or others or who are in danger of being victimized by other juveniles.
- A 4.4** The juvenile’s housing assignment shall be based upon, but not limited to the following criteria:
- a) Age.
 - b) Gender.
 - c) Maturity.
 - d) Emotional Stability.
 - e) Program Needs.
 - f) Risk to Others.
 - g) Vulnerability.
 - h) Offense History.
 - i) Medical and Mental Health Needs.
- A 4.5** The director of juvenile court services shall ensure that there are separate rooms for male and female juveniles.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-1E-01, 02, 03, 3A-03, 09, 10 12, 13, 17, 18, 3C-10
Section: III A 5 Detention Operations SAFETY, SECURITY AND CONTROL Records And Documentation	NJDA: RULE: STATUTE:
Objective: <i>To ensure that all significant information and occurrences within the facility are documented.</i>	

- A 5.1** A permanent written or electronic daily activity log shall be maintained by detention staff. The log shall become a permanent record of population intake and release information, daily routine information, emergency situations and any unusual incidents. Detention staff reporting for duty shall be required to review information recorded in the log for at least the previous 24 hours.
- A 5.2** An individual record or file for each juvenile held in the detention center shall be maintained. This file shall include such information as daily behavior observations and other demographic statistics so as to assist in case management decisions.
- A 5.3** All individual records shall be established and maintained under the principle of confidentiality. Access to these records shall be restricted to those authorized individuals who have a specific need to know. In the event of a transfer of a juvenile within the justice system, a summary of that juvenile's record shall accompany or precede the juvenile to the receiving agency in order to ensure continuity of care.
- A 5.4** Any unusual incident involving a juvenile shall be documented in a written incident report and retained in the juvenile's individual file. The incident report should include date, time, location and witnesses and clearly describe the juvenile's involvement and behavior, as well as record staff actions (e.g., verbal and physical interventions and follow up actions) resulting from the incident. The incident shall be reviewed by the detention services administrator or designee prior to the conclusion of the shift and reported as designated by the local jurisdiction. Unusual incidents include, but need not be limited to, the following:
- a) Aggressive behavior, e.g., threats, fights and assaults.
 - b) Attempted and completed escapes.
 - c) Suicidal threats and attempts.
 - d) Any incident involving use of physical force by staff.
 - e) The use of isolation.

f) Use of mechanical restraints for reasons other than transportation.

A 5.5 Detention records shall be kept noting a juvenile's access to the courts, visitation or access to the public, disciplinary actions and outcomes, medical or behavioral conditions that may need to be reported, and/or any other information which is pertinent to the juvenile. Such records shall be retained as per local policy, statutory requirement and administrative rules and regulations.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference:
Section: III A 6 Detention Operations SAFETY, SECURITY AND CONTROL Behavior Management	ACA: 3-JDF-3C-01, 02, 03, 04, 05 NJDA: RULE: STATUTE:
Objective: <i>To ensure a behavior management system that places emphasis upon recognition and reinforcement of positive behaviors. Measures of accountability shall also be provided to deter negative behaviors.</i>	

A 6.1 The director of juvenile court services shall develop and make available to all staff the behavior management policy and procedure.

A 6.2 The policy and procedure shall promote, reinforce and recognize positive behavior. The system shall manage pro-social behavior at the least restrictive level possible. Such policy and procedure shall include but not be limited to the following practices:

- a) Assessment of potential risk and needs.
- b) Enhancement of intrinsic motivation.
- c) Use of positive reinforcement theory.
- d) Provide timely feedback that enhances learning.
- e) Use of cognitive behavioral techniques.
- f) Prioritize supervision and treatment resources for higher risk and needs juveniles.

A 6.3 The director of juvenile court services shall establish rules of conduct for juveniles prohibiting specific activities in the facility and outline the possible range of disciplinary actions that can be taken including criminal charges.

A 6.4 The behavior management policy and procedures shall prohibit the following:

- a) Corporal punishment.
- b) Group punishment for an individual juvenile's behavior.
- c) Physical and psychological degradation.
- d) Humiliation.
- e) Retaliation.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference:
Section: III A 7 Detention Operations SAFETY, SECURITY AND CONTROL Population Management	ACA: 3-JDF-3A-03, 13, 14, 15 NJDA: RULE: STATUTE:
Objective: <i>To ensure the safety and well-being of all juveniles, staff and visitors.</i>	

- A 7.1** The director of juvenile court services shall ensure the intake and release of juveniles, population movements, facility visitors and staffing patterns are properly documented. This record shall be updated at least daily.
- A 7.2** All juvenile movement from one location to another shall be controlled and supervised by staff.
- A 7.3** The director of juvenile court services shall ensure that policy and procedure is established for regular head counts throughout the day.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-3C-06, 07, 08, 3E-02, 03, 04, 05 NJDA: RULE: 23(B)(4), Juvenile Court Rules of Procedure STATUTE: A.R.S. §8-305(E)</p>
<p>Section: III A 8 Detention Operations SAFETY, SECURITY AND CONTROL Behavioral Room Confinement</p>	
<p>Objective: <i>To ensure that room confinements are used only in circumstances when it is absolutely necessary and that specific procedures are observed to ensure juvenile safety and well-being.</i></p>	

