

**INDIANA JUVENILE DETENTION STANDARDS**  
**210 IAC 6**  
**Eff: January 2003**

This document has been modified to include suggested secondary documentation.

**ARTICLE 6. JUVENILE DETENTION FACILITIES**

**Rule 1. Applicability**

**210 IAC 6-1-1 Applicability**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2; IC 31-31-8

Sec. 1. (a) This article applies to all newly constructed, remodeled, converted, and existing juvenile detention facilities.

(b) This article does not apply to secure facilities or other facilities licensed by the family and social services administration (Department of Correction; 210 IAC 6-1-1, filed January 31, 1996, 4:00 p.m.: 19 IR 1312; filed Nov 25, 2002, 9:30: 26 IR 1064)

**Rule 2. Definitions**

**210 IAC 6-2-1 General applicability**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 1. The definitions in this rule apply throughout this article. (Department of Correction; 210 IAC 6-2-1; filed Jan 31, 1996, 4:00 p.m.: 19 IR 1312; readopted filed Oct 22, 2002, 1:53 p.m.: 26 IR 882)

**210 IAC 6-2-2 "ACA" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 2. "ACA" means the American Correctional Association. (Department of Correction; 210 IAC 6-2-2)

**210 IAC 6-2-3 "Department" defined**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2; IC 31-31-8

Sec. 3. "Department" means the state department of correction. (Department of Correction; 210 IAC 6-2-36-2-3; filed Jan. 31, 1996, 4:00 p.m.: 19 IR 1312; filed Nov 25, 2002, 9:30 a.m.; 26 IR 1064)

**210 IAC 6-2-4 "Dispositional program" defined**

Authority: IC 11-8-2-5; IC 31-31-8-2; IC 31-37-19-1  
Affected: IC 22-8-2; IC 31-31-8; IC 31-37-19

Sec. 4. "Dispositional program" means activities and services provided for juveniles who are placed in a juvenile detention facility as a disposition of a juvenile court. (Department of Correction; 210 IAC 6-2-4)

210 IAC 6-2-5 **"Existing facility" defined**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2;; IC 31-31-8

Sec. 5. "Existing facility" means any juvenile detention facility in use prior to March 1, 1006. ((Department of Correction; 210 IAC 6-2-5)

210 IAC 6-2-6 **"Full compliance" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 6. "Full compliance" means that a detention facility is found by the department to conform to all mandatory standards and a minimum of ninety percent (90%) of recommended standards. (Department of Correction; 210 IAC 6-2-6; filed Jan 31, 1996, 4:00 p.m.: 19 IR 1312; readopted filed Oct 22, 2002, 1:53 p.m.; 26 IR 882)

210 IAC 6-2-7 **"Inspection" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 7. "Inspection" means an on-site viewing and assessment of existing conditions, policies, and procedures and their relationship to minimum standards. (Department of Correction; 210 IAC 6-2-7)

210 IAC 6-2-8 **"Juvenile detention facility" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 8. "Juvenile detention facility" means any public or privately operated, secure center, place, institution, or part thereof, that is used for the lawful custody and treatment of adjudicated delinquents and juveniles alleged to be delinquent. (Department of Correction; 210 IAC 6-2-8)

210 IAC 6-2-9 **"Mandatory standard" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 9. "Mandatory standard" means:

- (1) a standard which has been determined to be essential to ensure the life, health, and safety of juveniles and personnel; and
- (2) with which a juvenile detention facility must conform to achieve compliance.

With the exception of ACA standard 4C-23 and subject to modifications noted in 210 IAC 6-3, standards considered as mandatory by ACA are mandatory under this article. (Department of Correction; 210 IAC 6-2-9)

210 IAC 6-2-10 **"Provisional compliance" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 10. "Provisional compliance" means that a detention facility conforms to all mandatory standards and the minimum percentage of recommended standards required in the specified time frame. (Department of Correction; 210 IAC 6-2-10)

210 IAC 6-2-11 **"Recommended standard" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 11. "Recommended standard" is a standard that deals with issues not directly affecting the life, health, and safety of juveniles and personnel. Those standards adopted as part of this article that are not mandatory are included in this section. (Department of Correction; 210 IAC 6-2-11)

210 IAC 6-2-12 **"Secure" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 12. "Secure" means a facility that is designed and operated to ensure that all entrances and exits are under the exclusive control of the staff, thereby not allowing a juvenile to leave the facility unsupervised or without permission. (Department of Correction; 210 IAC 6-2-12)

210 IAC 6-2-13 **"Standard" defined**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 13. "Standard" means one (1) of the minimum standards produced by the ACA and contained in the publication, Standards for Juvenile Detention Facilities, Third Edition, May, 1991 and all amendments or editions published through 1995 consistent with 210 IAC 6-3-1 through IAC 6-3-9. (Department of Correction; 210 IAC 6-2-13; filed Jan 31, 1996, 4:00 p.m.: 19 IR 1313; filed Nov. 25, 2002, 9:30 a.m.; 26 IR 1064)

## Administration and Management

### 210 IAC 6-3-1 General provisions

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2: IC 31-31-8

210 IAC 6-3-1.1 The public or private agency operating a detention facility is a legal entity or part of a legal entity. (ACA-1A-01)

**SUGGESTED DOCUMENTS:** Applicable statute, articles of incorporation.

210 IAC 6-3-1.2 Written policy, procedure, and practice provide that the program meets applicable licensing requirements of the jurisdiction in which it is located. (ACA-1A-02)

**SUGGESTED DOCUMENTS:** Applicable licensing requirements, inspection reports.

210 IAC 6-3-1.3 There is a written statement that describes the philosophy, goals, and purposes of the facility. This statement is reviewed at least annually and updated as needed. (ACA-1A-04)

**SUGGESTED DOCUMENTS:** Goal and philosophy statement, annual reports, documentation of annual review.

210 IAC 6-3-1.4 Written policy and procedure provide for guidelines for the collection and retention of information pertaining to the detained juveniles. (ACA 1A-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records.

