STATE OF ARIZONA JUVENILE DETENTION STANDARDS

December 19, 2016

TABLE OF CONTENTS

Juvenile Detention Standards

ADMINISTRATION/MANAGEMENT ..... Section I

GENERAL ADMINISTRATION ..... A

Authority 1

Hiring Qualifications 2

Policy and Procedures Manual 3

Information Systems, Research and Confidentiality 4

Transmittal of Commitment Information to ADJC 5

Americans with Disabilities Act 6

Records Retention and Disposition 7

PERSONNEL ..... B

Personnel Policy Manual 1

Tuberculosis Testing 2

Detention Staff Training 3

MONITORING C

Detention Inspections 1

SEPARATE CUSTODY ..... D

Sight and Sound Separation 1

CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS ..... E

Contractors and Volunteers 1

ADMISSION SCREENING ..... F

Risk Assessment Tool 1

JUVENILE SERVICES ..... Section II

ACADEMIC SERVICES ..... A

Educational/Diagnostic Screening/Records Retention 1

Educational Program Structure 2

Education Assessments 3

Educational Plan 4

Transfer of Educational Records 5

HEALTH SERVICES ..... B

Health Services Authority 1

Health Screening 2

Health Care Assessment 3

Medical Care and Treatment 4

Notification and Consent 5

Post Detention Medical Referral 6

Pharmaceuticals 7

Infection Control 8

Suicide Prevention and Intervention 9

Crisis Intervention 10

Internal Review 11

RECREATION C

Program Structure 1

JUVENILE RIGHTS ..... D

Rights of Juveniles 1

Visitation.....2
Telephone.....3
Mail.....4
Grievance Procedures.....5
DETENTION OPERATIONS..... Section III
SAFETY, SECURITY AND CONTROL.....A
Fire Safety Procedures.....1
Emergency Procedures and Plans.....2
Staffing Ratios.....3
Classification.....4
Records and Documentation.....5
Behavior Management.....6
Population Management.....7
Behavioral Room Confinement.....8
Protection from Harm.....9
Use of Physical Force.....10
Mechanical Restraints.....11
Disciplinary Process.....12
Transporting Juveniles.....13
Control of Entry and Exit.....14
Firearms and Weapons.....15
Searches of Persons and Facility.....16
Security and Hazardous Materials.....17
Key Control.....18
Personal Property Control.....19
Prison Rape Elimination Act.....20
FOOD SERVICES.....B
Food Service Management.....1
PHYSICAL PLANT .....Section IV
BUILDING AND FACILITY REQUIREMENTS.....A
FIRE CODES.....B
PLANT LOCATION.....C
PLANT SIZE.....D
FACILITY DESIGN.....E
Sleeping Space.....1
Day Rooms.....2
Dormitory Toilets.....3
Wash Basins.....4
Showers.....5
Visiting Area.....6
Classrooms.....7
Dining.....8
HOUSEKEEPING.....F
AMERICANS WITH DISABILITIES ACT (ADA).....G
MECHANICAL EQUIPMENT.....H
CONTROL CENTER.....I
FACILITY SECURITY.....J
GLOSSARY.....Section V

JUVENILE DETENTION STANDARDS

SECTION I

ADMINISTRATION/MANAGEMENT

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-1A-10 **NJDA:** **RULE:** **STATUTE:** 8-203(A), (B); 8-204; 8-306(A)
Section: I A 1 Administration/Management **GENERAL ADMINISTRATION** Authority	
Objective: *To ensure clear and established lines of authority for all employees in a juvenile detention facility.*	Adopted July 1, 2009 Revised December 19, 2016

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 director of juvenile court services shall develop policies and procedures to ensure a review process every 14 days of all predisposition cases or post disposition cases awaiting placement in excess of 30 days to expedite services or utilize less restrictive settings.

A 1.5 The director of juvenile court services or designee shall review detention population data quarterly, including the number of juveniles in detention and length of stay, disaggregated by race, ethnicity, gender and detention reason to ensure the appropriate and fair use of detention.

A 1.6 The presiding judge of the juvenile court may delegate the administration authority of the detention center to the director of juvenile court services.

A 1.7 The presiding judge of the juvenile court shall approve an organizational chart that outlines the responsibility of detention personnel and chain of command.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-1C-05, 06, 08, 09, 13, 14, 15 **NJDA:** **RULE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** **ACJA §** 6-106 H (1-4)(6-8)
Section: I A 2 Administration/Management **GENERAL ADMINISTRATION** Hiring Qualification	
Objective: *To promote proper screening and selection of applicants to ensure the hiring of qualified officers to work with the juvenile population.*	Adopted July 1, 2009 Revised February 15, 2011 Revised December 19, 2016

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.

A 2.2 The director of juvenile court services–shall ensure that each applicant for employment completes an application that, at minimum, discloses the following information:

a) Identifying information;

b) Employment history;

c) Education history;

d) Personal references;

e) Employment references;

f) Any criminal history;

g) Any history of allegations or findings of sexual abuse, staff sexual misconduct, or sexual harassment, and;

h) Any illegal drug usage, including, but not limited to:

i. Cannabis/marijuana; and
ii. Dangerous drugs or narcotics as defined in Title 13 of the Arizona Revised Statutes.

A 2.3 The agency shall not hire or promote anyone who may have contact with juveniles who has been convicted of engaging in sexual abuse, or has been civilly or administratively adjudicated to have engaged in sexual misconduct or harassment. The director of juvenile court services shall also consider any alleged incidents of sexual harassment in determining whether to hire or promote anyone.

A 2.4 The director of juvenile court services shall ensure the policies regarding hiring detention officers include, at minimum, the following screening procedures:

a) Conducting a fingerprinting and a criminal history records check through the Arizona Criminal Justice Information System (ACJIS) and the national criminal information database;

b) Consult the Department of Child Safety (DCS) Central Registry;

c) Conducting a driving records check through the Motor Vehicle Division (MVD) of the Arizona Department of Transportation, and a driving records check through the MVD of any other previous state of residence;

d) Verification of educational requirements for the applied position;

e) Verification of current and past employment, which includes documented, good faith efforts to contact employers to obtain information or recommendations which may be relevant to the individual's qualification for employment as well as information on substantiated acts of sexual abuse or a resignation pending an investigation of an allegation of sexual abuse.

f) Checking professional and personal references;

A 2.5 Material omissions regarding misconduct, as addressed in I A 2.2 and 2.3 or the provision of materially false information, shall be grounds for termination.

A 2.6 The director of juvenile court services shall ensure the policies regarding hiring detention officers and any other detention personnel at the discretion of the director includes, at minimum, one of the following:

a) Conducting a polygraph examination to verify the responses to the issues addressed in section A 2.2 and to inquire about matters that would reasonably be the basis for not hiring an applicant as a detention officer including, but not limited to, sexual misconduct, use of excessive force and abuse of authority. A polygraph examination may also be used to question particular applicants where the truthfulness or accuracy of information provided in the application or obtained during the background investigation is at issue

b) Drug testing for illegal substances pursuant to the model policy contained in Appendix A of the Arizona Code of Judicial Administration Section 6-106 or local policy into which the provisions have been incorporated

c) A psychological evaluation which meets standards provided in subsection K of the Arizona Code of Judicial Administration Section 6-106

A 2.7 The director of juvenile court services shall ensure that criminal background records checks and DCS central registry checks are conducted at least every five years of current employees who have contact with juveniles or have in place a system for otherwise capturing such information for current employees.

A 2.8 All employees shall have a continuing duty to disclose to the director of juvenile court services any criminal conviction, arrest, civil, or administrative action due to sexual misconduct.

A 2.9 Unless prohibited by law, the director of juvenile court services shall provide information on substantiated acts of sexual abuse or sexual harassment involving a former employee upon request from an employer for whom such employee has applied to work.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-1C-01, 02, 1G-09 **NJDA:** **RULE:** **STATUTE:** A.R.S. §§ 8-203; 8-204; 8-205
Section: I A 3 Administration/Management **GENERAL ADMINISTRATION** Policy and Procedures Manual	
Objective: *To ensure all facilities maintain an up-to-date and comprehensive policy and procedures manual and that staff are knowledgeable about its content.*	Adopted July 1, 2009

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 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:** PREA 28 C.F.R. 115 et. seg., Rule19, Rules of Procedure for Juvenile Court, Rule 123 Rules of the Supreme Court **STATUTE:**
Section: I A 4 Administration/Management **GENERAL ADMINISTRATION** Information Systems, Research and Confidentiality	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

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, and ensure data collected pursuant to I A 4.5 and 4.6 is securely maintained. 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 detention center maintains policies which promote readily available public information. These policies shall include media access to the facility that is consistent with preserving juveniles' rights to privacy and maintaining order and control within the facility.

A 4.6 The detention administrator shall ensure the incident-based data collected include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice

(http://www.bjs.gov/index.cfm?ty=dcdetail&iid=406). The detention administrator shall;

a) Aggregate the incident-based sexual abuse data at least annually and make readily available to the public;

b) Maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews, and;

c) Provide all such data from the previous calendar year to the Department of Justice no later than June 30, upon the DOJ's request.

A 4.7 The director of juvenile court services shall ensure the department reviews data collected and aggregated to assess and improve the effectiveness of its sexual abuse prevention, detection, policies, practices, and training. The department shall:

a) Identify problem areas;

b) Take corrective action on an ongoing basis, and;

c) Prepare an annual report of its findings and corrective actions for the facility, The report shall:

i. Include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the department's progress in addressing sexual abuse;

ii. Redact from the report information that would present a clear and present threat to the safety and security of the facility, and;

iii. Be approved by the director of juvenile court services.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-1E-04, 05, 06, 08 **NJDA:** Y-64 **ADMINISTRATIVE ORDER:** A.O. 2005-25 **STATUTE:** A.R.S.§§ 8-341(L), 8-342
Section: I A 5 Administration/Management **GENERAL ADMINISTRATION** Transmittal of Commitment Information to ADJC	
Objective: *To ensure accurate and timely transmittal of juvenile commitment information to the Arizona Department of Juvenile Corrections.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2C-09, 2F-02 **NJDA:** **RULE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** 42 U.S.C. §§ 12101-12213
Section: I A 6 Administration/Management **GENERAL ADMINISTRATION** Americans with Disabilities Act	
Objective: *To ensure compliance with the Americans with Disabilities Act prohibiting discrimination on the basis of disability in state and local government.*	Adopted July 1, 2009 Revised December 19, 2016

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, including the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

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 provision of the service, program and/or activity;

b) Reasonable modifications in policies, practices, and procedures, unless a fundamental alteration in the program would result, and;

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** **RULE:** Rules of Procedure for Juvenile Court 19 (A) (2) **STATUTE:** ARS § 8-349; Prison Rape Elimination Act of 2003 **ACJA:** § 6-115 **AO:** 2016-61
Section: I A 7 Administration/Management **RECORDS RETENTION** Records Retention and Disposition	
Objective: *To ensure clear and consistent record maintenance practices for all detention centers.*	Adopted: December 19, 2016

A 7.1 The director of juvenile court services shall develop policies and procedures regarding the retention and disposition of juvenile detention case files based upon the following schedule:

Records Retention Schedule **Juvenile Case Records**		
Document Category	**Retention Period**	**Remarks**
Juvenile Behavior Observations, Chronological Logs	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Signed explanations of rights and program, including but not limited to advising the juvenile of: • Right to telephone parents and attorney • Visitation rights • Rules and regulations • Fire and emergency procedures • Medical Services • Grievance procedures • PREA rights	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court

Incident reports in the juvenile case file, and reintegration plan in case of room confinements	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Grievance Requests	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Personal Property Inventory	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Detention Screening Instrument	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court

A 7.2 The director of juvenile court services in conjunction with the health services authority shall establish policies and procedures regarding the retention and disposition of juvenile medical files based upon the following schedule:

Records Retention Schedule **Juvenile Medical Records**		
Juvenile Health Records-medical and mental health	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Sick Call Requests	18th Birthday	Rule 19 (A) (2) Rules of Procedure for the Juvenile Court
Records of all significant information regarding a	18th Birthday	Rule 19 (A) (2)

juvenile's risk to suicide, including: • Reason(s) juvenile was identified as suicidal risk. • Actions taken by staff • Placement on increased observation • Psychological/Psychiatric Recommendations	18th Birthday	Rules of Procedure for the Juvenile Court

A 7.3 The director of juvenile court services shall establish policies and procedures regarding the retention and disposition of detention operational records and logs based upon the following schedule:

Records Retention Schedule **Detention Records and Logs**		
Activity/Control Log • Population intake and release information • Daily routine and activities • Facility emergency situations • Unusual incidents	5 years	After calendar year
Admission Records	5 years	After calendar year (if not part of the juvenile's case file)
Unit logs, Pass-Down Logs, Daily Communication Logs	5 years	After calendar year
Staffing Patterns, Staff Schedules, Post Assignments	5 years	After calendar year
Head Counts	5 years	After calendar year
15-Minute Room Checks	5 years	After calendar year