- A 8.1** Room confinement is a method of special management when a juvenile is placed in a locked room. Room confinement shall be used only when absolutely necessary to control aggressive, disruptive or threatening behavior that is a clear and present danger to the juvenile, other juveniles, staff and/or the security of the facility. Room confinement shall not be used unless appropriate lesser means of intervention have failed to prevent or manage the behavior.
- A 8.2** A time out is not considered a room confinement when it serves for the purpose of a cooling off period, with a duration time not to exceed 60 minutes. Locking juveniles in rooms during established sleeping hours is not considered room confinement.
- A 8.3** Juveniles requiring room confinement shall not be denied food, medical, mental health and education services or subjected to abusive or degrading treatment.
- A 8.4** Room confinement shall be used for behavioral management purposes only and not for the convenience of staff, as a substitute for programming or for inadequate staffing levels.
- A 8.5** Room confinement shall not exceed 24 hours without authorization by the detention services administrator or designee.
- A 8.6** Once a juvenile is placed on room confinement, the detention staff shall conduct increased and frequent observations. The checks shall be documented and include, but not limited to:
- a) The time, observations and the name or initials of the officer who conducted the check.
 - b) The juvenile's physical and emotional condition.
- A 8.7** Whenever a juvenile is placed on room confinement, detention staff shall develop a re-integration plan with the juvenile outlining the conditions for the juvenile's reentry into the general population.

A 8.8 Whenever room confinement is used, an incident report which documents all relevant information shall be entered into the juvenile's case record. The following information contained in the report shall include, but need not be limited to, the following:

- a) The specific behavior that necessitated confinement.
- b) Alternative interventions that were unsuccessful in managing the behavior.
- c) Authorization by the detention services administrator or designee.
- d) The time and date the confinement began and ended.
- e) A plan for the juvenile's re-integration back into the general population.

A 8.9 Whenever a juvenile is placed in room confinement potentially dangerous articles shall be removed. In no case shall all clothing be removed.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-3D-06</p>
<p>Section: III A 9</p> <p style="text-align: center;">Detention Operations SAFETY, SECURITY AND CONTROL Protection From Harm</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE: A.R.S. §§ 8-201, 13-3623 (A)-(C), 13-3620</p>
<p>Objective: <i>To ensure that all juveniles held in a detention center are protected from harm. Detained juveniles have a constitutional right to personal safety.</i></p>	

- A 9.1** Acts of abuse against juveniles are prohibited.
- A 9.2** An act of abuse is defined as any act which may cause or causes serious physical or emotional harm or injury pursuant to A.R.S. §8-201 and A.R.S. §13-3623 (A)-(C). Acts such as striking or kicking a juvenile, sexual assault, sexual abuse, injury caused by neglect and impairment of bodily function are prohibited. Non-action, including indifference to a juvenile's needs, which results in serious emotional or physical injury shall also constitute abuse. Juveniles shall not be subjected to infliction of, or threat of, corporal punishment, humiliating treatment, mental abuse, isolation or restraint devices for purposes of discipline or punishment.
- A 9.3** Any detention staff, contract personnel or volunteer shall immediately inform the detention services administrator about any reasonable grounds to believe a juvenile is or has been a victim of abuse, and report or cause reports to be filed with law enforcement or Child Protective Services pursuant to A.R.S. §13-3620.
- A 9.4** Failure to report incidents of suspected abuse shall be considered a violation of the staff's responsibility in the care of juveniles and may subject the staff to criminal proceedings as prescribed by state law, as well as administrative action by the department.
- A 9.5** Once a report is made, the detention services administrator shall assess the risks and needs and ensure that additional measures are taken to ensure the juvenile is safe from future abuse and/or harm.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3A-16, 17, 27, 30
Section: III A 10 Detention Operations SAFETY, SECURITY AND CONTROL Use of Physical Force	NJDA: RULE: STATUTE: A.R.S. § 13.403(2)
Objective: <i>To ensure the use of physical force is at an absolute minimum in order to prevent harm and liability.</i>	

A 10.1 The director of juvenile court services shall establish written policy and procedures relative to the use of physical force to maintain order, overcome resistance, protect persons and property.

A 10.2 Physical force shall not be applied as a form of punishment, harassment or discipline. Staff are prohibited from using violent and retaliatory responses toward juveniles and from employing unnecessary force.

A 10.3 Physical force shall be used only when other less restrictive interventions have failed or are not practical under the circumstances at the time. Under no circumstances shall the force used be greater than necessary to achieve control of the juvenile and maintain safety and security. The use of physical force may be used in instances of:

- a) Justifiable self defense.
- b) Protection of others.
- c) Prevention from significant property damage.
- d) Prevent self-injury behavior.
- e) Prevention of escapes.
- f) Movement of resistant juveniles to minimize substantially disruptive behavior after the juvenile refuses to follow reasonable requests to stop the behavior.

