
Juvenile Federal Performance-Based Detention Standards Handbook



February 2011

For Official Use Only

Juvenile Federal Performance-Based Detention Standards Handbook

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* Elements highlighted in red within each function identify the minimum requirements necessary to house USMS juvenile detainees.

Federal Performance Based Detention Standards/Juvenile

Section A: ADMINISTRATION AND MANAGEMENT

A.1 Policy Development and Monitoring

The facility director ensures that current procedures for operating and maintaining the facility are specified in a manual that is accessible to all employees, juvenile detainees, and the public.

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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review facility's written policies and procedures manual.

Review documentation and interview staff to determine that policies and procedures are communicated to:

- Personnel.
- Juvenile detainees.
- Parents/legal guardians, when appropriate.

Review documentation to ensure that policies and procedures are reviewed annually, updated as needed, and shared with staff prior to implementation.

Interview staff to determine accessibility to necessary facility operations information including:

- Policies and procedures.
- Post orders.

Review policies and procedure to ensure that a policy exists which clearly states the facility will not tolerate sexual abuse.

Item No.	Review Checklist				Comments
A.1.1	A manual of policies and procedures exist.	Y	N	N/A	
A.1.2	Policies and procedures are reviewed at least annually and updated as needed. The facility director signs and dates each policy.	Y	N	N/A	
A.1.3	Policies and procedures are communicated to personnel, juvenile detainees and parents/legal guardian, when appropriate.	Y	N	N/A	
A.1.4	Staff has access to post orders, policies and procedures.	Y	N	N/A	
A.1.5	Policy clearly states that the facility will not tolerate sexual abuse.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section A: ADMINISTRATION AND MANAGEMENT

A.2 Admission and Orientation

The facility director ensures that all incoming juveniles undergo thorough screening and assessment, and receive an orientation to the facility's procedures, rules, programs and services.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the admission and orientation of juvenile detainees. The procedures include:

- Determination that the juvenile detainee is legally committed to the facility.
- A complete search of the juvenile detainee and possessions.
- Disposition of personal property.
- Provision for a shower.
- Hair care.
- Issue of clean, laundered clothing, as needed.
- Issue of personal hygiene items.
- Medical, dental, and mental health screenings.
- Classification and assignment to housing unit which ensures sight and sound separation from adult detainees.
- Recording of personal data.
- Assistance to juvenile detainees in notifying their families of admission.
- Written notification sent to parents/legal guardians to include visitation hours, mailing address, directions to the facility, complaint process, personal property policy, and how to contact the facility.
- Provision for written orientation materials translated in their preferred language and appropriate reading level.
- Personnel assisting in the explanation of procedures.

Review documentation that ensures policies and procedures are reviewed and updated at least annually.

Review written orientation material to ensure that information includes:

- Facility's refusal to tolerate discrimination.
- Facility's commitment to equality of access to programs and services without regard to race, gender, or national origin.
- Availability of an informal mechanism for juvenile detainees to bring problems and questions (including complaints of victimization) to the attention of staff.
- The use of the formal grievance.

- Access to courts and legal representation.
- Pertinent rules and regulations.
- Personal property retention.
- Telephone and visiting privileges.
- Sick call procedures and access to health care.
- The facility's plan and program for prevention, intervention and remediation of sexual misconduct, what constitutes sexual misconduct/sexual harassment, and the consequences of participating in such activities.
- How to report staff and detainee misconduct (and explanation of the extent to which such reporting is confidential and the appropriate agency component that should be notified).
- Rules on appropriate interaction with staff.

Interview staff and juvenile detainees to determine if juvenile detainees received the orientation information in a manner calculated for their understanding (i.e., reading ability, preferred language, and were given an opportunity to ask questions).

Observe the admission and orientation process, when possible.

Item No.	Review Checklist				Comments
A.2.1	Written policies and procedures exist for the admission and orientation of juvenile detainee.	Y	N	N/A	
A.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
A.2.3	Written orientation materials exist and are provided to each juvenile detainee upon admission.	Y	N	N/A	
A.2.4	Juvenile detainees receive orientation information in a manner calculated for their understanding.	Y	N	N/A	
A.2.5	Written notification of admission is sent to parents/legal guardians within 24 hours.	Y	N	N/A	
A.2.6	Sight and sound separation from adult detainees is maintained throughout the facility.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section A: ADMINISTRATION AND MANAGEMENT

A.3 Juvenile Detainee Records

The facility director ensures that juvenile detainee records are confidentially and securely maintained.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies, procedures and practices governing the management of juvenile detainees' records to include:

- The establishment, use, and content of records.
- Accountability for records.
- Preservation and schedule for retiring/destroying inactive records.
- Secure placement and maintenance.
- That all entries are dated and identified.
- The right to privacy.

Review detainee records including:

- Confinement record (to include at a minimum classification documents, disciplinary record, escape history, and personal property inventory).
- Program/treatment record.
- Medical record (located in the medical section).
- Education record.

Review detainee records' sign-in and sign-out logs.

Observe that physical juvenile records are marked "confidential."

Review policies and procedures for the release and transfer of juvenile detainee records to include the following:

- Records are safeguarded from unauthorized and improper disclosure.
- Juvenile detainees or their parents/legal guardians sign a release of information consent form prior to release of information, as required by state statute or regulation, and a copy of the form is maintained in the juvenile detainee's record.

Review documentation of the release and transfer of detainee records.

Interview staff to determine how released or transferred juvenile records are processed.

Item No.	Review Checklist				Comments
A.3.1	Policies and procedures exist for the management of juvenile detainee records.	Y	N	N/A	
A.3.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
A.3.3	All juvenile detainee records are securely and confidentially maintained.	Y	N	N/A	
A.3.4	Physical juvenile detainee records are marked "confidential."	Y	N	N/A	
A.3.5	Policies and procedures exist for the release and transfer of juvenile detainee records.	Y	N	N/A	
A.3.6	Released and transferred juvenile detainee records are archived and purged according state/federal requirements.	Y	N	N/A	
A.3.7	The release and transfer of juvenile detainee records are documented.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section A: ADMINISTRATION AND MANAGEMENT

A.4 Personal Property Retention

The facility director ensures the control and safeguarding of juvenile detainee personal property and monies.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies and procedures for the collection, itemization, storage, and return of juvenile detainee personal property and funds.

Interview staff and review juvenile detainee confinement records to determine that a system for the tracking and secure maintenance of juvenile detainee personal property and funds is in place.

Review documentation for an existing system in which juvenile detainees sign and receive an itemized listing of their funds and stored property.

Review documentation supporting the practice for the replacement of juvenile detainee property destroyed or damaged, intentionally or inadvertently, by staff.

Review documentation that the facility returns juvenile detainee personal property and funds upon release and juvenile detainees sign for the receipt of property and funds.

Item No.	Review Checklist				Comments
A.4.1	Policies and procedures exist for the collection, itemization, storage, and return of juvenile detainee personal property and funds.	Y	N	N/A	
A.4.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
A.4.3	A system is in place to track and securely maintain juvenile detainee personal property and funds.	Y	N	N/A	
A.4.4	Juvenile detainees sign and receive an itemized listing of stored property and deposited funds.	Y	N	N/A	
A.4.5	Policies and procedures exist to replace lost or destroyed juvenile detainee personal property.	Y	N	N/A	
A.4.6	Facility returns juvenile detainees personal property and funds at the time of release and juvenile detainee signs for receipt.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section A: ADMINISTRATION AND MANAGEMENT

A.5 Releases

The facility director ensures juvenile detainees are released only with proper orders, identity verification, and notification.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies and procedures for the release of juvenile detainees. Written procedures include:

- Verification of identity.
- Verification of release papers.
- Completion of release arrangements, including person/agency to whom juvenile is to be released.
- Completion of pending grievances and claims regarding lost personal property.
- Instructions for forwarding mail.
- Return of personal property and funds.
- Health care treatments and appointments for community follow-up, as needed.
- Transportation arrangements.

Interview staff to determine if pertinent staff is notified of the impending juvenile detainee release.

Observe the release process.

Review confinement records of released juvenile detainees.

Item No.	Review Checklist				Comments
A.5.1	Policies and procedures exist for the release of juvenile detainees.	Y	N	N/A	
A.5.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
A.5.3	Pertinent staff is notified of impending releases.	Y	N	N/A	
A.5.4	Written procedures require:				
A.5.4a	Verification of identity.	Y	N	N/A	
A.5.4b	Verification of release papers.	Y	N	N/A	
A.5.4c	Completion of release arrangements, including person/agency to whom juvenile is to be released.	Y	N	N/A	
A.5.4d	Completion of pending grievances and claims regarding lost personal property.	Y	N	N/A	
A.5.4e	Instructions for forwarding mail.	Y	N	N/A	
A.5.4f	Return of personal property and funds.	Y	N	N/A	
A.5.4g	Health care treatments and appointments for community follow-up, as needed.	Y	N	N/A	
A.5.4h	Transportation arrangements.	Y	N	N/A	
A.5.5	Released juvenile detainee records are archived and purged according to state/federal requirements.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.1 Health Screenings

The facility director ensures medical, dental, and mental health screenings are performed by trained, licensed health care professionals at intake, and that follow-up action is taken, when necessary.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

*Review relevant policies, procedures and documentation concerning health screenings and dispositions.

*Review juvenile detainee medical records to determine if the following are identified, documented and addressed for health screenings:

- Screenings are performed within two hours of admission to the facility.
- Current medical/dental complaints, past medical/dental illnesses and prior hospitalizations.
- Emergency medical and dental needs.
- Chronic medical problems.
- Current medications or medication needs.
- Chronic medical problems.
- Mental health diagnosis and past hospitalizations for mental disorders.
- Current or past need for mental health treatment, especially in previous incarcerations.
- Inquiries into any known current or past thoughts of hurting or killing oneself.
- Condition of auditory or visual hallucinations.
- Alteration in state of consciousness or orientation to person, place or time.
- Signs of depression or agitation, abnormal behavior and appearance noted.
- PPD tuberculin skin test and/or chest radiograph is performed within 72 hours of arrival.
- Screening for tuberculosis.
- Persons who have symptoms of tuberculosis are isolated and referred to a health care professional within the same day of identification of symptoms.
- Persons with positive tuberculin skin testing have a follow up health assessment within 48 hours to include chest x-ray and the provision of medications, if appropriate.
- Pregnancy testing for all females, with collection of information on current and past pregnancies.
- Identification of symptoms of intoxication and withdrawal due to current and prior drug, tobacco and/or alcohol use.

- Inquiry or assessment of risk of infectious diseases by history of cough, fever, rash, itching or skin lesions with appropriate isolation practices.
- Screening for sexually transmitted infections relevant to the community prevalence.
- Current immunization status.
- Allergies and special dietary needs.
- Observation of skin and hair for infestations, bruises, tattoos, needle marks, rashes or other lesions.
- Medical follow-up which occurs the next business day if any non-urgent medical, mental or dental health issue is identified by the screening process.

Interview staff and juvenile detainees to determine that health screening procedures are followed and to determine that:

- There is visual monitoring by staff through the completion of the health screen on newly admitted juvenile detainees.
- Juvenile detainees are provided the opportunity to report illness and emergent medical, mental and dental health needs.
- Appropriate medical referrals are made, as needed.
- Medical emergencies are handled immediately.
- Medical follow-up occurs the next business day if any non-urgent medical, mental or dental health issue is identified by the screening process.

*Review staff training records and interview staff regarding training related to health screenings.

Observe health screens to determine they are properly conducted in private and language barriers and literacy are accounted for.

Item No.	Review Checklist				Comments
B.1.1	Written policies and procedures exist that provide for receiving health screens within two hours of admission into the facility.	Y	N	N/A	
B.1.2	Policies and procedures are reviewed at least annually and updated as needed by health care and administrative staff.	Y	N	N/A	
B.1.3	Policies provide for appropriately licensed and trained personnel to conduct screens and provide for necessary referral.	Y	N	N/A	
B.1.4	Staff receives proper training regarding health screenings.	Y	N	N/A	
B.1.5	Health screenings are performed properly and language barriers and literacy are accounted for.	Y	N	N/A	
B.1.6	Appropriate follow-up and referrals are made upon the completion of health screenings.	Y	N	N/A	
B.1.7	Emergency medical, dental and mental health needs are identified, documented and addressed.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.2 Health Assessment and Access to Health Services

The facility director ensures that juvenile detainees receive a comprehensive health assessment and have full access to emergency and routine health services.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures, health records and other documentation concerning access to health care services and the completion of health assessments.

*Review the juvenile detainee health record to determine if the following are included:

- Medical, dental and mental health screenings are completed within seven days of admission to the facility, and previous medical records are available, if applicable.
- History of past and current illnesses, and risk behavior assessment.
- Vital signs, weight, height and body mass index.
- Physical examination appropriate to adolescents by a mid-level provider, to include breast exam for females and testicular and genitourinary exam for males.
- Documentation of current immunizations with administration of Advisory Committee on Immunization Practices (ACIP) recommended vaccines.
- Physical and sexual abuse history with mechanism for reporting, and clinical follow-up established and practiced.
- Gynecological examination and Pap smears for females, as clinically appropriate.
- Clinically appropriate diagnostic testing, such as urinalysis, pregnancy test for females, TB skin testing, sexually transmitted disease screening, blood count and chemistry, etc.
- Allergies and chemical sensitivities.
- Determination of whether juvenile detainee's medical circumstances preclude the use of any force devices.
- Vision and hearing assessment.
- Chemical dependency.
- Psychiatric hospitalizations and treatment.
- Mental retardation.
- Cognitive impairments.
- Developmental disabilities.
- Mental status examination.
- Suicide risk determination.
- Documentation of emergency care.
- Documentation of palliative, prophylaxis and restorative dental care and treatment by licensed dental provider.

