

**OPERATIONAL GUIDELINES**

**AND**

**BEST PRACTICES**

**FOR**

**JUVENILE DETENTION CARE**

**IN ARIZONA**

# PREAMBLE

The fundamental purpose of juvenile detention services in Arizona is to provide secure care for juveniles pending legal proceedings or as ordered by the court as a dispositional option. Detained juveniles require a restricted environment for their own safety and for the protection of the community. Juvenile detention in Arizona is statutorily the responsibility of each county, under the administrative supervision of the Superior Court of Arizona.

Juvenile operational guidelines and best practices have been under development for the last several years. More than thirty individuals representing all branches and levels of government, private and public sector and a multiplicity of disciplines have labored to create the guidelines manual.

The operational guidelines represent minimum standards that should be in place and serve as the philosophical foundation for the delivery of quality secure care services. Juvenile detention, as a service industry, is changing - changing from a custodial model to one with a focus on programming for juveniles under the direct supervision model.

Young people in Arizona are placed in juvenile secure care facilities for anywhere from a day to up to one year. In 1998, Arizona entered an age of renovation, expansion, and construction of new facilities with an appropriation from the state legislature. Fourteen counties have taken advantage of this funding to expand and update their local detention service capabilities. State of the art facilities need state of the art management. The challenge is to make an impact on behavior, change the thinking process, solidify educational gains and provide exceptional transition services within a limited amount of time. These helpful services can only be achieved by a staff trained and dedicated to the concept of juvenile detention as a process and not merely a place.

# FORWARD

The Operational Guidelines Manual reflects the commitment of the Arizona juvenile justice system to the quality of care and service of juveniles under the custody of the juvenile court. Detention is a bifurcated system in Arizona. Pursuant to A.R.S. § 8-305, it is the responsibility of the county board of supervisors to maintain a local juvenile detention center. The juvenile court, however, has oversight authority over the facility since the appointment of a director of juvenile court services is vested with the presiding juvenile court judge. Subsequently, the director is authorized to appoint detention personnel, including the detention administrator (A.R.S. § 8-203). Ultimately, it is the director of juvenile court services who is responsible for the detention center and the provision of detention services. Unless otherwise specifically indicated in the guidelines manual, it is the responsibility of the director to ensure that the operational guidelines are fully carried out.

The manual is divided into two sections: “Operational Guidelines” which provide the requirements necessary for the minimum level of care adopted by the Directors of Juvenile Court Services; and “Best Practices” which offer exemplary standards and promising practices which each county juvenile detention system can choose to strive to implement. Best Practices, while recommended, are discretionary and are presented in the manual for individual consideration by county juvenile departments.

The manual includes a cross-reference section for each guideline for federal and state statutes, court rules, and standards promulgated by national associations and organizations. Implementation dates and revision dates are provided in each section.

While the guidelines primarily pertain to the operation of juvenile detention facilities, they also provide directives for the administration and design of detention centers. In addition, they recognize that juvenile detention facilities do not operate in isolation -- they collaborate with state and local executive branch agencies, law enforcement agencies, school districts, local governing bodies, and service providers.

The Operational Guidelines Manual is an ever evolving document that will be updated as necessary to comply with changing philosophy, policy and practice.

# **ACKNOWLEDGMENTS**

The Operational Guidelines and Best Practices Manual for Juvenile Detention Care in Arizona is the result of almost two years of effort on behalf of a diverse group of individuals and agencies from around the state. Directors of Juvenile Court Services, detention services administrators, representatives from state and local child-serving agencies, law enforcement, and private citizens were essential to the process and final product. Their experiences and knowledge lent perspective to the development of the manual and strengthened the project.

Recognition must be given to the American Correctional Association (ACA), the National Juvenile Detention Association (NJDA), American Bar Association's Institute of Judicial Administration, the National Commission on Correctional Health Care (NCCHC), and standards developed by several states, all of which provided support and documentation for the development of the Arizona Operational Guidelines.

Finally, sincere appreciation is expressed to all of the juvenile justice professionals involved in the secure care of juveniles who commented on the guidelines. It is the collective wisdom of all those who offered their ideas and recommendations which made this effort possible.

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# **SECTION I**

## **ADMINISTRATION/MANAGEMENT**

### **OPERATIONAL GUIDELINES**

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-1A-08
<b>Section: I A 1</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Policy and Goal Formulation	<b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-201(14); 8-203(A), (B); 8-204; 8-306(A)
<b>Objective:</b> <i>The objective of this guideline is to ensure clear and communicated lines of authority for all employees in a juvenile detention facility.</i>	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999

- A 1.1** The director of juvenile court services shall maintain overall management responsibility for the juvenile detention center.
- A 1.2** Day to day management of detention operations should be delegated to the juvenile detention services administrator by the director of juvenile court services.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-1C-01
<b>Section: I A 2</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Organizational Chart	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203; 8-204; 8-305
Objective: <i>The objective of this guideline is to encourage the development of a current organizational chart in order to project a clear administrative picture.</i>	<b>Revision Date:</b> November 2, 2002  <b>Implementation Date:</b> September, 1999

**A 2.1** The director of juvenile court services shall ensure that an organizational chart is posted and a copy distributed to all staff, as well as make a copy available at time of hire.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-1C-01, 02. 1G-09
<b>Section: I A 3</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Policy and Procedures Manual	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203; 8-204; 8-205; 8-305
Objective: <i>The objective of this guideline is to ensure all facilities maintain an up-to-date and comprehensive policy and procedures manual and that staff are trained and knowledgeable about its content.</i>	<b>Revision Date:</b> November 2, 2002 <b>Implementation Date:</b> September, 1999

- A 3.1** The policies and procedures for operations shall be specified in a personnel manual that is accessible to all employees.
- A 3.2** All employees shall be knowledgeable of its contents.
- A 3.3** The policy and procedures manual shall be updated and revised as needed, however, all policies and procedures shall be reviewed at a minimum of every three years.
- A 3.4** The manual should reference citizen involvement and the role of volunteers in secure care center operations

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-1F-01, 02, 03, 04, 05, 06, 4C-36  <b>NJDA:</b>  <b>RULE:</b> 123 (PACR)  <b>STATUTE:</b>
<b>Section: I A 4</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Information Systems and Research	<b>Revision Date:</b>  <b>Implementation Date:</b> April, 2004
<b>Objective:</b> <i>The objective of this guideline is to promote the accurate and timely storage and retrieval of data for the purpose of, but need not be limited to, reports, evaluations, planning and research.</i>	

- A 4.1** An organized system of information storage, retrieval and review should be available.
- A 4.2** Written local policies shall be in place which provide for review and approval by the director or designee for any research project prior to implementation.
- A 4.3** Written policy and procedure shall provide that individuals and agencies may 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 the Arizona Code of Judicial Administration.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-1A-22, 23
<b>Section: I A 5</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Public Information and Media Access	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to ensure facilities take a proactive approach in providing information to the public and that media is afforded reasonable access to the facility.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> November, 2003

**A 5.1** The agency or facility shall maintain policy or published guidelines which promote public information and media access to the facility that is consistent with preserving juveniles' rights to privacy and maintaining order and control within the facility.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-3D-06
<b>Section: I A 6</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Mandated Reporting	<b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 13-3620, 13-3623 (A)-(C)
Objective: <i>This guideline recognizes the duty of detention personnel to always report suspected abuse or neglect of a child to the proper authorities. A detention officer is often in the unique position to be the first to discover the signs of abuse and neglect through the admission process of the juvenile into the facility.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> November, 2003

**A 6.1** 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.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1E 04, 05, 06, 18  <b>NJDA:</b> Y-64  <b>RULE:</b> <b>STATUTE:</b> A.O. 2005-25; A.R.S.§§8-208, 8-341(L), 8-342
<b>Section: I A 7</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Transmittal of Commitment Information to ADJC	<b>Revision Date:</b>  <b>Implementation Date:</b> September 2005
<b>Objective:</b> <i>The objective of this guideline is to ensure accurate and timely transmittal of juvenile commitment information to the Arizona Department of Juvenile Corrections.</i>	

- A 7.1** 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).
- A 7.2** A specific staff person shall be designated as the primary contact for transmittal of commitment information or inquiries from the juvenile court to ADJC, and shall promptly notify the AOC of the designee and any changes to the designee's contact information.
- A 7.3** The commitment information to be provided is identified in a checklist which has been approved by the ADJC and the AOC and which designates the following:
- a) Information that is required to be transmitted with the juvenile at time of transport;
  - b) Information that is required within 7 days of the juvenile's arrival at an ADJC facility;
  - c) Any other information that the director or detention administrator deems appropriate to promote the safety and well-being of the juvenile.
- A 7.4** Any information that is unavailable or cannot be verified at the time of transport or within the 7 day period shall be so indicated on the checklist. If the information becomes available at a later point, it shall be sent to ADJC at the earliest opportunity by the most expeditious means available.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1C-01
<b>Section: I B 1</b>  Administration/Management <b>PERSONNEL</b> Personnel Policy Manual	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203; 8-204; 8-205
<b>Objective:</b> <i>The objective of this guideline is to have written personnel regulations to help ensure equitable and consistent treatment of all employees. Every employee should have the opportunity to review the personnel manual at the time of employment and thereafter. Employees should be encouraged to ask questions about personnel policies.</i>	<b>Revision Date:</b> November 2, 2002 <b>Implementation Date:</b> September, 1999

**B 1.1** The director of juvenile court services shall ensure that a personnel policy manual is developed and available to employees.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1C-12, 4C-31  <b>OSHA:</b> 29CFR1910.1035  <b>RULE:</b>  <b>STATUTE:</b> Arizona Administrative Code: Title 9, Ch. 20; R9-20-204
<b>Section: I B 2</b>  Administration/Management <b>PERSONNEL</b> Tuberculosis Testing	<b>Revision Date:</b>  <b>Implementation Date:</b> November, 2003
<b>Objective:</b> <i>The objective of this guideline is to require detention personnel whose responsibilities include regular direct contact with juveniles to be regularly tested for tuberculosis to protect their health and the health of the juveniles under their care.</i>	

- B 2.1** Within six months of the starting date of employment and every 12 months thereafter, a staff member 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, a written statement from a medical practitioner dated within six months before the statement is submitted indicating that the staff member is free from infectious pulmonary tuberculosis.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-1D-05</b>
<b>Section: I B 3</b> Administration/Management <b>PERSONNEL</b> Detention Officer Training	<b>OSHA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Objective:</b> <i>The most valuable resource in a juvenile detention center is a highly qualified, committed, and professional officer who will implement programs and provide meaningful services for detained youth. A well trained and informed officer is better able to serve the juvenile, provide effective programming and maintain a safe and secured environment for the juvenile population and other detention personnel.</i>	<b>Revision Date:</b> <b>Implementation Date:</b> November, 2006

- B 3.1** The director of juvenile court services shall ensure that all detention personnel are provided orientation, in-service training, regular staff development program and meet all COJET requirements.
- B 3.2** All detention personnel with direct contact with the juvenile population shall be certified in Cardiopulmonary Resuscitation and First Aid through either a national or state accredited agency within six months of hire and maintain certification.
- B 3.3** All detention personnel with direct contact with the juvenile population shall receive a minimum of eighty (80) hours of training during their first year. The training shall include, but not be limited to:
- a) Security procedures
  - b) Safety procedures
  - c) Key control
  - d) Communication skills
  - e) Report writing
  - f) Use of force regulations
  - g) Crisis intervention

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- h) Suicide prevention and intervention
- i) Juvenile rules of conduct
- j) Rights and responsibilities of juveniles
- k) Fire and emergency procedures
- l) Interpersonal relationships
- m) Juvenile supervision
- n) Detention policies and procedures

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1D-01
<b>Section: I C 1</b>  Administration/Management <b>STAFF DEVELOPMENT AND TRAINING</b> Program Coordination and Supervision	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203
<b>Objective:</b> <i>The objective of this guideline is to encourage the establishment of a well-defined program of staff development and training that provides the knowledge and skills for staff to competently fulfill their duties and responsibilities. It also establishes responsibility for the design, coordination and delivery of the training.</i>	<b>Revision Date:</b> November 2, 2002 <b>Implementation Date:</b> September 1999

- C 1.1** The director of juvenile court services shall ensure that a specific staff person is designated as training coordinator and is responsible for the design, coordination and delivery of the program of staff development and training.
- C 1.2** All facility programs, administrative and support staff shall receive training specific to their assigned responsibilities, such as training provided by the Committee on Probation Education (COPE), the National Juvenile Detention Association or local training.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3B-01
<b>Section: I D 1</b>  Administration/Management <b>MONITORING</b> State Inspections	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203; 8-306(B)
<b>Objective:</b> <i>The objective of this guideline is to comply with periodic inspections of county detention centers to ensure that the health, welfare, and rights of juveniles by federal, state, and local officials are protected. Procedures shall be written to ensure the inspections and report standards are in compliance with state and federal regulations.</i>	<b>Revision Date:</b> November 2, 2002 <b>Implementation Date:</b> September, 1999

- D 1.1** The director of juvenile court services shall cooperate with authorities designated to inspect and monitor the facility as required by statute, policy or other operational guidelines.
- D 1.2** As a basis for the facility inspections, the director of juvenile court services shall use the guidelines and regulations set forth in the most current Operational Guidelines for Juvenile Detention Care in Arizona.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-203; 8-305; 8-306(B)
<b>Section: I E 1</b> Administration/Management <b>SIGHT AND SOUND SEPARATION</b>	<b>Revision Date:</b> November 2, 2002 <b>Implementation Date:</b> September 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles shall not be housed with adult offenders.</i>	

**E 1.1** If the existing detention facility is located on the grounds or shares property with an adult lock up facility, the director of 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 and state law.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1G-01, 02, 03, 04. 05, 07, 08  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-203; 8-305; 8-306(B)
<b>Section: I F 1</b>  Administration/Management <b>CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS</b> Screening, Selection and Termination	<b>Revision Date:</b>  <b>Implementation Date:</b> November, 2003
<b>Objective:</b> <i>The objective of this guideline is to promote the concept that any volunteer program is only as good as the volunteers who make up the program. Screening and selection of volunteers is a critical element of this process. Facilities utilizing volunteers maintain personnel files on their volunteers, have a workable identification system and ensure that the volunteers receive adequate orientation and specific training related to relevant policy and procedure.</i>	

- F 1.1** The director of juvenile court services shall ensure that if a volunteer program is in operation, there shall be written policy and procedures governing the sue of volunteers, screening, orientation and a termination procedure.
- F 1.2** Volunteers who have direct contact with juveniles, without staff present, shall undergo a background and criminal history records check in accordance with local policies.

**SECTION II**  
**JUVENILE SERVICES**  
**OPERATIONAL GUIDELINES**

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> ACA: 1-SJD-5C-02  <b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-236; 15-913 Family Education Rights and Privacy Act, (FERPA): 20 U.S.C. § 1232g
<b>Section: II A 1</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Educational/Diagnostic Screening	<b>Revision Date:</b> June, 2001 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require the timely compilation of as complete an educational history as possible. In addition to obtaining information to provide for the educational needs of the juvenile while in detention, a comprehensive information and records gathering process can significantly aid in decisions about disposition and treatment.</i>	

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

- a) The most recent educational placement including the type of placement, school district, school and grade.
- b) Any special education designation.
- c) Any disability not covered under the special education law, but severe enough to impact learning.
- d) Current performance, attendance and discipline problems.
- e) Academic interests and vocational goals.
- f) Educational history, including most recent educational placement.
- g) Any exceptionality, i.e., a behavioral plan.
- h) Immunization records.