A 10.4 Staff shall use the following intervention process which is progressive and typically begins at the lowest level of intervention practical and appropriate for the behavior displayed by the juvenile:

- a) Presence: The purpose is to effect change. This includes the mere presence of an officer to include non-verbal gestures made with eyes, hands, head, or body utilizing proximity, standing, seating, eye contact and/or facial expressions.
- b) Verbal Persuasion: This includes verbal prompting, directive statements, redirection, or coaching from detention staff.

- c) Physical Escort: The touching of the arm, elbow, shoulder or back for the purpose of directing the juvenile from one location to another.
- d) Manual Restraint: Restricting a juvenile's freedom of action by using hands-on techniques as a means of physical restraint.
- e) Mechanical Restraints: Mechanical device(s) used to aid in the restriction of a person's bodily movement. The use of mechanical restraints by detention staff shall not be construed as "Use of Force" unless other forcible restraint measures have been applied in response to physical resistance by the juvenile.
- f) Authorized Weapons: Only the director of juvenile court services may authorize or prohibit the use of Arizona Supreme Court approved weapons. Authorized weapons may only be used by properly trained and certified personnel.
- g) Other Appropriate Defense Measures: Physical force is justified to prevent death or serious physical injury, consistent with A.R.S. §13-403.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3A-16, 17, 18
Section: III A 11 Detention Operations SAFETY, SECURITY AND CONTROL Mechanical Restraints	NJDA: RULE: STATUTE:
<i>Objective:</i> <i>To ensure that mechanical restraints shall be used only when necessary and shall be supervised and documented.</i>	

A 11.1 Mechanical restraints may only be used as a precaution against escape during transfer, for medical reasons by direction of the health care authority, or to prevent juvenile self-injury, injury to others, or property damage, and should not be applied for more time than is reasonably necessary.

A 11.2 Mechanical restraints shall never be used as punishment.

A 11.3 Any time restraints are used for reasons other than transportation, written policy, procedure and practice shall provide that prior approval must be obtained from the detention administrator, or designee.

A 11.4 The health care authority or designee shall be notified any time a juvenile is placed in restraints for reasons other than transportation.

A 11.5 When a juvenile is mechanically restrained for reasons other than transportation, the following minimum procedures will be followed:

- a) Direct visual observation by staff shall be continuous.
- b) Wellness checks shall be conducted and documented every ten minutes, to ensure the safety and well being of the juvenile.
- c) Juveniles shall not be fully restrained for longer than two hours without further evaluation and authorization from the health care authority.
- d) The juvenile shall be examined by a health care professional within twenty-four hours after the incident or as directed by the health care authority.

A 11.6 Use of restraints shall be fully documented as to time, duration, reasons, authority and witnesses and reported to the detention services administrator or designee.

A 11.7 Only staff who has received specific training in de-escalation skills, use of mechanical restraints, first aid and CPR may place a juvenile in restraints. Training shall occur on an annual basis and be documented.

A 11.8 Only those mechanical restraints selected from a statewide list recommended by the juvenile court directors and COJC and approved by the Administrative Director of the Courts shall be used in the juvenile detention centers. The juvenile court director shall

establish a department policy and procedure that specifies the mechanical restraints from the statewide approved list.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA:3-JDF-3C-10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21</p> <p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Section: III A 12</p> <p style="text-align: center;">Detention Operations SAFETY, SECURITY AND CONTROL Disciplinary Process</p>	
<p>Objective: <i>To ensure that all detention facilities have established rules of conduct, sanctions and procedures for handling rule violations and criminal acts and that there is an established appeal process.</i></p>	

- A 12.1** The director of juvenile court services shall establish a written policy and procedure that provides for a juvenile disciplinary reporting and review system.
- A 12.2** Juveniles shall be informed of the facility's rules and regulations and the potential consequences when violated.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-3A-15</p>
<p>Section: III A 13 Detention Operations SAFETY, SECURITY AND CONTROL Transporting Juveniles</p>	<p>NJDA: RULE: STATUTE:</p>
<p>Objective: <i>To ensure safety and security guidelines for the transportation of juveniles.</i></p>	

A 13.1 The director of juvenile court services shall establish and make available to all personnel policy and procedure for the safe and secure transportation of juveniles outside of the facility.

A 13.2 Documentation shall be maintained as to date, departure and arrival time, juvenile, staff, and purpose of the transport outside of the facility.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-2G-02, 5G-15
Section: III A 14 Detention Operations SAFETY, SECURITY AND CONTROL Control of Entry and Exit	NJDA: RULE: STATUTE:
Objective: <i>To prevent escape, transmission of contraband and unauthorized access.</i>	

A 14.1 The director of juvenile court services shall ensure there is a policy and procedure for the safe entry and exit of the detention facility.

A 14.2 Each facility shall use a control center that is staffed 24 hours per day to secure entry and exit and to integrate all external and internal security functions and communication networks. Only authorized personnel shall have access to the control center.