210 IAC 6-3-1.5 Written policy, procedure, and practice provide that if services for adult and juvenile offenders are provided for by the same agency, statements of philosophy, policy, program, and procedure distinguish between criminal codes and the statutes that establish and give direction to programs for juveniles. (ACA-1A-07)

**SUGGESTED DOCUMENTS:** Applicable codes, program descriptions, statements of philosophy, organizational charts, budget requests, operating budgets.

210 IAC 6-3-1.6 Written agency policy prohibits the confinement of any offender in the facility unless it is clearly shown that secure placement is essential. (ACA-1A-09)

**SUGGESTED DOCUMENTS:** Written policy, detention criteria, administrative rules and regulations, population reports.

210 IAC 6-3-1.7 Written policy, procedure, and practice provide that the facility and its programs are managed by a single administrative officer to whom all employees or units of management are responsible. (ACA-1A-11)

**SUGGESTED DOCUMENTS:** Organizational chart, written policy, written job description of facility administrator.

210 IAC 6-3-1.8 Written policy, procedure, and practice provide that there exists a community advisory committee, representative of the community, that serves as a link between the program and the community. (ACA-1A-12)

**SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of participation of community agencies, agency by-laws, written reports, minutes of meetings.

- 210 IAC 6-3-1.9 Written policy, procedure, and practice demonstrate that employees participate in the formulation of policies, procedures, and programs. (ACA-1A-13)
- SUGGESTED DOCUMENTS:** Written policy and procedure, minutes of staff meetings, agency budget requests, planning documents.
- 210 IAC 6-3-1.10 The qualifications for the position of facility administrator include at a minimum the following: A Bachelor's Degree in an appropriate discipline; two years of related administrative experience; and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the Bachelor's Degree. (ACA-1A-16)
- SUGGESTED DOCUMENTS:** Written job description of facility administrator, personnel record, description of career development program.
- 210 IAC 6-3-1.11 There is a written document describing the facility's organization that includes an organizational chart grouping similar functions, services, and activities in administrative subunits. The document is reviewed annually and updated as needed. (ACA-1A-18)
- SUGGESTED DOCUMENTS:** Organizational chart, agency by-laws, written job descriptions.
- 10 IAC 6-3-1.12 The role and functions of employees of public or private agencies providing a service to the facility are covered by written policy and procedure that specify their relation to the authority and responsibility of the facility administrator. These policies and procedures are reviewed at least annually and updated as needed. (ACA-1A-19)
- SUGGESTED DOCUMENTS:** Written policy and procedure, letters of agreement or contracts with service providers, description of services offered, documentation of annual review.
- 210 IAC 6-3-1.13 Written policy, procedures, and practice provide for regular meetings and case conferences between the staff of probation agencies, shelter facilities, the court, the local law enforcement agency, and the detention facility staff to develop and maintain sound interagency policies and procedures.(ACA-1A-20)
- SUGGESTED DOCUMENTS:** Written policy and procedure, minutes of meetings; agendas of meetings; correspondence with staff or probation agencies, shelter agencies, courts, and law enforcement agencies; internal memoranda.
- 210 IAC 6-3-1.14 The policies and procedures for operating and maintaining the facility and its satellites are specified in a manual that is accessible to all employees and the public. This manual is reviewed at least annually and updated as needed. (ACA-A1-21)
- SUGGESTED DOCUMENTS:** Agency operations manual, documentation of availability.
- 210 IAC 6-3-1.15 Written policy, procedure, and practice provide that new or revised policies and procedures are disseminated to designated staff and volunteers and, when appropriate, to juveniles prior to implementation. (ACA-1A-22)
- SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of availability.
- 210 IAC 6-3-1.16 Written policy, procedure, and practice provide for a system of two-way communications between all levels of staff and juveniles. (ACA-1A-24)
- SUGGESTED DOCUMENTS:** Written policy, juvenile handbook, juvenile case records, visual observation, staff and juvenile interviews.