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- i) Progress, attendance and behavioral reports.
  - j) Individualized Education Programs (IEPs).
  - k) Multi-disciplinary evaluation team reports (METs).
  - l) Psychological evaluations.
- A 1.2** All information and records shall be maintained in the juvenile's educational record at the facility consistent with state and federal law. Education staff shall maintain the confidentiality of these records.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-5C-01, 02, 03
<b>Section: II A 2</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Educational Plan	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. §§ 8-236; 15-913
<b>Objective:</b> <i>The objective of this guideline is to require the timely development of an educational plan to meet the individual needs of the juvenile that is meaningful and measurable. It also encourages that regular reviews be provided to ensure accountability on the part of the educational program, as well as the juvenile.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**A 2.1** The director of juvenile court services shall ensure that a plan to meet the educational needs of each juvenile is developed by appropriate authorities.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-5C-01, 03
<b>Section: II A 3</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Education Program Structure	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. §15-913
<b>Objective:</b> The objective of this guideline is to require the provision of a quality educational experience for the juvenile immediately upon admission to detention. The educational program should closely approximate the educational services that would be available through the public school system, as well as provide for the special needs of the juvenile.	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999

**A 3.1** All juveniles shall attend educational programming as offered and required by state and federal law. Denial of education services shall not be used punitively.

**A 3.2** The director of juvenile court services shall ensure that the content and curriculum design shall address the juvenile's educational needs as identified in the educational plan. It should include, but need not be limited to, the following:

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

**A 3.3** The school day shall consist of a minimum of 240 minutes of instructional time.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-5C-02
<b>Section: II A 4</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Educational Assessments	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. §15-913, IDEA., IASA
<b>Objective:</b> <i>The objective of this guideline is to encourage the timely completion of a comprehensive educational assessment. The educational assessment will aid in the development of an individualized plan to meet the educational needs of the juvenile while in detention and provide important diagnostic information to aid in disposition and treatment.</i>	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999

- A 4.1** If the assessment process provides an indication of any exceptionality or if an Individual Education Program (IEP) exists, requirements as provided by state and federal law shall be observed.
- A 4.2** If the information described under this section is already available, the assessment process need not be re-administered.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1E-08
<b>Section: II A 5</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Educational Records	<b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-236 Family Education Rights and Privacy Act, (FERPA), 20 U.S.C. § 1232g, §15-828(F)
<b>Objective:</b> <i>The objective of this guideline is to encourage the timely transfer of educational records to provide for the continuity of education of the juvenile.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- A 5.1** The detention services administrator and educational program staff shall ensure that educational information and records meet the standards as outlined in A.R.S. §15-828(F).
- A 5.2** The educational record of the juvenile shall be forwarded to the school district or educational program of the residential placement to which the juvenile is committed. Upon receipt of a proper request this process should occur within ten (10) business days.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-01
<b>Section: II B 1</b>  Juvenile Services <b>HEALTH SERVICES</b> Health Services Authority	<b>NCCHC:</b> Y- 02  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-236; 8-245
<b>Objective:</b> <i>The objective of this guideline is to establish responsibility for health services and affirm the importance of medical decisions regarding juveniles.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- B 1.1** A medical professional shall be designated as the facility's health services authority. The health services authority shall be responsible for the design and provision of health services, including final medical judgments regarding juveniles. A written agreement, contract or job description shall define the duties and responsibilities of the health services authority.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-01, 18, 19, 20, 21  <b>NCCHC:</b> Y- 34  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-245; 8-303(B)(2); 13-3620
<b>Section: II B 2</b>  Juvenile Services <b>HEALTH SERVICES</b> Health Screening	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the identification and treatment of health conditions in need of immediate medical care.</i>	

- B 2.1** Any juvenile presented for admission to detention and in need of emergency medical care due to serious injury, intoxication from alcohol or other drugs, or in need of mental health intervention shall not be admitted to detention. The staff person responsible for admissions to the facility shall refer the person delivering the juvenile to detention to a local community hospital 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. Local policy can be developed to allow juvenile secure care staff to deliver juveniles to a medical facility.
- 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 should be designed to detect such issues. Juveniles in need of detoxification services at admission shall be referred to a local hospital. 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 community hospital, 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 program staff trained by a qualified health care professional in the collection of health related information. The health screening should consist of structured interview and observations. Information obtained through the health screen should include, but need not be limited to, the following:

## OPERATIONAL GUIDELINES

- a) Mental health problems, including diagnosis, therapist and hospitalization.
  - b) Level of risk to gesture or attempt suicide as determined by a suicide risk assessment instrument.
  - c) Current illness and health problems, including tuberculosis, sexually transmitted diseases and other infectious diseases.
  - d) Questions structured to identify behaviors that place the juvenile at high risk for contracting AIDS and an informed consent procedure to request that the juvenile agree to be tested.
  - e) Current use of medication, including type, dosage, diagnosis and prescribing physician
  - f) Dental problems
  - g) Vision problems
  - h) Use of alcohol or other drugs, including types, amounts, frequency of use, last period of use and any problems experienced after discontinuing use.
  - i) For females, last menstrual period, any gynecological problems and pregnancies.
  - j) Behavioral observations, including state of consciousness, mental status, appearance, conduct, tremors and sweating.
  - k) Body deformities and ease of movement.
  - l) Conditions of the skin, including trauma marks, bruises, lesions, jaundice, rashes, infestations, needle marks, or other indications of drug use.
  - m) Allergies
  - n) Health history, including hospitalizations and chronic disease(s).
- B 2.4** Identification of any medical condition for which the juvenile currently being, or was recently, treated shall result in the immediate request by program staff for medical records from the identified source of treatment. These medical conditions should 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.

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- c) Communicable diseases, including tuberculosis, hepatitis and sexually transmitted diseases (STD's).
  - d) For females juveniles, gynecological problems or pregnancy.
- B 2.5** Immunization record for every juvenile, detained more than fifteen days, should be requested by program staff from the parent, guardian, custodian, family physician, school or other available source. The immunization record shall be reviewed by a qualified medical professional.
- B 2.6** Evidence of abuse, provided through observation or inquiry, shall be reported by program staff to Child Protective Services in accordance with A.R.S. § 13-3620.
- B 2.7** Significant findings provided through the health screen shall result in an immediate referral by program staff to the health services authority. Any interim health care instructions provided by the health services authority shall be documented and followed by program staff.
- B 2.8** Identification of any medical conditions for which the juvenile is currently being, or was recently, treated shall result in the immediate request by program staff for medical records from the identified source of treatment.
- B 2.9** 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 should be written in a manner in which that are easily understood by juveniles.
  - b) The procedures to access medical services should also be provided in writing in the language(s) of non-English speaking juveniles that are frequently admitted to the facility, e.g., Spanish
  - c) The individual conducting the health screening shall have the juvenile sign off confirming he/she was advised his/her right to access medical care.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-09, 18, 19, 20, 21  <b>NCCHC:</b> Y- 35  <b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-245; 8-342(B); Title 36, Art. 4
<b>Section: II B 3</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Examination	<b>Revision Date:</b> March, 2003 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that a health care screening is conducted in a timely manner by a qualified health care professional to diagnose health problems and begin medical treatment.</i>	

**B 3.1** Every juvenile shall have a comprehensive medical examination conducted by a licensed physician, nurse practitioner or an Arizona-licensed health care professional within seven (7) days of admission. The medical examination shall include, but need not be limited to, the following:

- a) Review of information obtained through the health screen.
- b) Additional information to complete medical, dental and mental health histories (e.g., drug, alcohol and tobacco use, and sexual history including reproduction).
- c) Recording of height, weight, pulse, blood pressure and temperature
- d) Medical examination, including
  - i) Eyes, ears and throat.
  - ii) Abdomen.
  - iii) Genitals, with instruction regarding self breast examination and self testicular examination.
  - iv) Gynecological assessment of females as determined by the health service authority.
  - v) Comments about the mental and dental status.
- e) Laboratory and/or diagnostic tests as determined by the health service authority to detect communicable disease, including,
  - i) Tuberculosis.

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- ii) HIV/AIDS, if an informed consent is obtained.
  - iii) Syphilis, gonorrhea, chlamydia and other sexually transmitted diseases.
  - iv) Hepatitis
- f) Other tests and examinations as medically indicated or as recommended by the Arizona Department of Health Services.
- g) Review of the results of the medical examination and tests, and identification of problems by a licensed physician.
- h) Initiation of treatment when indicated.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-01, 18, 19, 20, 21  <b>NCCHC:</b> Y-01, 38, 39, 41, 51, 55  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-245; Title 36, Art. 4
<b>Section: II B 4</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Care and Treatment	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The purpose of this guideline is to promote the provision of quality health care and ensure that medical services are provided by personnel properly qualified and trained to provide such services. Several specific health care issues commonly associated with at-risk youth are identified.</i>	

**B 4.1** Each county shall have written policy, procedure and practice to ensure that sick call is conducted daily by program 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 sick call. All requests shall be handled in a confidential manner and forwarded to the health services authority for evaluation and a determination of the level of medical care required.

- a) All requests for medical care shall be documented and shall indicate the juvenile's name, nature of request, program staff who received the request and the disposition.
  - (i) If a juvenile reports for sick call more than twice with the same complaint, the juvenile should be scheduled to see a physician as deemed necessary by a qualified healthcare professional within 24 hours.
- b) Sick call should be conducted by a qualified health care professional, e.g., licensed practical nurse, registered nurse, physician's assistant or licensed physician.

**B 4.2** All medical treatments and prescription medication shall be administered according to direct orders or under the supervision of a licensed physician or dentist. All orders shall be documented in the juvenile's medical record.

**B 4.3** Licensed practical nurses, registered nurses and physician's assistants shall provide health services to the extent that state and federal law and regulation permit.

- a) All health services shall adhere to written medical protocols established by the facility's health services authority.

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- B 4.4** Program staff shall provide direct health care 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 program staff may provide direct health care services include, but need not be limited to, the following:
- a) Medical emergencies requiring the use of standard first aid and/or cardiopulmonary resuscitation (CPR).
  - b) Minor medical treatments, e.g., treatments for mild colds, athlete's foot, minor cuts, abrasions, burns, common headaches, constipation and diarrhea, with specific written authorization and supervision of a qualified health care professional.
  - c) Health care/nutritional education, in cooperation with, and under the supervision of the health care authority.
- B 4.5** Pregnant juveniles shall be provided health care services as authorized by the health services authority.
- B 4.6** If a medical emergency occurs, emergency medical personnel shall be contacted and, if needed, the juvenile shall be transported to the nearest hospital for further treatment.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-16, 17  <b>NCCHC:</b> Y-22, 29  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-245; Title 36, Art. 4
<b>Section: II B 5</b>  Juvenile Services <b>HEALTH SERVICES</b> Pharmaceuticals	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The purpose of this guideline is to ensure proper accountability for the distribution of medication. Medication is to be stored and dispensed in compliance with federal and state laws.</i>	

**B 5.1** Pharmaceuticals shall be strictly controlled and monitored in accordance with state and federal law and regulation. All pharmaceuticals shall be properly stored in a double locked secure manner which prevents unauthorized individuals from gaining access. 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) Prescription medication shall only be administered upon the written order of a licensed physician for a specific juvenile with a documented clinical need.
  - i) Any prescription medication that enters the facility with a juvenile shall be confirmed with the prescribing physician and approved by the attending physician prior to it being dispensed to the juvenile.
  - ii) Prescription medication shall only be administered by program staff upon the specific written authorization of a licensed physician and under the direct supervision of a qualified health professional. Training in the administration of medication shall be developed by the health care authority in consultation with the juvenile court director and provided by the health care authority for all program staff responsible to administer medication.
  - iii) All psychotropic medication shall be ordered and supervised by a licensed psychiatrist. Psychotropic medication should only be administered by a qualified health care professional or health-trained personnel under the direction of the health authority. The administration of medicine shall be closely monitored to ensure that the medication is taken as ordered and is not being retained by the juvenile for future use and the risk of overdose. Whenever medically indicated, the medication should be in liquid form.

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- iv) Over-the-counter (OTC) medication shall be dispensed by program staff only in accordance with written protocol procedures 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 should be placed on sick call.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-29, 30, 31  <b>NCCHC:</b> Y-13, 14  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-245; Title 36, Art. 4
<b>Section: II B 6</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Isolation	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The purpose of this guideline is to effectively reduce the spread and incidence of communicable diseases, promote a safe and healthy environment, and assure that juveniles infected with a communicable disease receive prompt treatment.</i>	

**B 6.1** Medical isolation shall only be used if it is medically indicated. If a room other than the juvenile's assigned room is used for medical isolation, it shall be used exclusively for medical purposes and shall be near, and supervised by, medical staff. The conditions for medical isolation should include, but need not be limited to, the following:

- a) A qualified health care professional shall review the need for medical isolation.
- b) Procedural techniques to be used 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 and risk reduction, proper handling of food utensils and dishes, proper handling of patient care equipment and cleaning and disinfection of isolation accommodations.
- c) Juveniles suspected or confirmed to have a communicable, blood-borne disease (e.g., Hepatitis B and Acquired Immune Deficiency Syndrome) shall not be medically isolated unless indicated by a physician. Transfer to an acute care medical facility may be indicated if a juvenile exhibits clinical symptoms.
  - i) Testing for communicable, blood-borne disease shall only occur under informed consent conditions and/or by court order if a) clinical symptoms of the disease exist, b) the juvenile requests to be tested, or c) the juvenile exhibited high risk behavior in which there was an exchange of blood products, semen or vaginal fluid.
  - ii) Juveniles testing positive for communicable blood-borne diseases shall be maintained in the general population unless clinical symptoms require medical treatment not available in the facility.

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- iii) The facility shall provide all necessary equipment to minimize risk of infection to staff and juveniles. The equipment recommended by the Center for Disease Control includes: gloves, gowns, masks, bleach, sponges, buckets, disposable bags, appropriate cardiopulmonary resuscitation (CPR) equipment, food handler gloves, individual shaving razors and disposable syringes.
- iv) Disclosure of medical information regarding juveniles testing positive for a communicable, blood-borne disease shall be governed by state and federal law.
- v) Education and training shall be provided for all staff and should be provided for all juveniles regarding the transmission of communicable, blood-borne disease and means of prevention.

**B 6.2** Universal precautions shall be used whenever staff or other juveniles come in contact with blood or body fluids of another person

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-25, 5B-03  <b>NCCHC:</b> Y-53  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-245; 8-271; 8-272
<b>Section: II B 7</b>  Juvenile Services <b>HEALTH SERVICES</b> Suicide Prevention and Intervention	<b>Revision Date:</b> September 2005 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles at risk to attempt suicide are appropriately identified, managed and provided needed services.</i>	

- B 7.1** A written suicide prevention and intervention plan shall be provided by the detention services administrator and the responsible health authority. Each facility shall have a formal policy designating an administrative officer with responsibility for reporting all incidences of suicidal behavior. The plan shall make every effort not to identify or stigmatize the juvenile in a manner which may be discernable by other detainees. All staff responsible for supervision of juvenile shall be trained annually in the implementation of the plan which shall include detection, assessment and intervention.
- B 7.2** The suicide prevention and intervention plan shall address identification of the potential risk of suicide of each juvenile, including:
- 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.
  - c) 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.
- B 7.3** The detention services administrator or designee shall make a referral to a medical or mental health professional before the conclusion of the shift to request an assessment to be done on a juvenile newly identified as a potential suicide risk.