- Provision of dental hygiene education.
- Provision of dental prophylaxis every six months.
- Provision for unimpeded access for juvenile detainees to make confidential written medical, mental health, and dental complaints (sick call) to medical staff.
- Dispositions are formulated on results of assessments by the appropriate qualified medical staff.
- Documented provisions for people who wish to refuse the assessment.
- Health education that includes instruction on testicular self-examination for males, breast self-examination for females, and health promotion and disease prevention appropriate to adolescents to include risk behavior reduction messages.

Interview staff and juvenile detainees to determine:

- Completion of all health assessments within seven days of admission to the facility.
- Communication of information to other staff, by medical staff, regarding circumstances that are impacted upon use of physical control, housing or programming for juvenile detainees.
- The provision of health education to juvenile detainees by medical staff.
- Access to all health care services and unimpeded sick call.
- Health access is unimpeded by administrative or security overrides (medical autonomy).

Observe sick call process and review documentation to determine that unimpeded access occurs, requests are triaged within 24 hours, and appropriate clinical disposition occurs by health provider.

*Review valid and current licenses/certifications of health care staff.

*Observe completion of health assessments to determine they are properly conducted in private and language barriers and literacy are accounted for.

Review health records and other documentation to determine:

- Records have appropriate signatures, dates and times.
- Health care disposition of juvenile detainees is based on their health status.
- Protocols and procedures for health assessments, including sick call, are determined by the responsible physician and meet recognized professional standards.
- Observe juvenile detainees during the tour that appear to have health needs, review those particular health records for disposition or the need for referral.

Item No.	Review Checklist				Comments
B.2.1	Written policies and procedures exist for full health assessments and sick call.	Y	N	N/A	
B.2.2	Policies and procedures are reviewed at least annually and updated as needed by health services and administrative staff.	Y	N	N/A	
B.2.3	Full medical, dental and mental health assessments of juvenile detainees are completed within seven days of their arrival at the facility, unless there is a referral for an immediate full assessment or emergency care at the time of the intake screening.	Y	N	N/A	
B.2.4	All health care examinations and treatment are conducted only by appropriate licensed health care staff.	Y	N	N/A	
B.2.5	Regardless of housing assignment, juvenile detainees have daily opportunities to request health care, without the request being transmitted by another detainee or correctional officer. Requests are made directly to health care staff.	Y	N	N/A	
B.2.6	Information regarding medical circumstances that impact upon use of physical control, housing or programming for juvenile detainees is communicated to security or other staff.	Y	N	N/A	
B.2.7	Evidence of medical autonomy exists.	Y	N	N/A	
B.2.8	Juvenile detainees' verbal and written requests are received daily by health care staff and triaged within 24 hours with appropriate disposition.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.3 Special Medical Needs and Services

The facility director ensures that juvenile detainees have full access to specialized health care services that require care beyond routine medical management. These juvenile detainees with special medical needs require and receive individualized treatment plans, specialty care and services.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, health records and other documentation concerning juvenile detainees requiring specialized health services including the chronically ill, communicable disease infections, the physically disabled, pregnant, terminally ill, developmentally delayed and victims of sexual assault.

Review health records of juvenile detainees with special medical needs to determine:

- Enrollment in chronic care clinics in an appropriate time frame as determined by the responsible physician, according to community clinical standards.
- Scheduled regularly to be seen as dictated by their illnesses and the community standard of care.
- Emergency needs are handled promptly.
- Diagnostic testing is done in accordance with the identified chronic condition.
- Medications and other treatments are provided as ordered and clinically indicated.
- If targeted physical examinations or evaluations are a part of the treatment plan.
- If referred and evaluated by an obstetrician or qualified practitioner for prenatal care, if pregnant.
- Timely specialty consults, infirmary care and hospitalizations occur, as clinically appropriate.
- Preventive health care and health education are provided.
- Discharge planning for continued health treatment upon release is available.
- Treatment and appropriate isolation measures exist for those with communicable diseases.
- Treatment plans include instruction about diet, exercise, restrictions or adaptation to the correctional environment, medication, type and frequency of diagnostic testing, frequency of follow-up for medical evaluation and adjustment of treatment modality, and discharge planning for follow up in the community.

Review documentation for evidence of a multi-disciplinary review process regarding housing assignments, work limitations, program assignments, discipline, and admissions to and transfers from the institution, with written communication between the facility

administrator and the responsible physician or designee regarding patients with special health needs.

Interview staff and review available records of juvenile detainees who have been sexually assaulted to determine if:

- A referral was made to a community facility for treatment and gathering of evidence (as required).
- A history is taken.
- Evaluations are performed.
- Injuries are documented.
- Referrals were made to appropriate staff and services.
- Evidence is taken with detainee's consent.
- Prophylactic treatment is provided, as necessary.
- Testing and counseling is provided, as necessary.
- Evaluation and referral to mental health professional was performed.
- Facility takes measures to protect victims from further assault by their assailants.
- Required reporting occurred.

Item No.	Review Checklist				Comments
B.3.1	Written policies and procedures exist for juvenile detainees with specialized health needs.	Y	N	N/A	
B.3.2	Policies and procedures are reviewed at least annually and updated as needed by health services and administrative staff.	Y	N	N/A	
B.3.3	Treatment plans are individualized and based on clinical protocols according to the community standard of care, with adherence to physician directed care.	Y	N	N/A	
B.3.4	Documentation exists concerning required infirmary care, hospitalizations and outpatient care for juvenile detainees when clinically indicated.	Y	N	N/A	
B.3.5	Release discharge plans and medical follow up documented.	Y	N	N/A	
B.3.6	Infection control measures are in place and practiced.	Y	N	N/A	
B.3.7	Sexual assaults are documented, treated, and reported appropriately.	Y	N	N/A	
B.3.8	Juvenile detainees with special health needs are reviewed by a multi-disciplinary team, and appropriate communication is relayed to staff regarding use of force, housing or programming for juvenile detainees determined to have special health needs.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.4 Mental Health Services

The facility director ensures that juvenile detainees have full access to and receive mental health services.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures, medical protocols, health records and other documentation concerning mental health services, including: assessments, therapeutic treatment, crisis stabilization, psychiatric hospitalization, psychotropic medication, and the use of therapeutic restraints.

Review health records to determine:

- All juvenile detainees receive a mental health screening within two hours of admission to the facility.
- Mental health screenings are reviewed by qualified mental health professionals.
- Juvenile detainees with positive findings, indicated by the screening, are immediately referred to a mental health professional for further evaluation.

*Review mental health assessments (completed as a result of a positive mental health screening) to determine:

- Completion within seven days, or sooner, by a qualified mental health professional when indicated by the results of the screening.
- History of current or past mental health diagnosis.
- Past hospitalizations for mental disorders.
- Current or past need for mental health treatment.
- Current or past thoughts of hurting or killing oneself or others.
- Current or past suicidal plans.
- History of suicidal or self-injury attempts.
- Alteration in state of consciousness or orientation to person, place or time.
- History of trauma or abuse.
- Sexual offenses.
- Violent, aggressive or inappropriate behavior.
- Drug and/or alcohol use.
- Determination of mental retardation or developmental disability.
- Emergency psychiatric care and hospitalization.

Review health records, mental health treatment plans, and other documentation to determine that mental health services include therapeutic treatment (individual and group therapy), and is not limited to the use of psychotropic medication.

Review documentation for evidence of a multi-disciplinary review process regarding housing assignments, work limitations, program assignments, discipline, and admissions to and transfers from the institution, with written communication between the facility director and the responsible physician or designee regarding juvenile detainees with mental health needs.

Review documentation and interview staff to determine the use of therapeutic restraints is clinically justified and ordered or approved by the appropriate mental health professional.

Interview staff to determine:

- Delivery of mental health services, as appropriate.
- Multi-disciplinary team approach in the development of mental health treatment plans.
- Administration and monitoring of psychotropic medications, as required.
- Authorization process for the use of therapeutic restraints.

Item No.	Review Checklist				Comments
B.4.1	Written policies and procedures exist for juvenile detainees with mental health needs.	Y	N	N/A	
B.4.2	Policies and procedures are reviewed at least annually and updated as needed by health services and administrative staff.	Y	N	N/A	
B.4.3	Mental health screenings occur within two hours of admission to the facility.	Y	N	N/A	
B.4.4	Mental health assessments occur within seven days, if indicated, and are conducted by a mental health professional.	Y	N	N/A	
B.4.5	Therapeutic mental health services are provided by mental health professionals.	Y	N	N/A	
B.4.6	Psychotropic medications are administered and monitored as prescribed.	Y	N	N/A	
B.4.7	Psychiatric hospitalization and crisis stabilization are available and utilized.	Y	N	N/A	
B.4.8	Mental health treatment plans are developed and reviewed by a multi-disciplinary team. Appropriate communication is relayed to staff regarding use of force, housing or programming for juvenile detainees determined to have mental health concerns.	Y	N	N/A	
B.4.9	Therapeutic restraints are clinically justified and are ordered by the appropriate mental health professional, as required by policy.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.5 Suicide Prevention

The facility director ensures the facility has a suicide prevention program that identifies and responds to juvenile detainees who express suicidal behaviors or ideations.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

*Review relevant policies, procedures for suicide prevention.

*Review health records of juvenile detainees to determine that:

- Screening for suicide risk is performed on each juvenile detainee upon admission to the facility.
- Screening instrument contains questions and observations that would identify suicide risk and is administered by trained mental health staff.
- Immediate referral and assessment by mental health professionals and appropriate monitoring occurs when suicidal ideations are present upon admission or any other point during the juvenile detainee's stay.

*Review staff training records and interview staff to determine that:

- Suicide prevention training is required and conducted for all facility staff at pre-service employment, and is conducted at least annually.
- Training addresses identification of suicidal behaviors and triggers.
- Response to suicide attempts includes first aid, cardiopulmonary resuscitation (CPR) and operation of Automated External Defibrillator (AED).
- Suicide prevention protocols for juvenile detainees are developed and practiced by facility staff.

*Review facility logs and other documentation to determine that:

- A facility-wide system of communication exists for identifying and monitoring of potentially suicidal juvenile detainees.
- Suicide protocols include levels of observation and supervision required with special housing needs.
- Suicidal juvenile detainees are observed at least every 15 minutes.

Interview staff to determine knowledge level of suicide prevention protocols and the delivery of suicide prevention services.

Item No.	Review Checklist				Comments
B.5.1	Written policies and procedures exist for suicide prevention.	Y	N	N/A	
B.5.2	Policies and procedures are reviewed at least annually and updated as needed by mental health services and administrative staff.	Y	N	N/A	
B.5.3	Juvenile detainees are screened upon admission for suicide risk and behaviors by trained mental health staff.	Y	N	N/A	
B.5.4	When suicidal ideations are present, mental health professionals provide appropriate monitoring, evaluations and referrals.	Y	N	N/A	
B.5.5	Suicide prevention training is completed for all facility staff during initial employment and at least annually. Training should address identification of suicidal behaviors and triggers, first aid, CPR and operation of AED.	Y	N	N/A	
B.5.6	Suicide prevention protocols for juvenile detainees are current and practiced.	Y	N	N/A	
B.5.7	Communication exists for notification and monitoring of potentially suicidal juvenile detainees to include levels of supervision and special housing needs.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.6 Services and Support

The facility director ensures that juvenile detainees are provided with adequate medical support and services to expedite and assist in the delivery of health care services to include pharmacy, diagnostic and emergency services.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, contracts, agreements and other documentation concerning health care support services such as pharmacy, diagnostic, and emergency care, and that space and equipment are provided.

Observe health treatment areas to determine if there is adequate space and equipment available on site to deliver health services to juvenile detainees with sight and sound separation from adult detainees.

Review the health records of juvenile detainees to determine that:

- Diagnostic testing is completed in an appropriate time frame as determined by the responsible physician according to community clinical standards.
- Emergency needs are met promptly.
- Pharmaceuticals are provided as ordered, distributed and administered properly, and medication refusals are documented.

Review health records, medication administration records, training records, and other documentation to determine that:

- Staff has appropriate training for the administration of medication.
- Medication is properly handled and reported.
- Proper medication and supply inventories are maintained.
- Medication refusals by the juvenile detainee are documented.
- Appropriate clinical oversight of the pharmaceutical program is maintained.

Review written agreements that outline the terms for diagnostic ancillary services, emergency care, specialty care and hospital utilization for juvenile detainees.