Increased Room Checks • Medical Reasons • Suicide Watch • Room Confinement	5 years	After calendar year
Fire and Emergency Drill Logs	5 years	After calendar year
Fire Inspections	5 years	After calendar year
Heath Inspections	5 years	After calendar year
Search Logs • Room Searches • Pat Searches (Intake) • Strip Searches • Records Establishing Reasonable Suspicion	5 years	After calendar year (if not part of the juvenile's case file)
Community Contact Records • Mail Logs • Visitation logs • Phone Logs	5 years	After calendar year
Post Suicide Review Reports	10 years	After the completion of the report
PREA Investigation Documents	10 years	After the completion of the investigation regardless of outcome, including grievance forms, if part of the PREA investigation
Transport Records/ Logs	5 years	After last submission date

Meal Menus	5 years	After calendar year
Incident Report (If not part of a juvenile's case file)	5 years	After calendar year

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-1C-01 **NJDA:** **RULE:** **STATUTE:** A.R.S.§§ 8-203; 8-204; 8-205
Section: I B 1 Administration/Management **PERSONNEL** Personnel Policy Manual	
Objective: *To ensure all detention personnel have access to all applicable personnel policies.*	Adopted July 1, 2009

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

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-4C-37, 38 **OSHA:** 29 CFR1910.1035 **CDC:** MMWR 2006; 55 (No. RR–09, 1–44)
Section: I B 2 Administration/Management **PERSONNEL** Tuberculosis Testing	
Objective: *To require detention personnel are regularly tested for tuberculosis to protect their health and the health of the juveniles.*	Adopted July 1, 2009 Revised December 19, 2016

B 2.1 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 licensed medical professional 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: **ACA:** 3-JDF-1D-09 **OSHA:** **RULE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:**
Section: I B 3 Administration/Management **PERSONNEL** Detention Staff Training	
Objective: *To ensure all detention centers have a highly qualified, committed, and trained professional officer who will implement programs and provide meaningful services for detained juvenile.*	Adopted July 1, 2009 Revised December 19, 2016

B 3.1 The director of juvenile court services shall ensure that all detention personnel are provided orientation prior to assuming duties of a detention officer that include:

a) Safety and Security Procedures

b) Key Control

c) Use of force

d) Application of mechanical restraints

e) Rights and responsibilities of juveniles

f) Detention policies and procedures

g) Fire and emergency procedure, and

h) Orientation to the facility's policies on reporting sexual abuse, sexual assault, or sexual harassment allegation.

B 3.2 All newly hired detention officers shall attend the AOC or local county juvenile court detention academy within the first 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 direct care staff and supervisors 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 officers shall receive a minimum of 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 policies;

g) Crisis intervention;

h) Behavior management**;

i) Suicide prevention and intervention**;

j) Juvenile rules of conduct;

k) Rights and responsibilities of juveniles;

l) Fire and emergency procedures;

m) Direct supervision*;

n) Detention policies and procedures;

o) Air and blood borne pathogens;

p) Code of Conduct*;

q) Policies and procedures on the proper use and application of mechanical restraints, and;

r) PREA**. The PREA training shall include the components listed in §115.331 of the Prison Rape Elimination Act.

***** Covered in AOC academy
****** AOC curriculum

B 3.5 The director of juvenile court services shall ensure all detention officers are provided a minimum of 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. As part of the mandated 20 hours annual detention training, the director shall ensure the following topics are included:

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 (i.e. communication skills, effective supervision, etc.) (minimum1 hour);

f) PREA (minimum 1 hour);

g) Fire and emergency procedures (minimum 1 hour), and;

h) Policies and procedures on the proper use and application of mechanical restraints.

B 3.6 The director of juvenile court services shall ensure all detention officers and other designated personnel receive annual training in the following areas if these are within their job duties:

a) Staff responsible for intake screening shall receive training to ensure accurate use of the Detention Screening Instrument for detention admissions;

b) The collection of health related information during admissions;

c) The administration and documentation of prescription and over-the-counter medication;

d) The administration of psychotropic medication under the direction of the health authority

e) The proper use of weapons (OC spray) authorized by the director, and;

f) Overseeing food service operations and ensure quality and compliance with applicable federal, state and local codes.

B 3.7 If the department conducts its own sexual abuse investigations in a confinement setting, the director of juvenile court services shall ensure investigators complete sexual abuse investigations training. The training shall follow the requirements of §115.334 of the PREA Standards.

B 3.8 The director of juvenile court services shall ensure all training and orientations provided to detention personnel is documented. The employee shall acknowledge understanding of the training received through signature or electronic verification.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3B-01, 02, 4A-10, 4B-01 **NJDA:** **RULE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** A.R.S. §§ 8-203; 8-306(B)
Section: I C 1 Administration/Management **MONITORING** Detention Inspections	
Objective: *To ensure compliance of county detention centers with state inspections.*	Adopted July 1, 2009 Revised December 19, 2016

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 shall conduct not less than once every 3 years a comprehensive operational review to determine compliance with the Detention Operational Standards.

C 1.5 The director of juvenile court services shall ensure an audit is conducted of the detention center every three years pursuant to §§115.401-405 of the Prison Rape Elimination Act.

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: *To ensure that juveniles shall not be housed with adult offenders.*	Adopted July 1, 2009

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:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** A.R.S. §§ 8-203; 8-305 **ACJA:** § 6-106
Section: I E 1 Administration/Management **CONTRACTORS AND VOLUNTEERS** Screening, Selection and Termination	
Objective: *To ensure all volunteers are properly screened and orientated to the detention center's operations.*	Adopted July 1, 2009 Revised December 19, 2016

E 1.1 The director of juvenile court services shall ensure that a volunteer program is in operation, there shall be a written policy and procedures governing, screening, orientation and termination of volunteers.

E 1.2 Volunteers who have direct contact with juveniles, without detention personnel present, shall undergo a background check, consistent with Section 6-106 of the Arizona Code of Judicial The background check shall include:

a) A criminal history records check through Arizona Criminal Justice Information System and the National Criminal Information Center ;

b) Fingerprinting, and;

c) Records check with the Department of Child Safety Central Registry.

E 1.3 Volunteers who have direct contact with juveniles shall complete the training as outlined in section I B 3.4**(s)** for detention officers. The department shall maintain documentation confirming that volunteers understand the training they have received. 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) Code of Conduct;

d) Responsibilities under the department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures;

e) The department's zero-tolerance policy regarding sexual abuse and sexual harassment, and;

f) How to report such incidents.

E 1.4 Any volunteer who engages in sexual abuse, sexual misconduct, sexual assault or sexual misconduct with a minor shall be prohibited from contact with juveniles and shall be reported to law enforcement agencies and to relevant licensing bodies. In the case of any other violation of agency sexual harassment of a juvenile policies by a volunteer, the department shall prohibit further contact with juveniles.

E 1.5 The director of juvenile court services shall ensure written policy and procedures governing, screening, orientation and termination of vendors contracted with the detention center.

E 1.6 Contractors who have direct contact with juveniles, without detention personnel present, shall undergo a background check, consistent with Arizona Code of Judicial Administration, Section 6-106 or proof of a background check that meets the code requirements. The background check shall include:

a) A criminal history records check through Arizona Criminal Justice Information System and the National Criminal Information Center ;

b) Fingerprinting, and;

c) Records check with the Department of Child Safety Central Registry.

E 1.7 Contractors 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) Code of Conduct;

d) Responsibilities under the department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures;

e) The department's zero-tolerance policy regarding sexual abuse and sexual harassment, and;

f) How to report such incidents.

E 1.8 Contractors who have direct contact with juveniles without a detention officer present shall complete the training addressing the department's sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures as outlined in section I B 3.4(s) for detention officers. The department shall maintain documentation confirming that contractors understand the training they have received.

E 1.9 Any contractor who engages in sexual abuse, sexual misconduct, sexual assault or sexual misconduct with a minor shall be prohibited from contact with juveniles and shall be reported to law enforcement agencies and to relevant licensing bodies. In the case of any other violation of agency sexual harassment of a juvenile policies by a contractor, the department shall terminate the contract.

E 1.10 The director of juvenile court services shall ensure that criminal background records checks are conducted at least every five years of current contractors and volunteers who have contact with juveniles or have in place a system for otherwise capturing such information for current employees.

E 1.11 All contractors and volunteers shall have a continuing duty to disclose to the director of juvenile court services any criminal conviction, arrest, civil, or administrative action due to sexual misconduct.

STATE OF ARIZONA JUVENILE DETENTION FACILITIES	**Cross Reference:** **ACA:** 3-JDF-5A, 01 - 13 **RULE:** AZ Rules of Procedure Rule 23 (D) **STATUTE:** JJDP Act of 2002 as amended Public Law No. 93-415 (1974), A.R.S. § 13-501
Section: I F 1 Administration/Management **ADMISSION SCREENING** Detention Screening Instrument	
Objective: *To ensure consistent, objective criteria are utilized to screen juveniles to determine if they will be detained.*	Adopted April 4, 2011

F 1.1 The placement of pre-dispositional juveniles in detention imposes the highest level of restraint on personal liberty and, consequently, shall only temporarily occur when it is the least restrictive method available to protect public safety or reduce the flight risk of a court-involved juvenile. Decisions to detain shall be consistent with current national standards and Best Practice models of juvenile rehabilitation.

F 1.2 Juvenile Courts shall develop plans regarding the use of detention. The plans shall include:

a) The development of a local written policy that defines the Purpose of Detention. The purpose(s) shall be risk-based and not driven by the needs of a juvenile. The decision to detain and the length of detention shall be logically related to the seriousness of the violation or offense and the minor's risk to community safety, and shall be made within the context of an articulated system of graduated responses.

b) Alternatives to Detention (ATD) shall be considered and implemented when possible.

c) Acknowledgment that some juveniles may require detention but, also, recognition that there are inherent therapeutically-based dangers of detention that shall be considered.

d) Decisions to detain juveniles shall be the result of an objective, consistent intake process.

e) Intake staff shall use the approved screening instrument to determine whether a juvenile will be detained or released.

f) Upon issuance of an Order by a judge to detain a juvenile, assigned staff shall immediately begin transition planning that will reduce the risk to public safety and facilitate release of the juvenile.

F 1.3 The director of juvenile court services shall ensure the development and utilization of a standardized risk assessment instrument (RAI), using Evidence-based Practices (EBP), to determine whether a youth shall be detained when referred by law enforcement or other sources to the detention center. The RAI development is to

be the result of collaboration between key stakeholders in the juvenile justice continuum and may include the Presiding Juvenile Court Judge, the Director or Chief Probation Officer, the County Attorney, Public Defender, Probation representation and other parties pertinent to the specific jurisdiction.

F 1.4 The RAI shall contain the following elements:

a) Identifying data that includes, at a minimum, the juvenile's name, JOLTS #, birth date, gender, race or ethnicity, date of referral, referring offense, referring agency and name of the staff completing the intake process.
b) A numerical scale that defines cutoff point ranges for low, medium and high risk juveniles.
c) Discrete sections that assign points based on the seriousness of the current referral, prior delinquent history, current legal status and aggravating or mitigating factors that have common, objective definitions utilized by each detention center in Arizona.
d) An Override section that permits detainment of a juvenile whose point total does not meet detainment criteria or release of a juvenile whose point total meets or exceeds the detainment requirement. Use of an override by staff requires prior supervisory (or designee not involved in the presenting intake process) approval and the reason(s) for the override shall be clearly documented on the RAI. (Override usage shall fall within the acceptable national standard of no more than 15 – 20% of total juveniles detained.)
e) Special detention cases may result in automatic detention, without the use of override, provided they meet accepted national standards, such as probation violations that include alleged delinquent offenses or arrest based on a warrant. Status offenses by themselves, as defined by Federal law, would not qualify as a special detention case.

F 1.5 Staff responsible for intake screening shall receive initial and annual training to ensure accurate use of the RAI.

F 1.6 The director of juvenile court services or designee of juvenile court services-shall ensure periodic internal review of the RAI utilization practices to ensure appropriate decision-making and fidelity to the model.

F 1.7 The director of juvenile court services shall ensure the accurate collection of detention data consistent with statewide standards to include, at a minimum, total number of juveniles detained, gender, race and ethnicity, average length of stay, number of overrides used to detain or release juveniles and categorical reasons for detention. This statewide data shall be reviewed periodically, but not less than annually, at the Juvenile Administrator's Meeting (JAM) and the Committee on Juvenile Courts (COJC).

F 1.8 The director of juvenile court services shall insure Disproportionate Minority Contact (DMC) data shall be collected and reviewed at least annually at the JAM and the COJC to monitor the number of minority juveniles detained locally and statewide.

F 1.9 The Administrative Office of the Courts (AOC) shall evaluate each local RAI, allowing for sufficient data collection, with the goal of validation or adjustment of the instrument, if necessary, to achieve validation.