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- B 7.4** There shall be an assessment by a qualified mental health professional to identify the level of suicide risk, including:
- a) The need for emergency in-patient psychiatric hospitalization; and/or
  - b) Supervision and monitoring by the facility's program and health care staff, including:
    - i) Increased and expanded interaction with program and medical staff, and involvement in program activities to reduce feelings of isolation.
    - ii) Continuation of normal activities with access to areas of the facility where potentially dangerous items are used (e.g., classroom, dining, gymnasium and arts and crafts areas) only under highly supervised conditions.
    - iii) Frequent direct observations, dependent upon the level of suicide risk as determined by the qualified mental health professional, which are documented and 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 7.5** The counties will be responsible to establish a system of quality assurance to ensure direct observations are being done in the prescribed manner and properly documented.
- B 7.6** Staff shall only downgrade the risk status of a suicidal juvenile upon authorization from a medical or mental health professional.
- B 7.7** 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 7.8** Staff shall not strip the juvenile of any clothing except by recommendation of mental health personnel or as authorized by the suicide prevention plan.
- B 7.9** Staff shall communicate all significant information orally and in writing, between medical and program staff, including:
- i) The identification of a potentially suicidal juvenile.
  - ii) The level of supervision and any restrictions ordered.
  - iii) Any suicidal gestures, threats or other significant behaviors.

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**B 7.10** 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 7.11** Each county shall have a written policy, procedure and practice to ensure documentation and recording of 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 consultations, evaluations and recommendations.

**B 7.12** A report of all juveniles identified as suicidal risks shall be made to the juvenile's respective parent, guardian, or custodian and juvenile probation officials. Each facility shall have a formal policy designating an administrative officer with responsibility for reporting all incidences of suicidal behavior.

- a) All attempted suicides shall be reported to the juvenile's parent, guardian, or custodian, juvenile probation officials, and the court.
- b) All completed suicides shall be reported to the juvenile's parent, guardian, or custodian, juvenile probation officer, presiding juvenile court judge, local law enforcement agency, Administrative Office of the Courts, state and local risk management and the medical examiner.

**B 7.13** Post-suicide response procedures shall include mental health counseling for juvenile and staff, and a review of the incident involving community mental health services, staff and administration of the facility.

**B 7.14** Information concerning any suicidal threats and/or attempts should be included in the written summary provided to the juvenile probation officer.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-5D-06
<b>Section: II B 8</b>  Juvenile Services <b>HEALTH SERVICES</b> Program Crisis Intervention	<b>NCCHC :</b> Y- 53,  <b>RULE:</b> 23(B)(4), Juvenile Court Rules of Procedure;  <b>STATUTE:</b> A.R.S. §§ 8-245; 8-272
<b>Objective:</b> <i>The objective of this guideline is to ensure appropriate program services are provided for juveniles who are suicidal and/or who demonstrate behaviors which are a danger to self or others.</i>	<b>Revision Date:</b> June, 2001 <b>Implementation Date:</b> September, 1999

- B 8.1** The director of juvenile court services shall ensure that any juvenile who exhibits suicidal threats and/or gestures, severe assaultive, aggressive behavior or other acting out behavior shall be provided program crisis intervention services.
- a) Program staff shall implement the facility's suicide prevention and intervention plan for any juvenile who threatens and/or gestures suicide.
  - b) 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.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-35, 39, 40, 41  <b>NCCHC:</b> Y-10, 60, 61, 63  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-245; 36-2152; 36-2271; 36-2904(N); 44-132; 44- 132.01; 44-133; 44-133.01; 44-134
<b>Section: II B 9</b>  Juvenile Services <b>HEALTH SERVICES</b> Notification and Consent	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that the juvenile's parent, guardian, or custodian and probation officials are properly notified of significant medical conditions and treatments and that the juvenile's right to confidentiality is protected.</i>	

- B 9.1** Parental consent is not required for routine medical evaluation or treatment administered in the case of an emergency. A minor may consent to medical treatment for conditions relating to drug and alcohol use, pregnancy, and sexually transmitted diseases. When parental consent is necessary, the facility shall ensure either that written parental consent is obtained or that the court gives consent in loco parentis in accordance with A.R.S.§8-245.
- B 9.2** The juvenile's parent, guardian, or custodian, as well as probation officials shall be notified of any significant injury or illness requiring treatment by a licensed physician or dentist.
- B 9.3** All medical information and records shall be maintained consistent with state and federal law. A separate medical record shall be maintained for each juvenile. Access shall be controlled by the health services authority. Release of medical information shall be upon written authorization of the juvenile or order of the court. Exception is noted for the release of records to the Department of Corrections, the Department of Juvenile Corrections, and the county sheriff's department.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4C-39, 40, 41  <b>NCCHC:</b> Y-, 60, 61, 62  <b>RULE:</b> <b>STATUTE:</b> A.R.S. §§ 8-342, 8-272; 8-341(L)
<b>Section: II B 10</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Records and Information	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The purpose of this guideline is to encourage that medical information is provided to the court and probation officials to aid in disposition and treatment, as well as to encourage the timely transfer of medical records to provide for the continuity of medical care of the juvenile.</i>	

- B 10.1** Medical staff shall refer a juvenile, whose medical treatment was initiated in detention and should continue beyond discharge to the community (e.g., pregnancy), to appropriate community-based medical services. The referral process 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.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b>  <b>NCCHC:</b> Y-04
<b>Section: II B 11</b>  Juvenile Services <b>HEALTH SERVICES</b> Internal Review	<b>RULE:</b> <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to continually improve the quality of health services provided to the juveniles in detention centers in Arizona by conducting periodic reviews by the health services authority and the director of the juvenile courts.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> March, 2003

**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) The findings of the internal review are provided to the director of juvenile court services and detention administrator.
- c) Number of identified problems that were corrected within the past twelve months and the number of problems reported during the same time period as a ratio to the director of juvenile court services.
- d) A plan for improvement of health care services jointly developed by the health services authority, the director of juvenile courts services, and the detention administrator.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-4C-01, 18, 19, 20, 21
<b>Section: II C 1</b>  Juvenile Services <b>RECREATION</b> Program Structure	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure the identification and treatment of health conditions in need of immediate medical care.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- C 1.1** All juveniles shall have access to recreational opportunities unless documented medical, behavioral or security issues prohibit their participation in specific activities.
- C 1.2** The recreation program shall provide a variety of planned, structured large muscle and leisure activities.
- C 1.3** A minimum of one (1) hour of large muscle activity and one (1) hour of leisure time activity shall be provided daily.
  - a) The large muscle activity shall be conducted outdoors unless specific authorization is provided by the detention services administrator or designee. The reason(s) for not conducting the activity outdoors and the authorization provided by the detention services administrator shall be clearly documented.
- C 1.4** Recreational activities shall not be withheld as a means of group or individual punishment.
- C 1.5** Staff shall be provided to ensure proper supervision of juveniles during recreational activities.
  - a) Appropriate juvenile's interests and preferences should be incorporated into the recreational activities.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3D-01, 02, 03, 04, 05, 06, 07, 08; 4C-36; 5F-01, 02, 03; 5G-01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 13-3620 et seq.; 13-3623 (A)-(C)
<b>Section: II D 1</b>  Juvenile Services <b>JUVENILE RIGHTS</b> Rights of Juveniles	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that the fundamental rights of juveniles as provided by the U.S. Constitution and state law are honored, valued, supported and protected. These guidelines are designed to promote appropriate support, interaction and involvement with family members, significant others and legal representatives. The facility shall provide juveniles with written policies regarding the juvenile's rights. If a juvenile is unable to understand the written policies, the information shall be conveyed in the primary language understood by the juvenile.</i>	

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

- a) Freedom of speech;
  - i) Restrictions on free speech shall be the least restrictive necessary to provide facility safety, security and accomplishment of program aims.
- b) Right to participate in religious activities;
  - i) Juveniles shall have the right to participate in religious activities and meet religious advisors on a voluntary basis.
    - a) This right shall only be restrictive if there is a compelling reason and no alternative exists in order 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. Juveniles have the right to confidential contact with attorneys and authorized representatives through

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telephone, uncensored correspondence and personal visits. Authorized representatives include, but not limited to, guardians ad litem, court appointed special advocates, and law associates.

- ii) The facility shall provide a private area available for conferences between the juvenile and the attorney.
- d) Right to medical services; and
- e) Freedom from discrimination
  - i) Juveniles shall not be subjected to discrimination based on race, national origin, religion, gender, physical or mental disability.

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<p><b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b></p>	<p><b>Cross Reference:</b> ACA: 1-SJD-5G-12</p>
<p><b>Section: II D 2</b></p> <p>Juvenile Services <b>JUVENILE RIGHTS</b> Visitation</p>	<p><b>NJDA:RULE:</b> 23(B)(6), Juvenile Court Rules of Procedure</p> <p><b>STATUTE:</b></p>
<p>Objective: <i>The objective of this guideline is to ensure the provisions of the juvenile's visitation privileges while in secure care. The focus of this guideline is for the facility to encourage and advocate for the juvenile's significant adults to visit with the juvenile while removed from the home. (Significant adults may be spiritual leaders, parents, guardians, custodians, counselors, teachers, grandparents, adult siblings and similar appropriate adults.) All juveniles shall be allowed visitation by the parent, guardian, custodian, attorney of record, probation officer and/or any other adult deemed appropriate to visit with the juvenile.</i></p>	<p><b>Revision Date:</b> March, 2002</p> <p><b>Implementation Date:</b> September, 1999</p>

**D 2.1** The director of juvenile court services shall ensure that a policy is developed articulating the parameters of a visitation program.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD- 5G, 11
<b>Section: II D 3</b>  Juvenile Services <b>JUVENILE RIGHTS</b> Telephone	<b>RULE:</b> 23(B)(5), Juvenile Court Rules of Procedure <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to ensure the facility encourages and may provide resources for the juvenile to send and receive communication telephonically in a safe and secure manner.</i>	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999

- D 3.1** The director of juvenile court services shall develop policies and procedures to ensure access of each detained juvenile to telephone services.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD- 5G-01, 04, 05, 07, 08, 09, 10
<b>Section: II D 4</b>  Juvenile Services <b>JUVENILE RIGHTS</b> Mail	<b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure that the juvenile's fundamental right to access the U.S. mail as provided by the U.S. Constitution and state law are honored, valued, supported and protected. These guidelines are designed to promote appropriate support, interaction, and involvement with family members, significant others and legal representation.</i>	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999

- D 4.1** The director of juvenile court services shall develop policies and procedures to ensure the rights and access of each detained juvenile to the U.S. mail. A written policy and procedure governing written correspondence of juvenile's mail shall be available to all staff and juveniles.
- D 4.2** Incoming and outgoing mail shall be opened in the presence of the juvenile when examined for contraband.
- D 4.3** A juvenile shall have the right to privacy in written correspondence unless there are reasonable grounds to suspect the presence of contraband, or for security and safety risk.
- D 4.4** Incoming and outgoing mail shall not be read by detention officers unless the detention services administrator or designee can document reasons to believe the correspondence contains material which presents clear and present danger to the health or safety of the juvenile or the security of the facility.
- D 4.5** A record shall be maintained in the juvenile's file when mail is read by detention staff, documenting the specific reason why the mail was read, and signed by the detention services administrator or designee.

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<b>STATE OF ARIZONA</b> <b>JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-3D-08
<b>Section: II D 5</b>  Juvenile Services <b>JUVENILE RIGHTS</b> Grievance Procedures	<b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>A grievance procedure is an important part of the juvenile detention center's operation. It provides a means of addressing perceived injustices, and increases the communication between staff and the detainee. It offers detention administrators a way to learn about unprofessional staff or other issues needing attention.</i>	<b>Revision Date:</b> September, 2004 <b>Implementation Date:</b> September, 1999

- D 5.1** Each juvenile detention facility shall have an established written policy concerning the handling of formal and informal grievances/complaints made by detained juveniles.
- D 5.2** Program staff shall inform newly admitted juveniles 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 with a guarantee against reprisals.
- D 5.4** Detained juveniles shall not be denied the right to file a grievance by program staff.
- D 5.5** When a juvenile is not satisfied with the results from attempting to informally resolve a grievance/complaint, the juvenile should submit a formal written grievance/complaint. Each grievance/complaint should be handled on the lowest level of authority before being appealed to higher supervisory levels.
- D 5.6** If the juvenile is not satisfied with the results of the lower level supervisor's decision, the juvenile shall have the right to appeal this decision to the detention services administrator.
- D 5.7** A juvenile's grievance/complaints, regardless of their nature, shall have an initial response within forty-eight hours and recorded. The grievance shall be investigated and resolved in a timely manner. Action concerning the complaint shall be communicated to the juvenile and recorded to ensure that a potentially serious problem is not overlooked.
- D 5.8** The detention center shall maintain a record of all grievances/complaints, the decision and action taken.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-5A-11, 12; 5B-01
<b>Section: II E 1</b>  Juvenile Services <b>PROGRAM SERVICES</b> Secure Care Services Plan	<b>NJDA:</b> <b>RULE:</b> 23(B)(4), Juvenile Court Rules of Procedure  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to encourage the timely development of a detention service plan to reflect services which juveniles may receive, based upon the juvenile's anticipated length of stay. The guideline also requires that a juvenile's participation and progress in appropriate program services is communicated to the court and juvenile probation officials.</i>	<b>Revision Date:</b> April, 2004 <b>Implementation Date:</b> September, 1999

**E 1.1** Based upon the basic needs of adolescent development and the identified program needs of the juvenile, the director of juvenile court services shall ensure that a detention service plan is developed for juveniles and a specialized plan is developed and documented as necessary. The detention service plan shall document the services that the facility provides the juvenile while detained. The plan should develop short term goals while the juvenile is in detention and consideration should be given to long term goals for post-dispositional juveniles. The detention service plan shall include, but need not be limited to, the following:

- a) The provision of a primary level of programming and services upon admission, consisting of:
  - i) Health services.
  - ii) Education.
  - iii) Recreation.
  - iv) Food services.
  - v) Safety, security and control, e.g., participation in the facility's behavior management system.
- b) Information regarding any specifically identified program needs of the juvenile obtained from the juvenile's parent, guardian, or custodian to assist in the development of the detention service plan.

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- E 1.2** Participation of juveniles in a secondary level of programming and services based upon identified program needs shall be voluntary. If the juvenile refuses the offering of appropriate services, the refusal shall be documented in the juvenile's case record.
- E 1.3** Significant information regarding the juvenile's detention service plan shall be summarized and provided to the court, juvenile probation officials and the juvenile's parent, guardian, or custodian prior to disposition for every juvenile.
- E 1.4** All work assignments shall be made in accordance with federal and state juvenile labor statutes and regulations.