- 210 IAC 6-3-1.17 Written policy and procedure provide a mechanism for communication with executive, legislative, and judicial bodies at all governmental levels. (ACA-1A-26)
- SUGGESTED DOCUMENTS:** Written policy and procedure, correspondence with executive, legislative and judicial bodies, public information plan.
- 210 IAC 6-3-1.18 The governing authority holds meetings at least annually with the facility administrator.(ACA-1A-27)
- SUGGESTED DOCUMENTS:** Agency by-laws, minutes of meetings, agendas of meetings, list of governing authority members.
- 210 IAC 6-3-1.19 Written policy, procedure, and practice demonstrate that the facility administrator submits a written report of the facility's activities at least quarterly to the parent agency. These reports include major developments in each department or administrative unit: Major incident; population data; assessment of staff and juvenile morale; and major problems and plans for solving them. (ACA-1A-29)
- SUGGESTED DOCUMENTS:** Written annual reports, written policy, agency, agency budget requests, description of agency programs, written policy and procedure, quarterly reports to parent agency.
- 210 IAC 6-3-1.20 Written policy, procedure, and practice provide for a public information program that encourages interaction with the public and the media. (ACA-1A-30)
- SUGGESTED DOCUMENTS:** Written policy and procedure, description of public information program, annual reports, written job description of public information officer, documentation of annual review.
- 210 IAC 6-3-1.21 Written policy, procedure, and practice grant representatives of the media access to the facility consistent with preserving juveniles' rights to privacy and maintaining order and security. (ACA-1A-31)
- SUGGESTED DOCUMENTS:** Written policy and procedure, verification of media visits to the facility, visiting rules and regulations, applicable statutes on confidentiality.
- 210 IAC 6-3-1.22 Written policy, procedure, and practice specify the circumstances and methods for the facility administrator and other staff to obtain legal assistance as needed in the performance of their duties. (ACA-1A-32)
- SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of availability of legal assistance, juvenile case records, correspondence with agency attorneys.
- 210 IAC 6-3-1.23 There is a written policy regarding campaigning, lobbying, and political practices. This policy conforms to governmental statutes and regulations, and is known and available to all employees. (ACA-1A-33)
- SUGGESTED DOCUMENTS:** Written policy, applicable statutes, administrative rules and regulations, employee code of conduct, personnel rules and regulations.
- 210 IAC 6-3-1.24 Service personnel other than facility staff perform work in the facility only under direct and continuous supervision of facility staff in those areas permitting contact with juveniles. (ACA-1A-34)
- SUGGESTED DOCUMENTS:** Written policy, staffing pattern and program staff work schedule, description of work assignments, visual observation.

## Fiscal Management

- 210 IAC 6-3-1.25 Written policy, procedure, and practice provide that the facility administrator is responsible for fiscal management and control. Management of fiscal operations may be delegated to a designated staff person. (ACA-1B-01)
- SUGGESTED DOCUMENTS:** Written policy and procedure, description of public information program, annual reports, written job description of public information officer,. Documentation of annual review.
- 210 IAC 6-3-1.26 Written policy, procedure, and practice cover at a minimum the following fiscal areas: Internal controls, petty cash, bonding for all appropriate staff, signature control on checks, and the issuing or use of vouchers. (ACA-1B-03)
- SUGGESTED DOCUMENTS:** Written policy and procedure, forms and records for each item in standard.
- 210 IAC 6-3-1.27 Written policy, procedure, and practice provide that the facility's budget request complies with the policies, procedures, and instructions of the jurisdiction of which the facility is a part. Facility staffs' participation in preparing the facility's written budget request is encouraged. (ACA-1B-05)
- SUGGESTED DOCUMENTS:** Written budget policies, job description of facility administrator, budget requests.
- 210 IAC 6-3-1.28 The facility administrator participates in budget deliberations conducted by the parent agency of the next higher level of government. This participation includes: Requesting funds for maintaining the facility's daily operations; financing capital projects; and supporting long-range objectives, program development and additional staff requirements. (ACA-1B-06)
- SUGGESTED DOCUMENTS:** Job description of facility administrator, written budget policies, documentation of administrator's participation in budget reviews, minutes of budget meetings.
- 210 IAC 6-3-1.29 Written policy, procedure, and practice provide for budget revisions. (ACA-1B-07)
- SUGGESTED DOCUMENTS:** Written policy and procedure, budget revisions, agency operating budgets.
- 210 IAC 6-1-1.30 Written policy, procedure, and practice demonstrate that the procedures for the collection, safeguarding, and disbursement of monies comply with the accounting procedures established by the state board of accounts and local policies. These procedures shall be reviewed annually and updated as needed. (ACA-1B-08)
- SUGGESTED DOCUMENTS:** Written policy and procedure, accounting records, income and expenditure reports.
- 210 IAC 6-3-1.31 Written policy, procedure, and practice provide that reports of all monies collected and disbursed are distributed to the parent agency and other designated authorities.(ACA-1B-11)
- SUGGESTED DOCUMENTS:** Written policy and procedure, financial reports, accounting records, distribution lists.
- 210 IAC 6-3-1.32 Written policy, procedure, and practice govern inventory control of property, supplies, and other assets. Inventories are conducted at time periods stipulated by applicable statutes but at least every two years. (ACA-1B-14)
- SUGGESTED DOCUMENTS:** Written policy and procedure, inventory control lists.
- 210 IAC 6-3-1.33 Written policy, procedure, and practice govern the requisition and purchase of supplies and equipment, including at a minimum the purchasing procedures and criteria for the selection of

bidders and vendors. (ACA-1B-15)

**SUGGESTED DOCUMENTS:** Written policy and procedure, purchase orders, bid specifications, purchase requisitions, purchasing manual.