JUVENILE DETENTION STANDARDS

SECTION II

JUVENILE SERVICES

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA: ACA:** 3-JDF-5C-02 **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
Section: II A 1 Juvenile Services **ACADEMIC SERVICES** Education Program Structure	
Objective: *To require the provision of a quality educational experience for the juvenile immediately upon admission to detention.*	Adopted July 1, 2009 Revised December 19, 2016

A 1.1 A.R.S.15-913 states:

> 15-913. Education program; juvenile detention centers
> A. Each county that operates a juvenile detention center shall offer an education program to serve all school-age children in its juvenile detention center. The county school superintendent and the presiding juvenile court judge in each county shall agree on the method of delivery of the juvenile detention center education program.
> B. The state board of education shall prescribe standards and achievement testing requirements for county juvenile detention center education programs that shall attempt to ensure that the programs are compatible with public school education goals and requirements. The county school superintendent shall attempt to coordinate the program with each pupil's school district of residence to assist the pupil's transition back to the school district at the appropriate time.
> C. A county may operate its juvenile detention center education program through an existing accommodation school.
> D. If a county chooses not to operate its juvenile detention center education program through an existing accommodation school, the county school superintendent may establish a detention center education fund to provide financial support to the program…
> F. If a county detention center education program serves more than one county, the county school superintendents and the presiding juvenile court judges of the counties being served shall agree on a county of jurisdiction. The county school superintendent shall deposit into the detention center education fund of the county of jurisdiction monies that are received from the superintendent of public instruction pursuant to this section for all counties served by the county of jurisdiction.
> G. If a county operated a juvenile detention center education program through an accommodation school in the year before it

begins to operate its juvenile detention center education program as provided in subsection D of this section, for the first year of operation as provided in subsection D of this section, the student count of the accommodation school shall be reduced by the student count attributable to the detention center program.

A 1.2 In order to implement A.R.S. 15-913 a memorandum of understanding shall be established between the presiding juvenile court judge and the county school superintendent ensuring the delivery of an accredited education.

A 1.3 The director of juvenile court services shall establish policies and procedures ensuring detention personnel;

a) Adheres to the school schedule;

b) Work with school personnel to minimize disruption to the regular school schedule for all students;

c) Work with school personnel to provide education services for a juvenile removed or restricted from attending class;

d) Work with school personnel to ensure all students' education & transition plans are provided to their respective probation officer;

e) Document school hours of operation and school program description.

A 1.4 The denial of education services shall not be used as a punitive measure.

A 1.5 All juveniles shall attend educational programming as offered and required by state and federal law unless a juvenile presents an immediate or ongoing security risk to self, others or the institution. There shall be documentation whenever a juvenile is excluded from the education program and a copy placed in the juvenile's personal file.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: **ACA:** 3-JDF-4C-01 **NCCHC:** Y-A- 02 **RULE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** A.R.S. § 36-402 (Generally)
Section: II B 1 Juvenile Services **HEALTH SERVICES** Health Services Authority	
Objective: *To establish responsibility for health services and affirm the importance of medical decisions regarding juveniles.*	Adopted July 1, 2009 Revised December 19, 2016

B 1.1 A licensed medical professional shall be designated by the director of juvenile court services 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:

a) State healthcare licensing requirements

b) The Health Services Sections of the Arizona Juvenile Detention Standards, and

c) PREA

B 1.3 Medical and mental health practitioners shall report physical and sexual abuse to supervisors or designated personnel pursuant to section III A 9.

B 1.4 The director of juvenile court services shall ensure all full- and part-time licensed medical and mental health professionals working in its facility received training in how to:

a) Assess and detect signs of sexual abuse and sexual harassment;

b) Preserve physical evidence of sexual abuse;

c) Respond to juvenile victims of sexual abuse and sexual harassment, and;

d) To whom to report allegations or suspicions of sexual abuse and sexual harassment.

e) Any applicable safety and security regulations of the detention center.

B 1.5 If the health services authority conducts forensic examinations, such medical staff shall receive the training to conduct examinations. The director of juvenile court services shall maintain or request documentation that licensed medical and mental health practitioners received the required training.

B 1.6 Licensed medical and mental health professionals shall also receive the same PREA training mandated for detention personnel under section I B 3.4(s) or for contractors and volunteers under section I E 1.5(e).

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: *To ensure the identification and treatment of a juvenile's health conditions in need of immediate medical care.*	Adopted July 1, 2009 Revised December 19, 2016

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 emergency 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 licensed medical 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 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 HIV/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. (make detention manager or designee and food services aware of any known food allergies)

n) Health history, including hospitalizations and chronic disease(s).

B 2.4 All health screenings conducted at admission shall be reviewed by licensed medical professional within 24 hours.

B 2.5 Identification of any medical condition for which the juvenile's currently being, or was recently, treated shall result in the immediate request by detention personnel 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 2.6 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 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:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** A.R.S. §§8-342(B), 36-402 (Generally)
Section: II B 3 Juvenile Services **HEALTH SERVICES** Health Care Assessment	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

B 3.1 Every juvenile shall have a health assessment conducted by a licensed medical professional within fourteen 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) 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, require an informed consent procedure requesting that the juvenile agree to be tested.

c) Recording of height, weight, pulse, blood pressure, and temperature, other tests and examinations as determined by the health services authority.

d) Physical health, mental health, dental, and gynecological assessments as determined by the health care authority.

e) Review of the results of the health assessment and tests, and identification of problems by a physician and/or designee when law allows such.

f) 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 or physician assistant, a physician's review and signature is required within 7 days. If the health

assessment is completed by a nurse practitioner no physician's review and signature is necessary.

B 3.4 At the initiation of services, the licensed medical professional shall inform juveniles of the medical professional's duty to report suspicion or knowledge of physical or sexual abuse and confidentiality limitations.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-4C-01, 06, 07, 11, 26, 27, 28, 29, 30, 31 **NCCHC:** Y-D-02, Y-D-01 **CODE:** PREA 28 C.F.R. 115 et. seg. **STATUTE:** A.R.S. § 36-402 (Generally)
Section: II B 4 Juvenile Services **HEALTH SERVICES** Medical Care and Treatment	
Objective: *To ensure quality health care and ensure that medical services are provided by personnel properly licensed and trained to provide such services.*	Adopted July 1, 2009 Revised December 19, 2016

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 medical requests shall be handled in a confidential manner. The request shall be forwarded to the health services authority for review and assessment by a licensed medical professional within 24 hours of the request to determine 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.

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 personnel 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) Chronic medical treatment including but not limited to treatment for asthmatics and care and maintenance for diabetes

c) 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.

d) 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.

B 4.9 The director of juvenile court services shall ensure policy and procedure provides for a mental health evaluation to juveniles who commit a sexual abuse act with another juvenile in the facility following the adjudication of the juvenile for that act and offer treatment when deemed appropriate by mental health practitioners.

B 4.10 The director of juvenile court services shall ensure that policies and procedures include emergency medical and mental health services for victims. The department shall include in its policy;

a) Timely, unimpeded access to emergency medical treatment and crisis intervention services. as determined by medical and mental health professionals;

b) Information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care;

c) Procedures for staff first responders to immediately notify the appropriate medical and mental health practitioners if no medical or mental health professional are on duty, and;

d) Emergency treatment services are provided to the victim without financial cost.

B 4.11 Ongoing medical and mental health care shall be offered to detained juveniles consistent with the community level of care, for sexual abuse victims, which shall include but not be limited to;

a) Medical, mental health evaluation, and treatment to juvenile sexual abuse victims, regardless where the abuse occurred;

b) Providing pregnancy tests while in detention to victims of sexually abusive vaginal penetration;

c) Timely information and timely access to lawful pregnancy-related medical services for pregnancy from conduct specified in paragraph (b) of this section; Tests for sexually transmitted infections as medically appropriate for victims of sexually abusive vaginal penetration while incarcerated;

d) Medical treatment services shall be provided to the victim without financial cost, and;

e) Mental health evaluation and treatment when appropriate of all known resident-on-resident abusers following the adjudication of the juvenile for that act.

B 4.12 Any case specific information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to designated supervisors, medical and mental health practitioners, monitoring agencies and other staff, as necessary, to inform treatment plans and security, and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**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); 36-2271; 44-132; 44-132.01; 44-133; 44-133.01; 44-134
Section: II B 5 Juvenile Services **HEALTH SERVICES** Notification and Consent	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

B 5.1 When parental consent is necessary, the facility shall ensure either that written or documented verbal parental consent is obtained or that the court gives consent in loco parentis in accordance with A.R.S. § 8-245.

B 5.2 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.

B 5.3 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 5.4 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:** PREA 28 C.F.R. 115 et. seg., 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: *To ensure that medical information is provided for the continuity of medical care within the community.*	Adopted July 1, 2009 Revised December 19, 2016

B 6.1 Licensed medical professionals 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, and;

e) Follow-up services and referrals, when necessary for continued care, following release from custody for sexual abuse victims and abusers.

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: *To ensure proper accountability for the distribution of medication.*	Adopted July 1, 2009 Revised December 19, 2016

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 Any prescription medication that enters the facility shall be confirmed by licensed medical staff in a method consistent with approved medical protocols prior to being administered to the juvenile.

B 7.3 Prescription medication shall only be administered by licensed medical professional or designated staff trained in administering medication and upon the specific written order of a licensed physician, nurse practitioner or physician's assistant.

B 7.4 Training in the administration of medication shall be developed and delivered by a licensed medical professional in consultation with the director of juvenile court services 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 administer the medication.

f) How to monitor the administration of medicine to ensure that the medication is taken as ordered and is not being retained by the juvenile for future use, distribution to other residence or the risk of overdose.

g) How to document when the medication is administered or refused.

B 7.5 All psychotropic medication shall be ordered and supervised by a licensed physician, physician assistant, 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.

B 7.6 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**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
Section: II B 8 Juvenile Services **HEALTH SERVICES** Infection Control	
Objective: *To effectively reduce the spread and incidence of communicable diseases, promote a safe and healthy environment, and provide proper treatment.*	Adopted July 1, 2009

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. The following precautions shall be instituted:

a) 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.

b) Daily cleaning of the isolation room floor and surfaces with a 1:10 bleach solution or approved antiseptic alternative.

c) Meals shall be served to juveniles on disposable dishes and there shall be daily disposal of paper products in plastic bags.

d) Proper handling of food utensils and dishes, proper handling of patient care equipment and cleaning and disinfection of isolation accommodations.

e) 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: *To ensure that juveniles at risk for suicide are appropriately identified, managed and provided needed services.*	Adopted July 1, 2009 Revised December 19, 2016

B 9.1 The director of juvenile court services shall ensure that the detention facility has a written suicide prevention and intervention program 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 Detention personnel 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 inpatient 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 Medical or mental health professionals are the only authorized agent to downgrade the risk status of a suicidal juvenile.

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 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 notification of all juveniles identified as suicidal risks shall be made to the juvenile's respective parent, guardian, or custodian and juvenile probation officer. 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, director of juvenile court services, probation officer, the court, and the Juvenile Justice Services Division of the AOC.

b) All suicides shall be reported to the above plus the following: local law enforcement agency, 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**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
Section: II B 10 Juvenile Services **HEALTH SERVICES** Crisis Intervention	
Objective: *To ensure appropriate program services are provided for juveniles who demonstrate behaviors which are a danger to others.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-4C-03, 05 **NCCHC**: Y-A-06 **RULE:** **STATUTE:**
Section: II B 11 Juvenile Services **HEALTH SERVICES** Internal Review	
Objective: *To ensure continuous improvement in the quality of health services provided to juveniles in detention centers.*	Adopted July 1, 2009 Revised December 19, 2016

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) Review of policies, delivery of services for the juvenile, and the Arizona Juvenile Detention Standards pertaining to health services.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-5E-01, 02, 03, 04 **RULE:** **STATUTE:**
Section: II C 1 Juvenile Services **RECREATION** Program Structure	
Objective: *To ensure a recreational program that focuses on healthy developmental activities.*	Adopted July 1, 2009 Revised December 19, 2016

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 consequences.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3D-01, 02, 03, 04, 05, 07, 5F-01, 02, 03 **RULE:** PREA 28 C.F.R. 115 et. seg., Rule 10, Rule 23 (B)**,** Rules of Procedure for the Juvenile Court **STATUTE:** U.S. Const. amend. I, VI, VIII, Arizona Constitution
Section: II D 1 Juvenile Services **JUVENILE RIGHTS** Rights of Juveniles	
Objective: *To ensure the fundamental rights of juveniles as provided by the United States Constitution and the Arizona Constitution and state law.*	Adopted July 1, 2009 Revised December 19, 2016

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 be limited to confidential contact with attorneys, authorized representatives through telephone, uncensored correspondence, and personal visits. Authorized representatives include, but are not limited to, guardians ad litem and court appointed special advocates;

ii. The facility shall provide juveniles reasonable and confidential access to attorneys or other legal representation. The facility shall provide a private area for conferences between the juveniles and attorneys.