**SECTION III**  
**DETENTION OPERATIONS**  
**OPERATIONAL GUIDELINES**

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3B-01, 02, 03, 04, 05, 09, 10 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 36-601.01; 36-601.02; 29 CFR Part 1910
<b>Section: III A 1</b> Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Fire Safety Procedures	<b>Revision Date:</b> June, 2001 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the safety and security of the juveniles, staff and visitors of a facility in the event of a fire emergency.</i>	

**A 1.1** Each detention facility shall have 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) The use of flame resistant furnishings, bedding and other materials. Mattresses shall be non-combustible and of design and material which will not expel toxic fumes if exposed to high heat. The mattresses, including the outside covers and interiors, shall be made of flame-retardant materials.
- c) Daily inspections, by detention staff, of all areas in the facility and weekly inspections of all exterior areas by appropriate personnel to detect the existence of fire hazards and obstacles to evacuations.
- d) Monthly inspections shall be conducted by appropriate personnel of fire extinguishers, self-contained breathing apparatus (SCBA) gear, testing of emergency lighting and fire and smoke alarms. Although SCBAs are no longer required by state or local fire regulations, in the event that they are located in secure facilities, they must be inspected on a monthly basis.
- e) The prohibition of smoking in any area of the facility, except in a designated outside smoking area.
- f) A minimum of one monthly fire drill, with at least 25% of these drills being held during sleeping hours. Fire drills shall be documented and include, but are not limited to, the following topics:

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- i) Fire prevention.
- ii) Procedures to follow in case of a fire.
- iii) Conduct during a fire.
- iv) Transfer to gathering area.
- v) Evacuation routes and exits.
- g) An explanation by detention staff to juveniles upon admission to the facility about fire drill and evacuation procedures during orientation.
- h) Posting of fire primary and secondary evacuation routes, assembly area locations, fire extinguisher locations and procedures to account for all staff, juveniles and visitors in the event of a fire.
- i) Procedures to notify fire and other emergency personnel in the event of a fire.
- j) Annual training and review for staff in all aspects of the fire safety and evacuation plan.
- k) Annual inspection of the facility by the Arizona State Fire Marshal's Office.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3B-08, 09, 10, 11  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: III A 2</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Emergency Procedures and Plans	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the safety and security of juveniles, staff and visitors of a facility in the event of an emergency.</i>	

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

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

**A 2.2** The director of juvenile court services shall establish and post a response notification list. This list should include, but is not limited to, the following personnel:

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

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- A 2.3** Detention staff shall explain the policies and procedures regarding drills, emergencies, evacuation routes to juveniles upon admission to the facility.
- A 2.4** Disaster drills should be conducted quarterly, with at least 25% of these drills being held during sleeping hours. Emergency drills should be documented and include, but not be limited to, the following topics:
- a) Procedures to follow in case of a emergency.
  - b) Conduct during an emergency.
  - c) Transfer to gathering area.
  - d) Evacuation routes and exits.
- A 2.5** Each facility shall have posted 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 an emergency.
- A 2.6** The director of juvenile court services shall ensure that an annual review of these plans be conducted and documented, as well as training and review for staff in all aspects of each emergency plan.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-02, 03, 04, 05, 07, 08 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 3</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Staffing Ratios	<b>Revision Date:</b> December, 2000 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles are closely supervised at all times and in all places within the facility. The goal is to promote the building of a positive relationship between staff and juveniles. Supervision shall serve as the primary means of behavioral control.</i>	

**A 3.1** Direct staff supervision and interaction that promotes positive relationships shall be the primary means of behavioral control of juveniles. Supervision requirements shall include, but need not be limited to, the following:

- a) Juveniles shall be supervised in all areas of the facility at all times, with:
  - i) A minimum of one staff assigned for every ten juveniles during waking hours, with a minimum of two staff on duty at all times.
  - ii) A minimum of one staff assigned for every 20 juveniles during sleeping hours.
  - iii) A minimum of one male and one female staff on duty whenever both males and females are housed in the facility.

**A 3.2** 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 3.3** Staffing requirements should be determined using a comprehensive review of the entire juvenile detention center operation. Detention population figures should serve as an element of staffing determinations. Other factors that should be considered include:

- a) Program staffing, security levels, gender of children detained, offense history, and other relevant considerations. Goals of the facility should also be reviewed to determine adequate staffing patterns as well as all ancillary staff functions. The primary consideration should be staffing ratios which are sufficient to provide safety, security and programming.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> <b>NJDA:</b> <b>RULE:</b> 23 (B)(4), Juvenile Court Rules of Procedures <b>STATUTE:</b>
<b>Section: III A 4</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Classification	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to identify juveniles who may require special attention from staff, have special needs based on their physical, emotional, or maturity level, and ensure that these needs are taken into consideration and met while the juvenile is detained.</i>	

**A 4.1** The director of juvenile court services shall ensure that policy and procedures address classification of detained juveniles.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-1E-01, 02, 03; 3A-03, 09, 10, 11; 3C-10 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 5</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Records And Documentation	<b>Revision Date:</b> December, 2000 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that all significant information and occurrences within the facility are documented and recorded.</i>	

- A 5.1** A permanent written or electronic daily activity log shall be maintained by detention staff. The log shall become a permanent record of population intake and release information, daily routine information, emergency situations and any unusual incidents. Detention staff reporting for duty shall be required to review information recorded in the log for at least the previous 24 hours.
- A 5.2** An individual record or file for each juvenile held in the detention center shall be maintained. This file shall include such information as daily behavior observations and other demographic statistics so as to assist the probation officer and the courts in case management decisions.
- A 5.3** An individual medical record shall be maintained on each juvenile held in confinement. This record shall contain information gathered at the time of admission to the facility, place, date and time of health encounters, medical and dental consent of parents or legal guardian as well as any other medical information used or assessed by medical personnel regarding diagnosis, treatment or recommended follow-up care concerning psychiatric, medical, dental or other consultative services.
- A 5.4** All individual records shall be established and maintained under the principle of confidentiality. Access to these records shall be restricted to those 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 5.5** Any unusual incident involving a juvenile shall be documented in a written incident report and retained in the juvenile's case file. The incident report should clearly describe the juvenile's involvement and behavior, as well as record staff actions (e.g., verbal and physical interventions) 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:

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- 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 or mechanical restraints.

**A 5.6** 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.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-11, 12, 13; 3C-01 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 6</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Behavior Management	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
Objective: <i>The objective of this guideline is to encourage the development of 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. The goal of behavior management is to minimize the rate of misconduct of juveniles.</i>	

**A 6.1** The director of juvenile court services shall ensure that policies and procedures relative to behavior management be established and made available to all staff.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-11, 12, 13 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 7</b> Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Population Management	<b>Revision Date:</b> <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the safety and well-being of all juveniles, staff and visitors. All juveniles shall be safely supervised and the facility shall operate in a safe and secure manner.</i>	

- A 7.1** All juvenile's movement from one location to another shall be controlled and supervised by staff, including individual and group movement of juveniles to and from program assignments.
- A 7.2** The director of juvenile court services shall ensure that a written reporting system is established for the intake and release of juveniles, population movements, facility visitors and staffing patterns.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b>  <b>ACA:</b> 1-SJD-3C-06, 07  <b>NJDA:</b> Y-38  <b>RULE:</b> 23(B)(4), Juvenile Court Rules of Procedure  <b>STATUTE:</b> A.R.S. § 8-305(E)
<b>Section: III A 8</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Isolation	<b>Revision Date:</b> September, 2005  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that isolation units are used only in circumstances when it is absolutely necessary and that specific procedures are observed to ensure the juvenile=s safety and well-being.</i>	

**A 8.1** The director of juvenile court services shall ensure that there are separate rooms for male and female juveniles.

**A 8.2** Isolation as a method of special management shall be used only when absolutely necessary.

- a) Isolation is defined as the placement of a juvenile in a locked room to control aggressive, disruptive or threatening behavior that is a clear and present danger to the juvenile, other juveniles, staff and/or the security of the facility. Locking juveniles in rooms during normal sleeping hours is not considered isolation. Isolation shall not be used unless appropriate lesser means of intervention have failed to prevent or control the behavior.
- b) Juveniles requiring isolation shall not be denied food or subjected to corporal punishment, abusive or degrading treatment, or denied education services.
- c) Isolation shall not be used for punishment for the convenience of staff or as a substitute for programming.
- d) Whenever isolation is used, an incident report which documents all relevant information shall be entered into the juvenile's case record. Isolation shall not exceed 24 hours without review by the detention services administrator or designee. The information contained in the report shall include, but need not be limited to, the following:
  - i) The specific behavior that necessitated isolation.
  - ii) Alternative interventions that were unsuccessful in controlling the behavior.
  - iii) Authorization by the detention services administrator or designee.

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- iv) The time and date the isolation began and ended.
  - v) Monitoring reports with observations and notations regarding the juvenile's physical and emotional condition at no greater than fifteen minute intervals.
  - vi) Monitoring reports shall include the time, observations and the name or initials of the program staff who conducted the check.
- e) Whenever a juvenile is placed in isolation all potentially dangerous articles shall be removed from the juvenile. Other articles of clothing shall be removed if there is a belief that it constitutes a threat to the health or safety of the juvenile. In no case shall all clothing be removed.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> A.R.S. § 8-201 <b>ACA:</b> 1-SJD-3D-06
<b>Section: III A 9</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Protection From Harm	<b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-201, 13-3623 (A)-(C)
<b>Objective:</b> <i>The object of this guideline is to insure that all juveniles held in a detention center are protected from harm. Detained juveniles have a constitutional right to personal safety. It is the primary goal of juvenile detention officers to protect juveniles from harm and to take reasonable measures to guarantee the safety of all detainees.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September 2004

- A 9.1** Acts of abuse directed against juveniles are prohibited.
- A 9.2** An act of abuse is defined as any act which may cause or causes serious physical or emotional harm or injury pursuant to A.R.S. §8-201 and A.R.S. §13-3623 (A)-(C). Acts such as striking or kicking a juvenile, sexual assault, sexual abuse, injury caused by neglect and impairment of bodily function are prohibited. Non-action, including indifference to a juvenile's needs, which results in serious emotional or physical injury shall also constitute abuse.
- A 9.3** Program staff shall immediately report or cause reports to be made of such information directly to their immediate supervisor and the supervisor shall immediately report such information to the detention services administrator.
- A 9.4** The detention services administrator shall determine if there is enough information to warrant a report to be filed with a law enforcement agency or to the Child Protective Services of the Department of Economic Security pursuant to A.R.S. §13-3620 et seq. The detention service administrator shall inform the director of court services of all allegations and any action taken. If a report is filed, such report shall contain the following information:
- a) The names and addresses of the juvenile and the juvenile's parents, legal guardians or custodian.
  - b) The juvenile's age and the nature and extent of the juvenile's injuries or physical neglect, including any evidence of previous injuries or physical neglect.
  - c) Any other information that such person believes might be helpful in establishing the cause of the injury or physical neglect.

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- A 9.5** Any staff who witness or are aware of an act which may constitute abuse by another staff person on a juvenile in detention shall complete an incident report and shall report such abuse immediately to the detention services administrator.
- A 9.6** Any staff who have reasonable grounds to believe or have knowledge of an act of abuse inflicted on a juvenile prior to the juvenile's being detained have a duty to report such abuse to the detention services administrator.
- A 9.7** Failure to report incidents of suspected abuse shall be considered a violation of the staff person's responsibility in the care of juveniles and may subject the staff person to criminal proceedings as prescribed by state law, as well as administrative action by the facility.
- A 9.8** Juveniles shall not be subjected to infliction of, or threat of, corporal punishment, humiliating treatment, mental abuse, isolation or restraint devices for purposes of discipline or punishment.
- A 9.9** Juveniles shall be prohibited from disciplining other juveniles.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-14, 15; 3D-06 <b>NJDA:</b> Y-39 <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 13.403(2)
<b>Section: III A 10</b> Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Use of Physical Force	<b>Revision Date:</b> <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that physical force is reduced to an absolute minimum in order to prevent harm, liability, and the notion in a juvenile=s mind that authority is best exercised through force.</i>	

**A 10.1** The director of juvenile court services shall ensure that written policies and procedures be developed relative to use of physical force.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-14, 15; 3D-06 <b>NJDA:</b> Y-39
<b>Section: III A 11</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Mechanical Restraints	<b>RULE:</b>  <b>STATUTE:</b>
<i>Objective:</i> <i>The objective of this guideline is to ensure that physical restraint shall be used only when necessary and such use shall be supervised and documented.</i>	<b>Revision Date:</b> September 2004 <b>Implementation Date:</b> September, 1999

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

**A 11.2** Physical restraint shall never be used as punishment.

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

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

**A 11.5** The health care authority will advise whether, on the basis of serious danger to self or others, the juvenile should be placed in a medical/mental health unit for emergency involuntary treatment with sedation and or other medical management, as appropriate.

**A 11.6** If the juvenile is not transferred to a medical/mental health unit and is fully restrained, the following minimum procedures will be followed:

- a) Direct visual observation by staff must be continuous.
- b) Wellness checks shall be conducted and documented every fifteen minutes, to ensure the safety and well being of the juvenile.
- c) Restraint procedures and equipment are in accordance with guidelines endorsed by the designated health authority
- d) Juveniles shall not be in mechanical restraints for longer than two hours without further evaluation and authorization from the health care authority.
- e) The juvenile shall be examined by a health care professional within

## **OPERATIONAL GUIDELINES**

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 staff who has received specific training in de-escalation skills, use of mechanical restraints, first aid and CPR may place a juvenile in restraints.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3C-10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 12</b> Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Disciplinary Reports & Hearings	<b>Revision Date:</b> <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is 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 appeals process.</i>	

**A 12.1** The director of juvenile court services shall establish written local policies and procedures relative to disciplinary reports and reviews.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-13
<b>Section: III A 13</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Transporting Juveniles	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to establish safety and security guidelines for the transportation of juveniles.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**A 13.1** The director of juvenile court services shall establish policies and procedures for the safe and secure transportation of juveniles.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2G-02</b>
<b>Section: III A 14</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Control of Entry and Exit	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to prevent escape, transmission of contraband and unauthorized access.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- A 14.1** The primary avenue of entry and exit shall be through the sally port.
- A 14.2** The sally port shall be under direct or electronic visual and audio observation by security staff whenever either door is opened.
- A 14.3** In the absence of a sally port, doors leading to service areas, such as food or laundry, shall be unlocked or opened only when detained juveniles do not have access to the area or when sufficient detention personnel are present.
- A 14.4** Use of doors and gates other than the sally port shall be restricted as necessary for facility operations and possible evacuation.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-26  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 13-2514 (C); 31-129
<b>Section: III A 15</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Firearms and Offensive Weapons	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that the use and presence of weapons is controlled to prevent unnecessary harm or risk. At no time shall visitors or law enforcement personnel be in possession of firearms or other weapons while inside the facility.</i>	

- A 15.1** Peace officer personnel and all visitors shall secure all weapons, including chemical and blunt force, in secured lockers in an area not accessible to detained juveniles.
- A 15.2** Chemical weapons shall be issued only to personnel trained in their use and shall be used only upon the specific orders of a supervisor.
- A 15.3** No unauthorized weapons may be brought on premises.
- A 15.4** Detention staff are prohibited to use or possess stun guns, hot shots and similar devices.
- A 15.5** Firearms, stun guns, nightsticks and similar devices may be used only by police authority and only in extreme circumstances involving risk of death or serious injury.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-26  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 13-2514
<b>Section: III A 16</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Searches of Persons and Facility	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that the use and presence of weapons is controlled to prevent unnecessary harm or risk. At no time shall visitors or law enforcement personnel be in possession of firearms or other weapons while inside the facility.</i>	

**A 16.1** The facility director of juvenile court services shall ensure that written policies and procedures govern the seizure and processing of contraband and unauthorized property including, but not limited to, who is authorized to order and conduct a search and the manner in which a search shall be conducted and documented.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-3A-10  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: III A 17</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Security and Hazardous Materials	<b>Revision Date:</b> June, 2001 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the safety and well-being of all juveniles, staff and visitors.</i>	