210 IAC 6-3-1.34 If there is a commissary or canteen, strict controls are maintained over its operation and regular accounting procedures are followed: (ACA-1B-18)

**SUGGESTED DOCUMENTS:** Written policy, financial records, visual observation.

210 IAC 6-3-1.35 Juveniles' personal funds held by the facility are controlled by accepted accounting procedures. (ACA-1B-19)

**SUGGESTED DOCUMENTS:** Financial records, written policy, accounting ledgers.

210 IAC 6-3-1.36 Written policy, procedure, and practice provide that any financial transactions permitted between juveniles, juveniles and staff, and juveniles and volunteers be approved by designated staff. (ACA-1B-21)

**SUGGESTED DOCUMENTS:** Written policy and procedure, approval documentation of juvenile financial transactions.

## Personnel

210 IAC 6-3-1.37 Written policy, procedure, and practice provide that a personnel policy manual is available for employee reference and covers at a minimum the following areas:

- organization chart (table of organization)
- recruitment and promotion, including equal employment opportunity provisions
- job descriptions and qualifications, including salary determinations and physical fitness policy
- benefits, holidays, leave, and work hours
- personnel records and employee evaluation
- staff development, including in-service training
- retirement, resignation, and termination
- employee/management relations, including disciplinary procedures and grievance and appeals procedures
- statutes relating to political activities
- insurance/professional liability requirements (ACA-1C-01)

**SUGGESTED DOCUMENTS:** Personnel manual, personnel rules and regulations, written grievance procedures, employee handbooks, records of grievances filed by employees, documentation of approval by parent agency.

210 IAC 6-3-1.38 Written policy, procedure, and practice provide that each employee signs a statement acknowledging access to the personnel policies and regulations and his or her responsibility for being aware of the contents. (ACA-1C-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel manual, employee handbook, documentation of availability to all employees, signed employee statements, employee interviews.

210 IAC 6-3-1.39 The staffing requirements for all categories of personnel are determined to ensure that juveniles have access to staff, programs, and services. (ACA-1C-04)

**SUGGESTED DOCUMENTS:** Agency budget requests, facility staffing pattern, organizational charts, documentation of annual review.

210 IAC 6-3-1.40 Written policy, procedure, and practice specify that equal employment opportunities exist for all positions. (ACA-1C-05)

**SUGGESTED DOCUMENTS:** Affirmative action program, job announcements, documentation of annual review, written policy.

210 IAC 6-3-1.41 Written policy, procedure, and practice provide for promotion from within the facility and from other sources. (ACA-1C-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel rules and regulations, personnel records.

210 IAC 6-3-1.42 Written policy, procedure, and practice require that all professional specialist are qualified in their fields. (ACA-1C-08)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written qualifications, of professional specialists, personnel records.

210 IAC 6-3-1.43 Written policy, procedure, and practice provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies. (ACA-1C-12)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel rules and regulations, personnel records.

Updated 1/03)

210 IAC 6-3-1.44 A criminal record and sex offender registry check is conducted on all new employees in accordance with state and federal statutes. (ACA-1C-13)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel rules and regulations, correspondence with law enforcement agencies, personnel records.

210 IAC 6-3-1.45 Written policy, procedure, and practice provide that employees who have direct contact with juveniles receive a physical examination prior to job assignment. Employees receive re-examinations according to a defined need or schedule. (ACA-1C-14)

**SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of physical examinations, personnel records.

210 IAC 6-3-1.46 There is a written policy and procedure that specifies support for a drug-free work place for all employees. This policy, which is reviewed at least annually, includes at a minimum the following:

- prohibition of the use of illegal drugs
- prohibition of possession of any illegal drug except in the performance of official duties
- the procedure to be used to ensure compliance
- the opportunities available for treatment and/or counseling for drug abuse
- the penalties for violation of the policy (ACA-1C-15)

**SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of annual review, description of counseling/treatment programs.

210 IAC 6-3-1.47 Written policy, procedure, and practice provide for an annual written performance review of each employee. The review is based on defined criteria and the results are discussed with the employee. (ACA-1C-16)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel rules and regulations, criteria for performance evaluations, completed performance evaluations, documentation of employee review, personnel records.

210 IAC 6-3-1.48 Compensation and benefit levels for all facility personnel are comparable to those for similar occupational groups in the state or region. (ACA-1C-17)

**SUGGESTED DOCUMENTS:** Salary schedules, benefit program descriptions, comparative data from similar occupational groups.

210 IAC 6-3-1.49 Written policy, procedure, and practice provide that the facility maintains a current, accurate, confidential personnel record on each employee. (ACA-1C-19)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personnel records, personnel rules and regulations.

210 IAC 6-3-1.50 Written policy, procedure, and practice provide that employees may challenge the information in their personnel file and have it corrected or removed if it is proved inaccurate. (ACA-1C-20)

**SUGGESTED DOCUMENTS:** Written procedure, personnel rules and regulations, personnel records, records of information challenges.

210 IAC 6-3-1.51 A written code of ethics prohibits employees from using their official positions to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available to all employees. (ACA-1C-21)

**SUGGESTED DOCUMENTS:** Employee code of ethics, written policy, employee handbook, personnel rules and regulations, documentation of availability to all employees.

Updated 1/03

210 IAC 6-3-1.52 Written policy, procedure, and practice provide that employees, consultants, volunteers and contract personnel who work with juveniles are informed in writing about the facility's policies on confidentiality of information and agree to abide by them in writing. (ACA-1C-22)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written policy on confidentiality, contractual agreements or signed statements from consultants and contract personnel, personnel rules and regulations.