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, and;

f) The facility shall provide juveniles reasonable access to parents or legal guardians through mail, visitation, and telephone.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-5G-12, 13, 14, 15 **RULE:** 23(B)(6), Juvenile Court Rules of Procedure **STATUTE:**
Section: II D 2 Juvenile Services **JUVENILE RIGHTS** Visitation	
Objective: *To ensure reasonable visitation privileges while in secure care.*	Adopted July 1, 2009 Revised December 19, 2016

D 2.1 The director of juvenile court services shall implement a visitation program and policy that includes notifying parents/legal guardians of the visitation schedule upon the juvenile's admission, and a posted schedule in English and other languages necessary to meet Limited English Proficiency standards. The policy shall include the types of visitations, days and times and level of confidentiality and reasonable accommodations for unique circumstances. Visitation shall be granted balancing privacy interests with safety and security needs. Visitation rights shall include parents/ legal guardians, attorneys and spiritual leaders. Visits may include siblings, juvenile's children (with adult supervision), custodians, counselors, teachers, grandparents, and other supportive adults as determined by the probation officer and/or detention administration unless excluded by the court or other legal directive. Local policy shall establish the age of siblings eligible for visitation.

D 2.2 The director of juvenile court services shall develop policies allowing for visitors to provide reasonable forms of government issued identification to allow visitations while maintaining interests of safety and security.

D 2.3 Reasonable accommodations shall be made to allow for visitations that are not restricted by physical barriers. Staff may impose noncontact visits only when there is a reasonable suspicion of risk to the health, safety or security of the facility or there are no other available means to provide visitation.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-5G-11 **RULE:** 23(B)(5), Juvenile Court Rules of Procedure **STATUTE:**
Section: II D 3 Juvenile Services **JUVENILE RIGHTS** Telephone	
Objective: *To ensure reasonable telecommunications access.*	Adopted July 1, 2009 Revised December 19, 2016

D 3.1 The director of juvenile court services-shall implement policies and procedures to ensure access to telephone services including:

a) Advising the juvenile of the right to telephone a parent, guardian or custodian and counsel immediately after admission;

b) Sufficient telephone facilities except those in disciplinary confinement, and;

c) Reasonable access to parent, legal guardians, legal counsel, and contact list as approved by the detention administration and/or the probation officer.

D 3.2 Detention personnel shall advise the juvenile of the right to telephone a parent, guardian or custodian and counsel immediately after admission to a detention facility.

D 3.3 Detention personnel shall not record any phone conversation without prior authorization from the court.

D 3.4 Arrangements shall be made to allow confidential telephone calls with attorneys.

D 3.5 Juveniles shall be advised that phone calls may be monitored. Detention personnel shall not listen in on a phone conversation via phone line unless they can document their justification to do so.

D 3.6 Policies and procedures shall outline circumstances when a phone call can be terminated. Circumstances shall include but are not limited to;

a) When there is a violation or suspected violation of a court order or conditions of probation;

b) When there is an immediate safety and security concern;

c) To prevent the commission of a delinquent act, and;

d) When the juvenile's behavior and/or language is in conflict with the department's expectations and rules governing appropriate behavior.

D 3.7 The department shall not charge juveniles for local calls. A department charging fees for long distance telephone services shall not exceed the actual cost of the service pursuant to ARS §11-251.08.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-5G-01, 02, 03, 04, 05, 06, 07, 08, 09, 10 **RULE:** **STATUTE:** U.S. Cont. amend. I, IV
Section: II D 4 Juvenile Services **JUVENILE RIGHTS** Mail	
Objective: *To ensure a juvenile's right to send and receive mail.*	Adopted July 1, 2009 Revised December 19, 2016

D 4.1 The director of juvenile court services shall develop written policies and procedures 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 director of juvenile court services or designee, no mail shall be confiscated. Any reason for confiscating mail shall be documented.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3D-08 **RULE:** **STATUTE:** U.S. Cont. amend XIV
Section: II D 5 Juvenile Services **JUVENILE RIGHTS** Grievance Procedures	
Objective: *A grievance procedure shall be implemented to provide a means of addressing perceived injustices.*	Adopted July 1, 2009 Revised December 19, 2016

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 48 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.

D 5.7 The director of juvenile court services shall establish policies and procedures ensuring that when a juvenile is filing a grievance for physical or sexual abuse allegations, the detention center shall:

a) Not impose a time limit on when a juvenile may submit a grievance;

b) Not require a juvenile to use an informal grievance process to attempt to resolve with staff the alleged incident of abuse, and;

c) Ensure a juvenile who alleges abuse may submit a grievance without submitting it or referring it to a staff member who is the subject of the complaint.

D 5.8 Third parties, including other juveniles, staff members, family members, attorneys, and outside advocates, shall be permitted to assist juveniles in filing requests for

administrative remedies on allegations of physical and sexual abuse, and shall also be permitted to file such requests on behalf of the juvenile.

D 5.9 The juvenile may decline to have the request processed on his or her behalf by a third party other than a parent or legal guardian. Detention personnel shall document the juvenile's decision. Detention personnel shall accept all reports alleging physical and sexual abuse, and sexual harassment in writing, verbally, anonymously, and from third parties. The supervisors and detention administrator shall be notified immediately, by detention personnel**.**

D 5.10 A parent or legal guardian shall be allowed to file a grievance and appeals on behalf of a juvenile on physical or sexual abuse allegations, with or without the juvenile's consent.

D 5.11 After receiving an emergency grievance alleging a juvenile is in substantial risk of imminent sexual abuse, detention personnel shall:

a) Immediately forward the grievance to a level of review for immediate corrective action;
b) Provide an initial response within 48 hours;
c) Issue a final decision within five calendar days, and;
d) Include in the final report whether the juvenile is in substantial risk of imminent sexual abuse and the action taken.

D 5.12 Nothing in this section shall restrict the department from defending against a lawsuit filed by a juvenile on the ground that the applicable statute of limitations has expired.

D 5.13 Detention personnel may discipline a juvenile for filing a grievance alleging sexual abuse when the filing of the grievance is in bad faith. However, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying.

JUVENILE DETENTION STANDARDS

SECTION III

DETENTION OPERATIONS

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF- 3B-01, 02, 03, 04, 05 **NJDA:** **RULE:** **STATUTE:** A.R.S. §36-601.01; 29 CFR Part 1910
Section: III A 1 Detention Operations **SAFETY, SECURITY AND CONTROL** Fire Safety Procedures	
Objective: *To ensure the safety and security of the juveniles, staff and visitors of a facility in the event of a fire emergency.*	Adopted July 1, 2009 Revised December 19, 2016

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 personnel, 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 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) Fire drills shall be conducted monthly, scheduled by the detention administrator randomly, with at least 3 of these drills being held during sleeping hours per year. 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 personnel 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 detention personnel 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 **NJDA:** **RULE:** 29CRF 1910(E) **STATUTE:**
Section: III A 2 Detention Operations **SAFETY, SECURITY AND CONTROL** Emergency Procedures and Plans	
Objective: *To ensure the safety and security of juveniles, staff and visitors of a facility in the event of an emergency.*	Adopted July 1, 2009 Revised December 19, 2016

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 unruly juvenile or parent;

b) Escape;

c) Bomb threats;

d) Hostage situation;

e) Natural disasters, such as lightning strike, fire, excessive smoke, earthquake, flooding, etc.;

f) Man-made disasters, such as equipment failure, structural damage, etc.;

g) Active shooter, and;

h) Death, medical emergency, infectious disease or serious injury.

A 2.2 The director of juvenile court services shall establish a response notification list. In the event of an emergency these individual agencies are required to be notified:

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 personnel 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 conducted quarterly, with at least one of these drills being held during sleeping hours per year. 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 detention personnel 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: *To ensure that juveniles are closely supervised at all times and in al l places within the facility.*	Adopted July 1, 2009 Revised December 19, 2016

A 3.1 Adequate staffing requirements and the need for video monitoring shall be determined using a comprehensive review of the juvenile detention center. The primary consideration should be staffing ratios sufficient to provide safety, security, programming and protection against physical and sexual abuse. Detention population is a primary factor in considering staffing determinations. Other factors to consider include:

a) Physical plant design;
b) Existence of blind spots;
c) Juvenile population composition;
d) Programming needs;
e) Staffing numbers;
f) Post assignments;
g) Security levels;
h) Detained juveniles age and gender;
i) Offense history;
j) Incident report patterns, and;
k) Applicable State or local laws, regulations, or standards.

A 3.2 The detention administrator shall assess, determine, and document prevailing staff patterns and determine if a new staffing plan and additional resources are necessary. The staffing assessment shall occur when necessary, not less than annually, and in consultation with the PREA coordinator. The detention administrator shall take into consideration findings of inadequacy from:

a) Federal investigative agencies;
b) AOC audits;
c) Internal or external oversight bodies, and;
d) Prevalence of substantiated and unsubstantiated incidents of abuse

A 3.3 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 primary responsibility is the direct and continuous supervision of juveniles (does not include control room operators, support staff or staff supervisors, unless designated to perform the duties of direct staff for that shift).

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

a) A minimum of one direct care staff assigned for every eight juveniles during waking hours, with a minimum of two staff on duty at all times, except during limited and discrete exigent circumstances, which shall be fully documented.
b) A minimum of one direct care staff assigned for every 16 juveniles during sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented.
c) A minimum of one male and one female staff on duty whenever both males and females are housed in the facility.

A 3.4 The detention administrator shall develop a schedule defining the waking and sleeping hours of the facility. The facility's staffing ratio shall comply with the scheduled waking and sleeping schedule.

A 3.5 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.

A 3.6 The director of juvenile court services shall ensure administrators, supervisors or managers conduct and document unannounced rounds for day and evening shifts.

A 3.7 The director of juvenile court services shall establish policies and procedures prohibiting detention personnel of the opposite sex from monitoring juvenile showering, performing bodily functions and change of clothing except in exigent circumstances or when such viewing is incidental due to routine room checks.

A 3.8 Detention personnel shall announce their presence whenever entering a living unit where juveniles of the opposite sex resides.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2C-12, 3E-01, 5A-02 **NJDA:** **RULE:** 23 (B)(4), Juvenile Court Rules of Procedures **STATUTE:**
Section: III A 4 Detention Operations **SAFETY, SECURITY AND CONTROL** Classification	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

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 director of juvenile court services shall use all information obtained pursuant to section III A 20.3 and subsequently to make housing, bed, program, education, and work assignments for juveniles with the goal of keeping all juveniles safe and free from sexual abuse.

A 4.5 The juvenile 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 4.6 The director of juvenile court services shall ensure that there are separate rooms for male and female juveniles.

A 4.7 Lesbian, gay, bisexual, transgender, questioning (LGBTQ), or intersex juveniles shall not be placed in particular housing, bed, or other assignments solely on the basis of their identification or status. Agencies shall not consider LGBTQ or intersex identification as an indicator of being sexually abusive.

A 4.8 In determining housing and programming assignments for transgender or intersex juveniles, the agency shall consider on a case-by-case basis whether a placement would ensure the juvenile's health and safety, and whether the placement would present management or security problems. A transgender or intersex juvenile's own views with respect to his or her own safety shall be given serious consideration.

A 4.9 Juveniles may be separated from other juveniles only as a last resort when less restrictive measures are inadequate to keep them and other juveniles safe, and then only until an alternative means of keeping all juveniles safe can be arranged. During any period of separation, detention personnel shall not deny the juvenile daily large-muscle exercise, leisure activity, legally required educational programming, or special education services**.** If the separation of the juvenile from other juveniles involves segregation, the juvenile shall receive daily visits from a medical or mental health practitioner. Juveniles shall also have access to other programs and work opportunities to the extent possible. The detention administrator shall review housing and programming assignments of the juveniles to assess any threats to safety experienced by the juvenile.

A 4.10 Transgender and intersex juveniles shall be given the opportunity to shower separately from other juveniles.

A 4.11 If a juvenile is separated from other juvenile's detention personnel shall clearly document:

a) The basis for the concern for the juvenile's safety, and;

b) The reason why no alternative means of separation can be arranged.

A 4.12 Every 30 days, the detention administrator shall afford each juvenile described in III A 4.9 a review to determine whether there is a continuing need for separation from the general population.

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 **NJDA:** **RULE:** Rule 19 of the Rules of Procedure for the Juvenile Court **STATUTE:**
Section: III A 5 Detention Operations **SAFETY, SECURITY AND CONTROL** Records And Documentation	
Objective: *To ensure that all significant information and occurrences within the facility are documented.*	Adopted July 1, 2009 Revised December 19, 2016

A 5.1 A permanent written or electronic daily activity log shall be maintained by detention officers. The log shall become a permanent record of population intake and release information, daily routine information, emergency situations and any unusual incidents. Detention officers 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 as confidential. 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:** **ACA:** 3-JDF-3C-01, 02, 03, 04, 05 **NJDA:** **RULE:** **STATUTE:**
Section: III A 6 Detention Operations **SAFETY, SECURITY AND CONTROL** Behavior Management	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

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

A 6.2 The policy and procedure shall promote, reinforce, recognize positive behavior, and provide timely feedback. The system shall manage pro-social behavior at the least restrictive level.