A 14.3 Entry and exit shall be under direct or electronic visual and audio observation by security staff whenever an exterior door is opened.

A 14.4 The facility shall maintain a record of all visitors, including the day, time and area being visited upon entering and exiting the facility.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA:3-JDF-3A-29</p>
<p>Section: III A 15 Detention Operations SAFETY, SECURITY AND CONTROL Firearms and Weapons</p>	<p>NJDA: RULE: STATUTE: A.R.S. §§ 13-2505; 13-2514;13-3102; 13-3102.01; 31-129</p>
<p>Objective: <i>To ensure that the use and presence of weapons are controlled to prevent unnecessary harm or risk.</i></p>	

- A 15.1** The director of juvenile court services shall establish policy and procedure regarding weapons within the facility.
- A 15.2** Peace officer personnel and authorized staff shall secure all firearms in secured lockers in an area not accessible to detained youth, except as provided by A.R.S. § 13-3102.
- A 15.3** Weapons authorized by the juvenile court director shall be issued to personnel trained and certified in their use and shall only be used according to policy. Anytime a weapon is used immediate medical examination and treatment shall be required.
- A 15.4** Any use of an authorized weapon by staff or law enforcement shall be documented in an incident report and reported to the juvenile court director by the end of the shift.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3A-19, 20, 21
Section: III A 16 Detention Operations SAFETY, SECURITY AND CONTROL Searches of Persons and Facility	NJDA: RULE: STATUTE: A.R.S. §§ 13-2505; 13-2514
Objective: <i>To provide standards for reasonable searches of facilities and juveniles for the purpose of controlling contraband, to recover missing or stolen property, or to prevent escapes and other disturbances in order to ensure a safe and secure environment for juveniles and staff.</i>	

A 16.1 The director of juvenile court services shall establish policies and procedures for all types of searches to ensure the safety and security of the detention center.

A 16.2 Searches shall not be conducted as a form of harassment, punishment or discipline.

A 16.3 All searches shall be documented.

A 16.4 Room/Facility Search

a) Staff shall conduct routine and unannounced room searches of the juvenile's room, general living space, dayrooms and personal property in order to control the existence of contraband.

i) Staff shall not need to believe a juvenile is in possession of contraband in order to conduct a room search.

ii) All room searches shall be conducted in a courteous and professional manner with care taken to not damage the juvenile's property.

A 16.5 Pat Search

a) A pat search is an external examination of a clothed youth for weapons and contraband by feeling on the outside of the clothes.

b) Staff shall pat-search each juvenile referred to the detention facility.

c) Pat down searches shall be conducted by staff of the same gender as the juvenile.

d) Staff shall not need to believe a juvenile is in possession of contraband in order to conduct a pat search.

A 16.6 Strip Search

a) A strip search is a visual, non-contact examination of a youth's naked body for weapons, contraband, injuries and deformities.

- b) Strip searches shall be conducted by staff of the same gender as the juvenile. Whenever possible, two staff persons shall conduct the strip search. If one of the two staff is of the opposite gender, he/she shall not have visual observation of the juvenile.
- c) Strip searches shall be conducted in the most confidential and courteous manner. Strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search.
- d) Strip searches shall not be done in a group.
- e) A strip search shall be conducted only after reasonable suspicion has been determined.

A 16.7 Body Cavity Search

- a) A body cavity search is of the anal or genital area that is not visible by normal observation. It is only conducted pursuant to a court order and only by a licensed medical professional.

A 16.8 Visitor Search

- a) The director of juvenile court services shall establish specific policy and procedures for searching members of the public prior to entering the facility.
- b) Each facility shall post notification to all persons coming into the facility are subject to a search and to list all items that are prohibited.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3A-10
Section: III A 17 Detention Operations SAFETY, SECURITY AND CONTROL Security and Hazardous Materials	NJDA: RULE: STATUTE:
Objective: <i>To ensure the safety and security of all juveniles, staff and visitors.</i>	

- A 17.1** The director of juvenile court services shall establish a written reporting system to ensure staff notifies the detention services administrator and/or facility maintenance personnel of unsecured, faulty, unsafe or unsanitary conditions.
- A 17.2** All areas of the facility shall be inspected daily by staff to determine if any safety or security hazards exist. If a hazard is detected, immediate corrective action shall be taken and a written report shall be made to document the hazard. The area shall be restricted until the hazard is mitigated or eliminated.
- A 17.3** The reporting and inspection system shall include a process where, at a minimum, a facility walk-through inspection of both the interior and exterior of the entire facility is conducted on each shift.
- A 17.4** Written policy, procedure and practice shall prevent detainee access to flammable, toxic, and caustic materials except where detainees are trained and directly supervised in the use of cleaning products.
- A 17.5** All hazardous substances used in the facility shall be securely stored in accordance with applicable fire, safety and health regulations. All material safety data sheets shall be maintained and accessible to staff.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-3A-22
Section: III A 18 Detention Operations SAFETY, SECURITY AND CONTROL Key Control	NJDA: RULE: STATUTE:
Objective: <i>To establish requirements for the control of keys and electronic entry devices in detention centers.</i>	

A 18.1 The director of juvenile court services shall establish a written policy for a key accountability system that includes daily inventory and written recording of all assigned, control center, emergency and restricted keys.