210 IAC 6-3-1.53 Written policy, procedure, and practice provide for an employee assistance program that is approved by the parent agency. (ACA-1C-23)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of employee assistance program, parent agency approval.

## Training and Staff Development

210 IAC 6-3-1.54 Written policy, procedure, and practice provide that the facility's employee staff development and training program is planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually. (ACA-1D-01)

**SUGGESTED DOCUMENTS:** Written policy and procedure, descriptions of facility programs, organizational chart, training and personnel records of trainer, documentation of annual review.

210 IAC 6-3-1.55 Library and reference services are available to complement the staff development and training program. (ACA-1D-04)

**SUGGESTED DOCUMENTS:** Descriptions of training and staff development programs, staff training materials. Reference materials listing.

210 IAC 6-3-1.56 The necessary space and equipment for the training and staff development program are available. (ACA-1D-05)

**SUGGESTED DOCUMENTS:** Floor plan of facility training area, equipment inventory, visual observation.

210 IAC 6-3-1.57 Written policy, procedure, and practice provide that all new full-time employees receive 40 hours of orientation training before undertaking their assignments. This training includes at a minimum the following: Orientation to the purpose, goals, policies, and procedures of the institution and parent agency; working conditions and regulations; employees' rights and responsibilities; and an over-view of the correctional field. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job. (ACA-1D-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of orientation training programs, orientation curriculum, documentation of credit for prior training received, training records.

Updated 1/03  
210 IAC 6-3-1.58

Written policy, procedure, and practice provide that all managerial staff receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter. This training covers at a minimum the following areas:

- general management
- labor law
- staff/management relations
- the juvenile justice system
- relationships with other service agencies (ACA-1D-08)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of training program for administrative and managerial staff, training curriculum, training records for administrative and managerial staff.

Updated 1/03  
210 IAC 6-3-1.59

Written policy, procedure, and practice provide that all new juvenile staff careworkers receive an additional 120 hours of training during their first year of employment. At a minimum this

training covers the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risks
- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rules of conduct
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- communication skills
- first aid/CPR
- counseling techniques (ACA-1D-09)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of orientation training programs, orientation curriculum, documentation of credit for prior training received, training received, training records.

Added 1/03  
210 IAC 6-3-1.59A

Written policy, procedure and practice provide that all juvenile staff careworkers receive an additional 40 hours of training each calendar year.

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of training programs, training received, training records.

Updated 1/03  
210 IAC 6-3-1.60

All part-time staff, volunteers, support and administrative staff and contract personnel receive formal orientation appropriate to their assignments and additional training as needed. (ACA-1D-13)

**SUGGESTED DOCUMENTS:** Written policy, description of training program, training curriculum, training records of part-time and volunteer staff.

210 IAC 6-3-1.61

The institution encourages and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities. (ACA-1D-14)

**SUGGESTED DOCUMENTS:** Written policy and procedure, administrative leave policy, personnel rules and regulations, expense reimbursement records, program agendas from professional meetings and seminars.

## Juvenile Records

210 IAC 6-3-1.62

Written policy, procedure, and practice govern case record management, including at a

minimum the following areas: The establishment, use, and content of juvenile records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. The policies and procedures are reviewed annually. (ACA-1E-01)

**SUGGESTED DOCUMENTS:** Written policy and procedure, policy on destruction of inactive case records, juvenile case records, documentation of annual review.

- 210 IAC 6-3-1.63 The facility administration maintains a record on each juvenile that is available in a master file and includes at a minimum the following information:
- name, age, sex, place of birth, and race or nationality
  - initial intake information form
  - authority to accept juvenile
  - referral source
  - case history/social history
  - medical consent form
  - name, relationship, address, and phone number of parent(s)/guardians(s) and person(s) juvenile resides with at time of admission
  - driver's license, social security, and Medicaid numbers, when applicable
  - court and disposition
  - individual plan or program
  - signed release-of-information forms, when required
  - progress reports on program involvement
  - program rules and disciplinary policy signed by juvenile grievance and disciplinary record, if applicable
  - referrals to other agencies
  - final discharge or transfer report (AC-1E-02)

**SUGGESTED DOCUMENTS:** Written policy, admission form, juvenile case records.

- 210 IAC 6-3-1.64 Written policy, procedure, and practice provide for a daily population report on every juvenile in detention, including the day admitted; accumulated days of stay; and probation officer assigned. The report is provided to the court, the Chief Probation Officer of each jurisdiction using the facility, and the parent agency.(ACA-1E-03)

**SUGGESTED DOCUMENTS:** Written policy and procedure, daily population reports, documentation of availability to courts, probation officers and parent agency.

- 210 IAC 6-3-1.65 Written policy, procedure and practice provide that an updated case file for any juvenile transferred from one facility to another is transferred simultaneously or, at the latest, within 72 hours. (ACA-1E-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, transfer records, juvenile case records.

- 210 IAC 6-3-1.66 The administration uses a consent form that complies with applicable federal or state regulations. The juvenile signs a release-of-information consent form prior to the release of information as required by statute or regulation, and a copy of the form is maintained in the juvenile's record. (ACA-1E-05)

**SUGGESTED DOCUMENTS:** Written policy, applicable statute, administrative rules and regulations, release of information consent forms, applicable federal and state regulations, documentation of juvenile signature, juvenile case records.