- A 17.1** All areas of the facility shall be inspected daily by staff to determine if any safety or security hazards exist. If a hazard is detected, immediate corrective action shall be taken and a written report shall be made to document the hazard. The area shall be restricted until the hazard is improved or eliminated.
- A 17.2** The director of juvenile court services shall establish a written reporting system to notify the detention services administrator and/or facility maintenance personnel of unsecured, faulty, unsafe or unsanitary conditions on a daily basis.
- A 17.3** The reporting and inspection system should 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** Unsafe conditions shall also be reported as designated by local policy and procedures.
- A 17.5** Written policy, procedure and practice shall prevent detainee access to flammable, toxic, and caustic materials.
- A 17.6** All cleaning substances and any other hazardous materials or substance used in the facility shall be securely stored.
- A 17.7** All cleaning substances and any other hazardous materials or substances used in the facility shall be stored in accordance with applicable fire, safety and health regulations.
- A 17.8** All cleaning substances and other hazardous materials or substances stored in the facility shall be supported by a material safety data sheet (MSDS) as required by Occupational Safety and Health Administration (OSHA) regulations. All MSDS sheets shall be kept together in a clearly marked binder which is easily accessible by staff.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-3A-19
<b>Section: III A 18</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Key Control	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to establish requirements for the control of keys and electronic entry devices in detention centers.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**A 18.1** The director of juvenile court services shall develop written policies and procedures relative to maintaining control and security of keys and electronic entry devices.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2E-12
<b>Section: III A 19</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Personal/Valuable Property Control	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure that a juvenile's personal and valuable property is adequately secured within the detention facility.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- A 19.1** Any personal or valuable property shall be taken from a juvenile and stored in a secure place/container. The juvenile shall be given a receipt for the property and a copy of the receipt shall be placed with the juvenile's property.
- A 19.2** Valuable property should be inventoried on a periodic basis.
- A 19.3** The juvenile, the juvenile's parent, guardian, or custodian and a detention officer shall sign the receipt upon release from the facility. The signed receipt shall be maintained in the juvenile's file.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-4A-01, 03, 04, 06, 07, 08, 09, 10, 11, 14 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b> U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration, 2001 Food Code; Arizona Administrative Code; Title 9, Ch. 8, Article 1
<b>Section: III B 1</b>  Detention Operations <b>FOOD SERVICES</b> Food Service Management	<b>Revision Date:</b> September, 2006 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to establish policies to ensure that juveniles receive food that is nutritious and free from contamination, and is prepared in compliance with state and federal codes.</i>	

- B 1.1** The Director of Juvenile Court Services shall ensure that the food service provider is in compliance with all applicable federal, state and local codes.
- B 1.2** Menus shall specify foods to be served and shall be planned a minimum of one week in advance, dated and posted where they can easily be viewed by staff and juveniles, corrected if changed prior to serving, and kept on file for one year.
- B 1.3** The Detention Administrator shall not serve the same menu to the same juvenile twice in one day.
- B 1.4** The Detention Administrator shall provide for special diets as prescribed by a medical professional.
- B 1.5** The Detention Administrator shall provide for special diets for juveniles whose religious beliefs require the adherence to religious dietary laws.
- B 1.6** All meals shall comply with the recommended daily allowance (RDA) as determined by the United States Department of Agriculture.
- B 1.7** Food shall not be withheld or substituted as a disciplinary tool.
- B 1.8** Meals shall be prepared in accordance with the dietary requirements of the United States Department of Agriculture school breakfast, lunch and dinner dietary allowances. Meals shall be provided at routine times established by the facility. All food and drink shall be served free from contamination and spoilage.
  - a) Food that is to be served cold shall be maintained at a temperature of 41°

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F or below;

b) Food that is to be served hot shall be maintained at a temperature of 135°  
F or above;

c) Daily caloric intake for juveniles should be between 1800 and 2400  
calories.

**B 1.9** There shall be a person in charge who shall be present during all hours of operations at the food establishment, and ensure all employees are properly trained in food safety as it is related to their assigned duties and complies with all applicable federal, state and local codes.

**B 1.10** Food handlers shall clean their hands and exposed portions of their arms immediately before engaging in food preparation.

**SECTION IV**  
**PHYSICAL PLANT**  
**OPERATIONAL GUIDELINES**

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2A-01, 02, 03 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b> Uniform Building Code 1994 Ed. Uniform Mechanical Codes 1994 Uniform Plumbing Code 1994 Uniform Fire Code 1994 National Electrical Code 1993
<b>Section: IV A 1</b>  Physical Plant <b>BUILDING CODES</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require the detention facility to meet all federal, state and local building codes in order to help ensure the safety of all persons within the facility.</i>	

- A 1.1** The detention facility shall conform to applicable zoning ordinances, or through legal means attempt to comply with or change such laws, codes, or zoning ordinances.
- A 1.2** The detention facility shall conform to applicable federal, state and/or local building codes.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2A-03  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Uniform Building Code 1994 Ed. Uniform Mechanical Codes 1994 Uniform Plumbing Code 1994 Uniform Fire Code 1994 National Electrical Code 1993
<b>Section: IV B 1</b>  Physical Plant <b>FIRE CODES</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require the detention facility to comply with professional fire codes to help ensure the safety of all persons within the facility.</i>	

- B 1.1** The detention facility shall conform to applicable, federal, state, and local fire safety codes. Compliance shall be documented by the authority having jurisdiction.
- 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 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.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2A-03  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Uniform Building Code 1994 Ed. Uniform Mechanical Codes 1994 Uniform Plumbing Code 1994 Uniform Fire Code 1994 National Electrical Code 1993
<b>Section: IV C 1</b>  Physical Plant <b>PLANT LOCATION</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require the detention facility to comply with professional fire codes to help ensure the safety of all persons within the facility.</i>	

**C 1.1.** The detention facility shall be located within reasonable accessibility to the community and its available resources, services and accommodations.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-2B-01, 07  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: IV D 1</b>  Physical Plant <b>PLANT SIZE</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that living units operate within capacity and in a manner conducive to enhancing juveniles and staff interaction, as well as public safety. Small living units provide an atmosphere contributive to a safe, secure and treatment oriented detention program.</i>	

- D 1.1** The juvenile detention facility shall operate with living units which actively encourage flexibility, creativity and innovation. In meeting appropriate means of control, incentives for positive behaviors and well-defined means of accountability for negative behaviors shall be emphasized.
- D 1.2** The detention facility shall operate with living units of no more than 24 juveniles each.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-2C-01, 02, 12  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: IV E 1</b>  Physical Plant <b>SLEEPING SPACE</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
Objective: <i>The objective of this guideline is to ensure that sleeping areas in which juveniles are confined conform to the physical, medical and emotional well-being of juveniles.</i>	

- E 1.1** The juvenile detention facility should provide a sleeping space 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 rooms for male and female juveniles.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2C-04</b>
<b>Section: IV F 1</b>  Physical Plant <b>DAY ROOMS</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to establish a day room, multipurpose area, common area or similar area designed and utilized primarily by juveniles engaged in various recreational, educational, treatment, meals, work and/or free time activities.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**F 1.1** Day rooms with sufficient space shall be provided for the use of multipurpose programming activities.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2C-06</b>
<b>Section: IV G 1</b>  Physical Plant <b>DORMITORY TOILETS</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.22, 4.23, 4.26
<b>Objective:</b> <i>The objective of this guideline is to ensure the detention facility has adequate and available toilets to meet the biological needs of juveniles while providing a safe and secure environment for both juveniles and staff.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**G 1.1** All facilities must provide for a minimum of one toilet per gender group. Toilets shall be in compliance with the Americans with Disabilities Act of 1990, and should be accessible within 20 feet of the day room, classroom or other common area. Lavatories should be screened for privacy and one lavatory should be staff dedicated.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2C-07  <b>NJDA:</b>  <b>RULE:</b> <b>STATUTE:</b> Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.22, 4.23, 4.26
<b>Section: IV H 1</b>  Physical Plant <b>WASH BASINS</b>	<b>Revision Date:</b> March, 2002 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles shall have access to operable wash basins with hot and cold running water in housing units.</i>	

**H 1.1** There shall be at least one basin designed to meet the standards of the Americans with Disabilities Act of 1990.

**H 1.2** The water temperature shall range from 100°F to 120°F.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2C-08  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.22, 4.23, 4.26
<b>Section: IV I 1</b>  Physical Plant <b>SHOWERS</b>	<b>Revision Date:</b> March, 2002 <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles have access to shower facilities within the facility.</i>	

- I 1.1** The water temperature shall range from 100°F to 120°F.
- I 1.2** The shower fixtures shall be designed to prevent removal or breakage and be suicide and tamper proof.
- I 1.3** There shall be at least one shower unit designed to meet the standards of the Americans with Disabilities Act of 1990.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2C-09; 2F-02  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Rehabilitation Act of 1973-Section 504; Americans with Disabilities Act of 1990 Title I, II, & III
<b>Section: IV J 1</b>  Physical Plant <b>AMERICANS WITH DISABILITIES ACT (ADA)</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that provisions have been made to allow for access to all parts of the facility by handicapped staff and juveniles.</i>	

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

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> 1-SJD-2E-03  <b>NJDA:</b> <b>RULE:</b> 3(K), Juvenile Court Rules of Procedure  <b>STATUTE:</b>
<b>Section: IV K 1</b>  Physical Plant <b>VISITING AREA</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure each juvenile has access to family visitations in an area designated for that specific purpose. The visiting area must be of such design as to allow some degree of privacy in a relaxed atmosphere and under the direct supervision of the detention staff.</i>	

- K 1.1** The detention facility shall provide designated confidential visiting space to all juveniles to confer with their attorney of record.
- K 1.2** The detention facility shall provide designated visiting space for juveniles and their parent, guardian or custodian.
- K 1.3** Space shall be designated for security screening of all visitors. Space designed to permit searching of juveniles in custody after visitation shall be available.
- K 1.4** Space shall be provided for the storage of visitor's coats, handbags and other personal items which are prohibited in the visiting area.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b> <b>NJDA:</b> <b>RULE:</b> <b>STATUTE: A.R.S. § 15-913</b>
<b>Section: IV L 1</b>  Physical Plant <b>CLASSROOMS</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
Objective: <i>The objective of this guideline is to require adequate classroom space that is conducive to a healthy, safe, and secure learning environment.</i>	

**L 1.1** Classroom space based on facility capacity to accommodate the educational requirements of juveniles shall be provided.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-2E-10
<b>Section: IV M 1</b>  Physical Plant <b>HOUSEKEEPING</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to ensure cleanliness and sanitation of a detention facility and that adequate space is provided to securely store cleaning supplies.</i>	<b>Revision Date:</b> June, 2001 <b>Implementation Date:</b> September, 1999

- M 1.1** The director of juvenile courts services shall ensure that written policies and procedures outlining facility sanitation and daily housekeeping are in place and available to all staff.
- M 1.2** 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.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2E-12</b>
<b>Section: IV N 1</b>  Physical Plant <b>PERSONAL PROPERTY</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to allow for secure space to safeguard a juvenile's property while the juvenile is detained.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- N 1.1** Ample individual space to securely store a juvenile's personal clothing, belongings and valuables shall be provided. Safeguards shall ensure only authorized access to a juvenile's property.
- N 1.2** Personal property space must be large enough to store luggage, backpacks, and other items which might be in a juvenile's possession at the time of detention.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> ACA: 1-SJD-2E-13
<b>Section: IV O 1</b>  Physical Plant <b>MECHANICAL EQUIPMENT</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure facility safety and security. Proper, secure space must be provided to allow for emergencies and to prevent unauthorized tampering with vital facility utilities.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- O 1.1** 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.
- O 1.2** Separate, adequate, and, when necessary, secure space shall be provided for sewer, water intake, natural gas intake and electrical panels to prevent unauthorized access.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2G-01</b>
<b>Section: IV P 1</b>  Physical Plant <b>CONTROL CENTER</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is to maintain the security of the facility by utilizing a control center that is staffed 24 hours per day to integrate all external and internal security functions and communication networks.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- P 1.1** Doors to the central control center shall remain locked at all times, and no unauthorized staff shall be permitted inside. There shall be direct access from the control center to staff wash basins and toilets.
  
- P 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.
  
- P 1.3** The control centers shall be located in areas that allow constant visual supervision and facilitates contact and interaction between staff and juveniles.

## OPERATIONAL GUIDELINES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA: 1-SJD-2G-02</b>
<b>Section: IV Q 1</b>  Physical Plant <b>PERIMETER SECURITY</b>	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
Objective: <i>The objective of this guideline is 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. The goal of controlled entry and exit is to create a safe and predictable environment for the detention facility.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- Q 1.1** All means of entry to, and exit from, the detention facility shall be under the exclusive control of detention staff. Restrictive construction and procedures shall create an environment that instills a sense of safety and security of the juveniles and staff.
- a) Construction of the facility shall include external doors, windows or gates which prevent unauthorized persons entrance to, or exit from, the facility.
- Q 1.2** The main admissions entrance, used by law enforcement to admit juveniles to the facility should be designed as secure, sally port construction.

**SECTION I**  
**ADMINISTRATION/MANAGEMENT**  
**BEST PRACTICES**

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: I A 1</b>  Administration/Management <b>GENERAL ADMINISTRATION</b> Monitoring and Assessment	<b>ACA:</b> 1-SJD-1A-21  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure that the directors of juvenile court services and the presiding juvenile judges are kept informed about juvenile detention facilities programs, activities, and problems.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- A 1.1** At a minimum, quarterly reports should be submitted by the detention services administrator to the county's presiding juvenile court judge and the director of juvenile court services. These reports shall include major developments, major incident reports, population data, assessment of staff and juvenile morales, and major problems and plans to solve them.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: <b>ACA:</b> 1-SJD-1C-12 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: I B 1</b>  Administration/Management <b>PERSONNEL</b> Physical Examination	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require that staff whose responsibilities include security and control or regular direct contact with juveniles have physical examinations to protect their health and ensure that they can carry out their assignments effectively. The basic health status of all employees should be evaluated against the specific requirements of their assignments. Physical examination and screening procedures may be established by the appropriate medical authority in accordance with applicable laws and regulations.</i>	

**B 1.1** Every employee should have a complete medical examination conducted by a licensed physician as soon as possible after an offer of employment has been made.

**B 1.2** The following procedures are recommended for the safety of staff and detained juveniles.

- a) Laboratory and/or diagnostic testing to detect communicable disease as recommended by the Arizona Department of Health Services for tuberculosis, hepatitis B (HBV), hepatitis C (HCV), other blood-borne pathogens or diseases as recommended by the Arizona Department of Health Services and/or as medically indicated; recording of height, weight, pulse, blood pressure, and temperature.
- b) Medical examinations including the following: eyes, ears, throat, abdomen, heart, lungs, skin, genitalia and chest X-ray, if needed.
- c) Any other medical examinations recommended by examining physician(s).

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: I C 1</b>  Administration/Management <b>INFORMATION SYSTEMS AND RESEARCH</b>	<b>ACA:</b> 1-SJD-1F-01, 02, 03, 04, 05, 06  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> PACR 123
<b>Objective:</b> <i>The objective of this guideline is to promote the accurate and timely storage and retrieval of data for the purpose of, but need not be limited to, reports, evaluation and planning, and research.</i>	<b>Revision Date:</b> April, 2004  <b>Implementation Date:</b> September, 1999

- C 1.1** The director of juvenile court services should ensure that research activities relevant to juvenile detention programs, services and operations are used.
- C 1.2** The facility should collaborate with juvenile justice and service agencies in information gathering, exchange, and standardization, where appropriate.
- C 1.3** Policies governing the participation of juveniles should be in accordance with local policies and procedures.