Item No.	Review Checklist				Comments
B.6.1	Written policies and procedures exist to provide medical support services for the health care of juvenile detainees.	Y	N	N/A	
B.6.2	Policies and procedures are reviewed at least annually and updated as needed by health services and administrative staff.	Y	N	N/A	
B.6.3	A system of pharmaceutical procurement, accounting, dispensing, storage and disposal is practiced according to federal, state and local requirements.	Y	N	N/A	
B.6.4	Pharmaceuticals are distributed and administered to juvenile detainees in a timely and safe (watch/swallow) manner.	Y	N	N/A	
B.6.5	Protocols for medication refusals and medication errors exist with appropriate clinical oversight.	Y	N	N/A	
B.6.6	Ancillary services, such as laboratory and radiology, are accessible to juvenile detainees in a timely manner as ordered by the health provider.	Y	N	N/A	
B.6.7	Adequate and appropriate health care space is available for clinicians to provide confidential encounters.	Y	N	N/A	
B.6.8	Adequate on-site health care equipment and supplies are available and checked regularly, including those necessary for medical emergencies.	Y	N	N/A	
B.6.9	Medical emergency evacuation and transportation are planned, practiced and documented on an annual basis and reviewed by medical and administrative staff.	Y	N	N/A	
B.6.10	Necessary written agreements exist with specialty services, emergency response agencies such as hospitals, EMS, etc.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section B: HEALTH CARE

B.7 Health Records

The facility director ensures that juvenile detainee health records are maintained in a uniform, safe, secure and confidential manner.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for collecting and maintaining health records, conditions for sharing medical information with facility staff, and the sharing of health records with health care providers in the community when indicated.

Review health records for organization and the following contents:

- Completed medical, mental health, and dental health screening forms.
- Health assessment forms and physical examination documentation, including current medical history.
- All findings, diagnoses, treatments, and dispositions documented at the time of service.
- Laboratory, radiographic and diagnostic results and reports, including tuberculosis status.
- Consent and refusal forms.
- Release of information forms.
- Immunization records.
- Health services reports (e.g. dental, mental health and consultations).
- Medical treatment plans, when indicated.
- Progress notes.
- Discharge summaries of emergency room visits and/or hospitalizations occurring while the juvenile detainee is in the facility.
- Prescribed medications and their administration.
- Place, date, and time of health encounters.
- Signature and title of documenter.
- A warning notice or stamp on file cover that health records are confidential.
- All forms required by the facility.
- Documentation of health education.
- Special diet orders, if required.
- Allergies prominently displayed on chart.

Review logs and other documentation to determine that confidentiality of health records is maintained.

Review documentation and process for the release of health records.

Observe file cabinets and health records storage areas to ensure records are maintained separately in a restricted, secure manner, consistent with applicable law, and that inactive files are retained according to legal requirements.

Interview health care staff to determine that health records are available to them when they see detainee patients and to determine the precautions taken for the confidentiality of medical records.

Review policies and procedures to ensure that all staff receives required training regarding the need to maintain the confidentiality of juvenile detainees' health records.

Item No.	Review Checklist				Comments
B.7.1	Written policies and procedures exist for collecting and maintaining juvenile detainee health records.	Y	N	N/A	
B.7.2	Policies and procedures exist that provide guidelines for sharing medical information, on a need to know basis, to identified staff within the facility, and the sharing of health records with health care providers in the community, when indicated.	Y	N	N/A	
B.7.3	Policies and procedures are reviewed at least annually and updated as needed by health services and administrative staff.	Y	N	N/A	
B.7.4	Signed confidentiality agreements are on file for all staff with access to juvenile detainee records.	Y	N	N/A	
B.7.5	Health records are complete and maintained in an orderly, organized fashion that will make retrieval, storage and back-up efficient.	Y	N	N/A	
B.7.6	Health records are stored in a safe, secure location in the health services area.	Y	N	N/A	
B.7.7	Health care staff has access to health records, when needed.	Y	N	N/A	
B.7.8	There is proper storage and back-up of inactive health records.	Y	N	N/A	
B.7.9	A log is kept to record access to health records, including time, date, purpose, and signature of staff.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.1 Security Inspections

The facility director ensures that regular security inspections of all areas of the facility are conducted in order to maintain a safe, secure and well-ordered environment, and to identify physical facility deficiencies.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning security inspections.

Interview staff to verify schedule and occurrence of inspections.

Interview the maintenance staff and review work orders to identify the process/system used for taking corrective action in the areas covered by the required reports.

Review written inspection reports to verify frequency and scope of the security inspections.

Review recent inspection reports and compare the inspection reports with the current condition of the facility.

Review documentation verifying that results of inspections are forwarded to the appropriate authority for review and corrective action.

Review logs to verify the practice and frequency of inspections and informal tours by administrative staff and supervisors.

Inspect security vehicles used to transport juvenile detainees to ensure they are equipped with the following: first aid kits, fire extinguishers, seat belts that anchor securely, instructions for actions to take in case of an emergency/breakdown, documentation of completion of repairs, and documentation of regular maintenance.

Identify several significant problems identified by inspections and determine what and when corrective action was taken, if any.

Interview juvenile detainees regarding frequency of inspections and informal tours.

Item No.	Review Checklist				Comments
C.1.1	Written policies and procedures exist for regular security patrols/inspections and/or reviews of all areas of the facility.	Y	N	N/A	
C.1.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.1.3	Regular, frequent inspections are conducted of all areas of the facility to identify potential or existing security violations and physical plant deficiencies.	Y	N	N/A	
C.1.4	The results of the inspections are forwarded to staff for review, and corrective action was taken, if necessary.	Y	N	N/A	
C.1.5	Informal tours are conducted by administrative personnel to determine awareness of facility conditions and any issues with staff and the juvenile detainees.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.2 Searches

The facility director ensures juvenile detainee and area searches are conducted in a manner that preserves constitutional rights. The searches and the contraband found are documented.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning juvenile detainee and area searches. Policy provides that body cavity searches are only conducted by qualified health care personnel outside of the facility. The facility director must authorize a body cavity search and an incident report must be completed.

Interview staff regarding methods of conducting searches.

Review logs, contraband and disciplinary reports regarding searches of the juvenile detainees' person, living areas and common areas.

Observe trained, same-sex staff conducting searches of juvenile detainees.

Observe that staff informs juvenile detainees of the search, that the search is for contraband, and that the detainee may relinquish to staff any contraband prior to the search.

Review logs and observe that visiting areas are searched before and after visiting hours, that outside recreation areas are searched prior to juvenile detainees entering the area, and that housing areas are searched on an irregular basis and/or at least once per month.

Interview a sampling of juvenile detainees and security staff to determine their knowledge regarding what property juvenile detainees are permitted to possess and to determine search practices.

Observe the admission process to determine that appropriate searches are conducted.

Observe housing units to determine control of contraband.

Review incident reports for found contraband.

Item No.	Review Checklist				Comments
C.2.1	Written policies and procedures exist for juvenile detainee and area searches, including the circumstances under which a juvenile detainee may be searched.	Y	N	N/A	
C.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.2.3	All body cavity searches are conducted with authorized permission outside of the facility by qualified health care staff.	Y	N	N/A	
C.2.4	Juvenile detainees are informed of the permitted items and consequences of contraband upon admission to the facility. This information is also contained in the juvenile detainee handbook and is posted in the housing areas.	Y	N	N/A	
C.2.5	All searches, to include housing and common areas, are conducted in a professional and respectful manner to ensure the privacy of the juvenile detainee.	Y	N	N/A	
C.2.6	Documentation is completed and maintained whenever searches are conducted, including any found contraband.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.3 Accountability and Supervision

The facility director ensures an accountability system and continuous supervision of juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning detainee accountability and supervision, and post assignments for each shift to determine the juvenile detainee/staff ratio for each shift or the staffing level for each shift.

*Review documentation to determine there is at least one formal count performed during each shift, there are informal counts after juvenile detainee movement from one area to another, and that all counts are cleared.

Observe the formal count process on different shifts and determine that staff has the ability to identify each juvenile detainee, in the event a detainee cannot be accounted for.

Observe housing units:

- *To determine separation of sight and sound of juvenile detainees from adult detainees is maintained.
- *To determine the extent of direct supervision/surveillance.
- For review records of at least daily rounds by supervisory and treatment /program staff.
- *To evaluate sufficient supervision viewing the classification process of juvenile detainees and sufficient configuration of housing units to support classification requirements.

*Review reports of injuries and assaults to determine staff presence and intervention, and if medical attention was provided.

*Review log books and other documentation to determine the number of staff present on each shift and for documentation of routine information, emergency situations and incidents occurring on each shift.

*Review post orders to ensure staff are aware of the clear expectations for providing direct supervision/surveillance and the expected level of interaction with juvenile detainees throughout facility services, activities, and programs.

Interview staff to determine supervisory practices for protecting juvenile detainees from harm, including sexual abuse.

Interview juvenile detainees to determine if they are used to discipline, if they inflict pain on other juvenile detainees, and to determine feelings about individual safety.

Item No.	Review Checklist				Comments
C.3.1	Written policies and procedures exist for juvenile detainee accountability and supervision.	Y	N	N/A	
C.3.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.3.3	Physical counts of juvenile detainees are performed at least once per shift, and informal counts are conducted after movement from one area to another.	Y	N	N/A	
C.3.4	All juvenile detainees are accounted for in each count.	Y	N	N/A	
C.3.5	Where the facility houses both male and female juvenile detainees, at least one male staff and one female staff are present at all times.	Y	N	N/A	
C.3.6	Method of identification exists in the event a juvenile detainee cannot be accounted for.	Y	N	N/A	
C.3.7	Security staff provides direct supervision/surveillance of juvenile detainees and conduct regular rounds throughout the housing units.	Y	N	N/A	
C.3.8	Supervisory personnel make at least daily rounds of housing units.	Y	N	N/A	
C.3.9	There is sufficient supervision, based on the juvenile detainee population, to ensure each detainee's safety and protection from harm.	Y	N	N/A	
C.3.10	Juvenile detainees are permitted and encouraged to make confidential reports concerning their safety to any staff.	Y	N	N/A	

Item No.	Review Checklist				Comments
C.3.11	Juvenile detainees in danger of victimization are provided a protected living environment, pending full investigation of any threat of harm, as well as access to a long-term protective environment if an investigation establishes that the detainees are in danger of victimization.	Y	N	N/A	
C.3.12	Juvenile detainees who threaten the physical safety of others are segregated from their potential victims. Juvenile detainees are not allowed to discipline one another.	Y	N	N/A	
C.3.13	Staff is familiar with clearly defined post orders that outline duties and responsibilities.	Y	N	N/A	
C.3.14	Sight and sound separation of juvenile detainees from adult detainees is maintained.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.4 Physical Control

The facility director ensures that physical control measures, including the use of mechanical restraints, are used only when necessary and only as long as necessary.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning physical control, including the use of mechanical restraints.

Interview staff to determine knowledge of policies and procedures, and to determine the use of alternative measures prior to the use of any type of physical control.

Review reports and other documentation regarding the use of physical control, including mechanical restraints to determine:

- The timelines within the report.
- The presence of a staff report by all staff participants and witnesses.
- The adequacy of the factual description of the physical control measure used, the justification for physical control, and any observed violation of the facility's policy.
- The identification of the method used, duration, and the extent of the physical control.
- Timely removal of restraints.
- Offering of regular meals, fluids, and bed pan/urinal at regular intervals, while in mechanical restraints.
- The timeliness of a medical or mental health evaluation following the use of physical control.
- The existence of medical observations and treatment decisions by qualified medical staff.
- Review by supervisory staff and the facility director or designee during the facility director's absence.
- Notification to the appropriate agency.

Review documentation for use of restraints to determine that juvenile detainee was checked at least every 15 minutes for proper application and any problems, and was under constant supervision by staff member with a key to the restraints.

Review documentation to determine that use of physical control and allegations of inappropriate use are investigated, and staff in violation of the policy are disciplined.

Review documentation and identify instances of the failure to investigate (or inadequate investigations of) the use of physical control that appear, through reports or other documentation, to have been contrary to policy.

Review juvenile detainee grievances relating to the use of physical control. Observe interaction between juvenile detainees and staff to determine the level of any hostility, tension, confrontation and the tendency or quickness of staff to use any physical measure to control behavior.

Observe for use of alternative interventions before staff resort to the use of any physical control measure.

Interview juvenile detainees regarding how incidents involving any use of physical control are handled.

Observe the extent to which restraint equipment is available to line and supervisory security staff.

Item No.	Review Checklist				Comments
C.4.1	Written policies and procedures exist for the use of any physical control measure, including the description of the circumstances when the use of physical control measure is authorized, description of who can authorize its use and the timelines, and a description of alternative methods that may be used to control behavior.	Y	N	N/A	
C.4.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.4.3	Incidents where a physical control measure is used are videotaped, and a supervisory officer is present, when possible.	Y	N	N/A	
C.4.4	A system exists for informing the appropriate agency of the use of physical control on a juvenile detainee.	Y	N	N/A	
C.4.5	The use of restraints and the monitoring of juvenile detainees in restraints are performed by trained security staff.	Y	N	N/A	
C.4.6	Restraints are only used as necessary in the least intrusive means possible and until the behavior is under control.	Y	N	N/A	
C.4.7	Instructions for the use and documentation for all restraint equipment in inventory exist.	Y	N	N/A	
C.4.8	The facility director has oversight and reviews use of physical control reports. Supervisory personnel review reports for adherence to policy, prior to the facility director's review.	Y	N	N/A	

Item No.	Review Checklist				Comments
C.4.9	Health care staff provides advice regarding the use of restraints, including informing staff of any contraindications or accommodations required.	Y	N	N/A	
C.4.10	Juvenile detainees are never restrained to stationary objects, other than an approved restraint chair.	Y	N	N/A	
C.4.11	Where a juvenile detainee is in restraints for more than two hours, a health care professional examines the juvenile detainee for any injuries and the development of life threatening conditions.	Y	N	N/A	
C.4.12	The facility director/designee assesses and authorizes continued use of restraints at least every hour.	Y	N	N/A	
C.4.13	A report must be filed immediately (no later than the end of the shift) by all staff which participated in or witnessed a use of physical control incident.	Y	N	N/A	
C.4.14	The facility has a system for ensuring that force devices are not used against juvenile detainees for whom they are medically dangerous (e.g., electronic stun weapons are not used on for pregnant women or juvenile detainees with heart problems), and that restraint equipment is checked and evaluated regularly.	Y	N	N/A	
C.4.15	Juvenile detainees who are subjected to use of physical control are examined by medical staff. Juvenile detainees are transferred to an emergency medical facility as necessary.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.5 Special Management Housing

The facility director ensures that special management housing is provided for juvenile detainees with serious behavior problems and for those requiring protective care.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures, post orders and other documentation concerning admission and release criteria, supervision, and the availability of services offered and similarity to those of the general population.