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 consequence for an individual juvenile's behavior.

c) Physical and psychological degradation.

d) Humiliation.

e) Retaliation.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3A-03, 13, 14, 15 **NJDA:** **RULE:** **STATUTE:**
Section: III A 7 Detention Operations **SAFETY, SECURITY AND CONTROL** Population Management	
Objective: *To ensure the safety and well-being of all juveniles, staff and visitors.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**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)
Section: III A 8 Detention Operations **SAFETY, SECURITY AND CONTROL** Behavioral Room Confinement	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

A 8.1 Room confinement is a method of behavior management when a juvenile is placed in a locked room. Room confinement shall be used as a temporary response to behavior that threatens immediate harm to others, destruction or damage to the facility. Room confinement shall not be used unless appropriate lesser means of intervention have failed to prevent or been determined as necessary to manage the behavior. Room confinement shall only be authorized by the detention administrator or a designee that is in a position of supervisory responsibility. Juveniles placed in their rooms during established sleeping hours, shift change or emergency situations is not considered room confinement.

A 8.2 Room confinement shall not exceed two hours and shall not be used for fixed periods of time. Staff shall return the juvenile to programming as soon as the juvenile has regained self-control and is no longer engaging in threats or behavior that threatens immediate harm to others or destruction or damage to property. The detention administrator or designee can extend room confinement for another two hours when determined to be necessary.

A 8.3 Juveniles requiring room confinement shall not be denied food, medical, mental health, school attendance, access to designated educational resources, or subjected to abusive or degrading treatment.

A 8.4 When the juvenile is ready to discuss the incident, staff shall explain to the juvenile the reasons for room confinement and develop a reintegration plan with the juvenile outlining the behavior necessary to return to regularly scheduled activities. During room confinement, staff is to make documented contacts to reassess for integration, depending on the juvenile's emotional state, in an effort to solve any problems and to determine a reintegration time.

A 8.5 Once a juvenile is placed on room confinement, detention officers shall maintain a room confinement log and 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 behavioral condition.

A 8.6 Whenever room confinement is used, an incident report which documents all relevant information shall be entered into the juvenile's detention file. 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 8.7 Whenever a juvenile is placed in room confinement potentially dangerous articles shall be removed. In no circumstance shall all clothing or bedding be removed as a punitive measure.

A 8.8 The director of juvenile court services shall ensure a review occurs and is documented following repeated incidents involving behavioral room confinement. The review shall include supervisory staff and persons involved in the incidents to review policies and procedures, identify alternative responses or preventions to reduce future occurrences.

A 8.9 A juvenile's requested 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. If a juvenile is not ready to rejoin the unit after 60 minutes, supervisor approval must be obtained to extend the time out or elevate to room confinement.

A 8.10 If a juvenile has demonstrated extremely violent, dangerous behaviors in detention, the director of juvenile court services or designee can approve extended room confinement and segregation until such time the director reasonably believes the juvenile is no longer a threat.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3D-06 **NJDA:** **RULE:** **STATUTE:** A.R.S. §§ 8-201, 13-3623 (A)-(C), 13-3620
Section: III A 9 Detention Operations **SAFETY, SECURITY AND CONTROL** Protection From Harm	
Objective: *To ensure that all juveniles held in a detention center are protected from harm. Detained juveniles have a constitutional right to personal safety.*	Adopted July 1, 2009 Revised December 19, 2016

A 9.1 Acts of abuse against juveniles are prohibited. See A.R.S. §§ 8-201, 13-3623 (A)-(C).

A 9.2 The director of juvenile court services shall require all detention personnel to be knowledgeable and follow any mandatory child abuse reporting laws. Disciplinary action shall be taken, including possible termination for failure to report.

A 9.3 The director of juvenile court services shall develop a written policy to coordinate actions taken in response to an incident of physical or sexual abuse among detention personnel, first responders, medical and mental health practitioners, investigators, and facility leadership. The plan shall require all allegations of sexual abuse or sexual harassment are referred for investigation to an agency with the legal authority to conduct criminal investigations, unless the allegation does not involve potentially criminal behavior. The plan shall be available to the public describing the responsibilities of both the agency and the investigating entities. The director shall cooperate with outside investigators and shall remain informed about the progress of the investigation.

A 9.4 The director of juvenile court services shall require all detention personnel, volunteer, or contract personnel to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of physical and sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the agency; retaliation against juveniles or detention personnel who reported such an incident; and any detention personnel neglect or violation of responsibilities that may have contributed to an incident or retaliation.

A 9.5 The director of juvenile court services shall provide multiple internal ways for juveniles to privately report;

a) Physical and sexual abuse,
b) Sexual harassment,
c) Retaliation by other juveniles or detention personnel for reporting abuse,
d) Sexual harassment, and

e) Staff neglect or violation of responsibilities that may have contributed to such incidents.

A 9.6 The director of juvenile court services shall provide at least one way for juveniles to report anonymously abuse or harassment to a public or private entity that is not part of the department to receive and immediately forward to agency officials reports of physical abuse, sexual abuse, and sexual harassment. The department shall provide to foreign nationals information on how to contact consular officials and officials at the Department of Homeland Security.

A 9.7 Detention personnel shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports. The director of juvenile court services shall provide a method for detention personnel to privately report physical and sexual abuse and sexual harassment of juveniles. Detention personnel shall inform the detention services administrator about any reports of physical and sexual abuse and sexual harassment and report or cause reports to be filed with law enforcement or Child Protective Services pursuant to A.R.S. §13-3620.

A 9.8 Contract personnel or volunteer shall immediately inform the detention services administrator about any reports of physical and sexual abuse and sexual harassment. The detention service's administrator shall report all allegations of physical and sexual abuse, or neglect, to or cause reports to be filed with law enforcement and Child Protective Services pursuant to A.R.S. §13-3620.

A 9.9 The detention services administrator shall promptly report the allegations of physical and sexual abuse, neglect or sexual harassment of a juvenile to the director of juvenile court services and to the alleged victim's parents or legal guardians, unless the facility has official documentation showing the parents or legal guardians should not be notified. The detention services administrator shall also report allegations of abuse to:

a) The juvenile's Department of Child Safety (DCS) caseworker instead of the parents or legal guardians if the juvenile in the care and custody of the DCS, and;

b) The juvenile's attorney or other legal representative of record within 14 days of receiving the allegation.

A 9.10 The director of juvenile court services shall report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, to the facility's designated investigators, or outside investigating entity. The director shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment.

A 9.11 Failure to report incidents of suspected abuse shall be considered a violation of detention personnel's responsibility in the care of juveniles and may subject the individual(s) to criminal or civil proceedings as prescribed by state law, as well as administrative action by the director of juvenile court services.

A 9.12 Once detention personnel learn that a juvenile is subject to a substantial risk of imminent abuse, they shall take immediate action to protect the juvenile.

A 9.13 To the extent the department is responsible for investigating allegations of sexual abuse, the agency shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. Investigators shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator. The department shall:

a) Use protocol that is developmentally appropriate for juveniles that shall be adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011, and;

b) Ensure that an administrative investigation is completed for all allegations of sexual abuse and sexual harassment.

A 9.14 To the extent the detention center itself is not responsible for investigating allegations of sexual abuse, the director of juvenile court services shall request that the investigating agency follow the requirements of A 9.13_of this section.

A 9.15 Investigations into allegations of physical and sexual abuse and sexual harassment shall be done promptly, thoroughly, and objectively for all allegations, including third-party and anonymous reports.

A 9.16 The director of juvenile court services shall offer all juveniles who experience sexual abuse access to forensic medical examinations whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate. Examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. Detention administrator or designee shall document its efforts to provide SAFEs or SANEs.

A 9.17 The director of juvenile court services or designee shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the director of juvenile court

services or designee shall make available a qualified staff member from a community-based organization or a qualified agency staff member. Departments shall document efforts to secure services from rape crisis centers. If requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim through the forensic medical_examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

A 9.18 For the purposes of this standard, a qualified agency staff member or a qualified community-based staff member shall be an individual who has been screened for appropriateness to serve in this role and has received education concerning sexual assault and forensic examination issues in general.

A 9.19 The detention administrator shall provide juveniles with information to contact outside victim advocates by providing, posting, or otherwise making accessible mailing addresses, telephone numbers, and toll free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations. Foreign nationals shall be provided information on how to contact relevant consular officials. The department shall enable reasonable communication between juveniles and these organizations and agencies, in as confidential a manner as possible.

A 9.20 Detention Personnel shall inform juveniles, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

A 9.21 The director of juvenile court services shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide juveniles with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into agreements.

A 9.22 The director of juvenile court services shall establish a method to receive third-party reports of physical and sexual abuse and sexual harassment and shall distribute publicly information on how to report abuse and sexual harassment on behalf of a juvenile.

A 9.23 Upon receiving an allegation that a juvenile was physically or sexually abused while confined at another facility, the detention services manager or the director of juvenile court services shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred and shall also notify the appropriate investigative agency. Notification shall occur as soon as possible, but no later than 72 hours after receiving the allegation. The director shall document that it has provided such notification.

A 9.24 If the detention administrator or the director of juvenile court services receives a report from another institution alleging physical or sexual abuse occurring at their

facility, the agency head shall ensure that the allegation is investigated in accordance with these standards.

A 9.25 The director of juvenile court services shall make its policies on reporting and investigating allegations of physical and sexual abuse available to the public.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: **ACA:** 3-JDF-3A-16, 17, 27, 30 **NJDA:** **RULE:** **STATUTE:** A.R.S. § 13.403(2)
Section: III A 10 Detention Operations **SAFETY, SECURITY AND CONTROL** Use of Physical Force	
Objective: *To ensure the use of physical force is at an absolute minimum in order to prevent harm and liability.*	Adopted July 1, 2009 Revised December 19, 2016

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 Detention personnel 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 De-escalation: This includes verbal prompting, directive statements, redirection, or coaching from detention personnel.

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 personnel 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 OC spray. OC spray 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(2).

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3A-16, 17, 18 **NJDA:** **RULE:** Rule 12 of the Rules of Procedure for the Juvenile Court **STATUTE:**
Section: III A 11 Detention Operations **SAFETY, SECURITY AND CONTROL** Mechanical Restraints	
Objective: *To ensure that mechanical restraints shall be used only when necessary and shall be supervised and documented.*	Adopted July 1, 2009 Revised December 19, 2016

A 11.1 The director of juvenile court services shall establish policies and procedures regarding the appropriate use of mechanical restraints during transportation outside the detention facility excluding the court room.

A 11.2 Mechanical restraints may only be used as a precaution against escape during transportation, 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 11.3 Mechanical restraints shall never be used as a consequence.

A 11.4 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 11.5 The health care authority or designee shall be notified any time a juvenile is placed in restraints for reasons other than transportation.

A 11.6 When a juvenile is mechanically restrained for reasons other than transportation, the following minimum procedures will be followed:

a) Direct visual observation by detention personnel shall be continuous.

b) Wellness checks shall be conducted and documented every ten minutes, to ensure the safety and wellbeing of the juvenile.

c) Juveniles shall not be restrained for longer than two hours without further evaluation and consultation with 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 11.7 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 11.8 Only detention personnel who have 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 11.9 Only those mechanical restraints selected from a statewide list recommended by the juvenile court directors and COJC and approved by the Administrative Office of the Courts shall be used in the juvenile detention centers. The director of juvenile court services shall establish a department policy and procedure that specifies the mechanical restraints from the statewide approved list.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:**3-JDF-3C-10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 **NJDA:** **RULE:** **STATUTE:**
Section: III A 12 Detention Operations **SAFETY, SECURITY AND CONTROL** Disciplinary Process	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

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.

A 12.3 Any disciplinary sanctions for sexual harassment shall be commensurate with the nature and circumstances of the abuse committed, the juvenile's disciplinary history, and the sanctions imposed for comparable offenses by other residents with similar histories.

A 12.4 The disciplinary process shall consider whether a juvenile's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3A-15 **NJDA:** **RULE:** **STATUTE:**
Section: III A 13 Detention Operations **SAFETY, SECURITY AND CONTROL** Transporting Juveniles	
Objective: *To ensure safety and security guidelines for the transportation of juveniles.*	Adopted July 1, 2009 Revised December 19, 2016

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, detention personnel, and purpose of the transport outside of the facility.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2G-02, **5G-15** **NJDA:** **RULE:** **STATUTE:**
Section: III A 14 Detention Operations **SAFETY, SECURITY AND CONTROL** Control of Entry and Exit	
Objective: *To prevent escape, transmission of contraband and unauthorized access.*	Adopted July 1, 2009 Revised December 19, 2016

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 detention officers assigned to the control center 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:**3-JDF-3A-29 **NJDA:** **RULE:** **STATUTE:** A.R.S. §§ 13-2505; 13-2514;13-3102; 13-3102.01; 31-129
Section: III A 15 Detention Operations **SAFETY, SECURITY AND CONTROL** Firearms and Weapons	
Objective: *To ensure that the use and presence of weapons are controlled to prevent unnecessary harm or risk.*	Adopted July 1, 2009 Revised December 19, 2016

A 15.1 The director of juvenile court services shall establish policies and procedures 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 juvenile, except as provided by A.R.S. § 13-3102.