A 18.2 The director of juvenile court services shall establish a system for immediate access to all areas of the facility in case of fire or other emergency.

A 18.3 Staff be assigned only the keys pertinent to the post order assignment or job duty.

A 18.4 Staff who have routine access to the juvenile population shall not possess keys that allow complete egress out of the facility or access to the control room.

A 18.5 Staff shall immediately inform the detention services administrator or designee of any lost or misplaced keys, including a written report containing the facts of the discovery, circumstances and keys involved.

A 18.6 Facility keys shall not be duplicated without approval from the detention administrator.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-12</p>
<p>Section: III A 19</p> <p style="text-align: center;">Detention Operations SAFETY, SECURITY AND CONTROL Personal Property Control</p>	<p>NJDA: RULE: STATUTE:</p>
<p>Objective: <i>To ensure that a juvenile's personal property is secured within the detention facility.</i></p>	

- A 19.1** The director of juvenile court services shall establish a policy that all personal property taken from the juvenile is inventoried and recorded.
- A19.2** All property taken shall be inventoried and signed for in the presence of the juvenile by both the juvenile and officer.
- A 19.3** The juvenile and the releasing detention officer, after verification of inventory, shall sign a receipt for the juvenile's personal property upon release from the facility. The signed receipt shall be maintained in the juvenile's file.
- A 19.4** Items considered contraband or dangerous to the facility shall be referred to the appropriate authority or disposed of in accordance with the facility policy.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: RULE: STATUTE: Prison Rape Elimination Act of 2003, A.R. S. §§ 13-1405, 13-1404, 13-1406, 13-1410, 13-1419, 13-3620; Standards for the Prevention, Detection, Response, and Monitoring of Sexual Abuse in Juvenile Facilities</p>
<p>Section: III A 20</p> <p style="text-align: center;">Detention Operations SAFETY, SECURITY AND CONTROL Prison Rape Elimination Act</p>	
<p>Objective: <i>To ensure compliance with the Prison Rape Elimination Act (PREA) by establishing a zero-tolerance for sexual assault within juvenile detention centers.</i></p>	

- A 20.1** The director of juvenile court services shall establish policies and procedures establishing a zero-tolerance standard for the incidence of sexual assault in the detention center. The policy shall:
- a. Provide a general understanding of the Prison Rape Elimination Act, its purpose and why it is important as well as clear definitions.
 - b. Provide written information with an oral explanation to all juveniles admitted and detained within the facility about sexual assault including: prevention/intervention, self-protection, reporting incidents, medical treatment and mental health counseling. Information will be provided in a sensitive manner and at an age-appropriate level so as not to create undue fear and anxiety.
 - c. Establish a training program for all detention personnel, volunteers, and contract personnel with direct juvenile contact regarding the prevention, detection, reporting, and investigation of sexual assault within the first six months of hire and annually thereafter.
 - d. Require any employee, volunteer or contract personnel who is a witness, has knowledge of or is suspicious of any inappropriate relationship or sexual activity, assault to immediately report. Failure to report shall be subject to disciplinary action.
 - e. Note when detention personnel receive a report, witness, or have knowledge of sexual assault, he/she shall immediately:

- i. Ensure the alleged victim is safe and kept separate from the alleged aggressor and notify the supervisor or designee.
 - ii. The supervisor or designee shall assess the situation, secure the scene and notify medical and law enforcement personnel as appropriate.
 - iii. Notify the detention administrator and he/she shall notify the director of juvenile court services who in turn shall ensure an investigation.
 - iv. Inform the victim not to take any actions that could destroy physical evidence before an investigator arrives on the scene.
- f. Ensure victims of sexual assault have access to medical and mental health services, and outside victim advocates for emotional support services related to sexual abuse
 - g. Require victims and reporters of sexual assault to be protected from retribution from the perpetrator or others when an allegation is made.

A 20.2 Upon receiving an allegation of sexual abuse, the director of juvenile court services shall report the allegation to the presiding juvenile judge or to the victim's judge of record and shall ensure the designate state or local services is notified in accordance with applicable state or local mandatory child abuse reporting laws.

A 20.3 The detention administrator or appropriate investigative personnel shall report the allegation to the parents or legal guardians of the victim unless the facility has official documentation showing they should not be notified, such as when parental rights have been terminated, or when notifying the parents or legal guardian would place the victim in specific identifiable danger.

A 20.4 The director of juvenile court services shall ensure all incidents of sexual assault are reviewed at the conclusion of the investigation to assess and improve prevention and response efforts.

A 20.5 All juveniles shall be screened within 24 hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments shall be made accordingly and a plan shall be developed to insure proper supervision of the youth in question and noted in the juvenile's file.