Interview security, medical and mental health staff to determine their knowledge of juvenile detainee access to medical and mental health services.

Review documentation of daily activities and daily visits to these areas by supervisory, program/treatment and health care staff.

Observe the area used for administrative segregation and protective custody to determine that:

- *There is adequate staff supervision ensuring safety and security.
- All permitted items of property are present and that documentation exists for any exception.
- Each juvenile detainee is visually checked at least every 15 minutes, unless the status of the detainee indicates more frequent checks, and the checks are documented.

Interview staff responsible for special management housing concerning admission criteria and programming.

Interview security, treatment, administrative and program staff to determine if required visits are conducted to special management housing.

*Interview juvenile detainees within each confinement status regarding living conditions, access to programs and services, daily activities, and feelings regarding individual safety.

*Interview staff and juvenile detainees to determine that victims reporting alleged abuse are not victims of retaliation by staff or other juvenile detainees.

Item No.	Review Checklist				Comments
C.5.1	Written policies and procedures exist for supervision for special housing, frequency of visits by supervisory and other staff, and the frequency of visual checks by security staff.	Y	N	N/A	
C.5.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.5.3	Living conditions and privileges are similar to those available to the general juvenile detainee population. Exceptions are justified and documented.	Y	N	N/A	
C.5.4	Unimpeded access to medical and mental health services exist for juvenile detainees in special management housing.	Y	N	N/A	
C.5.5	Daily visits by supervisory, health care and program/treatment staff are conducted and documented.	Y	N	N/A	
C.5.6	Supervisory/program staff review and approve continued confinement or release at least once per day.	Y	N	N/A	
C.5.7	Juvenile detainees have all permitted property, unless restricted on an individual basis for sound security reasons, and the reasons are documented.	Y	N	N/A	
C.5.8	Adequate supervision is provided to juvenile detainees in special management housing.	Y	N	N/A	
C.5.9	Post orders exist that outline the expectations and job duties within the special housing area.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.6 Incident Reporting

The facility director ensures that a system exists for reporting significant incidents involving juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures concerning the definition of significant incidents and completion, timelines, and supervisory and administrative review of incident reports

Review incident reports to determine that:

- Timelines for reporting are met.
- Supervisory and administrative reviews occur.
- Investigation occurs in accordance with policy.
- Reports are made to appropriate agencies, as required by policy or state statute.
- There is appropriate follow-up and/or referral by management staff.

Review logbooks to determine that incidents are communicated to staff.

Interview staff and juvenile detainees involved in an incident to determine alignment with written report.

Interview staff to determine proper routing of incident reports.

Review investigation reports to determine proper completion and which, if any, follow-up or corrective actions were taken as a result of the report findings.

Item No.	Review Checklist				Comments
C.6.1	Written policies and procedures exist for the completion, routing, administrative review and investigation of significant incidents.	Y	N	N/A	
C.6.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
C.6.3	Incident reports are kept in a central file and a copy is in the confinement record.	Y	N	N/A	
C.6.4	Incident reports are completed by staff having knowledge of the incident.	Y	N	N/A	
C.6.5	All significant reports are properly routed within required time frames.	Y	N	N/A	
C.6.6	Incident reports are reviewed by supervisory staff and the facility director.	Y	N	N/A	
C.6.7	The reports are investigated, when required, by an independent unit which is trained in conducting investigations.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C: SECURITY AND CONTROL

C.7 Juvenile Abuse Reporting

The facility director ensures that all allegations or suspicions of juvenile detainee abuse are documented and reported to appropriate agencies.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies, procedures concerning the reporting and investigation of allegations and/or any suspicion of juvenile detainee abuse, including sexual abuse.

Review incident reports to determine that:

- Timelines for reporting are met.
- Supervisory and administrative reviews occur.
- Investigation occurs in accordance with policy.
- Reports are made to appropriate agencies, as required by policy or state statute.
- There is appropriate follow-up and/or referral by management staff.

Review investigation reports to determine completion and recommended corrective actions, if any, as a result of the report findings.

Interview facility director concerning follow-up or outcomes of any recommendations in investigation report.

Review documentation that may contain allegations of abuse such as completed juvenile detainee grievances, use of physical control reports, and log books, and determine if an incident report was completed, when required, by the appropriate staff.

Interview staff and juvenile detainees to determine knowledge of policies and procedures for reporting allegations and suspicion of juvenile detainee abuse, including sexual abuse.

Interview staff and juvenile detainees to determine that those reporting allegations of abuse are not victims of retaliation by staff or other juvenile detainees.

Item No.	Review Checklist				Comments
C.7.1	Written policies and procedures exist for reporting and investigating allegations and suspicions of juvenile detainee abuse, including sexual abuse.	Y	N	N/A	
C.7.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
C.7.3	Juvenile detainees have unimpeded access in reporting allegations of abuse (e.g., grievance system, sick call requests) directly to staff, and are not retaliated against by staff or other juvenile detainees for reporting.	Y	N	N/A	
C.7.4	All allegations or suspicions of juvenile detainee abuse are documented and reported through the incident reporting system, reviewed by the facility director and referred for investigation, as required by policy and/or state statute.	Y	N	N/A	
C.7.5	The investigation is conducted by independent unit(s), trained in conducting investigations, including allegations of sexual abuse in confinement settings involving young victims.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section C. SECURITY AND CONTROL

C.8 Emergency Planning

The facility director ensures that comprehensive plans and procedures exist to prevent and handle emergency situations.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review facility's written emergency plans for the following situations:

- Fire.
- Group disturbances.
- Escape.
- Evacuation.
- Medical emergencies including suicide attempts.
- Taking of hostages.
- Work stoppage.
- Vehicle accidents.
- Power failures.
- Adverse weather.
- Bomb threats.

Review documentation of debriefing process which takes place after an emergency situation.

Inspect facility's staff emergency recall list.

Review staff training records to determine compliance with pre-service and in-service annual training relative to emergency situations.

Item No.	Review Checklist				Comments
C.8.1	Written plans exist for emergency situations and are accessible to staff.	Y	N	N/A	
C.8.2	Emergency plans are reviewed annually and updated as needed.	Y	N	N/A	
C.8.3	Staff receives pre-service and in-service annual emergency plans training.	Y	N	N/A	
C.8.4	Staff emergency recall list is updated periodically and is readily available.	Y	N	N/A	

FEDERAL JUVENILE DETAINEE PERFORMANCE BASED STANDARDS

Section C: SECURITY AND CONTROL

C.9 Standards of Conduct

The facility director ensures that rules of conduct and procedures for violations and sanctions are defined for juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, juvenile detainee handbook and documentation concerning the behavior management system, disciplinary proceeding, and disciplinary sanctions for juvenile detainees, including resolving minor misbehavior.

Interview staff responsible for disciplinary hearings and other staff to determine knowledge of:

- The behavior management system of rewards, privileges and consequences used to encourage positive behavior.
- Facility rules of conduct.
- What constitutes major and minor rule violations and the sanctions that may be imposed for either.
- Disciplinary proceedings.

Review disciplinary hearing proceedings and other documentation to determine:

- Timelines are met.
- The hearing officer or panel is impartial.
- Juvenile detainees are present at their hearings, unless they waive that right due to their behavior or due to confidential testimony of a juvenile detainee. The absence is documented.
- Juvenile detainees are allowed to present documentary evidence and present witnesses.
- Juvenile detainees may appeal the decision to the facility director within 15 days, and the facility director must respond to the appeal, in writing, within three working days of receipt of the appeal.

Review disciplinary reports for the following:

- Formal resolution to the rule violation is warranted.
- Specific rules violated.
- Formal statement of the charges.
- Unusual juvenile detainee behavior.
- Any staff witness.
- Any physical evidence and its disposition.
- Any immediate action taken, including the use of any physical force.
- Date and time of report.
- Reporting staff member's signature.

Review completed notices and other documentation to determine that a written copy of rule violations is provided to the juvenile detainee within 24 hours of the alleged rule violation, and that a 24 hour notice of the hearing is provided.

Review documentation to determine:

- Occurrence of investigation of the alleged rule violation within 72 hours of the report of the allegation, excluding weekends and holidays.
- Hearings for juvenile detainees placed in pre-hearing confinement are conducted within 72 hours and within seven days for those not in pre-hearing confinement.

Review juvenile detainee confinement record to determine presence of disciplinary report/hearing record when detainee is found guilty and the absence of this information when the detainee is found not guilty.

Review staff training records, including interviewing hearing officers, to determine receipt of training on the behavior management system, the disciplinary system and rules of conduct for juvenile detainees.

Observe disciplinary hearings, if possible.

Interview juvenile detainees in the general population and those on pre-hearing and disciplinary confinement status to determine their knowledge of the rules of conduct, the disciplinary system, and that written rules are accessible.

Review juvenile detainee handbook and orientation materials to determine that the facility rules of conduct and the consequences for violating the rules are clearly outlined.

Item No.	Review Checklist				Comments
C.9.1	Written policies and procedures exist for juvenile detainee discipline, including informal resolution of minor rule violations and due process and prescribed sanctions for major rule violations.	Y	N	N/A	
C.9.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
C.9.3	A record of all juvenile detainee discipline is maintained.	Y	N	N/A	
C.9.4	Juvenile detainees receive notice in writing of institutional rules, sanctions for violations of those rules, and the disciplinary procedures in effect at the facility.	Y	N	N/A	
C.9.5	All disciplinary sanctions relate to institutional rules of which detainees have been made aware pursuant to C.3.4 above.	Y	N	N/A	
C.9.6	Any sanctions imposed are consistent with the sanctions of which the juvenile detainee has been made aware pursuant to C.3.5, above, in connection with the specific violation of institutional rules.	Y	N	N/A	
C.9.7	In the case of major rule violations that could lead to the loss of privileges or the imposition of cell confinement, juvenile detainees receive reasonable notice of the filing of disciplinary charges against them in advance of a disciplinary hearing.	Y	N	N/A	
C.9.8	Juvenile detainees are given the benefit of a hearing prior to any findings of punishment.	Y	N	N/A	
C.9.9	Juvenile detainees are present at their hearings, absent due to valid security reasons or when the detainee's waives their right to attend the hearing. The absence is documented.	Y	N	N/A	

Item No.	Review Checklist				Comments
C.9.10	During the disciplinary hearing, the juvenile detainee may present witnesses and present other documentary evidence to challenge the charges.	Y	N	N/A	
C.9.11	Juvenile detainees who are not capable of effectively collecting and presenting evidence, or, upon request, are represented by a staff member.	Y	N	N/A	
C.9.12	Juvenile detainees who do not speak the English language receive the assistance of an interpreter during the course of the hearing.	Y	N	N/A	
C.9.13	Juvenile detainees receive a written statement of the evidence behind a decision and the reason the punishment imposed.	Y	N	N/A	
C.9.14	All disciplinary hearings or other proceedings are conducted by an impartial decision maker.	Y	N	N/A	
C.9.15	Juvenile detainees placed in room confinement are afforded living conditions and privileges approximating those available in the regular juvenile detainee population.	Y	N	N/A	
C.9.16	Disciplinary confinement and other sanctions are proportionate to the offense committed.	Y	N	N/A	
C.9.17	Room confinement is used only as a sanction for major rule violations and in accordance with facility policy.	Y	N	N/A	
C.9.18	Room confinement does not exceed 72 hours, except in extraordinary circumstances, and mental health staff is contacted.	Y	N	N/A	
C.9.19	The facility director obtains approval from a higher level for room confinement that exceeds 120 hours.	Y	N	N/A	

Item No.	Review Checklist				Comments
C.9.20	Room restriction for minor misbehavior is used as a cooling-off period and ranges from 15-60 minutes.	Y	N	N/A	
C.9.21	Prior to room and/or privilege restriction, the juvenile detainee has the reasons for the restriction explained and has the opportunity to explain their behavior leading to the restrictions.	Y	N	N/A	
C.9.22	Where a juvenile detainee allegedly commits an offense covered by criminal law, the case is referred to the appropriate court or law enforcement officials and the appropriate notifications are made according to facility policy.	Y	N	N/A	
C.9.23	Staff receives training in the behavior management system, disciplinary system, and the rules of conduct for juvenile detainees.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section D. FOOD SERVICE

D.1 Management, Sanitation and Food Storage

The facility director ensures food service for juvenile detainees is provided under sanitary conditions, and is prepared and served by trained staff.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the management of staff employed within food service facilities and the sanitation of all food service areas.