A 15.3 Weapons authorized by the director of juvenile court services 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 detention personnel or law enforcement shall be documented in an incident report and reported to the director of juvenile court services by the end of the shift.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3A-19, 20, 21 **NJDA:** **RULE:** **STATUTE:** A.R.S. §§ 13-2505; 13-2514
Section: III A 16 Detention Operations **SAFETY, SECURITY AND CONTROL** Searches of Persons and Facility	
Objective: *To provide standards for – searches of facilities and juvenile for the purpose of controlling contraband, to recover missing or stolen property, or to prevent escapes and other disturbances in order to provide a safe and secure environment for juveniles and detention personnel.*	Adopted July 1, 2009 Revised December 19, 2016

A 16.1 The director of juvenile court services shall establish policies and procedures for all types of searches to provide for the safety and security of the detention center by controlling contraband, recovering missing or stolen property and to prevent escapes and other disturbances.

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

A16.3 The least intrusive search required to detect any contraband suspected or address any other issue shall be selected and performed. All searches shall be conducted in a courteous and professional manner with care taken to not abuse the juvenile or damage the juvenile's property and to avoid unnecessary force, embarrassment, or indignity.

A 16.4 All juveniles shall be searched upon admission to the facility.

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) Detention officers shall pat-search each juvenile referred to the detention facility.

c) Pat down searches shall be conducted by detention officers of the same gender as the juvenile, except in exigent circumstances or when performed by medical practitioners.

d) When cross-gender pat-down searches occur due to exigent circumstances, detention personnel shall notify administration and document justification for the pat-down search.

A 16.6 Strip Search

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

b) Strip searches may only be conducted by a detention officer of the same gender as the juvenile. When a second officer is available they may serve as a witness.

c) Strip searches shall be conducted in an area of privacy where the search cannot be observed by persons not participating in the search.

d) Strip searches shall be done individually, not in a group.

e) Detention officers shall strip search each juvenile admitted to the detention facility prior to the juvenile entering the general population; except a presiding juvenile court judge may adopt a detention policy that provides for strip searches upon admission only when there is reasonable suspicion.

f) Strip searches shall be conducted in a manner that will minimize the time a juvenile has to remain naked. Detention officers shall search all parts of the juvenile's body that does not require the removal of clothing before requiring the juvenile to disrobe.

g) Detention officers shall not conduct strip searches of post admitted juveniles unless reasonable suspicion exists that the juvenile has obtained contraband established by meeting one or more of the following criteria:

i. The juvenile appears to be under the influence of drugs or alcohol;

ii. Contraband found during less intrusive searches;

iii. The juvenile's appearance, conduct, or behavior (e.g. a suspicious bulge in his/her clothing, or peculiar movement) seemingly intended to hide contraband;

iv. Current behavior in detention involving violence, possession of drugs or weapons, possession or manufacture of contraband, or missing items;

v. Observations made by detention officers during personal or professional visitation in which conduct is observed leading detention personnel to believe a juvenile is concealing contraband, or;

vi. Missing or stolen property have not been recovered through less intrusive methods of searches, and the juvenile had access to such property.

vii. Whenever a juvenile is out of a detention officer's direct visual observation during personal or professional visitation or appointments outside of the facility.

A 16. 7 Detention personnel shall not search or physically examine a transgender or intersex juvenile for the sole purpose of determining the juvenile's genital status. If the juvenile's genital status is unknown, it may be determined during conversations with the juvenile, by reviewing medical records, or, if necessary, by learning that

information as part of a broader medical examination conducted in private by a medical practitioner.

A 16.8 Body Cavity Search is of the anal or genital area that is not visible by a strip search. It is only conducted pursuant to a court order and only by a licensed medical professional.

A 16.9 Detention officers shall conduct routine and unannounced room searches of the juvenile's room, general living space, dayrooms, any area inside of the facility juveniles have access to and personal property. Staff shall not need to establish reasonable suspicion to conduct a room search.

A 16.10 The department shall train detention officers in how to conduct cross-gender pat-down searches, and searches of transgender and intersex juvenile, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

A 16.11 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 **NJDA:** **RULE:** **STATUTE:**
Section: III A 17 Detention Operations **SAFETY, SECURITY AND CONTROL** Security and Hazardous Materials	
Objective: *To ensure the safety and security of all juveniles, detention personnel and visitors.*	Adopted July 1, 2009 Revised December 19, 2016

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 detention personnel 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.

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 detention personnel.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-3A-22 **NJDA:** **RULE:** **STATUTE:**
Section: III A 18 Detention Operations **SAFETY, SECURITY AND CONTROL** Key Control	
Objective: *To establish requirements for the control of keys and electronic entry devices in detention centers.*	Adopted July 1, 2009 Revised December 19, 2016

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 Detention personnel shall be assigned only the keys pertinent to the post order assignment or job duty.

A 18.4 Detention personnel 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 Detention personnel 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-12 **NJDA:** **RULE:** **STATUTE:**
Section: III A 19 Detention Operations **SAFETY, SECURITY AND CONTROL** Personal Property Control	
Objective: *To ensure that a juvenile's personal property is secured within the detention facility.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference: ACA: RULE:
Section: III A 20 Detention Operations **SAFETY, SECURITY AND CONTROL** Prison Rape Elimination Act	**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
Objective: *To ensure compliance with the Prison Rape Elimination Act (PREA) by establishing a zero-tolerance for sexual assault and sexual harassment within juvenile detention centers.*	Adopted July 1, 2009 Revised December 19, 2016

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 sexual abuse, sexual misconduct in the detention center, outlining the department's approach to preventing, detecting, and responding to such conduct. 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) Require detention officers to provide during the intake process written information with an oral explanation, in an age appropriate fashion to all juveniles admitted and detained within the facility about sexual assault including: the department's zero-tolerance policies, 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) Require within 10 days of intake, detention personnel shall provide comprehensive age-appropriate education to juveniles either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents;

d) Require the department to provide juvenile education in formats accessible to all juveniles, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to juveniles who have limited reading skills. The agency shall maintain documentation of juvenile participation in these education sessions, and;

e) Require the agency to ensure key information is continuously and readily available or visible to juveniles through posters, resident handbooks, or other written formats.

A 20.2 A facility's policies shall prohibit all sexual activity between juveniles and may discipline juveniles for such activity. However, a facility shall not deem such activity between juveniles to constitute sexual abuse if it is determined that the activity is not coerced.

A 20.3 The director of juvenile court services shall establish policies and procedures that will require within 72 hours of the juvenile's arrival at the facility and periodically throughout a juvenile's confinement, the detention personnel shall obtain and use information about each juvenile's personal history and behavior to reduce the risk of sexual abuse by or upon a juvenile. Such assessments shall be conducted using an objective screening instrument.

a) This information shall be ascertained;
   i. Through conversations with the juvenile during the intake process and medical and mental health screenings;
   ii. During classification assessments; and
   iii. By reviewing available court records, case files, facility behavioral records, and other relevant documentation from the juvenile's files

b) At a minimum, the director of juvenile court services shall attempt to ascertain information about:
   i. Prior sexual victimization or abusiveness
   ii. Any gender nonconforming appearance or manner or identification as LGBTQ, and whether the juvenile may therefore be vulnerable to sexual abuse;
   iii. Current charges and offense history;
   iv. Age;
   v. Level of emotional and cognitive development;
   vi. Physical size and stature;
   vii. Mental illness or mental disabilities;
   viii. Intellectual or developmental disabilities;
   ix. Physical disabilities;
   x. The juvenile's own perception of vulnerability; and
   xi. Any other specific information about individual juveniles that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other residents.

A 20.4 If the screening pursuant to III A 20.3 indicates that a juvenile has experienced prior sexual victimization, or has previously perpetrated sexual abuse whether it occurred in an institutional setting or in the community, detention personnel shall ensure that the juvenile is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

A 20.5 The director of juvenile court services shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to III A 20.3 in order to ensure that sensitive information is not exploited to the juvenile's detriment by detention personnel or other juveniles.

A 20.6 The director of juvenile court services shall develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among first responders, medical and mental health practitioners, investigators, and facility leadership.

A 20.7 Upon learning of an allegation that a juvenile was sexually abused, the first detention personnel to respond to the report shall be required to:

a) Separate the alleged victim and abuser;

b) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;

c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim and abuser not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating;

d) The director of juvenile court services shall provide an effective interpreter (non-resident) to assist in communicating information that may impact the victim's safety, performance of first responders duties or the investigation of the victims allegation;

e) Report immediately to designated supervisor and/or detention administrator, and;

f) Not reveal or discuss any information related to the sexual abuse report to anyone other than designated supervisors or officials.

A 20.8 The director of juvenile court services shall ensure detention personnel not conduct compelled interviews without the county attorney's approval to ensure such interviews do not jeopardize subsequent criminal prosecution.

A 20.9 The director of juvenile court services shall ensure detention personnel not terminate an investigation solely because the source of the allegations recants the allegations, or the victim or alleged aggressor leaves the facility.

A 20.10 The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as a detainee or staff. The director of juvenile court services shall not require a juvenile who alleges sexual abuse to submit to a polygraph examination or other truth-telling devices as a condition for proceeding with the investigation of such an allegation.

A 20.11 Upon receiving an allegation of sexual abuse or sexual harassment, 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 20.12 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, the parents or legal guardians are the accused perpetrator, or when notifying the parents or legal guardian would place the victim in specific identifiable danger.

A 20.13 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 20.14 The director of juvenile court services shall protect all juveniles and detention personnel who report sexual abuse or sexual harassment or cooperate with investigations from retaliation by other juveniles or staff by;

a) Placing juveniles who reported sexual abuse or harassment on increased room checks as part of the department's monitoring procedures;
b) Employing multiple protection measures, such as housing changes or transfers for victims or abusers;
c) Designating detention personnel or departments charged with monitoring retaliation;
d) Monitoring for 90 days or longer if needed after a report of alleged abuse the conduct or treatment of juveniles or detention personnel who reported the sexual abuse for any indication that may suggest possible retaliation and shall act promptly to remedy any such retaliation, and;
e) Terminating the monitoring if the director of juvenile court services determines that the allegation is unfounded.

A 20.15 Following an investigation into a juvenile's allegation of sexual abuse suffered at facility, the director of juvenile court services shall inform the juvenile as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. Preponderance of the evidence is to be the standard determining whether allegations of sexual abuse or sexual harassment are substantiated. If another agency conducted the investigation, the director shall request the relevant information in order to inform the juvenile. The director's obligation to report to the juvenile shall terminate if the juvenile is released from the agency's custody. When allegations are substantiated or unsubstantiated, the director shall notify (and document such notification) the juvenile whenever;

a) The detention personnel is no longer posted within the juvenile's unit;
b) The detention personnel is no longer employed at the facility;

c) The alleged abuser has been indicted on a charge related to sexual abuse, or;
d) The abuser has been convicted on a charge related to sexual abuse.

A 20.16 The detention administrator may discipline a juvenile for inappropriate physical contact with detention personnel only upon a finding that the staff member did not consent to such contact.

A 20.17 Detention personnel shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. Termination shall be the presumptive disciplinary sanction for detention personnel who has engaged in sexual abuse. All terminations and resignations by staff for criminal activity shall be reported to law enforcement agencies, and to any relevant licensing bodies.

A 20.18 Disciplinary sanctions for violations of agency policies on sexual abuse or sexual harassment shall be consistent with;

a) The nature and circumstances of the acts committed;
b) The detention employee's disciplinary history, and;
c) Comparable offenses by other staff with similar histories

A 20.19 The director of juvenile court services shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation for all incidents found to be substantiated or unsubstantiated. The review shall be conducted no later than 30 days of the conclusion of the investigation. The review team shall include but not limited to the director and the detention administrator, with input from detention officers, supervisors, investigators, and medical or mental health practitioners. The review team shall;

a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
b) Determine whether detention personnel actions or failures to act contributed to the abuse
c) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; LGBTQ, or intersex identification, status, or perceived status; or, by other group dynamics at the facility ;
d) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
e) Assess the adequacy of staffing levels in that area during different shifts;
f) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff, and;
g) Prepare a report of its findings and any recommendations for improvement, and submit the report to the presiding juvenile court judge.

A 20.20 The director of juvenile court services shall implement the recommendations for improvement, or shall document its reasons for not doing so.