- 210 IAC 6-3-1.67 The contents of records are identified and separated according to an established format. (ACA-1E-06)

**SUGGESTED DOCUMENTS:** Written policy, case record format, juvenile case records.

210 IAC 6-3-1.68 Written policy, procedure, and practice require that all entries in the master file are dated and identified. (ACA-1E-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, visual observation.

210 IAC 6-3-1.69 Written policy, procedure, and practice provide that records are safeguarded from unauthorized and improper disclosure. Manual records are marked "confidential." Written policy and procedure provide that when any part of the information system is computerized, security ensures confidentiality. (ACA-1E-08)

**SUGGESTED DOCUMENTS:** Written policy, juvenile case records, visual observation.

## Information System

210 IAC 6-3-1.70 The facility contributes to, has access to, and uses an organized system of information storage, retrieval, and review. The information system is part of an overall research and decision-making capacity relating to both juvenile and operational needs. (ACA-1F-01)

**SUGGESTED DOCUMENTS:** Management information program description, research program description, planning documents.

210 IAC 6-3-1.71 The facility or parent agency supports, engages, and uses research activities relevant to its programs, services, and operations. (ACA-1F-03)

**SUGGESTED DOCUMENTS:** Description of research programs, completed research reports, operating budget for research projects.

210 IAC 6-3-1.72 The facility administrator reviews and approves all facility research projects prior to implementation to ensure that they conform with the policies of the parent agency. (ACA-1F-05)

**SUGGESTED DOCUMENTS:** Written policy, documentation of research design reviews, documentation of approval, completed research reports.

210 IAC 6-3-1.73 Consistent with statutes, written policy, procedure, and practice provide that individuals and agencies may have access to records for the purpose of research, evaluation, and statistical analysis in accordance with a formal written agreement that authorizes access, specifies use of data, and ensures confidentiality. (ACA-1F-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable statutes, administrative rules and regulations, written agreements, juvenile case records.

210 IAC 6-3-1.74 The facility or parent agency collaborates with juvenile justice and service agencies in information gathering, exchange, and standardization. (ACA-1F-07)

**SUGGESTED DOCUMENTS:** Correspondence with juvenile justice service agencies.

210 IAC 6-3-1.75 Written policy, procedure, and practice govern the voluntary participation of juveniles in nonmedical, nonpharmaceutical, and noncosmetic research programs. (ACA-1F-08)

**SUGGESTED DOCUMENTS:** Written policy and procedure, completed research reports.

## Citizen Involvement and Volunteers

210 IAC 6-3-1.76 There is a staff member who is responsible for operating a citizen involvement and volunteer service program for the benefit of juveniles. (ACA-1G-01)

**SUGGESTED DOCUMENTS:** Organizational chart, written job description, description of volunteer services program, personnel records of volunteer coordinator.

210 IAC 6-3-1.77 Written policy, procedure, and practice specify the lines of authority, responsibility, and accountability for the facility's citizen involvement and volunteer services program. (ACA-1G-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of volunteer services program, organizational chart.

210 IAC 6-3-1.78 The screening and selection of volunteers allows for recruitment from all cultural and socioeconomic parts of the community. (ACA-1G-03)

**SUGGESTED DOCUMENTS:** Written policy and procedure, volunteer recruitment plan, list of volunteers used, applications or resumes of potential volunteers.

210 IAC 6-3-1.79 Written policy, procedure, and practice provide that the program director curtails, postpones, or terminates the services of a volunteer or volunteer organization when there is a reason for doing so. (ACA-1G-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, volunteer program description, written justification for discontinuation.

210 IAC 6-3-1.80 There is an official registration and identification system for volunteers. (ACA-1G-05)

**SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation.

Deleted 1/03

210 IAC 6-3-1.81 Written policy, procedure, and practice provide that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment. (ACA-1G-07)

**SUGGESTED DOCUMENTS:** Description of volunteer training and orientation program, volunteer training records, training curriculum.

Deleted 1/03

210 IAC 6-3-1.82 Volunteers agree in writing to abide by facility policies, particularly those relating to the security and confidentiality of information. (ACA-1G-08)

**SUGGESTED DOCUMENTS:** Written policy, facility rules and regulations, signed agreements.

210 IAC 6-3-1.83 There is provision for volunteers to contribute suggestions regarding the establishment of policy and procedure for the volunteer service program. (ACA-1G-09)