If outside contractors provide the facility's food service, review written verification that the outside provider complies with state and local food service regulations, and all other food service personnel review the guidelines contained in this document.

Review documentation of food service administrator's experience and training in food service management.

Review documentation of pre-assigned medical examinations for all personnel and juvenile detainees involved in the preparation of food.

Review documentation of food service administrator's daily inspections of the food service work area with weekly follow-up. Inspection includes the daily monitoring of personnel and juvenile detainees' health and cleanliness.

Observe posted cleaning schedules in work areas.

Review temperature logs for the past 30 days for:

- Dish machines.
- Refrigerators/coolers and freezers.
- Pot/pan wash sinks.

Observe and inspect to ensure that safety and sanitation procedures for the cleaning and sanitizing of food service equipment (meat slicers, mixers, cutting boards, work tables, steam pots, ovens and griddles) and dining facilities (tables, serving lines/sneeze guards and beverage bars) exist and are in use.

Observe knife control system to ensure:

- Cabinets are equipped with appropriate locking devices.
- Knives are physically secured to workstations.

Examine documentation that workers in the food service are trained in the safe use of equipment, sanitation and safety procedures including:

- All newly assigned food service personnel and juvenile detainee workers are provided an orientation in the rules and procedures of the food service department.
- Staff and juvenile detainees practice safety/sanitation procedures (hair restraints, beard guards, cleanliness, proper hand and food washing, safety shoes, eye protection, machine guarding and use of equipment in work areas).
- Job descriptions list the duties and responsibilities of juvenile workers assigned to food service.

Review the most recent independent outside source's inspection of the facility's food service operation and equipment for compliance with health and safety codes and regulations.

Review policies and procedures for receiving and storing food to ensure procedures include:

- Inspecting incoming shipments for damage, contamination and pest infestation.
- Storing all products at least six inches from the floor and two inches from the walls.
- Securing storage areas at all times.
- Storing perishables at 35-40 degrees Fahrenheit to prevent spoilage.
- Maintaining a perpetual inventory of the quantity of food on hand, quantity received and quantity issued.

Item No.	Review Checklist				Comments
D.1.1	Written policies and procedures exist regarding the management of food service personnel and the sanitation of all food service areas.	Y	N	N/A	
D.1.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
D.1.3	Food service program is managed by a professionally trained administrator.	Y	N	N/A	
D.1.4	Food service personnel and assigned juvenile detainee workers receive orientation and training relative to the rules and procedures of the food service department.	Y	N	N/A	
D.1.5	Knife cabinets close with approved locking devices, and when in use, knives are physically secure to stations.	Y	N	N/A	
D.1.6	Food service personnel and juvenile detainee workers look neat and clean.	Y	N	N/A	
D.1.7	Daily inspections of all food service areas are conducted and documented.	Y	N	N/A	
D.1.8	Medical examinations and periodic re-examinations for all personnel and juvenile detainee workers are conducted.	Y	N	N/A	
D.1.9	An independent outside source inspects the food service operation for compliance with health and safety codes and regulations.	Y	N	N/A	
D.1.10	Standard procedure includes checking temperatures of dishwashers, freezers, refrigerators and pot/pan wash sink water.	Y	N	N/A	
D.1.11	Cleaning schedule for each food service area is conspicuously posted.	Y	N	N/A	

Item No.	Review Checklist				Comments
D.1.12	Written policies and procedures exist for receiving and storing food.	Y	N	N/A	
D.1.13	Storage areas are kept locked and food is properly stored.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section D: FOOD SERVICE

D.2 Meals and Special Diets

The facility director ensures juvenile detainees are provided nutritionally balanced, well-planned, attractively presented meals, and that special diets are provided when prescribed by medical or dental personnel, or for those whose religious beliefs require the adherence to religious dietary laws.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies and procedures to ensure that the following provisions are included:

- Nutritional menus meet the needs of a culturally diverse population.
- Special diets when prescribed by medical/dental personnel.
- A reasonable opportunity for detainees who request a diet to observe their religious dietary practice (religious fasts, seasonal observances, Ramadhan, or Passover) within the constraints of the facility's budgetary limitations and the security/orderly operation.

Review daily activities schedule to ensure that no more than 14 hours pass between the service of the last meal served and breakfast.

Review documentation that the facility's system of dietary allowance is reviewed and approved annually by a registered dietician to ensure compliance with nationally recommended food allowances that are age and size appropriate for juvenile detainees.

Review master cycle menus and as-served menus on file to ensure they are evaluated at least quarterly and maintained for at least one year. Ensure that the facility has a 35-day menu cycle.

Review documentation justifying each substituted menu item.

Inspect menus and observe serving process to ensure that juvenile detainees receive three meals plus a snack daily. Ensure that at least two hot meals are served per day.

Inspect food temperature logs to ensure that during holding and serving hot food, temperatures are 140 degrees Fahrenheit and above, and that cold food temperatures are 41 degrees Fahrenheit and below.

Review provisions for serving alternative meals that can be eaten without utensils when utensils would present a security risk. Ensure that these meals meet basic nutritional requirements.

Review documentation by health care staff for juvenile detainees who require medical diets (i.e., bland diets, salt or fat-free meals, soft food for dental patients, or supplemental feedings for insulin-dependent diabetics).

Review documentation by chaplain or other appropriate staff responsible for approving juvenile detainees' requests for religious diets.

Interview staff and review documentation to determine that religious meals are prepared and offered to accommodate juvenile detainees whose religious dietary needs cannot be met by the regular menu.

Review documentation to ensure that religious diet menus meet juvenile detainees' nutritional needs.

Item No.	Review Checklist				Comments
D.2.1	Written policies and procedures exist to provide nutritional menus that meet the needs of a culturally diverse juvenile detainee population and for special diets (for medical or religious practices).	Y	N	N/A	
D.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
D.2.3	There are no more than 14 hours between the last meal and breakfast.	Y	N	N/A	
D.2.4	Dietary allowance is in compliance with nationally recommended guidelines based upon age and size.	Y	N	N/A	
D.2.5	The facility's 35-day master menu is evaluated and approved by a registered dietician.	Y	N	N/A	
D.2.6	Substitutions of any menu items are documented and justified.	Y	N	N/A	
D.2.7	Three meals and a snack are served to juvenile detainees daily. At least two of the meals are served hot.	Y	N	N/A	
D.2.8	Food temperature logs are maintained.	Y	N	N/A	
D.2.9	Provisions are in place for serving alternative meals when eating utensils present a security risk.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile Section E: JUSTICE

E.1 Rights

The facility director ensures the constitutional rights of juvenile detainees are protected and maintains a balance between expression of individual rights and preservation of facility order.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, juvenile detainee handbook and other documentation concerning juvenile rights that include, but are not limited to, the following:

- To be free from unlawful discrimination and harassment due to race, religion, color, the timelines of the report, gender, sexual orientation, age, national origin, or disability.
- To be free from harm, including but not limited to: bullying, corporal punishment, humiliation, verbal, physical, mental, or sexual abuse, personal injury, interference with normal bodily functions, and property damage.
- Freedom in personal grooming and dress, except when it conflicts with facility requirements for safety, security, identification or hygiene.
- To be treated respectfully, impartially and fairly.
- To vote by absentee ballot, if 18 years or older, when the juvenile detainee is a registered voter.
- To review his/her confinement record while in the facility.
- Equal access to programs and services in facilities where male and female juvenile detainees are housed.
- Freedom of expression, when it does not interfere with the rights of others or the safety and security of the facility.
- Provision by the facility for at least one method for juvenile detainees to report allegations of sexual abuse to an independent outside agent, (e.g., ombudsperson, law enforcement agency, inspector general's office, child care agency, attorney general's office, etc.) that has agreed to receive reports and follow-up with the facility director.

Interview staff to determine knowledge of juvenile detainees' rights and how staff ensures that detainees are afforded their rights (when the rights do not interfere with the safety and security of the facility).

Interview juvenile detainees to determine if their rights are afforded to them by staff.

Interview staff and juvenile detainees to determine and identify how juvenile detainees may make a complaint to an outside independent agent regarding allegations of sexual abuse.

Item No.	Review Checklist				Comments
E.1.1	Written policies and procedures exist that outline the rights of juvenile detainees and instructions regarding how and when the provision of these rights may be modified when there is a threat to the safety and security of the facility.	Y	N	N/A	
E.1.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
E.1.3	The rules for juvenile detainees are posted in English and other languages spoken by juvenile detainees confined in the facility.	Y	N	N/A	
E.1.4	The juvenile detainee's legal rights are afforded throughout the facility programs, services and activities.	Y	N	N/A	
E.1.5	The juvenile detainee handbook outlines the legal rights that are afforded during confinement in the facility.	Y	N	N/A	
E.1.6	A process exists for juvenile detainees to report allegations of abuse, including sexual abuse, to an independent outside agent.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section E: JUSTICE

E.2 Grievance Process

The facility director ensures there is a formal grievance process for juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, juvenile detainee handbook and other documentation concerning the grievance process that includes at least one level of appeal, special provisions to respond to emergencies expressed through a grievance, and written complaints made by parents or guardians.

Review documentation of grievance tracking system/log and documentation of regular review by management staff.

Review grievance forms to determine that:

- Timelines are met.
- Juvenile detainees are allowed to appeal the decision of the hearing officer to the facility director.
- Juvenile detainees acknowledge, in writing, that the grievance was addressed and the disposition was discussed.
- The facility director reviews all completed grievances and provides written notification to all parties involved, if any change is made to a disposition.

Observe the grievance review process to determine how grievances are addressed by staff.

Observe availability and accessibility of grievance forms.

Observe for accessible locked grievance boxes, including boxes where the juvenile detainee and the parents/legal guardians may send a written complaint directly to the facility director.

Determine if the grievance process is unimpeded.

Interview staff assigned to hear grievances, other staff and juvenile detainees to determine their knowledge and understanding of the grievance process.

Item No.	Review Checklist				Comments
E.2.1	Written policies and procedures exist to provide a grievance process that ensures that juvenile detainees' rights are not violated and that their complaints are heard.	Y	N	N/A	
E.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
E.2.3	Grievance forms are readily available and easily accessible to juvenile detainees. The process does not include requesting forms from staff.	Y	N	N/A	
E.2.4	The grievance process is unimpeded, private, secure and accessible.	Y	N	N/A	
E.2.5	The formal grievance process has a tracking system/log that provides for a timely written response to all juvenile detainee complaints that have been filed within the grievance process. The tracking system/log is reviewed by management staff at least quarterly to identify repetitive complaints and areas of concern.	Y	N	N/A	
E.2.6	The facility director reviews all completed grievances. Written notification is provided to all concerned parties when there is a change in the disposition.	Y	N	N/A	
E.2.7	Information regarding the grievance process is included in the juvenile detainee handbook and is discussed during orientation.	Y	N	N/A	
E.2.8	Filed grievances are investigated, and the resolution is discussed with the juvenile detainee.	Y	N	N/A	

Item No.	Review Checklist				Comments
E.2.9	The grievance process provides for juvenile detainees to make complaints directly to the facility director (e.g. labeled locked box). Parents/legal guardians also have the opportunity to complain, in writing, directly to the facility director.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section E: JUSTICE

E.3 Behavior Management and Sanctions

The facility director ensures that rules of conduct, procedures for violations and sanctions are defined for juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, juvenile detainee handbook and documentation concerning the behavior management system, disciplinary proceeding, and disciplinary sanctions for juvenile detainees, including resolving minor misbehavior.

Interview staff responsible for disciplinary hearings and other staff to determine knowledge of:

- The behavior management system of rewards, privileges and consequences used to encourage positive behavior.
- Facility rules of conduct.
- What constitutes major and minor rule violations and the sanctions that may be imposed for both.
- Food, including snacks, should not be withheld, nor the standard menu varied, as a disciplinary sanction.
- Disciplinary proceedings.

Review disciplinary hearing proceedings and other documentation to determine that:

- Timelines are met.
- The hearing officer or panel is impartial.
- Juvenile detainees are present at their hearing, unless they waive that right due to their behavior or due to confidential testimony of a juvenile detainee and that the absence is documented.
- Juvenile detainees are allowed to present documentary evidence and present witnesses.
- Juvenile detainees may appeal the decision to the facility director within 15 days, and the facility director must respond, in writing, to the appeal within three working days of receipt of the appeal.

Review disciplinary reports for the following:

- Formal resolution to the rule violation is warranted.
- Specific violations.
- Formal statement of the charges.
- Unusual juvenile detainee behavior.
- Any staff witness.
- Any physical evidence and its disposition.
- Any immediate action taken, including the use of any physical force.

- Date and time of report.
- Reporting staff member's signature.

Review completed notices and other documentation to determine that a written copy of rule violations are provided to the juvenile detainee within 24 hours of the alleged rule violations, and that a 24 hour notice of the hearing is provided.

Review documentation to determine that:

- The investigation of the alleged rule violations occurs within 72 hours of the report of the allegations, excluding weekends and holidays.
- Hearings for juvenile detainees placed in pre-hearing confinement are conducted within 72 hours, and within seven days for those not in pre-hearing confinement.