A 20.21 The director of juvenile court services shall employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee facility efforts to comply with the PREA standards. Where the department operates more than one facility, each facility shall designate a PREA compliance manager.

A 20.22 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: *To ensure that juveniles receive food that is prepared in compliance with state and federal codes.*	Adopted July 1, 2009 Revised December 19, 2016

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 indicated by the parents or guardian, a licensed 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 qualified food services professional 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

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2A-01, 02, 03 **NJDA:** **RULE:** **STATUTE:** Uniform Building Code 1997 Uniform Mechanical Codes 1997 Uniform Plumbing Code 1997 Uniform Fire Code 1997 National Electrical Code 1999
Section: IV A 1 Physical Plant **BUILDING CODES**	
Objective: *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.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2A-03, 04 **NJDA:** **RULE:** **STATUTE:** Uniform Building Code 1997 Uniform Mechanical Codes 1997 Uniform Plumbing Code 1997 Uniform Fire Code 1997 National Electrical Code 1999
Section: IV B 1 Physical Plant **FIRE CODES**	
Objective: *To ensure responsible parties meet all fire codes to provide for the safety of all persons within the facility.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2B-03, 05, 07 **NJDA:** **RULE:** **STATUTE:** A.R.S. § 8-305(A)
Section: IV C 1 Physical Plant **PLANT LOCATION**	
Objective: *To require new juvenile detention facilities be constructed in appropriate locations with community support, apart from adult lockup facilities.*	Adopted July 1, 2009

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: *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.*	Adopted July 1, 2009

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 **NJDA:** **RULE:** **STATUTE:**
Section: IV E 1 Physical Plant **FACILITY DESIGN** Sleeping Space	
Objective: *To ensure that sleeping areas in which juveniles are confined conform to the physical, medical and emotional well-being of juveniles.*	Adopted July 1, 2009 Revised December 19, 2016

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2C-04 **NJDA:** **RULE:** **STATUTE:**
Section: IV E 2 Physical Plant **FACILITY DESIGN** Day Rooms	
Objective: *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.*	Adopted July 1, 2009

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: *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.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF--2C-07, 08 **NJDA:** **RULE:** **STATUTE:** 42 U.S.C. §§ 12101-12213
Section: IV E 4 Physical Plant **FACILITY DESIGN** Wash Basins	
Objective: *To ensure that juveniles shall have access to operable wash basins with hot and cold running water in housing units.*	Adopted July 1, 2009

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 100ºF to 120ºF.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2C-08 **NJDA:** **RULE:** **STATUTE:** 42 U.S.C. §§ 12101-12213
Section: IV E 5 Physical Plant **FACILITY DESIGN** Showers	
Objective: *To ensure that juveniles have access to shower facilities within the facility.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-03 **NJDA:** **RULE:** 23(B)(6), Juvenile Court Rules of Procedure **STATUTE:**
Section: IV E 6 Physical Plant **FACILITY DESIGN** Visiting Area	
Objective: *To ensure each juvenile has access to family visitations in an area designated for that specific purpose.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-05 **NJDA:** **RULE:** **STATUTE:**
Section: IV E 7 Physical Plant **FACILITY DESIGN** Classrooms	
Objective: *To require adequate classroom space that is conducive to a healthy, safe, and secure learning environment.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-06 **NJDA:** **RULE:** **STATUTE:**
Section: IV E 8 Physical Plant **FACILITY DESIGN** Dining	
Objective: *To require adequate dining space that is conducive to a healthy, safe, and secure eating environment.*	Adopted July 1, 2009

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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-10 **NJDA:** **RULE:** **STATUTE:**
Section: IV F 1 Physical Plant **HOUSEKEEPING**	
Objective: *To ensure cleanliness and sanitation of a detention facility.*	Adopted July 1, 2009 Revised December 19, 2016

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 detention personnel.

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 not have access to janitorial closets or cabinets.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2C-09, 2F-02 **NJDA:** **RULE:** **STATUTE:** Rehabilitation Act of 1973-Section 504; 42 U.S.C. §§ 12101-12213
Section: IV G 1 Physical Plant **AMERICANS WITH DISABILITIES ACT (ADA)**	
Objective: *To ensure that provisions have been made to allow for access to all parts of the facility by handicapped staff and juveniles.*	Adopted July 1, 2009

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 director of juvenile court services 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2E-13 **NJDA:** **RULE:** **STATUTE:**
Section: IV H 1 Physical Plant **MECHANICAL EQUIPMENT**	
Objective: *To ensure the continuation of facility and equipment operations.*	Adopted July 1, 2009

H 1.1 The director of juvenile court services 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2G-01
Section: IV I 1 Physical Plant **CONTROL CENTER**	**NJDA:** **RULE:** **STATUTE:**
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

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. Detention personnel 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.

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	**Cross Reference:** **ACA:** 3-JDF-2G-02 **NJDA:** **RULE:** **STATUTE:**
Section: IV J 1 Physical Plant **FACILITY SECURITY**	
Objective: *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.*	Adopted July 1, 2009 Revised December 19, 2016

J 1.1 All means of entry to, and exit from, the detention facility shall be under the exclusive control of detention officers.

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.

JUVENILE DETENTION STANDARDS

SECTION V

GLOSSARY

STATE OF ARIZONA JUVENILE DETENTION STANDARDS	Cross Reference:
Section: V A 1 **GLOSSARY**	
Objective: *To ensure consistency in terminology in all jurisdictions in the State.*	Adopted December 19, 2016

Abuse- means the infliction or allowing of physical injury, abuse, impairment of bodily function or disfigurement or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior and which emotional damage is diagnosed by a licensed medical/mental health professional and is caused by the acts or omissions of an individual having care, custody and control of a child, as provided in A.R.S. §8-201(2).

Acting out behavior- means behavioral/physical display in which the subject exhibits a loss of control jeopardizing the safety and security of persons or the facility.

Administrative Office of the Courts (AOC)- means an administrative director and staff authorized by the Arizona Constitution to assist the Chief Justice of the Arizona Supreme Court with administrative duties. The Administrative Office of the Courts provides the necessary support for the supervision and administration of all state courts.

Adult- means a person eighteen years of age or older, as provided in A.R.S. §8-201(3).

American Correctional Association (ACA)- means the largest correctional association in the world. ACA serves all disciplines in the correctional field by providing professional development, standards and accreditation, consulting, research, training and publications.

Americans with Disability Act of 1990 (ADA)- means the federal law that prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Arizona Department of Juvenile Corrections (ADJC)- means the state correctional facility housing delinquents committed to the Department by court order. ADJC is also mandated by A.R.S. § 8-306 (b) to inspect county juvenile detention facilities.

Arizona Revised Statues (A.R.S.)- means the state law passed by the Arizona legislative branch.

Assembly area- means an area designated by the department or detention administrator where the detention population and staff are to report to during an evacuation in an emergency.

Behavior management- means program strategies that include rules, activities, privileges, consequences and operational procedures intended to influence individual behavior.

Body cavity search- means a search conducted only by a licensed medical professional of the interior of the anal or genital area that is not visible by normal observation.

Bomb threat- means an emergency situation in which there is reason to believe an explosive device is on or near the facility.

Child. "youth" or "juvenile" means an individual who is under the age of eighteen years; also youth or juvenile, as provided in A.R.S. § 8-201(6).

Classification- means a process to determine the needs and risks of an individual being admitted into a secured care facility and to properly assign the individual to a housing unit and programs.

Committee on Judicial Education and Training (COJET)- means a committee that assists the Arizona Supreme Court in developing educational policies and standards for the court system, and is responsible for monitoring the quality of educational programs, recommending changes in policies and standards, and approving guidelines for accrediting training programs.

Confidential- means juvenile records are safeguarded by statute and court rule from unauthorized and improper disclosure. A person who knowingly violates the confidentiality of juvenile records could be guilty of a class 2 misdemeanor.

Contraband- means any material that is illegal by law or expressly prohibited in a detention facility order or policy.

Control room- means a designated secured area or room in a facility responsible for the monitoring and coordination of all internal and external security systems, communication systems, safety alarms and detection systems, and other mechanical and electrical systems.

Committee on Probation Education (COPE)- means a committee assisting the Arizona Supreme Court in the development, adoption and oversight of curriculum and faculty for probation officers and juvenile detention officers to enhance competency and continuity of knowledge and practice. COPE membership includes leadership from adult and juvenile departments, law enforcement, judges, public members and AOC departments.

Consequence – means a procedure for providing a response after a targeted behavior is performed by a juvenile that decreases the behavior in the future.

Contractor- means that person or entity which has entered into a contract to provide services in the detention center.

Corporal punishment- means physical punishment intended to cause physical pain on a person.

Crisis intervention services- means a person or agency that provides services in intervention, counseling and supervision for a person who is contemplating suicide or who is under mental distress.

Custodian- means a person, other than a parent or legal guardian, who is given legal custody of the child by order of the court.

Daily activity log- means chronological records that are kept on the daily activities and behaviors of detained juveniles.

Dayrooms- means a space adjacent to the juvenile's sleeping area where a majority of the daily activities occur.

Degrading treatment- means treatment of a juvenile that is intended to humiliate, embarrass or degrade the juvenile.

Delinquent act- means an act by a juvenile that if committed by an adult would be a criminal offense or a petty offense, a violation of any law of this state, or of another state if the act occurred in that state, or a law of the United States, or a violation of any law that can only be violated by a minor and that has been designated as a delinquent offense, or any ordinance of a city, county or political subdivision of this state defining crime. Delinquent act does not include an offense under section 13-501, subsection A or B if the offense is filed in adult court. Any juvenile who is prosecuted as an adult or who is remanded for prosecution as an adult shall not be adjudicated as a delinquent juvenile for the same offense, as provided in A.R.S. § 8-201(10).

Delinquent juvenile- means a child who is adjudicated to have committed a delinquent act, as provided in A.R.S. § 8-201(11).

Department of Child Safety - means the state department responsible for equally focusing on protecting children by investigating reports of child abuse or neglect, assessing, promoting, and supporting the safety of a child in a safe and stable family or other appropriate placement in response to allegations of abuse or neglect, working cooperatively with law enforcement regarding reports that include criminal conduct allegations without compromising child safety, coordinating services to achieve and maintain permanency on behalf of the child, strengthening the family and providing prevention, intervention and treatment services as provided by law as provided in A.R.S § 8-451.

Department of Child Safety Central Registry- means a confidential database of substantiated reports of child abuse and neglect maintained by the Department of Child Safety. Associated with each report and included in the Central Registry is information on the perpetrator(s), child victim(s), the abuse and/or neglect that occurred, and the date the report was received.

Detainee- means a juvenile confined in a juvenile county detention facility.

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 community pending court disposition or as a condition of probation, as provided in A.R.S. § 8-201(14).

Detention administrator- means the administrator of a county juvenile detention facility appointed by the judge. Also known as a juvenile detention services manager.

Detention hearing- means the accused initial appearance before the court to determine release before adjudication, as provided in A.R.S. § 8-382(10). (See also Rule 23 of the Rules of Procedure for the Juvenile Court).

Detention officer-employee under the administration of the detention center that is responsible for the safety, security, and control of juvenile detained, detention personnel and the facility.

Detention personnel-refers to all employees under the administration of the detention center.

Detention records- means records that include the juvenile's delinquent charges, personal information, behavior and activities while in custody. Detention records may contain but not limited to such documents as court orders, personal property inventories, and warrants or petitions.

Detention screening instrument (DSI)- means the assessment tool used to evaluate each arrested juvenile to determine the need for secure, locked confinement. The instrument assesses the risk of a juvenile who presents a significant risk to the community by committing another delinquent act or the juvenile's risk of not appearing at the next scheduled hearing

Direct care staff- means employees whose exclusive responsibility is the direct and continuous supervision of juveniles. Direct care staff does not include control room operators, support staff or staff supervisors.

Direct observation- means constant one-to-one monitoring by staff of a juvenile on a high-risk status.

Direct staff supervision- means the detention officers are present in the same room with the juvenile population, supervising and continuously interacting with the juvenile population in order to identify and intercede when problems are in their early stages.

Director of Juvenile Court Services - means a person appointed by the presiding judge of the juvenile court who shall serve at the pleasure of the presiding juvenile judge. The director shall recommend the appointment of deputy probation officers, detention personnel, other personnel and office assistants as the director deems necessary.

Disciplinary action- means consequences given by detention personnel to a detainee for violating the facility's rules and regulations.

Disciplinary reports- means a written report prepared by the detention personnel explaining the violation of the facility's rules or regulations and the possible consequences.

Disposition - means when the court makes a finding that a juvenile is delinquent or incorrigible, the court shall make a disposition of the matter as provided by law or set the matter for a disposition hearing. At the close of the disposition hearing, the court shall make findings in writing in the form of a minute entry or order. The court will make a disposition pursuant to A.R.S. § 8-341.

Education program staff- means teachers, paraprofessionals and support staff providing formal academic education services or vocational training.