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guidelines: <b>ACA:</b> 1-SJD-1G-01, 02, 03, 04, 05 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: I D 1</b> Administration/Management <b>CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS</b> Screening and Selection	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to promote the concept that any volunteer program is only as good as the volunteers who make up the program. Screening and selection of volunteers is a critical element of this process.</i>	

**D 1.1** The director of juvenile court services shall ensure that if a volunteer program is in operation, there shall be:

- a) Goals and objectives of program.
- b) Minimum qualifications for volunteers.
- c) Screening/selection process which includes, but is not limited to, written application, personal interview, background/record check consistent with local policies.
- d) Formal training and orientation program to be satisfactorily completed prior to appointment.
- e) An evaluation process which includes a mechanism for terminating volunteers whose continued participation in the program is seen as detrimental to the juveniles or the agency.

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guidelines:
<b>Section: I D 2</b>  Administration/Management <b>CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS</b> Registration	<b>ACA:</b> 1-SJD-1G-05  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure that facilities utilizing volunteers, maintain personnel files on their volunteers and have a workable identification system.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- D 2.1** Records shall be maintained on all volunteers working in a detention facility that will include, at a minimum: screening data; name; address; phone number; certification or license if performing professional services. Identification cards shall be issued to all volunteers working in detention facilities.
- D 2.2** A policy statement should be developed addressing the scope of duties which a volunteer staff member may perform.

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guidelines: <b>ACA:</b> 1-SJD-1G-07, 08 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: I D 3</b> Administration/Management <b>CITIZEN INVOLVEMENT AND UTILIZATION OF VOLUNTEERS</b> Orientation and Training	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure that volunteers utilized in a detention facility receive adequate orientation and specific training related to relevant policy and procedure.</i>	

**D 3.1** After being screened and selected as a volunteer, individuals shall receive documented orientation and/or training prior to assignment.

**D 3.2** Volunteers shall agree in writing to abide by facility policies and procedures.

**SECTION II**  
**JUVENILE SERVICES**  
**BEST PRACTICES**

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: : Juvenile Services, Academic Services, Education Program Structure, Section II A 3  <b>ACA:</b> 1-SJD-5C-01, 02, 03  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 15-913
<b>Section: II A 1</b>  Juvenile Services <b>ACADEMIC SERVICES</b> Education Program Structure	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to require the provision of a quality educational experience for the juvenile immediately upon admission to detention. The educational program should closely approximate the educational services that would be available through the public school system, but also provide for the special needs of the juvenile.</i>	

**A 1.1** Juveniles who have earned their General Education Development (GED) certificate or high school diploma should be provided a continuing education program. This continuing education program should include, but need not be limited to, the following:

- a) Academic mentoring of other juveniles.
- b) Work and career education/exploration.
- c) Life skills.
- d) Cognitive restructuring programs.

**A 1.2** Class size should not exceed twelve juveniles for each certified teacher.

**A 1.3** The school day shall consist of a minimum of 4.0 hours of instructional time.

- a) Instructional services shall be provided for those juveniles who do not receive a full 4.0 hours of instruction per day due to official court business (e.g. hearings and interviews). The tutorial services should be provided during non-traditional hours.
- b) Each juvenile should participate in detention education services on a daily basis. In the event serious, disruptive behavior warrants exclusion from the program the following guidelines apply:
  - i) Exclusion from detention education should not be a consequence of the institutional behavior plan.

## **BEST PRACTICES**

- ii) Exclusion from detention education should be for serious violations of behavior in the classroom. The teacher or designee should make the exclusion for no more than 24 hours. The detention services administrator, the assigned juvenile probation officer and the county superintendent of schools should be notified. Documentation should exist for the exclusion and the notification.
  
- iii) In the event that the behavior is serious to warrant exclusion for more than 24 hours, a joint decision shall be made by the teacher of record and the detention service administrator relative to the length of the exclusion. The meeting shall be fully documented. This exclusion cannot exceed an additional 24 hours. The county superintendent of schools and the juvenile probation officer shall once again be notified.
  
- iv) In the event circumstances exist in which the juvenile is being considered for further exclusion, the county superintendent of schools or designee should authorize, in writing, an additional 72 hours of exclusion; and
  
- v) Local guidelines shall exist to allow for administrative review and appeal of each decision prior to reaching the level of the superintendent.

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> <b>ACA:</b>
<b>Section: II A 2</b>  Juvenile Services <b>ACADEMIC SERVICES</b> General Education Development Program	<b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 15-702; GEDTS 4.2-4
Objective: <i>The objective of the General Education Development Program (GED) is to provide juveniles the opportunity to test to receive an Arizona High School Equivalency diploma while being detained.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 2005

**A 2.1 Eligibility for Testing:** A juvenile between sixteen (16) years and eighteen (18) years of age may be tested provided the juvenile:

- a) presents to the Examiner a signed, notarized statement of test consent from a parent or legal guardian, and;
- b) presents verification from the last school attended, certifying the juvenile has been formally withdrawn from school or is not currently enrolled in any school; adjudicated youth under the direction of prisons, jails, detention centers, parole and probation offices, or other corrections facilities are eligible to take the GED Tests while enrolled in school, if so ordered by a court, and;
- c) presents two (2) forms of identification; a valid identification card (i.e. state issued ID/driver=s license, birth certificate); a proof of age document (i.e. birth certificate, passport, etc) or court documents, and;
- d) has met the minimum score requirements set by the Official GED Testing Center on the GED preparation test as verified by the detention education teacher.

**A 2.2 Tests:** The GED Test can be administered in English, Spanish or French. Provisions can be made for Special Accommodations (i.e. audiocassette version, extended time, private room, etc) for anyone who may be Learning Disabled or Physically Disabled. Applications for accommodations must be obtained from the testing center.

All tests must be administered at an approved addendum site of the Official GED Testing Center. All supplies and equipment necessary for testing will be provided by the GED Examiner at the time of testing in accordance with the test administration instructions of the GEDTS and Official GED Testing Center.

**A 2.3 Requirements for GED Examiners:** GED examiners must hold a Bachelor’s degree from an accredited college or university and have experience in teaching, training, counseling or testing, or at least an Associate’s degree and 3 years

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teaching, training, counseling or testing experience; GED examiners cannot instruct or supervise testing candidates.

**A 2.4 Requirements for Testing:** Juveniles must complete and pass the entire battery of five tests within 36 months from the date testing began.

**A 2.5 Score Requirements:** Passing scores on the GED Test for the purpose of receiving an Arizona High School Equivalency Diploma are:

- a) a minimum standard score of 410 required to pass individual tests and;
- b) a combined total of 2250 points on all five test with an average test score of 450.

**A 2.6 Retesting:** After a 30-day waiting period, the GED test must be administered using a different form of the test. A waiver from the Arizona Department of Education is required if retesting is requested before the 30 day waiting period is complete. Retesting may be permitted on the entire battery or the individual test(s) in the battery. The availability of the alternate test forms limits the number of possible retests in a calendar year.

Juveniles whose previous scores qualified them for the high school credential in their state or local school district are not permitted to retest unless a higher score is required for admission to post-secondary education training, or meet employment requirements. Documentation is required.

**A 2.7 Residency Requirements:** No residency is required, provided the student takes at least one test of the battery in Arizona.

**A 2.8 Diplomas and Official Transcripts:** Only the Arizona State Department of Education issues the Arizona GED High School Equivalency diploma. This diploma is issued based on the results of having taken and successfully passed the official GED Test.

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<p><b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b></p>	<p><b>Cross Reference:</b> Operational Guideline: Juvenile Services, Health Services, Health Screening, Section II B 2</p> <p><b>ACA:</b> 1-SJD-4C-01, 18, 19, 20, 21</p> <p><b>NCCHC:</b> Y- 34</p>
<p><b>Section: II B 1</b></p> <p align="center">Juvenile Services <b>HEALTH SERVICES</b> Health Screening</p>	<p><b>RULE:</b></p> <p><b>STATUTE:</b> A.R.S. §§ 8-245; 8-272;13-3620</p>
<p>Objective: <i>The objective of this guideline is to ensure the identification and treatment of health conditions in need of immediate medical care.</i></p>	<p><b>Revision Date:</b> November, 2003</p> <p><b>Implementation Date:</b> September, 1999</p>

**B 1.1** The health screen should be conducted by qualified health care professional (e.g., licensed practical nurse, registered nurse, physician’s assistant or licensed physician).

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guidelines: Operational Guideline: Juvenile Services, Health Services, Medical Examination, Section II B3  <b>ACA:</b> 1-SJD-4C-18, 19, 20, 21  <b>NCCHC:</b> Y-34, 35  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-342(B); 8-245; Title 36, Art. 4
<b>Section: II B 2</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Examination	
<b>Objective:</b> <i>The objective of this guideline is to ensure that a health care screening is conducted in a timely manner by a qualified health care professional to diagnose health problems and begin medical treatment.</i>	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999

- B 2.1** The physical examination and initiation of treatment should be conducted by a licensed physician specializing in pediatrics, with training specifically for adolescents.
- B 2.2** All juveniles should have a dental examination by a dental provider within thirty (30) days of admission and dental treatment when indicated. A dental provider is defined as a dentist or dental hygienist.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Juvenile Services, Health Services, Medical Care and Treatment  <b>ACA:</b> 1-SJD-4C-04, 06, 07, 08, 12, 13, 15  <b>NCCHC:</b> Y-32, 37, 39, 51  <b>RULE:</b> <b>STATUTE:</b> A.R.S. § 8-245; 8-272; Title 36, Art. 4
<b>Section: II B 3</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Care and Treatment	
Objective: <i>The purpose of this guideline is to promote the provision of quality health care and ensure that medical services are provided by personnel properly qualified and trained to provide such services. Several specific health care issues are identified as they are commonly associated with at-risk youth.</i>	<b>Revision Date:</b> November, 2003 <b>Implementation Date:</b> September, 1999

- B 3.1** Sick call shall be conducted daily by program 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 sick call. All requests shall be handled in a confidential manner and forwarded to the health services authority for evaluation and a determination of the level of medical care required.
- B 3.2** Written agreements should be established with hospitals and community-based health care for out-patient and in-patient medical care for juveniles.
- B 3.3** Pregnant girls shall be provided health care services by the health services authority that should include, but need not be limited to, the following:
- a) Ongoing medical supervision by a licensed physician who, whenever possible, specializes in obstetrics and gynecology.
  - b) Appropriate procedures to determine the estimated date of delivery, if necessary.
  - c) Weekly health care visits by a qualified health care professional.
  - d) Pre-natal education, including pre-natal care, fetal development and nutrition.
  - e) Nutritional supplements, including pre-natal vitamins.
  - f) Mental health services, including counseling regarding all options and sexual assault crisis counseling, if indicated.

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- g) Coordination of medical care for delivery at the hospital.
- h) Post-natal care, including assistance in arranging custody and care of the infant.
- i) Appropriate program modifications and accommodations.

**B 3.4** The conditions for medical isolation should include, but need not be limited to, the following:

- a) The juvenile should be housed in a separate room with separate toilet, hand-washing facility, soap dispenser and single service towels.
- b) If the room is used to house individuals with air-borne disease, e.g., tuberculosis, it should be properly ventilated with a negative air flow, and if the facility is not equipped with such a medical isolation room, the juvenile should be transferred to a medical facility.

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: <b>ACA:</b> 1-SJD-4C-27 <b>NCCHC:</b> Y-46 <b>RULE:</b> <b>STATUTE:</b>
<b>Section: II B 4</b>  Juvenile Services <b>HEALTH SERVICES</b> Health Education	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to encourage health education and to promote healthy lifestyles for juveniles. The health education program should provide information on preventative health care.</i>	

**B 4.1** In cooperation with the facility's health services authority, educational program, food services and program staff, a comprehensive health education program for juveniles should be provided. Information provided through the health education program should include, but need not be limited to, the following areas:

- a) Chemical dependency, including tobacco.
- b) Sexually transmitted diseases (STD).
- c) Sexuality, including methods of birth control.
- d) Pregnancy and parenting skills.
- e) Nutrition.
- f) Exercise.
- g) Oral hygiene instruction and dental health.
- h) Personal hygiene.
- i) Behavioral health.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: <b>ACA:</b> 1-SJD-4C-27 <b>NCCHC:</b> Y-62, 63, 64  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. § 8-342(B); 8-245; 8-272
<b>Section: II B 5</b>  Juvenile Services <b>HEALTH SERVICES</b> Medical Information and Records Transfer	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to encourage health education and to promote healthy lifestyles for juveniles. The health education program should provide information on preventative health care.</i>	

**B 5.1** Significant medical information should be provided to the court and juvenile probation officials prior to disposition for every juvenile. This medical information should include, but need not be limited to, the following:

- a) Diagnosis and/or treatment of significant medical conditions, including suicidal ideations and gestures, and/or evidence of other mental health problems.
- b) Significant medical conditions requiring ongoing medical care.
- c) Recommendations for further medical evaluation and/or treatment.

**B 5.2** Medical information or copies of the juvenile's medical record should be forwarded to the residential placement to which the juvenile is committed prior to, or at the time of discharge from detention.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Juvenile Services, Recreation, Program Structure  <b>ACA:</b> 1-SJD-5E-01, 02, 03, 04  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: II C 1</b>  Juvenile Services <b>RECREATION</b> Program Structure	
<b>Objective:</b> <i>The objective of this guideline is to encourage the provision of a holistic, well developed and articulated recreational program whose purpose is understood by the program staff and juveniles. The program should focus on prevention activities, i.e. stress management and alternatives to substance use/abuse.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**C 1.1.** A specific staff person shall be designated as recreation coordinator and be responsible to design, organize and direct the recreation program.

- a) The coordinator should have education, training or experience in the development and implementation of recreational activities for juveniles.

**C 1.2.** The recreation program shall provide a variety of planned, structured large muscle and leisure activities. These activities should include, but need not be limited to, the following:

- a) Organized co-educational sports and games that require large muscle activity and permit equal opportunity for participation (e.g., aerobics, volleyball and soccer).
- b) Supervised small group leisure activities (e.g., card and board games).
- c) Creative activities (e.g., arts and crafts).
- d) Quiet individual leisure activities (e.g., reading and letter writing).
- e) Activities adapted for physically and developmentally challenged juveniles.

**C 1.3.** A minimum of one (1) hour of large muscle activity and one (1) hour of leisure time activity shall be provided daily.

- a) Extended periods of large muscle activity should be provided on weekends and holidays.

**SECTION III**  
**DETENTION OPERATIONS**

**BEST PRACTICES**

## BEST PRACTICES

<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: <b>ACA:</b> 1-SJD-3A-11, 12, 13 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: III A 1</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Population Management	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the safety and well-being of all juveniles, staff and visitors. All juveniles shall be safely supervised and the facility shall operate in a safe and secure manner.</i>	

**A 1.1** Incidences in which the facility's rated capacity is compromised shall be minimized.

**A 1.2** Staff shall conduct a physical population count per shift or a minimum of three counts during any 24-hour period. The count shall be recorded on a daily population record.

- a) Juveniles shall not be permitted to move about the facility during the count.
- b) Staff shall enter information on the location of each juvenile on a daily record.

**A 1.3** A formal population accounting system shall be established. This accounting system should include, but need not be limited to, the following:

- a) A formal count of all incarcerated juveniles at the beginning of a shift, at least once during a shift and at the conclusion of a shift.
- b) Notation of population, intakes, releases, work, school, program movements and any other information, i.e., temporary outs/ins, transfers, transports, which would enable accurate accounting of youth.