A 20.6 The director of juvenile court services shall limit cross-gender supervision in non-emergency situations where juveniles disrobe or perform bodily functions in order to protect juveniles from unnecessary and degrading exposure of their bodies. Where cross gender supervision cannot be limited, the detention administrator shall ensure that on housing units where juveniles disrobe or perform bodily functions, there is a

physical visual barrier or notification procedure to provide privacy for the juvenile during nonemergency situations.

A 20.7 Any records associated with claims of sexual assault, including incident reports, investigative reports, juvenile information, medical reports and case disposition shall be maintained in a confidential manner and retained in accordance with Arizona state record retention schedules.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-4A-01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14 NJDA: RULE: STATUTE: U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration, 2001 Food Code
Section: III B 1 Detention Operations FOOD SERVICES Food Service Management	
Objective: <i>To ensure that juveniles receive food that is prepared in compliance with state and federal codes.</i>	

- B 1.1** The director of juvenile court services shall ensure that the food service provider is in compliance with all applicable federal, state and local codes.
- B 1.2** Menus shall specify foods to be served and shall be planned a minimum of one week in advance, dated and posted where they can easily be viewed by staff and juveniles, corrected if changed prior to serving, and kept on file for one year.
- B 1.3** Juveniles shall not be served the same menu twice in one day.
- B 1.4** The detention services administrator shall provide for special diets as prescribed by a medical professional or for juveniles whose religious beliefs require the adherence to religious dietary laws.
- B 1.5** Meals shall be provided at routine times established by the facility. Daily caloric intake shall be appropriate and is suggested to fall between 1800 and 2400 calories.
- B 1.6** A trained staff shall oversee food service operations and ensure quality and compliance with applicable federal, state and local codes.
- B 1.7** Food shall not be withheld or substituted as a disciplinary tool.

JUVENILE DETENTION STANDARDS

SECTION IV

PHYSICAL PLANT

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2A-01, 02, 03</p> <p>NJDA:</p> <p>RULE:</p> <p>STATUTE: Uniform Building Code 1997 Uniform Mechanical Codes 1997 Uniform Plumbing Code 1997 Uniform Fire Code 1997 National Electrical Code 1999</p>
<p>Section: IV A 1</p> <p style="text-align: center;">Physical Plant BUILDING CODES</p>	
<p>Objective: <i>To ensure responsible parties meet all federal, state and local building codes in order to provide for the safety of all persons within the facility.</i></p>	

- A 1.1** The director of juvenile court services shall coordinate with other local responsible parties to ensure that the detention facility conforms to applicable zoning ordinances, or through legal means attempt to comply with or change such laws, codes, or seek appropriate variances.
- A 1.2** The director of juvenile court services shall coordinate with other local responsible parties to ensure the detention facility conforms to applicable federal, state and/or local building codes.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2A-03, 04</p> <p>NJDA:</p> <p>RULE:</p> <p>STATUTE: Uniform Building Code 1997 Uniform Mechanical Codes 1997 Uniform Plumbing Code 1997 Uniform Fire Code 1997 National Electrical Code 1999</p>
<p>Section: IV B 1</p> <p style="text-align: center;">Physical Plant FIRE CODES</p>	
<p>Objective: <i>To ensure responsible parties meet all fire codes to provide for the safety of all persons within the facility.</i></p>	

- B 1.1** The detention facility shall conform to applicable, federal, state, and local fire safety codes. Code compliance shall be documented by the inspecting authority having jurisdiction and available upon request.
- B 1.2** A fire alarm and automatic detection system shall be required, as approved by the authority having jurisdiction, or there shall be a compliance plan for addressing these or other deficiencies.
- B 1.3** The director of juvenile court services shall ensure that only the authority having jurisdiction related to fire codes shall approve any variances, exceptions or equivalencies that do not constitute a serious life safety threat to the occupants of the facility.
- B 1.4** No facility furnishings, ceilings, partitions, or floors shall be constructed of foamed plastics or foamed rubber unless the fire performance characteristics of the material are known and acceptable in accordance with recognized codes.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2B-03, 05, 07 NJDA: RULE: STATUTE: A.R.S. § 8-305(A)</p>
<p>Section: IV C 1</p> <p style="text-align: center;">Physical Plant PLANT LOCATION</p>	
<p>Objective: <i>To require new juvenile detention facilities be constructed in appropriate locations with community support, apart from adult lockup facilities.</i></p>	

- C 1.1** The detention facility shall be located in such a fashion as to ensure sight and sound separation from the adult inmate population and within reasonable accessibility to the community and its available resources, services and accommodations.
- C 1.2** Site selection of a new detention facility shall incorporate community involvement.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-2B-01 , 02 NJDA: RULE: STATUTE:
Section: IV D 1 Physical Plant PLANT SIZE	
Objective: <i>To ensure that living units operate within capacity and in a manner that enhances juveniles and staff interaction, as well as public safety. Small living units provide an atmosphere conducive to a safe, secure and treatment oriented detention program.</i>	