**SUGGESTED DOCUMENTS:** Written policy, description of volunteer services program, interviews with volunteers.

### 210 IAC 6-3-2 Physical Plant

Authority: IC 11-8-2-5; IC 31-6-9-5

Affected: IC 31-6-9

## Building And Safety Codes

- 210 IAC 6-3-2.84      The facility conforms to applicable federal, state, and/or local building codes. (ACA-2A-01)
- SUGGESTED DOCUMENTS:** Applicable state and local coders, reports, license, or certification from applicable building code agencies, inspection reports.
- 210 IAC 6-3-2.85      The facility conforms to applicable zoning ordinances or, through legal means, is attempting to comply with or change such laws, codes, or zoning ordinances. (ACA-2A-02)
- SUGGESTED DOCUMENTS:** Reports or certificates from governing agencies, applicable zoning ordinances, documentation of legal assistance.
- 210 IAC 6-3-2.86**  
**MANDATORY**      **The facility conforms to applicable federal, state, and/or local fire safety codes. Compliance is documented by the authority having jurisdiction. A fire alarm and automatic ,detection system are required, as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants of the facility. (ACA-2A-03)**
- SUGGESTED DOCUMENTS:** Applicable fire safety codes, inspection reports, visual observation, documentation of fire alarm and detection system.
- 210 IAC 6-3-2.87**  
**MANDATORY**      **There is documentation by a qualified source that the interior finishing materials in juvenile living areas, exit areas, and places of public assembly are in accordance with applicable codes. (ACA-2A-04)**
- SUGGESTED DOCUMENTS:** Applicable fire safety codes, license or certification from independent, qualified source, purchase orders.

## Size, Organization and Location

- 210 IAC 6-3-2.88      Physical plant design facilitates personal contact and interaction between staff and juveniles. (ACA-2B-01)
- SUGGESTED DOCUMENTS:** Facility floor plans, architectural drawings.
- 210 IAC 6-3-2.89      If the facility is on the grounds of any other type of corrections facility, it is a separated, self-contained unit. (ACA-2B-03)
- SUGGESTED DOCUMENTS:** Schematic drawings, visual observations.
- Updated 1/03  
210 IAC 6-3-2.90      Written policy and procedure provide that a replacement detention facility be constructed or an existing facility be expanded only after a needs evaluation study has been completed by the parent agency or other appropriate agency. A copy of this study must accompany blueprints submitted tot he department for review. (ACA-2B-04)
- SUGGESTED DOCUMENTS:** Written policy and procedure, needs evaluation study.
- 210 IAC 6-3-2.91      The facility location is selected with participation from the community in which it is to be located. (ACA-2B-05)

**SUGGESTED DOCUMENTS:** Site selection criteria, minutes of meetings of site selection committee, correspondence with government officials, correspondence with community agencies.

210 IAC 6-3-2.92 The number of juveniles does not exceed the facility's rated bed capacity. (ACA-2B-06)

**SUGGESTED DOCUMENTS:** Facility design capacity, daily population reports, visual observation.

210 IAC 6-3-2.93 The facility is located to facilitate use of community-based services and continued contact between juveniles and family. (ACA-2B-07)

**SUGGESTED DOCUMENTS:** City or county maps, city directory.

## Juvenile Housing

210 IAC 6-3-2.94 Living units are primarily designed for single occupancy sleeping rooms; multiple occupancy rooms do not exceed 20 percent of the bed capacity of the unit. (ACA-2C-01)

**SUGGESTED DOCUMENTS:** Facility floor plan. Juvenile room assignments, daily population reports, visual observation, architectural drawing, visual observation.

210 IAC 6-3-2.95 Rooms or sleeping areas in which juveniles are confined conform with the following requirements:

| <u>NUMBER OF OCCUPANTS</u> | <u>AMOUNT OF UNENCUMBERED SPACE</u> |
|----------------------------|-------------------------------------|
| 1                          | 35 square feet                      |
| 2-50                       | 35 square feet per occupant*        |

\* Sleeping area partitions required if more than four people in one sleeping area.

"Unencumbered space" is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. All fixtures must be in operational position. (ACA-2C-02)

**SUGGESTED DOCUMENTS:** Floor plan of sleeping rooms, activity schedule.

Updated 1/03  
210 IAC 6-3-2.96

Each sleeping room has at a minimum the following facilities and conditions:

- sanitation facilities, including access to toilet facilities that are available for use without staff assistance 24 hours
- a wash basin with hot and cold running water
- a bed, desk, and seating
- natural light
- temperatures that are appropriate to the summer and winter comfort zones. (ACA-2C-03)

**SUGGESTED DOCUMENTS:** Floor plans of sleeping rooms, visual observation.

210 IAC 6-3-2.97 Dayrooms with space for varied juvenile activities are situated immediately adjacent to the juvenile sleeping areas but are separated from them by a floor-to-ceiling wall. Dayrooms provide a minimum of 35 square feet of space per juvenile (exclusive of lavatories, showers,

and toilets) for the maximum number expected to use the dayroom at one time. (ACA-2C-04)

**SUGGESTED DOCUMENTS:** Facility floor plan, daily population reports, visual observation.

210 IAC 6-3-2.98 Dayrooms provide sufficient seating and writing surfaces for every juvenile using the dayroom at one time. Furnishings are consistent with the security needs of the assigned juveniles. (ACA-2C-05)

**SUGGESTED DOCUMENTS:** Facility floor plan, visual observation.

210 IAC 6-3-2.99 Toilets are provided at a minimum ratio of one for every 12 juveniles in male facilities and one for every eight juveniles in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with five or more juveniles have a minimum of two toilets. (ACA-2C-06)

**SUGGESTED DOCUMENTS:** Floor plans of housing areas, visual observation.

210 IAC 6-3-2.100 Juveniles have access to operable wash basins with hot and cold running water in the housing units at a minimum ratio of one basin for every 12 occupants. (ACA-2C-07)

**SUGGESTED DOCUMENTS:** Floor plans of housing area, visual observation.

210 IAC 6-3-2.101 Juveniles have access to operable showers with temperature-controlled hot and cold running water at a minimum ratio of one shower for every eight juveniles. Water for showers is thermostatically controlled to temperatures ranging from 100 to 120 degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices. (ACA-2C-08)

**SUGGESTED DOCUMENTS:** Floor plans, visual observation.

210 IAC 6-3-2.102 Handicapped juveniles are housed in a manner that provides for their safety and security. Rooms or housing units used by the handicapped are designed for their use and provide for integration with the general population. Appropriate facility programs and activities are accessible to handicapped juveniles confined in the facility. (ACA-2C-09)

**SUGGESTED DOCUMENTS:** Floor plan, facility housing assignment, description of activities and programs, daily activity schedule.