**A 1.4** An informal population accounting system shall be established. This informal accounting system count should be held on all juveniles at least every fifteen minutes to insure their well-being and safety. This check shall be more often if the situation dictates. Each on-duty staff member shall give special consideration, and provisions shall be made for youth who are recognized as high risk or other security risks, recovering from intoxicants, apparently suicidal or suffering from medical or physical illness. Informal counts should be documented the same as a formal count.

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- A 1.5** The facility shall develop a procedure to notify staff of changes in the population. Population changes include, but are not limited to, juveniles who are admitted, released, transferred to a new unit, sent to the infirmary, placed on program assignment and absent without leave.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: III A 2</b>  Detention Operations <b>SAFETY, SECURITY AND CONTROL</b> Rights of Juveniles	<b>ACA:</b> 1-SJD-3D-01, 02, 03, 06, 07, 08; 4C-36; 5F-01, 02, 03; 5G-01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 , 13, 14, 15  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> A.R.S. §§ 13-3620 et seq.; 13-3623 (A)-(C)
<b>Objective:</b> <i>The objective of this guideline is to ensure that the fundamental rights of juveniles as provided by the U.S. Constitution and state law are honored, valued, supported and protected. These guidelines are designed to promote appropriate support, interaction and involvement with family members, significant others and legal representatives. The facility shall provide juveniles with written policies regarding the juvenile's rights. If a juvenile is unable to understand the written policies, the information shall be conveyed in the primary language understood by the juvenile. Local departments shall develop written policies and procedure to assure the rights of juveniles.</i>	<b>Revision Date:</b> September, 2004 <b>Implementation Date:</b> September, 1999

### A 2.1 Freedom of Speech

- a) When circumstances permit, bilingual detention officers should be made available to speakers of a foreign language to allow them to communicate with staff and each other in their primary language without management concerns.
- b) Juveniles shall not be disciplined for speaking out or attempting to speak out on matters of concern to them.
- c) Interpreters and assistance to speech, sight and hearing disabled shall be provided when necessary to preserve the right of free speech.

### A 2.2 Freedom in Personal Grooming/Hygiene

- a) Juveniles should be permitted freedom in personal grooming as long as their appearance does not conflict with the facility's requirement for safety, security, identification and hygiene.
  - i) All juveniles shall have barber or beautician's services available in

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accordance with local written policy.

- ii) Shaving equipment shall be made available to all juveniles. Juveniles shall be required to comply with acceptable facility rules for safety and security.
- b) Each juvenile shall be provided suitable clean bedding, a mattress, and blankets to provide comfort under existing conditions. Clean linens and towels shall be issued in accordance with established local policy.
  - i) Juveniles shall be provided with their own toothbrush, comb, soap and deodorant upon admission. Females shall be provided with personal hygiene supplies with regard to their menstrual cycle.
  - ii) Clean clothing shall be issued upon admission. Socks and underclothing shall be issued daily. Outer clothing shall be changed at a minimum of twice a week.
  - iii) All juveniles shall bathe or shower upon admission. The juvenile shall be given the opportunity to bathe or shower daily. If a juvenile refuses to bathe or shower, staff shall document the juvenile's refusal.
  - iv) Juveniles shall be given appropriate instruction in grooming and hygiene as necessary.

### A 2.3 Mail

- a) Juveniles shall be permitted to correspond with members of their family, guardian, or custodian, other relatives, friends and organizations. There shall be no restriction on the amount of mail a juvenile is permitted to send or receive. This privilege shall not be limited except when:
  - i) The staff have cause to suspect that certain correspondence is part of an attempt to formulate, devise or otherwise effectuate a plan to escape from the facility, or to violate state or federal laws.
  - ii) The juvenile is attempting to communicate with individuals who are specifically forbidden by the detained juvenile's court ordered rules of probation or parole
  - iii) The juvenile's parent, guardian or custodian has furnished the staff a specific list of individuals who they feel should not communicate with their juvenile. Such incoming correspondence shall be returned unopened to the sender. A record of all returned mail shall be maintained in the juvenile's file.
- b) Juveniles are permitted to send sealed letters to a specified class of persons and organizations including, but not limited to: courts, counsel, officials

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of the confining authority, elected officials and administrators of grievance system.

- c) Juveniles shall receive a reasonable postage allowance and writing materials for correspondence to maintain community ties in accordance with local written policy.
- d) All first class letters and packages should be forwarded without delay to juveniles who are transferred to other facilities or released, provided a forwarding address is available. If a forwarding address is not available, first class letters and packages should be returned to the sender.

### **A 2.4 Access to Programs and Services**

- a) Juveniles shall be assured equal opportunities to participate in all facility programs. Work assignments and all administrative decisions shall also be made without discrimination. All remedies available to free persons shall be available to juveniles in case of discriminatory treatment.
- b) Juveniles shall only be subject to supervision and control by departmental staff and trained volunteers.
- c) Staff shall supervise all programs and activities to ensure that juveniles are not exploited or endangered by their peers.
- d) Juveniles may be required to perform general housekeeping and yard work or other functions as ordered by the court. Work assigned to a juvenile should be meaningful, constructive and either be directly related to the juvenile's health and well being, or be required by court order for payment of restitution or community service, or benefit the other juveniles in the facility. A juvenile should not be assigned work that is unreasonably arduous, unsafe, demeaning or punitive in nature. A juvenile shall not be required to do maintenance, janitorial, food service, or other similar work assignments as a substitute for existing regularly assigned and budgeted staff members.

### **A 2.5 Education**

- a) A juvenile shall not be allowed to go to school if medically confined or behaviorally confined to his/her room. When possible, schoolwork should be assigned for the juvenile to complete during confinement.

### **A 2.6 Visitation**

- a) The juvenile's family and significant others should be encouraged to maintain regular contact with the juvenile.

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- b) The facility should provide an area for visitation which allows the juvenile and visitor to interact in an informal, relaxed setting with some privacy. This area shall be subject to reasonable regulation by detention staff for purposes of security.
- c) Appropriate physical contact should be permitted between the juvenile and visitor as established by local policy.
- d) Visitation shall not be restricted unless the following exists:
  - i) An order of the court restricting visitation by specific individuals.
  - ii) The detention services administrator determines that visitation by specific individuals will substantially compromise security or behavior management of the juvenile.
- e) Staff shall document the denial of visits in the juvenile's record.
  - i) The juvenile may appeal the decision through the facility's grievance procedure.
- f) Regular periods for visitation shall be scheduled.
  - i) Visitors shall be required to register upon entry. The information contained in the record shall include, but need not be limited to: the visitor's name and relationship to the juvenile; date, time and duration of the visit; and any significant observations.
  - ii) Juveniles shall be allowed unlimited visits with their legal representatives.
  - iii) Visitation shall not be withheld or restricted for disciplinary reasons for matters unrelated to visitation.
- g) Alternative times should be individually arranged for visitors who are legitimately unable to visit a juvenile during the regularly scheduled visitation periods.
  - i) Arrangements should be made to accommodate special visits for legal representatives or for visits to juveniles who are hospitalized or on disciplinary status.
- h) Written policies regarding visitation regulations, including search of a visitor's belongings, shall be posted in a conspicuous manner in common areas and visitation areas.
- i) The general public or the news media should be granted access to the facility with prior approval from the director of juvenile court services and

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consistent with maintenance of facility security and order. The director of juvenile court services or designee shall accompany all members of the public and the media during a facility visit.

- i) Juveniles should be allowed to visit family members and other significant persons away from the facility in emergency situations upon approval by the court.
- ii) Juveniles on visits away from the facility shall be accompanied by either a responsible adult family member, legal representative or staff member.
- iii) Staff shall document a juvenile's visit away from the facility in the juvenile's record.

### **A 2.7 Access to Courts, Counsel and Law Library**

- a) The detention services administrator shall develop written policy regarding the specific hours available for legal consultation.
- b) Juveniles shall have the right of access to a law library or sufficient legal materials to research their legal rights together with appropriate writing materials.

### **A 2.8 Grievance Procedures**

- a) The appropriate level supervisor shall respond in writing to a written grievance/complaint within a reasonable time.
  - i) Written decisions shall include the reasons for the decision.
  - ii) A copy of the written decision shall be provided to the juvenile.
- b) The detention services administrator shall respond in writing to a written grievance/complaint within a reasonable time.
  - i) The juvenile requesting a formal grievance shall be present and allowed to participate in the appeal process. If the grievance is against a staff member they also should be present and allowed to participate in the review.
  - ii) The detention services administrator may either accept the decision, reject it, or take other action as deemed appropriate.
  - iii) The detention services administrator shall provide a written decision. This decision shall include the reasons for the decision and a copy of this written decision shall be provided to the juvenile.

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- c) If the juvenile is not satisfied with the results of the detention services administrator's decision, the juvenile should have the right to appeal this decision to the juvenile court services director.
  - i) The juvenile court services director may either accept the detention services administrator's decision, reject it, or take other action as deemed appropriate.
  - ii) The juvenile court services director should provide a written decision. This decision should include the reasons for the decision and a copy of the written decision shall be provided to the juvenile.
  - iii) The juvenile court services director should respond in writing to an appealed written grievance/complaint within a reasonable time.
  - iv) A decision made by the juvenile court services director should be final and not subject to further appeal.
- d) The center shall have a system to retrieve individual aggregate data for the purpose of quality control

### **A 2.9 Research and Control**

- a) Participation by juveniles in biomedical or behavioral research shall be prohibited. No drug shall be administered to juveniles for the purpose of behavioral management and control except upon written order of a licensed physician. Any such medication shall only be dispensed by a licensed physician, nurse, or health trained staff.

**SECTION IV**  
**PHYSICAL PLANT**  
**BEST PRACTICES**

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Physical Plant, Sleeping Space, Section IV E  <b>ACA:</b> 1-SJD-2C-01, 02, 03, 12  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: IV A 1</b>  Physical Plant <b>SLEEPING SPACE</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
Objective: <i>The objective of this guideline is to ensure that sleeping areas in which juveniles are confined conform to the physical, medical and emotional well-being of juveniles.</i>	

- A 1.1** All sleeping rooms should be single occupancy for all new construction.
- A 1.2** Each sleeping room should have no less than 35 square feet of unencumbered space.
- A 1.3** Each sleeping room should contain the following:
  - a) Commode and wash basin with hot and cold running water.
  - b) Light appropriate for reading during regular waking hours.
  - c) Temperature consistent with comfort levels for summer and winter weather.
  - d) Bed above floor level.
- A 1.4** Multiple occupancy should not exceed 20% of the facility's rated bed capacity in existing detention facilities.
- A 1.5** Multiple occupancy should not exceed four juveniles per sleeping room or sleeping area whenever possible.

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<p><b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b></p>	<p><b>Cross Reference:</b> Operational Guideline: Physical Plant, Dayrooms, Section IV F</p> <p><b>ACA:</b> 1-SJD-2C-04</p> <p><b>NJDA:</b></p> <p><b>RULE:</b></p> <p><b>STATUTE:</b></p>
<p><b>Section: IV B 1</b></p> <p align="center">Physical Plant <b>DAY ROOMS</b></p>	
<p>Objective: <i>The objective of this guideline is to establish a day room, multipurpose area, common area or similar area designed and utilized primarily by juveniles engaged in various recreational, educational, treatment, meals, work and/or free time activities.</i></p>	<p><b>Revision Date:</b></p> <p><b>Implementation Date:</b> September, 1999</p>

- B 1.1** Day rooms should provide 35 square feet of unencumbered floor space per juvenile for the maximum number of juveniles expected to use the day room at one time.
- B 1.2** Day rooms should provide sufficient seating and writing furnishings for each juvenile using the day room at one time. Furnishings shall be consistent with the level of detention required of the assigned juveniles.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV C 1</b>  Physical Plant <b>FURNISHINGS</b>	<b>ACA:</b>  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure adequate furnishings are provided for each juvenile in the day room and that the furnishings are consistent with security needs of the respective juveniles.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- C 1.1.** Furnishings should be provided with consideration given to the range of activities that will occur in the dayroom.
- C 1.2.** Furnishings should be constructed and designed to prevent harm to youth and others as well as to resist vandalism and facilitate ease of maintenance.
- C 1.3.** Furnishings should provide resistance to wear and moisture and be fire and flame resistive.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Physical Plant, Dormitory Toilets, Section IV H  <b>ACA:</b> 1-SJD-2C-06  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b> Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.22, 4.23, 4.26
<b>Section: IV D 1</b>  Physical Plant <b>DORMITORY TOILETS</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to ensure the detention facility has adequate and available toilets to meet the biological needs of juveniles while providing a safe and secure environment for both juveniles and staff.</i>	

- D 1.1** Toilets should be provided at a minimum ratio of one toilet for every eight juveniles of either gender.
- D 1.2** Urinals may be substituted for a toilet at a ratio of one urinal per five male juveniles.
- D 1.3** Construction of toilets and urinals should be constructed of 16 gauge stainless steel. Toilets should be graded to withstand 5,000 pounds pressure. Construction and installation should adhere to the American Institute of Architecture detention standards and requirements.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Physical Plant, Wash Basins, Section IV H
<b>Section: IV E 1</b>  Physical Plant <b>WASH BASINS</b>	<b>ACA:</b>  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure that juveniles shall have access to operable wash basins with hot and cold running water in housing units.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- E 1.1** There should be a minimum ratio of one basin for every eight juveniles.
- E 1.2** The basins should be of enameled cast iron, stainless steel, or other components not readily capable of breakage or conversion to use as a weapon or suicide instrument.
- E 1.3** An external shut-off valve should be readily accessible to security personnel.