Emergency- means any significant disruption in the facility's procedures or activity, and/or any situation where lives are endangered or large-scale destruction to property may occur.

Emergency care- means medical care for an acute illness or unexpected health needs that requires immediate attention.

Evacuation plan- means a procedure approved by the director of juvenile court services and detention administrator to exit the detention personnel, juveniles, and visitors from the facility in case of an emergency.

Exigent circumstances- means any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility, as provided in 28 C.R.F. Part 115

Gender nonconforming- means a person whose appearance or manner does not conform to traditional societal gender expectations, as provided in 28 C.R.F. Part 115.

Grievance- means a formal procedure to file a complaint about a circumstance, condition or action considered to be unjust. A juvenile can grieve the conditions of the facility, mistreatment by detention personnel, mistreatment by another juvenile, or the disciplinary action taken by an detention personnel. A grievance cannot be made on something that is legally required or ordered by the court.

Head counts-means the act of counting juveniles in a particular group during predetermined times of the day; generally done at the beginning and end of each shift.

Health professional- Has the same meaning prescribed in section 32-320, as provided in A.R.S. § 8-201(15).

Health screening- means an approved procedure of inquiry and observations conducted by health trained staff to detect health and safety concerns for newly admitted juveniles.

Health services authority- means a licensed medical professional or medical agency that is responsible for the design and provision of health services to the juvenile population and authorized to make medical judgments regarding a juvenile.

Housing unit- means a group of single or multiple occupancy cells that is adjacent to a day room.

Incident report- means a written report documenting any special or unusual event and steps taken by detention personnel who responded to the event. This includes disciplinary reports.

Incorrigible child- means a child who is adjudicated as a child who refuses to obey the reasonable and proper orders or directions of a parent, guardian or custodian and who is beyond the control of that person, is habitually truant from school as defined in section 15-803, subsection C, is a runaway from the child's home or parent, guardian or custodian, habitually behaves in such a manner as to injure or endanger the morals or health of self or others, commits any act constituting an offense that can only be committed by a minor and that is not designated as a delinquent act, and fails to obey any lawful order of a court of competent jurisdiction given in a noncriminal action.

Informed consent- means an agreement by a patient to a treatment, examination, or procedure after the patient receives the facts from a licensed medical professional on the nature, risks, and alternatives to the proposed treatment, examination or procedure.

Intersex- means a person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development, as provided in 28 C.R.F. Part 115.

Isolation- means a placement of a juvenile in a locked room to control aggressive, disruptive or threatening behavior or due to medical reasons to prevent the spread of communicable diseases to the rest of the population.

Juvenile- means an individual under eighteen years of age, (also juvenile or child), as provided in A.R.S. § 8-201(6).

Juvenile court- means the juvenile division of the superior court when exercising its jurisdiction over children in any proceeding relating to delinquency, dependency or incorrigibility, as provided in A.R.S. § 8-201(18).

Limited English Proficiency-Title VI of the Civil Rights Act of 1964 requires recipients of federal financial assistance to take reasonable steps to make their programs, services and activities available to eligible persons with limited English proficiency.

Mechanical restraints- means handcuffs, shackles, straitjacket, restraint chair, four point restraints, or other equipment to restrict motion to subdue, protect, or transport a juvenile.

Medical examination- means a thorough evaluation of a patient's current physical condition and medical history conducted by a licensed medical professional.

Medical isolation- means the separation of a juvenile with a communicable disease for the sole purpose of protecting other juveniles in the population.

Medical screening- means a systematic method to assess a juvenile's physical and mental health at the time of admission through observation and interview questions.

Memorandum of understanding (MOU)-means a document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.

Mental health professional- means a mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A "qualified mental health practitioner" refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims as provided in 28 C.R.F. Part 115.

National Commission on Correctional Health Care (NCCHC)- means an independent, not-for-profit 501(c)(3) organization dedicated to improving the quality of health care in jails, prisons and juvenile confinement facilities.

National Fire Protection Association Fire Codes- means consensus Codes and standards developed by NFPA intended to minimize the possibility and effects of fire and other risks.

National Juvenile Detention Association (NJDA)- means a non-profit organization dedicated to the advancement of the science, processes, and art of juvenile detention services through the overall improvement of the juvenile justice profession.

Neglect- means the inability or unwillingness of a parent, guardian or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes unreasonable risk of harm to the child's health or welfare, except if the inability of a parent, guardian or custodian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services. Permitting a child to enter or remain in any structure or vehicle in which volatile, toxic or flammable chemicals are found or equipment is possessed by any person for the purposes of manufacturing a dangerous drug as defined in section 13-3401, as provided in A.R.S. § 8-201(22)(a-b).

Nurse practitioner- means a certified professional nurse who has an expanded scope of practice, as provided in A.R.S.§ 32-1601(19).

Over the counter medication (OTC)- means medication that does not require a physician's prescription to purchase.

Parental consent- means a parent's permission that is required to make important decisions in matters affecting his or her child.

Pat search- means an external examination of a clothed juvenile for weapons and contraband by feeling on the outside of the clothes.

Perimeter security- means a system used to control ingress and egress to the interior of the facility.

Petition- means a written statement of the essential facts that allege delinquency, incorrigibility or dependency, as provided in A.R.S. § 8-201(24).

Physical force- means force used in instances of justifiable self-defense, protection of others, protection of property or to prevent escape. Physical force is to be used as a last resort when all other options to maintain control have been exhausted.

Physical restraint- means a certified technique using the hands to restrict the motion or subdue a juvenile.

Physician- means a doctor of medicine licensed as provided in A.R.S. § 32, Chapter 13 or 17.

Physician assistant- means a person who is licensed and who performs health care tasks pursuant to a dependent relationship with a physician, as provided in A.R.S. §32-2501 (13).

Prison Rape Elimination Act of 2003 (PREA)- means the federal rules to prevent, detect and respond to sexual abuse in confinement facilities. PREA set national standards for four categories of facilities, adult prisons and jails, lockups, community confinement facilities and juvenile facilities.

PREA coordinator- means an upper-level, agency-wide person in the agency designated with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in the facility, as provided in 28 C.R.F. Part 115.

Prescription medication- means any drug, including label and container according to context, that is dispensed pursuant to a prescription order, as provided in A.R.S. § 32-1901(74).

Program Staff- means any person employed by the detention facility or working in the detention facility who contributes to the facility achieving its stated mission and goals.

Psychotropic medication- means a highly controlled group of prescription medication that is used to treat emotional, behavioral, or psychiatric disorders.

Punishment- means a procedure for providing a consequence after a targeted behavior is performed that decreases the behavior in the future.

Records- means any documentary material, regardless of physical form or characteristic, such as information maintained in a case management system that may be used to reproduce a document and any other case related data, including a photographic or electronic reproduction or image substituted for the original, as provided in ACJA § 4-302.

Recreation- means structured activities that include large muscle activities and leisure activities intended to entertain, refresh and contribute to the overall development and well-being of the juvenile.

Retention- means the period of time during which records must be kept before they may be disposed of, usually a period of years and sometimes contingent upon an event, as provided in ACJA § 4-302.

Risk Based-is an objective assessment demonstrates that the juvenile will:

a) Present a significant risk to the community by committing another delinquent act, or;
b) Will not appear at the next scheduled hearing.

Room confinement- means a method of behavior management when a juvenile is placed in a locked room. Room confinement shall be used as a temporary response to behavior that threatens immediate harm to others, destruction or damage to the facility.

Safety sensitive duties- means duties that involve assigned responsibilities for direct community or custodial supervision of probationers, defendants or juveniles pending adjudication or that involve authorization to carry and to use a firearm in the performance of other assigned responsibilities, as provided in ACJA § 6-106.

Safety sensitive positions- means officers, community service coordinators and other employees as designated by the chief probation officer or director of juvenile court services who provide direct supervision or services to adult or juvenile offenders who are subject to the jurisdiction of the court, as provided in ACJA § 6-106.

Sally port- means an enclosure in the perimeter wall or fence of a detention facility used for the delivery of detainees, containing gates and/or doors at both ends that should be opened one at a time to ensure the security of the facility.

Self-defense- means a person is justified in threatening or using physical force against another when and to the extent a reasonable person would believe that physical force is immediately necessary to protect himself against the other's use or attempted use of unlawful physical force as provided in A.R.S. § 13-404.(A)

Sexual abuse- means inflicting or allowing sexual abuse pursuant to section 13-1404, sexual conduct with a minor pursuant to section 13-1405, sexual assault pursuant to section 13-1406, molestation of a child pursuant to section 13-1410, commercial sexual exploitation of a minor pursuant to section 13-3552, sexual exploitation of a minor pursuant to section 13-3553, incest pursuant to section 13-3608 or child prostitution pursuant to section 13-3212, as provided in A.R.S. §8-201(2)(a).

Sexual activity- Any physical or non-physical behavior that can be considered of sexual nature by a juvenile or detention personnel.

Sexual harassment- means repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature. It can also mean demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. Sexual harassment can be juvenile to juvenile or

committed by a staff member, contractor, or volunteer to a juvenile detainee as provided in 28 C.R.F. Part 115.

Sick call- means a facility's procedure that permits a detainee to request medical attention.

Sight and sound separation- means prohibition of any contact between a juvenile being housed in an adult jail or lock-up facility and any charged or convicted adult pursuant to A.R.S.§ 8-305.

Sleeping hours- The time identified by the facility when the population is confined to their rooms for sleeping with lights out and no programming occurring. Sleeping hours shall not exceed 10 hours.

Staff sexual misconduct- means any behavior or act of a sexual nature directed towards a juvenile detainee by detention personnel, volunteer, contractor or agency representative. This includes romantic relationships between staff and juveniles, and inappropriate behavior that may not be criminal, as provided in 28 C.R.F. Part 115.

Standard-Essential to ensuring the welfare, health, safety and security of the juvenile, personnel and the public, in conformance with constitutional, statutory, court rules and Arizona code of judicial administration mandates; with which a juvenile detention center must conform to achieve compliance.

Status offense- means conduct which would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult as provided in 28 C.F.R. § 1.304(h). Common status offenses include running away, skipping school, and breaking curfew, as well as ungovernability, underage drinking.

Strip search- means visual, non-contact examination of a juvenile's naked body for weapons, contraband, injuries, and deformities.

Substantiated allegation- means an allegation that was investigated and determined to have occurred as provided in 28 C.R.F. Part 115. (See also unfounded allegation and unsubstantiated allegation)

Suicide prevention and intervention- means the facility's suicide policies and procedures that address the following areas: staff training, identification and screening, staff communication, housing, supervision, intervention, reporting and review.

Suicide risk assessment instrument- means a systematic method to assess the juvenile's mental health and the level of risk of self-harm at the time of admission through a process of observation and interview questions.

Time out- means a method of behavior management when a juvenile is voluntarily placed in his/her room for a duration of no more than 60 minutes to allow the juvenile to regain control and re-enter the population.

Training- means an organized, planned and evaluated activity designed to achieve specific learning objectives. Training may occur on-site, at an academy or training center, at an institution of higher learning, through contract services, at professional meetings, or through closely supervised on-the-job training. Meetings of professional associations are considered training when there is clear evidence of the above elements.

Transgender- means a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth, as provided in 28 C.R.F. Part 115.

Transportation-Any movement of minor outside the secure area of the detention center.

Treatment plan- means an individualized plan, developed by detention personnel and other professionals, based on the assessed needs of the juvenile that lists either short-term or long-term goals for the juvenile and methods by which the goals are to be achieved.

Unfounded allegation- means an allegation that was investigated and determined not to have occurred, as provided in 28 C.R.F. Part 115. (See also substantiated allegation and unsubstantiated allegation)

Universal precautions- means an approach to infection control. It refers to the use of personal protective equipment, the washing of hands, and other practices to prevent exposure to potentially contaminated bodily fluids. According to the concept of Universal Precautions, all human blood and body fluids are treated as if known to be infectious.

Unsubstantiated allegation- means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred, as provided in 28 C.R.F. Part 115. (See also substantiated allegation and unfounded allegation)

Unusual incident- means any event that occurs beyond the normal daily occurrences in a facility that jeopardizes control of the facility, control of the population, endangers lives or can create property damage.

Volunteer- means unpaid, approved personnel who participate and provide assistance to the detention center**.**

Waking hours- The time identified by the facility during the day and evening hours when the population is to be awake and participating in programming.

Wellness checks (for juveniles in mechanical restraints) - means assessments and monitoring to ensure the juvenile's well-being while in restraints. The assessments shall include frequent monitoring the juvenile's level of consciousness, respiration, agitation, skin color, and possible injuries.

Appendix A

Mechanical Restraint Equipment List

Handcuffs
Leg Irons
Belly Chains
Zip Ties
Spit hoods and masks
Any other device used to restrain the movement of arms, legs or torso.
Emergency Restraint Chair
Humane Wrap
Humane Blanket
Transboard
Restraint Bed