Review juvenile detainee confinement record to determine presence of disciplinary report/hearing record when detainee is found guilty, and the absence of this information when the detainee is found not guilty.

Review staff training records, including interviewing hearing officers, to determine receipt of training regarding the behavior management system, the disciplinary system and rules of conduct for juvenile detainees.

Observe disciplinary hearings, if possible.

Interview juvenile detainees in general population and those on pre-hearing and disciplinary confinement status to determine their knowledge of the rules of conduct and the disciplinary system, and that the written rules are accessible.

Review juvenile detainee handbook and orientation materials to determine that the facility rules of conduct and the consequences for violating the rules are clearly outlined.

Item No.	Review Checklist				Comments
E.3.1	Written policies and procedures exist for juvenile detainee discipline, including informal resolution of minor rule violations and due process, and prescribed sanctions for major rule violations.	Y	N	N/A	
E.3.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
E.3.3	A record of all juvenile detainee discipline is maintained.	Y	N	N/A	
E.3.4	Juvenile detainees receive notice in writing of institutional rules, sanctions for violations of those rules, and the disciplinary procedures in effect at the facility.	Y	N	N/A	
E.3.5	All disciplinary sanctions relate to institutional rules of which detainees have been made aware pursuant to E.3.4 above.	Y	N	N/A	
E.3.6	Any sanctions imposed are consistent with the sanctions of which the juvenile detainee has been made aware pursuant to E.3.5, above, in connection with the specific violation of institutional rules.	Y	N	N/A	
E.3.7	In the case of major rule violations that could lead to the loss of privileges or the imposition of cell confinement, juvenile detainees receive reasonable notice of the filing of disciplinary charges against them in advance of a disciplinary hearing.	Y	N	N/A	

Item No.	Review Checklist				Comments
E.3.8	Juvenile detainees are given the benefit of a hearing prior to any findings of punishment.	Y	N	N/A	
E.3.9	Juvenile detainees are present at their hearings, absent valid security reasons or when the detainees waive their right to attend the hearing. The absence is documented.	Y	N	N/A	
E.3.10	During the disciplinary hearing, the juvenile detainee may present witnesses and present other documentary evidence to challenge the charges.	Y	N	N/A	
E.3.11	Juvenile detainees who are not capable of effectively collecting and presenting evidence, or upon request, are represented by a staff member.	Y	N	N/A	
E.3.12	Juvenile detainees who do not speak the English language receive the assistance of an interpreter during the course of the hearing.	Y	N	N/A	
E.3.13	Juvenile detainees receive a written statement of the evidence behind a decision and the reason the punishment is imposed.	Y	N	N/A	
E.3.14	All disciplinary hearings or other proceedings are conducted by an impartial decision maker.	Y	N	N/A	
E.3.15	Juvenile detainees placed in room confinement are afforded living conditions and privileges approximating those available in the regular juvenile detainee population.	Y	N	N/A	

Item No.	Review Checklist				Comments
E.3.16	Disciplinary confinement and other sanctions are proportionate to the offense committed.	Y	N	N/A	
E.3.17	Room confinement is used only as a sanction for major rule violations and in accordance with facility policy.	Y	N	N/A	
E.3.18	Room confinement does not exceed 72 hours, except in extraordinary circumstances, and mental health staff is contacted.	Y	N	N/A	
E.3.19	The facility director obtains approval from a higher level for room confinement that exceeds 120 hours.	Y	N	N/A	
E.3.20	Room restriction for minor misbehavior is used as a cooling-off period and ranges from 15-60 minutes.	Y	N	N/A	
E.3.21	Prior to room and/or privilege restriction, the juvenile detainee has the reason for the restriction explained and has the opportunity to explain their behavior leading to the restriction.	Y	N	N/A	
E.3.22	When a juvenile detainee allegedly commits an offense covered by criminal law, the case is referred to the appropriate court or law enforcement officials, and the appropriate notifications are made according to facility policy.	Y	N	N/A	
E.3.23	Staff receives training in the behavior management system, disciplinary system, and the rules of conduct for juvenile detainees.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile
Section E: JUSTICE

E.4 Access to Courts and Counsel

The facility director ensures that juvenile detainees have reasonable and equitable access to legal representation and the courts.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, juvenile detainee handbook and other documentation concerning access to legal representation and courts.

Interview staff and juvenile detainees to determine knowledge of policies and procedures and to determine practices.

Review schedule for attorney/client visits (attorneys or legal representatives are allowed unlimited visits).

Review telephone logs, visitor/attorney logs, and other documentation to determine access to legal representatives.

Item No.	Review Checklist				Comments
E.4.1	Written policies and procedures exist for access to legal representation and the courts.	Y	N	N/A	
E.4.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
E.4.3	Staff assists juvenile detainees in making contact with their attorney, upon request.	Y	N	N/A	
E.4.4	Information is provided to juvenile detainees regarding how to access an attorney.	Y	N	N/A	
E.4.5	Juvenile detainees are afforded access to legal representatives, including paraprofessionals employed by attorneys.	Y	N	N/A	
E.4.6	Juvenile detainee access, including contact, to legal representation and the courts is documented.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section F: SAFETY AND SANITATION

F. 1 Fire Safety and Emergency Contingency Plans

The facility director ensures that comprehensive plans and procedures exist to prevent and handle emergency situations.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review facility's emergency plans for the following situations:

- Fire.
- Group disturbances.
- Escape.
- Evacuation.
- Medical emergencies including suicide attempts.
- Taking of hostages.
- Work stoppage.
- Vehicle accidents.
- Power failures.
- Adverse weather.
- Bomb threats.

Review fire safety plan to ensure that:

- A weekly fire and safety inspection is conducted of the facility by a qualified staff member.
- An inspection of all fire extinguishers is performed on a monthly basis and maintenance performed as needed.
- There is emergency housing for juvenile detainees.
- There is quarterly testing of fire detection and alarm systems.
- The posting of fire escape routes are in ample locations for visitors, employees and juvenile detainees (routes are posted in English, Spanish, and other dominant languages spoken in the facility).
- There are lighted signs for all exits.
- There is emergency lighting throughout the facility.
- Padlocks and/or chains are not used on cell doors.
- Self-contained breathing devices are located in readily accessible areas.
- Annual staff training is conducted on the use of self-contained breathing apparatus.
- Emergency fire keys are set aside from regular issue keys.
- There are exit diagrams indicating "you are here" point of reference, and emergency equipment locations.

- An evacuation plan certified by an independent inspector trained in the application of national fire codes is available.
- There is an annual review of the evacuation plan.
- There are monthly fire drills, at a minimum, for each shift, in all areas of the facility.
- Fire drills are documented and evaluated.
- An annual inspection of the facility by local or state fire officials is performed.
- Telephone numbers for emergency services are readily available.

Review documentation of debriefing process which takes place after an emergency situation.

Interview staff to determine how inspection reports, drills, incident reports, water tests, biological tests of autoclaves radiological equipment, and waste manifests are reviewed and corrective action taken, when necessary.

Review weekly fire and safety inspection reports and documentation of monthly fire drills.

Inspect facility's staff emergency recall list.

Review staff training records to determine compliance with pre-service and in-service annual training relative to emergency situations.

Item No.	Review Checklist				Comments
F.1.1	Written fire safety plan exist and are accessible to staff.	Y	N	N/A	
F.1.2	Plans exist for emergency situations and are accessible to staff.	Y	N	N/A	
F.1.3	Weekly fire and safety inspections are conducted and documented.	Y	N	N/A	
F.1.4	Mechanisms are in place to review inspection reports, drills, incident reports, water tests, biological tests of autoclave radiological equipment and waste manifests, and corrective action taken, when necessary.	Y	N	N/A	
F.1.5	Staff receives pre-service and in-service annual emergency plans training.	Y	N	N/A	
F.1.6	Staff emergency recall list is updated periodically and is readily available.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section F: SAFETY AND SANITATION

F.2 Clothing and Bedding

The facility director ensures that juvenile detainees are issued the following upon arrival and on an exchange system: clothing, bedding, linens and towels that are clean, well-maintained, and suitable for the climatic conditions of the area.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the regular issuance and exchange of clean clothing, bedding and linens. Procedures require that:

- The supply of these items exceeds the minimum required for the number of juvenile detainees.
- New juvenile detainees are issued clean, temperature-appropriate, presentable clothing to include:
 - One uniform shirt and one pair of pants or jumpsuit.
 - One pair of underwear.
 - One pair of socks.
 - One pair of facility-issued footwear.
- New juvenile detainees are issued clean bedding, linens and towels to include:
 - One mattress.
 - One blanket (additional blanket, when needed).
 - One pillow.
 - Two sheets.
 - One pillowcase.
- Juvenile detainees have the opportunity to exchange clothing three times a week.
- Juvenile detainees receive clean and sanitary towels and bedding weekly, at least.
- Blankets are laundered monthly or more often, as needed.

Observe juvenile detainee intake process to ensure policy and procedure compliance regarding initial issue of clothing, bedding and linens.

Observe clothing and linen exchange process.

Interview staff and juvenile detainees to determine when and how clothing, bedding and linens are exchanged.

Observe facility's supply of clothing, bedding and linens to determine adequacy based upon juvenile detainee population.

Interview staff and juvenile detainees to determine that mattresses are disinfected prior to re-issue.

Review laundry schedule to determine compliance.

Item No.	Review Checklist				Comments
F.2.1	Policies and procedures exist for the regular issuance and exchange of clothing, bedding and linens.	Y	N	N/A	
F.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
F.2.3	New juvenile detainees are issued clean temperature-appropriate clothing, bedding, linens and towels.	Y	N	N/A	
F.2.4	Juvenile detainees have the opportunity to exchange clothing three times a week.	Y	N	N/A	
F.2.5	Juvenile detainees have the opportunity to exchange bedding, linens and towels at least once a week.	Y	N	N/A	
F.2.6	The supply of clothing, bedding, linen and towels meet the requirements of the juvenile detainee population.	Y	N	N/A	
F.2.7	Mattresses are disinfected prior to re-issue.	Y	N	N/A	
F.2.8	The laundry schedule is posted.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section F: SAFETY AND SANITATION

F.3 Sanitation and Hygiene

The facility director ensures that the facility's sanitation and hygiene program complies with applicable regulations and standards of good practice to protect the health and safety of juvenile detainees and staff.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures that promote facility sanitation and detainees' personal hygiene and well-being. These procedures include provisions for:

- Weekly sanitation inspections of all facility areas.
- A potable water source and supply approved by an independent outside source.
- A waste disposal system approved by the appropriate regulatory agency.
- Pest control provided by a licensed pest control professional at least monthly.
- A written housekeeping plan for the facility's physical plant.
- A schedule that allows juvenile detainees to shower daily and after strenuous exercise (water for showering is controlled at temperatures sufficient to support proper personal hygiene).
- Providing juvenile detainees with articles necessary for maintaining personal hygiene including:
 - Soap, toothbrush, toothpaste, lotion, comb and hair care products.
 - Shaving equipment, on request.
 - Feminine hygiene items for female juvenile detainees.
 - Access to barbering/hair care services by a licensed professional.

Review documentation of weekly sanitation inspections.

Review documentation approving facility's potable water source.

Review facility's pest control contract.

Review facility's housekeeping plan.

Interview staff and juvenile detainees to determine schedule for showering and hygiene items issued.

Test shower water to ensure that temperatures do not exceed 120 degrees Fahrenheit.

Interview staff to determine if spill kits are used and are readily accessible.

Item No.	Review Checklist				Comments
F.3.1	Policies and procedures exist to promote facility sanitation and juvenile detainees' personal hygiene.	Y	N	N/A	
F.3.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
F.3.3	Weekly facility inspections are conducted and documented.	Y	N	N/A	
F.3.4	Facility's potable water is tested.	Y	N	N/A	
F.3.5	Facility has a pest control contract for monthly services.	Y	N	N/A	
F.3.6	The facility has a housekeeping plan.	Y	N	N/A	
F.3.7	Juvenile detainees are allowed to shower daily and after strenuous exercise.	Y	N	N/A	
F.3.8	Juvenile detainees are issued personal hygiene items.	Y	N	N/A	
F.3.9	Showering water temperatures are within required range.	Y	N	N/A	
F.3.10	Spill kits are used and are readily available.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section F: SAFETY AND SANITATION

F.4 Physical Facility and Equipment

The facility director ensures compliance with applicable building and fire safety codes in order to maintain the safety of all persons in the facility.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures to ensure that the physical facility and equipment are in compliance with applicable building and safety codes.

Observe walking and climbing surfaces in the facility to ensure that they are in good condition so as to prevent slips, trips and falls.

Observe showers and living areas to ensure that they are free of mold and mildew.

Observe the physical facility and equipment to ensure that interior finishing materials, furniture and bedding are in accordance with recognized local and state codes.

Inspect documentation that emergency equipment (such as lighting, portable generators and uninterrupted power sources and systems) are tested at least quarterly, and power generators are inspected weekly and load-tested quarterly, or in accordance with the manufacturer's instructions.

Tour facility to ensure protection equipment including alarm and sprinkler systems are in all living areas of the facility. Review documentation of periodic inspections of the fire detection equipment.