- D 1.1** The juvenile detention facility shall be designed with living units that support flexibility, creativity and innovation. Physical plant design and staff office locations shall facilitate personal contact and interaction between staff and juveniles.
- D 1.2** The facility design shall support juvenile housing in accordance with the juvenile classification plan.
- D 1.3** Detention facilities constructed after 2010 shall not exceed a bed capacity of 150 juveniles. The detention facility shall operate with living units no more than 16 juveniles each.
- D 1.4** The average daily juvenile population of the facility shall not exceed the rated bed capacity.
- D 1.5** The facility shall have a sufficient number of rooms or living units in a configuration allowing various categories of juveniles to be housed separately. This may include the separation of younger and older juveniles and juveniles accused of or adjudicated for serious personal injury offenses.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-2C-02, 03, 04
Section: IV E 1 Physical Plant FACILITY DESIGN Sleeping Space	NJDA: RULE: STATUTE:
Objective: <i>To ensure that sleeping areas in which juveniles are confined conform to the physical, medical and emotional well-being of juveniles.</i>	

E 1.1 The juvenile detention facility shall provide a sleeping room that actively promotes a safe, clean, and healthy environment as well as providing adequate space for each juvenile.

E 1.2 There shall be separate sleeping rooms for male and female juveniles.

- a) All new construction, remodeling and renovations shall provide in each sleeping room the following: sanitation facilities, access to toilet facilities that are available without staff assistance 24 hours a day, a wash basin with hot and cold water, a bed, desk and chair/stool, natural light, temperature appropriate to summer and winter comfort zones.
- b) Each sleeping room in which juveniles are confined shall provide at least 35 square feet of unencumbered space.

E 1.3 Areas designated as multiple occupancy rooms shall provide:

- a) A bed for each juvenile.
- b) A writing surface.
- c) Adequate storage space for clothing and personal belongings for each juvenile.
- d) Access to toilets and washbasins with hot and cold running water 24 hours per day.
- e) 25 square feet of unencumbered space per juvenile.
- f) 80 square feet per juvenile whenever confinement exceeds 10 hours per day but not including normal sleeping hours.
- g) Some degree of privacy.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2C-04</p>
<p>Section: IV E 2</p> <p style="text-align: center;">Physical Plant FACILITY DESIGN Day Rooms</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective:</p> <p><i>To establish a day room, multipurpose area, common area or similar area designed and utilized primarily by juveniles engaged in various recreational, educational, treatment, meals, work and/or free time activities.</i></p>	

E 2.1 Day rooms with sufficient space shall be provided for the use of multipurpose programming activities.

- a) Day rooms shall provide sufficient seating and writing surfaces for the maximum number of juveniles expected to use the day room at one time.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: 3-JDF-2C-06 NJDA: RULE: STATUTE: 42 U.S.C. §§ 12101-12213
Section: IV E 3 Physical Plant FACILITY DESIGN Dormitory Toilets	
Objective: <i>To ensure the detention facility has adequate and available toilets to meet the biological needs of juveniles while providing a safe and secure environment for both juveniles and staff.</i>	

- E 3.1** Toilets are provided at a minimum ratio of one for every 12 juveniles in male facilities and one for every eight juveniles in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with five or more juveniles have a minimum of two toilets.
- E 3.2** A toilet per unit shall be in compliance with the American with Disabilities Act of 1990, and shall be accessible within 20 feet of the day room, classroom or other common area. Lavatories shall be screened for privacy and one lavatory shall be staff dedicated.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF--2C-07, 08</p>
<p>Section: IV E 4</p> <p style="text-align: center;">Physical Plant FACILITY DESIGN Wash Basins</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE: 42 U.S.C. §§ 12101-12213</p>
<p>Objective: <i>To ensure that juveniles shall have access to operable wash basins with hot and cold running water in housing units.</i></p>	

- E 4.1** There shall be at least one basin designed to meet the standards of the Americans with Disabilities Act of 1990.
- E 4.2** Juveniles have access to operable wash basins with hot and cold running water in the housing units at a minimum ration of one basin for every 12 occupants.
- E 4.3** The water temperature shall range from 100°F to 120°F.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2C-08</p>
<p>Section: IV E 5</p> <p style="text-align: center;">Physical Plant FACILITY DESIGN Showers</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE: 42 U.S.C. §§ 12101-12213</p>
<p>Objective: <i>To ensure that juveniles have access to shower facilities within the facility.</i></p>	

- E 5.1** There shall be at least one shower unit designed to meet the standards of the Americans with Disabilities Act of 1990.
- E 5.2** The shower fixtures shall be designed to prevent removal or breakage and be suicide and tamper resistant.
- E 5.3** Juveniles have access to operable showers with temperature-controlled hot and cold running water at a minimum ratio of one shower for every eight juveniles. Water for showers is thermostatically controlled to temperatures ranging from 100 to 120 degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-03</p> <p>NJDA: RULE: 23(B)(6), Juvenile Court Rules of Procedure</p> <p>STATUTE:</p>
<p>Section: IV E 6</p> <p style="text-align: center;">Physical Plant FACILITY DESIGN Visiting Area</p>	
<p>Objective: <i>To ensure each juvenile has access to family visitations in an area designated for that specific purpose.</i></p>	