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<p><b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b></p>	<p><b>Cross Reference:</b> Operational Guideline: Physical Plant, Showers, Section IV I</p>
<p><b>Section: IV F 1</b></p> <p align="center">Physical Plant <b>SHOWERS</b></p>	<p><b>ACA:</b></p> <p><b>NJDA:</b></p> <p><b>RULE:</b></p> <p><b>STATUTE:</b> Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.22, 4.23, 4.26</p>
<p>Objective: <i>The objective of this guideline is to ensure that juveniles have access to shower facilities within the facility.</i></p>	<p><b>Revision Date:</b></p> <p><b>Implementation Date:</b> September, 1999</p>

**F 1.1** Juveniles should have access to showers at a minimum ratio of one shower fixture for every eight juveniles.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV G 1</b>  Physical Plant <b>ENVIRONMENTAL CONDITIONS HOUSING</b>	<b>ACA:</b>  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to provide an environmentally safe detention facility which will ensure healthful and comfortable living and working conditions for juveniles and staff.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- G 1.1** The detention facility housing and grooming areas should have light of at least 20 foot candles sufficient for reading and personal grooming during regular waking hours.
- G 1.2** The detention facility housing area should have light of at least 20 foot candles sufficient for reading during regular waking hours.
- G 1.3** The detention facility housing area should have access to a drinking fountain.
- G 1.4** The detention facility housing area should have heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff.
- G 1.5** An external shut-off valve should be readily accessible to security personnel.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV G 2</b>  Physical Plant <b>ENVIRONMENTAL CONDITIONS</b> Heating and Air Conditioning	<b>ACA:</b> 1-SJD-2D-03  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to provide comfortable living and working conditions for juveniles and staff appropriate to the winter and summer comfort zones.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**G 2.1** Temperature and humidity should be capable of being mechanically raised or lowered to an acceptable comfort level. The comfort zones are 66 to 80 degrees Fahrenheit in summer, 61 to 73 degrees Fahrenheit in winter, with an optimal temperature of 70 degrees Fahrenheit.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV H 1</b>  Physical Plant <b>PROGRAM AREAS</b>	<b>ACA:</b> 1-SJD-2E-01  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to ensure the detention facility has adequate and available space to carry out the various educational, recreational, reading, conversation, treatment, and all other leisure and treatment activities.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

**H 1.1** The detention facility should ensure space is available for program and service functions conducted in the facility.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: Physical Plant, Classrooms, Section IV L  <b>ACA:</b> 1-SJD-2E-05  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Section: IV I 1</b>  Physical Plant <b>CLASSROOMS</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
Objective: <i>The objective of this guideline is to provide adequate                  classroom space that is conducive to a healthy, safe,                  and secure learning environment.</i>	

- I 1.1** Classrooms should be designed to conform with existing state and local educational classroom standards.
- I 1.2** Several individual study areas should be available where juveniles easily distracted may work alone and remain under staff supervision.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV J 1</b>  Physical Plant <b>CLOTHING AND SUPPLIES</b>	<b>ACA:</b> 1-SJD-2E-11  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to provide adequate space to store/stock items necessary to operate a detention facility prudently and economically.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- J 1.1** Ample, appropriately located space, properly configured to safely store current and stock supplies necessary for daily operations should be provided.
- J 1.2** Storage space should be sufficient to store clothing, bedding, toiletries, and other supplies for at least three times the maximum juvenile population.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline:
<b>Section: IV K 1</b>  Physical Plant <b>ADMINISTRATIVE SPACE</b>	<b>ACA:</b> 1-SJD-2F-01  <b>NJDA:</b>  <b>RULE:</b>  <b>STATUTE:</b>
<b>Objective:</b> <i>The objective of this guideline is to provide adequate work space in order to enable detention staff to effectively accomplish their mission.</i>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999

- K 1.1** Space to appropriately direct and control the detention facility should be provided. This space shall include an office for the detention services administrator and shift supervisors, access to a conference room, and clerical/reception/lobby space as necessary.
- K 1.2** Detention records storage space shall be provided in proximity to other administrative space.
- K 1.3** Restrooms, with shower and locker space, and a break room for detention staff, should be provided as part of administrative space.

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<b>STATE OF ARIZONA JUVENILE DETENTION FACILITIES</b>	<b>Cross Reference:</b> Operational Guideline: <b>ACA:</b> 1-SJD-2B-07 <b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b>
<b>Section: IV L 1</b>  Physical Plant <b>STAFF/CHILDREN INTERACTIONS</b>	<b>Revision Date:</b>  <b>Implementation Date:</b> September, 1999
<b>Objective:</b> <i>The objective of this guideline is to recognize the importance of architectural design standards and other physical facility issues which will promote staff/children interactions as well as balance the need for operational security and safety.</i>	

- L 1.1** The physical plant shall be designed to facilitate personal contact, communication, and interaction between staff and children, whereby children may be supervised by staff in all areas while being consistent with safety and security standards of the facility.
- L 1.2** The facility shall be designed and constructed to allow children to be grouped in living and activity areas in accordance with a classification plan. The facility shall be designed so that sleeping rooms, activity areas, and staff offices are in close proximity to each other, thus allowing audiovisual coverage which will permit adequate security, control, custody, and supervisory functions.

# Operational Guidelines and Best Practices: Definitions

**Abuse-** When a parent, guardian, or custodian of a child inflicts or allows physical injury, impairment of bodily function, or disfigurement to occur. When a parent, guardian, or custodian of a child causes or allows serious emotional damage, sexual abuse, sexual assault, or sexual exploitation to occur.

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

**Adjudicate** - To determine whether the allegations of a petition are supported by the evidence beyond a reasonable doubt.

**Administrative Office of the Courts (AOC)-** The Arizona Constitution authorizes an administrative director and staff 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.

**Adolescent development-** Period of human development from twelve to eighteen years of age, characterized by physical, emotional, social and cognitive changes.

**Adult-** A person eighteen years of age or older.

**Aftercare-** Control, supervision and care exercised over juveniles released from facilities through a stated release process.

**Americans with Disability Act of 1990 (ADA)-** An act to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

**Arizona Department of Administration (ADOA)-** The state department that provides support services to government agencies, state employees and the public.

**Arizona Department of Juvenile Corrections (ADJC)-** 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.)-** State law passed by the Arizona legislative branch.

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

**Behavior management-** Program strategies that include rules, activities, consequences and operational procedures intended to influence individual behavior.

**Body cavity search-** 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-** An emergency situation in which there is reason to believe an explosive device is on or near the facility.

# Operational Guidelines and Best Practices: Definitions

**Chemical weapons-** An active substance used for the purpose to deter, subdue or control behavior of an individual.

**Child-** Any person under eighteen years of age; also youth or juvenile.

**Child Protective Services (CPS)-** Part of the Division of Children, Youth & Families under the Department of Economic Security that is mandated to protect children by responding to reports of abuse and neglect. CPS provides services to families to remedy problems and allow children to remain safely in their homes.

**Classification-** 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.

**Cognitive restructuring programs-** Methods an individual uses to develop skills to correct maladaptive thinking, correct misconceptions and learn more realistic ways to cope with life experiences.

**COJET-** Acronym that stands for the Committee on Judicial Education and Training. All court employees must complete a specified number of hours of approved courses during each calendar year.

**Communicable diseases-** Diseases that can be transmitted to others by air, water, physical contact, etc.

**Confidentiality-** Juvenile records are safeguarded from unauthorized and improper disclosure. A person who knowingly violates the confidentiality of juvenile records could be guilty of a class 2 misdemeanor.

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

**Control room-** A designated secured area or room in a facility where activities are monitored and controlled.

**COPE-** An acronym for the Committee on Probation Education.

**Corporal punishment-** The infliction of pain for the intent to punish.

**Crisis intervention services-** 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-** A person, other than a parent or legal guardian, who is given legal custody of the child by order of the juvenile court.

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

# Operational Guidelines and Best Practices: Definitions

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

**Degrading Treatment-** Treatment of a juvenile that is intended to humiliate, embarrass or degrade the juvenile

**Delinquency Hearing-** A proceeding in the juvenile court to determine whether a juvenile has committed a specific delinquent act as set forth in a petition.

**Delinquent Act** - An act by a juvenile that if committed by an adult would be a criminal or petty offense.

**Delinquent Juvenile** - A child who is adjudicated to have committed a delinquent act.

**Detainee-** An individual confined in a county detention facility.

**Detention-** The temporary confinement of a juvenile who requires secure care in a facility with restricted ingress and egress pending court disposition or as a condition of probation.

**Detention Administrator** - The administrator of a county juvenile detention facility. Also known as a Juvenile Detention Services Administrator.

**Detention Facility** - A physically restricting, county operated facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress.

**Detention Hearing** - An initial appearance before the court to determine release prior to adjudication.

**Detention Records** - Records that include the juvenile's delinquent charges, personal information, behavior and activities while in custody. May contain such documents as court orders, personal property inventories, and warrants or petitions.

**Detoxification** - Process by which an individual withdraws from the effects of alcohol or other substances.

**Direct Observation** - Constant one-to-one monitoring by staff of a juvenile on a high-risk status.

**Director of Juvenile Court Services-** The director is appointed by the presiding judge of the juvenile court and serves at the pleasure of the presiding juvenile judge. The director of juvenile court services recommends the appointment of probation officers, detention personnel, other personnel and office staff.

**Disciplinary Action** - Consequences given by detention personnel to a detainee for violating the facility's rules and regulations.

**Disciplinary Hearing** -An in-house administrative procedure to determine if a detainee is guilty of a rule violation.

# Operational Guidelines and Best Practices: Definitions

**Disciplinary Reports-**A written report prepared by the detention officer explaining the violation of the facility's rules or regulations and the possible consequences.

**Discrimination-** Unfair treatment based on an individual's age, race, sex, religion, etc.

**Dispositional Hearing-** A hearing held after adjudication to determine the disposition of a juvenile adjudicated a delinquent, including dismissal, acquittal, transfer to adult court or imposition of a disposition after an adjudication for a delinquent offense.

**Education Program Staff-** Teachers and support staff that provides formal academic education or vocational training.

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

**Evacuation Plan-** A procedure approved by the director and detention administrator to exit the detention personnel, juveniles, and visitors from the facility in case of an emergency.

**First Aid-** Care for a condition that requires immediate assistance from an individual properly trained in first aid.

**Food Service Provider-** Any vendor, catering company, kitchen, agency or preparer that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.

**Grievance-** A formal procedure to file a complaint about a circumstance, condition or action that is considered to be unjust.

**Guardian-** An adult that has the duty and authority to make important decisions in matters affecting a minor.

**Health Care Professional-** A licensed medical professional such as a physician, registered nurse, nurse practitioner, physician's assistant, etc

**Health Screening-** 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-** A licensed medical professional that is responsible for the design and provision of health services to the juvenile population and authorized to make medical judgements regarding a juvenile.

**Housing Unit-** A group of single or multiple occupancy cells that is adjacent to a day room.

**Incident Report-** A written document that reports any special or unusual event and detention staff's response to the event. This includes disciplinary reports.

# Operational Guidelines and Best Practices: Definitions

**Incorrigible Child-** 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. A child who is habitually truant from school or is a runaway, or commits any act constituting an offense that can only be committed by a minor that is not designated as a delinquent act. (See Status Offender)

**Individual Educational Plan (IEP)-** A written statement, as defined in 20 United States Code sections 1401 and 1412, for providing special education services to a child with a disability that includes the pupil's present levels of educational performance, the measurable annual goals and short-term objectives or benchmarks for evaluating progress toward those goals, and the specific special education and related services to be provided.

**Informed Consent-** Agreement by a patient to a treatment, examination, or procedure after the patient receives the facts from a medical professional on the nature, risks, and alternatives to the proposed treatment, examination or procedure.

**Interstate Compact on Juveniles-** An interstate agreement between states to cooperate with each other in the interstate placement and supervision of juveniles, (See A.R.S. § 8-548).

**Isolation-** 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-** Any person under eighteen years of age, also youth or child.

**Juvenile Court-** The juvenile division of the superior court with jurisdiction over children in any proceeding relating to delinquency, dependency or incorrigibility.

**Mechanical Restraints-** Equipment used to restrict motion in order to subdue, protect or transport a juvenile, such as handcuffs, shackles, straitjacket, restraint chair, four-point restraints or other equipment.

**Medical Examination-** A thorough evaluation of a patient's current physical condition and medical history conducted by a licensed physician.

**Medical Professional-** Any licensed professional who provides medical services, nursing services, health screening services, other health-related services, supervisory care services, or personal care services.

**Medical Isolation-** The separation of a juvenile with a communicable disease for the sole purpose of protecting other juveniles in the population.

**Medical Screening-** A systematic method to assess a youth's physical and mental health at the time of admission through observation and interview questions.

**Mental Health Agency-** Any private or public facility that is licensed by the state as a mental health treatment agency, a psychiatric hospital, a psychiatric unit of a general hospital or a

# Operational Guidelines and Best Practices: Definitions

residential treatment center for emotionally disturbed children which uses secure settings or mechanical restraints.

**Multi-Disciplinary Evaluation Team (MET)**- A team of persons including individuals described as the individualized education program team and other qualified professionals who shall determine whether a child is eligible for special education.

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

**National Juvenile Detention Association (NJDA)**- 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**- The unwillingness of a parent, guardian or custodian of a child to provide the child with supervision, food, clothing, shelter or medical care.

**Nightsticks**- A short club used by law enforcement personnel.

**Nurse Practitioner**- A certified professional nurse who has an expanded scope of practice as defined in A.R.S. § 32-1601.

**Occupational Safety and Health Administration (OSHA)**- A division in the United States Department of Labor that assures safe and healthful working conditions for workers through enforcement of the standards developed under the Occupational Safety and Health Act of 1970.

**Over The Counter Medication (OTC)**- Medication that does not require a physician's prescription to purchase.

**Parent**- A person who is a natural, adoptive or surrogate parent.

**Parental Consent**- A parent's permission that is required to make important decisions in matters affecting the minor.

**Pat Search**- An external examination of a clothed youth for weapons and contraband by feeling on the outside of the clothes.

**Perimeter Security**- A system that is used to control ingress and egress to the interior of the facility.

**Petition**- A written statement of the essential facts that allege delinquency, incorrigibility or dependency.

**Physical 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.

# Operational Guidelines and Best Practices: Definitions

**Physical Restraint-** A certified technique to restrict the motion or subdue a youth by using the hands in order to restrain the youth.

**Physician-** A doctor of medicine licensed pursuant to A.R.S. Title 32, Chapter 13 or 17.

**Physician Assistant-** A person who is licensed and who performs health care tasks pursuant to a dependent relationship with a physician.

**Prescription Medication-** Medication that can only be administered under the supervision and authorization from a licensed physician.

**Program Staff-** 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-** A highly controlled group of prescription medication that is used to treat emotional, behavioral, or psychiatric disorders.

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

**Recreation-** Structured activities that include physical exercise and leisure activities intended to entertain, refresh and contribute to the overall well-being of the juvenile.

**Riot-** A major disturbance by a group of individuals that jeopardizes the safety and security of the facility.

**Risk Management-** A county and/or state department that is tasked to reduce the frequency and cost of losses. Risk Management consultants provide advice and assistance in a variety of areas, including exposure analysis, environmental assessments and industrial hygiene concerns.

**Sally Port-** 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.

**Security-** Freedom from danger, fear or anxiety; a place of safety.

**Service Provider-** A person or agency that provides services to clients pursuant to a contract or service agreement.

**Sick Call-** A facility's procedure that permits a detainee to request medical attention.

**Sight and Sound Separation-** Prohibition of any contact between a juvenile being housed in an adult jail or lock-up facility and any charged or convicted adult per A.R.S. § 8-305 and Article XXII § 16 of the Arizona Constitution.

**Status Offender-** A youth who has been charged or adjudicated for conduct that would not be a crime if committed by an adult. ( See Incurrigible Child)

# Operational Guidelines and Best Practices: Definitions

**Strip Search-** A visual, non-contact examination of a youth's naked body for weapons, contraband, injuries and deformities.

**Stun Guns-** A hand held device that discharges a static charge which can immobilize an individual for several minutes.

**Suicide-** The intentional killing of oneself.

**Suicide Prevention and Intervention-** 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-** A systematic method to assess the youth's mental health and the level of risk of self-harm at the time of admission through a process of observation and interview questions.

**Testing Center-** Facilities that provide high-quality, secure testing to examinees who wish to earn the Arizona High School Equivalency Diploma. The Arizona Supreme Court, Administrative Office of the Courts, is certified as an official GED testing center by the General Education Development Testing Service. No testing is done at the AOC facility, but full testing administration and support services are provided for the program.

**Testing Site-** Approved as an addendum location by the official GED testing center where GED tests booklets and other secure testing materials may be transported for the purpose of administering the test to eligible examinees.

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

**Treatment Plan-** 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.

**Universal Precautions-** Universal precaution is 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.

**Unusual Incident-** 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.

# Operational Guidelines and Best Practices: Definitions

**Volunteers-** Any unpaid individual who donates time and effort to enhance the activities and program of an agency.

**Wellness Checks-** Assessments and monitoring to ensure the juvenile's well-being while in restraints. The assessments shall include monitoring the juvenile's level of consciousness, respiration, agitation, skin color, and possible injuries.