Item No.	Review Checklist				Comments
F.4.1	Written policy and procedure exists to ensure compliance with applicable building and fire safety codes.	Y	N	N/A	
F.4.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
F.4.3	Weekly safety inspections are conducted to identify and correct potential hazards.	Y	N	N/A	
F.4.4	Emergency equipment is inspected and tested as required.	Y	N	N/A	
F.4.5	Periodic inspections of the fire detection system are conducted.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section F: SAFETY AND SANITATION

F.5 Control of Hazardous Materials

The facility director ensures the control, storage, exposure, use and disposal of all flammable, caustic, toxic, and hazardous materials and other waste in compliance with OSHA and any other applicable requirements.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the control and use of all flammable, toxic and caustic materials.

Review inventory records for hazardous substances used and stored in each area of the facility.

Inspect storage areas to ensure:

- Self-contained files exist of Material Safety Data Sheets (MSDS) for each hazardous substance used and stored in that area of the facility.
- Each container is properly labeled.
- All flammable materials and substances are stored in approved storage containers.
- Incompatible substances are stored separately.
- All flammable, toxic and caustic materials are stored in secure areas inaccessible to juvenile detainees.

Inspect the master index of all hazardous substances to ensure that it includes locations and a comprehensive, up-to-date list of emergency phone numbers.

Interview staff and review training records to determine advance training provided in the use of hazardous substances.

Observe all areas to ensure that staff provides direct supervision of juvenile detainees using any cleaning products.

Item No.	Review Checklist				Comments
F.5.1	Policies and procedures exist for the control and use of all flammable toxic and caustic materials.	Y	N	N/A	
F.5.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
F.5.3	The facility has a system for storing, issuing and maintaining inventories of hazardous materials.	Y	N	N/A	
F.5.4	MSDS files are up-to-date for every hazardous substance.	Y	N	N/A	
F.5.5	MSDS are accessible to staff in work areas.	Y	N	N/A	
F.5.6	Hazardous materials are kept in properly labeled containers.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile Section G: SERVICES AND PROGRAMS

G.1 Education

The facility director ensures there is a comprehensive education program for juvenile detainees which provides academic and employment training that meets state and federal education laws and regulations.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review the relevant policies, procedures and documentation concerning comprehensive education services, including library services and staff certifications.

Review education records and other documentation to determine provision for the following:

- Administration of educational needs assessments within 72 hours of admission to the facility.
- *Instruction that provides for comparable age appropriate education.
- *Developmental education.
- *Remedial education.
- *Appropriate special education services for each juvenile detainee identified with a disability, including but not limited to appropriate related services, materials and academic resources as outlined in the Individual Education Plan (IEP) and as required by law.
- Tutorial services, as needed.
- Process for obtaining previous education records.
- *GED preparation, testing and attainment.
- *Pre-vocational and vocational education.
- *Administration of state mandated tests, as required.
- *Educational and vocational counseling.
- *Receipt of academic credit.

*Review the annual education program evaluation to determine the effectiveness of the education program against stated objectives and the provision of required services.

*Review education staff's licenses, certificates and documentation of specialized training, when required.

Review posted schedules or individual juvenile detainee education schedules, school calendar, student transcripts and other documentation to determine class attendance, subjects provided and instruction time.

*Interview staff and juvenile detainees concerning the education schedule, education and library services, arrangements for services in the required languages as needed, and the coordination of education with other programs and services within the facility.

*Observe and review process for the provision of library services.

Review logs for access to the records of exceptional students to determine authorization based on a posted list that identifies staff with access to the records.

*Observe instructional areas to determine:

- Educational programming is supported by assistive technology (i.e. calculators, computers, audio/visual, etc.), furniture, supplies and materials.
- Class attendance.
- Instructor/student interaction.
- That the environment is conducive to learning.

Item No.	Review Checklist				Comments
G.1.1	Written policies and procedures exist that provide for and govern a comprehensive education program.	Y	N	N/A	
G.1.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
G.1.3	A comprehensive education program exists and provisions are made for any language barriers.	Y	N	N/A	
G.1.4	Annual review of the education program is conducted and the report is reviewed by the facility director. Corrective actions are taken, when recommended.	Y	N	N/A	
G.1.5	All education staff has valid certifications and licenses as required.	Y	N	N/A	
G.1.6	Qualified staff coordinates and supervise library services.	Y	N	N/A	
G.1.7	State mandated tests are administered as required.	Y	N	N/A	
G.1.8	Assistive technology, materials, supplies and appropriate furniture are provided.	Y	N	N/A	
G.1.9	Adequate instructional space is provided that is conducive to learning.	Y	N	N/A	
G.1.10	Education schedules are flexible to allow juvenile detainees to enter the education program at any time and to proceed at their own learning pace.	Y	N	N/A	
G.1.11	All information obtained at intake and thereafter is considered prior to placement in the education program in an effort to keep the juvenile detainee safe.	Y	N	N/A	
G.1.12	Exceptional students' records are kept separate from regular education records, in a confidential manner, and parents are notified when these records are released.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.2 Social Services

The facility director ensures that professional services are available to meet the identified needs of juvenile detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant written policies, procedures and practices for a social service program that makes available a range of resources appropriate to address the needs of juvenile detainees including:

- *Mental health counseling/crisis intervention services.
- *Individual, group and family counseling.
- *Counseling for pregnant juvenile detainees.
- *Drug and alcohol education/treatment.
- *Specialized offender treatment.
- On-going treatment for all known victims of sexual abuse.

Review documentation of the facility's annual review of juvenile detainees collective service needs.

Review credentials of social service program administrator to ensure qualifications and training are appropriate to handle the administrative and program responsibilities.

Review documentation and interview staff and juvenile detainees to determine that staff members are available to counsel juvenile detainees at their request and on an emergency basis.

Review juvenile detainees' treatment records to determine that social service personnel have access to and share relevant information and coordinate their efforts with other staff.

Item No.	Review Checklist				Comments
G.2.1	Written policies and procedures exist for a social service program that provides a range of available resources appropriate to address the needs of juvenile detainees.	Y	N	N/A	
G.2.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
G.2.3	An annual assessment of juvenile detainees' collective services needs is conducted.	Y	N	N/A	
G.2.4	A social service program is supervised by a person qualified and trained in social/behavioral sciences.	Y	N	N/A	
G.2.5	Staff members are available to counsel juvenile detainees at their request and on an emergency basis.	Y	N	N/A	
G.2.6	Social service staff share relevant information and coordinate with other staff members.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.3 Religious Services

The facility director ensures that juvenile detainees are provided reasonable and equitable opportunities to participate in the practice of their respective religions.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning the facility's religious programs for juvenile detainees. Procedures include provisions for:

- Religious program coordination and supervision.
- Opportunities to practice the requirements of one's faith.
- Religious property (consistent with facility security).
- Dietary requirements.
- Use of community volunteers with background check and orientation/training requirements.
- Space availability.
- Pastoral visits.

Review program schedule and interview staff and juvenile detainees to determine that religious services are voluntary and that out-of-cell alternative activities are also available.

Observe space designated for religious services.

Observe religious services.

Review clergy visitation logs.

Review juvenile detainee handbook regarding access to religious services.

Interview staff and juvenile detainees regarding juvenile detainees' access to religious property.

Interview staff and juvenile detainees to determine procedures for accommodating juvenile detainees' religious dietary requirements.

Review special management housing logs to ensure that juvenile detainees in administrative, disciplinary or protective custody are permitted to participate in religious programs.

Review credentials of staff person responsible for the coordination of the facility's religious programs.

Item No.	Review Checklist				Comments
G.3.1	Written policies and procedures exist regarding the facility's religious programs for juvenile detainees.	Y	N	N/A	
G.3.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
G.3.3	Juvenile detainees are allowed to engage in religious services on a voluntary basis.	Y	N	N/A	
G.3.4	Space is available to conduct religious services.	Y	N	N/A	
G.3.5	Juvenile detainees are allowed to observe "holy days" through:				
G.3.5a	The provision of special meals.	Y	N	N/A	
G.3.5b	Honoring fasting requirements.	Y	N	N/A	
G.3.5c	Participation in religious services.	Y	N	N/A	
G.3.6	Background checks are required for community volunteers who provide religious services for juvenile detainees.	Y	N	N/A	
G.3.7	Juvenile detainees are permitted have religious personal property items, consistent with facility security.	Y	N	N/A	
G.3.8	Juvenile detainees housed in special management housing have access to religious programs.	Y	N	N/A	
G.3.9	Facility has a qualified staff person to coordinate religious programs.	Y	N	N/A	
G.3.10	Out-of-cell activities are provided for juvenile detainees not attending religious services.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.4 Recreation and Activities

The facility director ensures recreation activities for juvenile detainees that include at least one hour of large muscle activity per day, outside when weather permits, and at least one hour of constructive leisure time activities.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

- *Review relevant policies, procedures and documentation concerning recreation, constructive leisure time activities and other opportunities for out-of-cell activities.
- *Review written schedules for recreation and other activities for housing to ensure the program schedule shows at least 14 hours of out-of-cell activities for each day.
- *Review logs and other documentation to determine the provision of recreation and constructive leisure activities and that reasons for cancellations are documented.
- *Observe outside and inside areas used for recreation and constructive leisure time activities for adequate space and the availability of appropriate equipment and other materials.
- *Interview staff and juvenile detainees regarding recreation practices, the provision of structured leisure time activities and the level of staff supervision during these periods.
- *Interview staff and juvenile detainees in cell confinement/special management housing regarding the opportunity for recreation and the level of staff supervision during the recreation period.
- *Review the training records of and interview staff responsible for recreation activities to determine adequate training.

Item No.	Review Checklist				Comments
G.4.1	Written policies and procedures exist that afford juvenile detainees opportunity to engage in large muscle activities, outside when the weather permits, for at least one hour per day, seven days per week, unless specifically restricted for good cause.	Y	N	N/A	
G.4.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
G.4.3	If the facility denies any juvenile detainee or group of juvenile detainees the recreation or leisure time period, documentation exists that verifies that the denial is based on good cause in relation to a security need.	Y	N	N/A	
G.4.4	Recreation periods and constructive leisure time activities are afforded to juvenile detainees and are supervised by staff.	Y	N	N/A	
G.4.5	Mandatory minimum time periods are documented for recreation.	Y	N	N/A	
G.4.6	The program schedule shows at least 14 hours of out-of-cell activities, each day.	Y	N	N/A	
G.4.7	The one hour of constructive leisure time activity does not include watching television.	Y	N	N/A	
G.4.8	Adequate equipment and other materials are available for recreation and constructed leisure time activities.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.5 Work Activities

The facility director ensures juvenile detainees perform work activities that contribute to daily housekeeping, maintenance and operations of the facility or as a participant in an educational training program.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning work activities for juvenile detainees, and activities that are prohibited and that violate state or federal laws.

Review list of work assignments and written job descriptions.

Review documentation of training, including safety and security concerns, for juvenile detainees, when required.

Observe juvenile detainees' work activities to determine staff supervision and that state and federal laws are not violated.

Interview staff and juvenile detainees to determine how work activities are assigned and the level of staff supervision provided.

Interview staff and juvenile detainees about the work activities performed by juvenile detainees.

Item No.	Review Checklist				Comments
G.5.1	Written policies and procedures exist that identify work activities and staff supervision, and that prohibit the handling of hazardous materials and any work that violate state or federal laws.	Y	N	N/A	
G.5.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
G.5.3	Juvenile detainees are trained, prior to the work assignment.	Y	N	N/A	
G.5.4	Juvenile detainees work under the direction and supervision of staff, and not under other detainees.	Y	N	N/A	
G.5.5	There is a system in place that ensures staff takes special care to consider all the information known about the juvenile detainee when assigning work activities.	Y	N	N/A	
G.5.6	Work assignments are assessed periodically to ensure the assignment is appropriate and that the juvenile detainee is safe from harm, including injuries, threats and physical or sexual abuse.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.6 Reintegration

The facility director ensures a structured program to assist juvenile detainees in a successful reintegration or transition upon release from the facility.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures and documentation concerning transition activities in preparation for release from the facility.

Review juvenile detainee records and treatment/service plans, logs and other documentation concerning the following, in preparation for release:

- Lectures and discussion addressing the concerns of juvenile detainees soon to be released.
- Individual counseling, focusing on the needs of the juvenile detainee, and any transition issues.
- Pre-release visits or contacts, as appropriate, by community workers, representatives from other agencies, family members, and/or external government entities.
- Review of the juvenile detainee's progress based on a treatment or service plan.
- Completion of community referrals prior to release, including medical, mental health, substance abuse, and education, to include a written summary of needs, when required.
- Development of an aftercare or transition plan, created jointly by facility staff and appropriate community/referring agency staff and/or external government entities, within 60 days of release.
- Completion of required reports prior to release, including release summaries or behavior reports to the referring agency and as required.
- Completion of any pending actions, including grievances and claims for damages or loss of personal property.
- Victim notifications, prior to the juvenile detainee's release when required by law.
- Provision for clothing, when appropriate.
- Coordination of transportation.

Interview staff and juvenile detainees concerning release preparation services and activities.

Interview staff and juvenile detainees soon to be released, to determine familiarity with the juvenile detainee's service or transition plan.