- E 6.1** The director of juvenile court services shall ensure that the detention facility provides designated confidential visiting space for all privileged visits.
- E 6.2** The director of juvenile court service shall provide designated visiting space for juveniles and their approved visitors which may include but not be limited to: parent, guardian, custodian or other family members.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-05</p>
<p>Section: IV E 7</p> <p style="text-align: center;">Physical Plant FACILITY DESIGN Classrooms</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE: A.R.S. § 15-913</p>
<p>Objective: <i>To require adequate classroom space that is conducive to a healthy, safe, and secure learning environment.</i></p>	

E 7.1 The director of juvenile court services shall ensure that the detention facility provides adequate classroom space in accordance with local or state educational statutes or requirements, should they exist.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-06</p>
<p>Section: IV E 8</p> <p style="text-align: center;">Physical Plant</p> <p style="text-align: center;">FACILITY DESIGN</p> <p style="text-align: center;">Dining</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective: <i>To require adequate dining space that is conducive to a healthy, safe, and secure eating environment.</i></p>	

E 8.1 The director of juvenile court services shall ensure that the detention facility provides at least 15 square feet of floor space per person using the dining area; space is provided for group dining except where security or safety considerations justify otherwise.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-10</p>
<p>Section: IV F 1</p> <p style="text-align: center;">Physical Plant HOUSEKEEPING</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective: <i>To ensure cleanliness and sanitation of a detention facility.</i></p>	

- F 1.1** The director of juvenile court services shall ensure that written policies and procedures outlining facility sanitation and daily housekeeping are in place and available to all staff.
- F 1.2** Locked and secured janitorial closets, equipped with a sink, ventilation, and sufficient space to store cleaning supplies for the adjacent area, shall be provided as necessary throughout the facility.
- F 1.3** Juveniles shall be directly supervised by staff when accessing janitorial closets or cabinets.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2C-09, 2F-02</p>
<p>Section: IV G 1 Physical Plant AMERICANS WITH DISABILITIES ACT (ADA)</p>	<p>NJDA: RULE: STATUTE: Rehabilitation Act of 1973-Section 504; 42 U.S.C. §§ 12101-12213</p>
<p>Objective: <i>To ensure that provisions have been made to allow for access to all parts of the facility by handicapped staff and juveniles.</i></p>	

- G 1.1** The director of juvenile court services shall be cognizant of the major provisions of the Americans with Disabilities Act of 1990 and program accordingly.
- G 1.2** The juvenile court director shall ensure Juvenile detention facilities shall provide access to all handicapped clients, visitors and staff, except as provided by law.
- G 1.3** In the event that physical facilities do not allow handicapped reasonable accommodations, these physical barriers shall not prevent service delivery.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2E-13</p>
<p>Section: IV H 1</p> <p style="text-align: center;">Physical Plant MECHANICAL EQUIPMENT</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective: <i>To ensure the continuation of facility and equipment operations.</i></p>	

- H 1.1** The juvenile court director shall ensure adequate space shall be provided for an alternate source of emergency power, (generator) capable of operating lighting, ventilation, communication systems, electronic door locks, and other control room functions in the event that regular electrical service is interrupted. If located indoors, ventilation shall be provided. If located outdoors, access to the generator must be restricted by a fence or other architectural feature.
- H 1.2** The director of juvenile court services shall ensure periodic checks are conducted on all mechanical equipment.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2G-01</p>
<p>Section: IV I 1</p> <p style="text-align: center;">Physical Plant CONTROL CENTER</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective: <i>To ensure the security of the facility by utilizing a control center that is staffed 24 hours per day and to integrate all external and internal security functions and communication networks.</i></p>	

- I 1.1** Doors to the central control center shall remain locked and secured at all times, and no unauthorized persons shall be permitted inside. At least one detention officer shall staff the Control Room at all times. Staff shall have access to a wash basin and toilet.
- I 1.2** The central control center shall contain sufficient space for monitoring and coordination of all internal and external security systems, communication systems, safety alarms and detection systems, and other mechanical and electrical systems.
- I 1.3** The control centers shall be located in areas that allow constant visual supervision.

<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-2G-02</p>
<p>Section: IV J 1</p> <p style="text-align: center;">Physical Plant FACILITY SECURITY</p>	<p>NJDA:</p> <p>RULE:</p> <p>STATUTE:</p>
<p>Objective: <i>To ensure that juveniles are unable to exit the facility at will, and to protect juveniles and staff from entry of unauthorized individuals into the facility.</i></p>	

- J 1.1** All means of entry to, and exit from, the detention facility shall be under the exclusive control of detention staff.
- J 1.2** Construction of the facility shall include external doors, windows or gates which prevent unauthorized entrance to, or exit from, the facility.
- J 1.3** The main admissions entrance, used to admit juveniles to the facility shall be designed and constructed as a secure sally port.