Item No.	Review Checklist				Comments
G.6.1	Ensure written policies and procedures exist that provide for a structured program to assist soon-to-be released juvenile detainees with their transition upon release from the facility.	Y	N	N/A	
G.6.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
G.6.3	Release reports are prepared and routed to the referring agency and as required.	Y	N	N/A	
G.6.4	A structured program exists to assist juvenile detainees with successful reintegration into the community including the development of an aftercare or transition plan that contains the appropriate signatures.	Y	N	N/A	
G.6.5	Reintegration services are culturally sensitive, gender specific, language appropriate and based on individual needs of the juvenile detainee.	Y	N	N/A	
G.6.6	Victim notification is completed, as required by law.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G. SERVICES AND PROGRAMS

G.7 Visitation

The facility director ensures that juvenile detainees are allowed visitation subject only to the concern for safety, security and order within the facility.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures and documentation concerning visitation, including frequency of visits and arrangements for special visits.

*Review list of approved visitors for juvenile detainees.

Interview staff and juvenile detainees to determine adequate supervision during visitation.

*Review schedule for general visiting.

Review visitation logs.

Observe visiting session, search of visitors and their property before entry into the facility, and presentation of picture ID by adult visitors, prior to signing in.

*Observe visitation area for appropriate space and the posting and/or availability of any pertinent information as indicated, such as, visitation rules, complaint process for parents or guardians, etc.

Item No.	Review Checklist				Comments
G.7.1	Written policies and procedures exist for the allowance of reasonable visitation with family and other approved visitors, including the search of visitors for contraband items.	Y	N	N/A	
G.7.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
G.7.3	Visitation rules are posted at the visitors' entrance or provided to visitors upon entry.	Y	N	N/A	
G.7.4	The facility provides a reasonable and equitable visitation program to all juvenile detainees and provides for special visitation outside of the regular visitation schedule.	Y	N	N/A	
G.7.5	Juvenile detainees on cell confinement/special management housing status receive regular visitation unless there is a documented threat to safety and security.	Y	N	N/A	
G.7.6	A process is in place that supports the termination of the visit if it has been determined that the visit is harmful to the juvenile detainee or when the security of the facility is threatened.	Y	N	N/A	
G.7.7	All visitors are provided identification, upon sign-in and entry into the facility, that is prominently worn for the duration of the visit.	Y	N	N/A	
G.7.8	Adequate supervision of juvenile detainees and visitors is provided by staff.	Y	N	N/A	
G.7.9	Information is available to parents and guardians regarding written complaints to the facility director.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.8 Correspondence and Mail

The facility director ensures juvenile detainees are afforded the opportunity to send and receive mail.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures, juvenile detainee handbook and other documentation concerning regular and privileged mail.

Observe practices and interview staff responsible for the handling of mail concerning:

- Procedures for inspecting incoming mail.
- Handling of checks/money orders/cash in incoming mail.
- Processing of incoming and outgoing mail to ensure next day delivery to juvenile detainee or postal service.
- *Confidential treatment of legal mail.
- Lack of access by juvenile detainees to other juvenile detainees' mail.
- Number of letters juvenile detainees are allowed to send each week, when the facility is responsible for the postage.
- Provision of postage for all legal correspondence.
- Juvenile detainee being present if mail is read and the reason documented,
- Juvenile detainee being informed, in writing, if all or part of outgoing or incoming mail is withheld.
- Juvenile detainee access to publications.
- Inspection of envelopes of outgoing mail for gang-related slogans and signs, obscenities and illegal activity.
- Forwarding of first class letters and packages to juvenile detainees who have been released or transferred, when a forwarding address is available.
- The return of mail to the sender, when there is no forwarding address for a juvenile detainee who has been released or transferred.

Observe delivery of general/legal mail, if possible.

Interview staff to determine the forwarding of first class mail to juvenile detainees who have been released or transferred.

Interview juvenile detainees concerning the handling of mail.

Item No.	Review Checklist				Comments
G.8.1	Written policies and procedures exist that cover the handling, sending, receipt and confidentiality of mail and privileged correspondence and access to publications.	Y	N	N/A	
G.8.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
G.8.3	Mail processed for delivery to juvenile detainees is inspected for prohibited enclosures, including the accounting of money.	Y	N	N/A	
G.8.4	Incoming and outgoing letters are held for no more than 24 hours and packages for no more than 48 hours, excluding weekends and holidays	Y	N	N/A	
G.8.5	Appropriately labeled privilege correspondence is separated and handled in a confidential manner. It may only be opened to search for contraband and in presence of the juvenile detainee.	Y	N	N/A	
G.8.6	Mail to and from juvenile detainees is not accessed by and not processed by other confined individuals.	Y	N	N/A	
G.8.7	There is no limit on the volume of mail a juvenile detainee may send, except when the facility bears the cost of the postage or there is clear justification for the limitation.	Y	N	N/A	
G.8.8	First class letters and packages are forwarded to juvenile detainees have been released or transferred, when a forwarding address is available.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.9 Telephone Use

The facility director ensures that juvenile detainees have access to a telephone to make and receive personal phone calls.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures and juvenile detainee handbook concerning telephone use including number of calls allowed, times of telephone availability, length of calls and limitations on calls.

*Review logs and other documentation of telephone calls made and received by juvenile detainees.

Interview staff and juvenile detainees to determine how in-coming and out-going telephone calls are handled.

Observe telephone calls by juvenile detainees, when possible.

Interview juvenile detainees in cell confinement/special management housing to determine provisions to make or receive one phone call per week.

*Observe for sufficient number of telephones for reasonable privacy and equitable access.

Item No.	Review Checklist				Comments
G.9.1	Written policies and procedures exist for making and receiving calls, including the number of calls allowed.	Y	N	N/A	
G.9.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
G.9.3	Juvenile detainees are afforded telephone access to contact family members and legal representatives.	Y	N	N/A	
G.9.4	When collect calls are made, and parents and/or legal guardians cannot be reached, the juvenile detainee receives a minimum of one phone call per week at the expense of the facility.	Y	N	N/A	
G.9.5	When there are limitations on phone calls due to security reasons, the reasons are documented.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section G: SERVICES AND PROGRAMS

G.10 Legal Materials and Access Counsel

The facility director ensures that juvenile detainees have reasonable and equitable access to legal representation and the courts.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At – Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

*Review relevant policies, procedures, juvenile detainee handbook and other documentation concerning access to legal representation and courts.

Interview staff and juvenile detainees to determine knowledge of policy and procedure and to determine practice.

*Review schedule for attorney/client visits (attorneys or legal representatives are allowed unlimited visits).

*Review telephone logs, visitor/attorney logs, and other documentation to determine access to legal representatives.

Item No.	Review Checklist				Comments
G.10.1	Written policies and procedures exist for access to legal representation and the courts.	Y	N	N/A	
G.10.2	Policies and procedures are reviewed annually and updated as needed.	Y	N	N/A	
G.10.3	Staff assists juvenile detainees in making contact with their attorney, upon request.	Y	N	N/A	
G.10.4	Information is provided to juvenile detainees regarding how to access an attorney.	Y	N	N/A	
G.10.5	Juvenile detainees are afforded access to legal representatives, including paraprofessionals employed by attorneys.	Y	N	N/A	
G.10.6	Juvenile detainee access, including contact, to legal representation and the courts is documented.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

H. WORKFORCE INTEGRITY

H.1 Staff Background and Reference Checks

The facility director ensures that background and reference checks are conducted for all staff before they are hired and that periodic criminal history checks are conducted once staff are employed.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for initial background/reference checks and periodic criminal history checks of facility staff.

Review employee personnel files to determine that applicants are screened prior to hiring (cross check hire date with dates of the screenings). Screenings include:

- An arrest check through the National Crime Information Center (NCIC).
- A drug screening examination.
- A domestic violence, civil protective order check.
- A child abuse/sex offender registry check.

Review policy and procedure and interview staff to determine if staff is required to immediately report arrests or other integrity violations relating to themselves or peers.

Review documentation in personnel files to determine if periodic staff background checks are conducted.

Item No.	Review Checklist				Comments
H.1.1	Policies and procedures exist for initial background/reference checks and periodic background checks.	Y	N	N/A	
H.1.2	Pre-employment screenings include:	Y	N	N/A	
H.1.2a	NCIC check.	Y	N	N/A	
H.1.2b	Drug screening.	Y	N	N/A	
H.1.2c	Domestic violence, protection order.	Y	N	N/A	
H.1.2d	Child abuse/sex offender registry.	Y	N	N/A	
H.1.3	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
H.1.4	Staff is required to immediately report arrests or any integrity issues relating to themselves or peers.	Y	N	N/A	
H.1.5	Periodic background checks are conducted.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section H: WORKFORCE INTEGRITY

H.2 Staff Training, Licensing, and Credentialing

The facility director ensures that all staff are adequately trained, licensed, and credentialed according to applicable local and state regulations, and that expected standards of conduct are included in the facility's overall training program.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the training, verification of license, credentialing and adherence to expected standards of conduct for all staff.

Review written code of conduct included in the policies and procedures that outline the professional expectations of all personnel.

Review the facility's formal staff training plan and ensure that the plan includes the following:

- Prior to assignment, all personnel receive 40 hours of pre-service, juvenile specific training to include:
 - Juvenile rights.
 - Interpersonal sensitivity.
 - Safety/security.
 - Adolescent development.
 - Behavioral management.
 - Behavioral observations and recording.
 - Basic health care and communicable diseases.
 - Dynamics managing mentally disordered youth.
 - Suicide prevention.
 - Conflict resolution.
 - Effective communication.
 - CPR.
 - First aid.
- Prison Rape Elimination Act (PREA) training for all staff and contract personnel.
- Refresher training and re-certification is conducted at least once each year.
- All personnel receive at least training in the facility's emergency plans at least annually.

Review training records for personnel (full-time, part-time, and volunteer).

Review requisite hours of training and the training curricula.

Review documentation verifying that staff are provided with a copy of the code of conduct and trained in the expectations of staff on and off the job.

Review copies of licenses for medical, nursing, dental and mental health staff to determine that there are current. Copies of all licenses are maintained on file and updated.

Review training records to determine if medical staff and non-security contract personnel receive orientation in security procedures.

Conduct staff interviews to determine if staff is performing only within the scope of their license.

Item No.	Review Checklist				Comments
H.2.1	Policies and procedures exist for training, verification of license, credentialing and standards of conduct.	Y	N	N/A	
H.2.2	Policies and procedures are reviewed annually and updated when needed.	Y	N	N/A	
H.2.3	A written code of conduct exists.	Y	N	N/A	
H.2.4	All personnel are provided with the code of conduct.	Y	N	N/A	
H.2.5	Formal training plan exists and include:				
H.2.5.a	Orientation, 40 hours	Y	N	N/A	
H.2.5.b	Annual in-service training	Y	N	N/A	
H.2.5.c	Annual emergency plans training	Y	N	N/A	
H.2.5.d	Prison Rape Elimination (PREA) training	Y	N	N/A	
H.2.6	Training records are maintained for all staff and volunteers.	Y	N	N/A	
H.2.7	Documentation exists of requisite hours and training curricula.	Y	N	N/A	
H.2.8	Medical, nursing, dental and mental health licenses are current.	Y	N	N/A	
H.2.9	Medical and non-security personnel, including contract staff, receive security orientation.	Y	N	N/A	
H.2.10	Staff performs only within the scope of their licenses.	Y	N	N/A	

Federal Performance Based Detention Standards/Juvenile

Section H. WORKFORCE INTEGRITY

H.3 Staff Misconduct

The facility director ensures that written policies, procedures and practices are in place to report allegations of staff misconduct and that such reports are thoroughly investigated, and that staff is subject to disciplinary sanctions, up to and including termination, when found in violation.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At-Risk	<input type="checkbox"/> Not Applicable
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Reviewer's initials:	Date:
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On-Site Assessment Items:

Review relevant policies and procedures for the reporting and investigations of allegations of staff misconduct. Written procedures include:

- Confidential reporting of staff misconduct by other staff and/or juvenile detainees.
- Provide for reporting to the following:
 - Facility staff.
 - Appropriate placing federal agency.
 - Office of the Inspector General, where applicable.
 - Local law enforcement as required by agency policy.
- Staff responsible for receiving reports of misconduct, and do so with sensitivity.
- All inappropriate, suspected or reported allegations of staff misconduct, physical or sexual abuse are:
 - Reported to a specified staff member.
 - Investigated thoroughly, in a timely and professional manner.
- Measures to protect staff and detainee safety and security during an active investigation.
- Provision that results of investigations into alleged staff impropriety are maintained in a confidential manner with the information conveyed to the facility director and designated senior staff.
- The requirement that corrective and/or disciplinary action is taken by the facility director/delegated senior staff members, or that it is referred to the appropriate law enforcement agency when the investigation reveals that personnel have violated the law or facility policy.

Observe to ensure that personnel are identifiable by name to all facility staff and detainees.

Review facility's investigative files and personnel records to determine policies and procedures compliance.

Interview staff and juvenile detainees to determine how staff misconduct is handled.

Item No.	Review Checklist				Comments
H.3.1	Policies and procedures exist for reporting and investigating allegations of staff misconduct, physical or sexual abuse.	Y	N	N/A	
H.3.2	Policies and procedures are reviewed at least annually and updated as needed.	Y	N	N/A	
H.3.3	Personnel are identifiable by name to all facility staff and juvenile detainees.	Y	N	N/A	
H.3.4	Measures are in place to protect staff and juvenile detainees during active investigations.	Y	N	N/A	
H.3.5	Corrective and or disciplinary action is taken when investigations reveal that a violation has occurred.	Y	N	N/A	