210 IAC 6-3-2.103 When there is a security room separate from the living unit, it is equipped with plumbing and security furniture. (ACA-2C-10)

**SUGGESTED DOCUMENTS:** Floor plan, visual observation.

210 IAC 6-3-2.104 If the facility houses male and female juveniles, space is provided for coeducational activities. (ACA-2C-11)

**SUGGESTED DOCUMENTS:** Floor plan, daily population reports, daily activity schedule.

210 IAC 6-3-2.105 Male and female juveniles do not occupy the same sleeping room. (ACA-2C-12)

**SUGGESTED DOCUMENTS:** Written policy, juvenile room assignments, visual observation.

## Environmental Conditions

210 IAC 6-3-2.106 Written policy, procedure, and practice require that all housing areas provide at a minimum the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area
- natural light available from an opening or window that has a view to the outside, or from a source within 20 feet of the room
- other lighting requirements for the facility determined by tasks to be performed
- access to drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff. (ACA-2D-01)

**SUGGESTED DOCUMENTS:** Written policy and procedure, floor plan of housing areas, visual observation.

Deleted 1/03

210 IAC 6-3-2.107

Ventilation is available in the event of a power failure. (ACA-2D-02)

**SUGGESTED DOCUMENTS:** Emergency energy backup plan, visual observation.

210 IAC 6-3-2.108

Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones. (ACA-2D-03)

**SUGGESTED DOCUMENTS:** Physical plant design, facility floor plan, visual observation.

## Program and Service Areas

210 IAC 6-3-2.109

The total indoor activity area, which includes the gymnasium, multi-purpose room(s), library, arts and crafts room(s), and all other leisure areas outside the living unit, provides space equivalent to a minimum of 100 square feet per juvenile. (ACA-2E-01)

**SUGGESTED DOCUMENTS:** Floor plan of indoor activity area, daily population reports, visual observation.

210 IAC 6-3-2.110

Outdoor and covered/enclosed exercise areas for general population juveniles are provided in sufficient number to insure that each juvenile is offered at least one hour of access daily. (ACA-2E-02)

**SUGGESTED DOCUMENTS:** Physical plant diagram, floor plan, population reports, schedule of daily activities, visual observation, staff and juvenile interviews.

210 IAC 6-3-2.111

Sufficient space is provided for a visiting room or areas for contact visiting. There is adequately designed space to permit screening and searching of both juveniles and visitors. Space is provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area. (ACA-2E-03)

**SUGGESTED DOCUMENTS:** Floor plan of visitation area, visitation schedule visual observation.

210 IAC 6-3-2.112

There is interview space available in or near the living unit. (ACA-2E-04)

**SUGGESTED DOCUMENTS:** Floor plan, visual observation.

210 IAC 6-3-2.113

School classrooms are designed in conformity with local or state educational requirements. (ACA-2E-05)

**SUGGESTED DOCUMENTS:** Applicable local or state educational requirements, floor plans of classrooms, visual observation.

- 210 IAC 6-3-2.114 There is at least 15 square feet of floor space per person using the dining room or dining area; space is provided for group dining except where security or safety considerations justify otherwise. (ACA-2E-06)
- SUGGESTED DOCUMENTS:** Floor plan of dining areas, meal schedules, visual observation.
- 210 IAC 6-3-2.115 The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. (ACA-2E-07)
- SUGGESTED DOCUMENTS:** Floor plan of kitchen, visual observation.
- 210 IAC 6-3-2.116 There are provisions for adequate storage and loading areas and garbage disposal facilities. (ACA-2E-08)
- SUGGESTED DOCUMENTS:** Facility floor plan, visual observation.
- 210 IAC 6-3-2.117 Toilet and wash basin facilities are available to food service personnel and juveniles in the vicinity of the food preparation area. (ACA-2E-09)
- SUGGESTED DOCUMENTS:** Floor plans, visual observation.
- 210 IAC 6-3-2.118 Adequate space is provided for janitorial closets that are accessible to the living and activity areas. Each closet is equipped with a sink, cleaning implements, and a system of ventilation. (ACA-2E-10)
- SUGGESTED DOCUMENTS:** Floor plans, visual observation
- 210 IAC 6-3-2.119 Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations. (ACA-2E-11)
- SUGGESTED DOCUMENTS:** Floor plans, visual observation
- 210 IAC 6-3-2.120 Space is provided for storing the personal property of juveniles safely and securely. (ACA-2E-12)
- SUGGESTED DOCUMENTS:** Floor plans, visual observation
- 210 IAC 6-3-2.121 Separate and adequate space is provided for mechanical and electrical equipment. (ACA-2E-13)
- SUGGESTED DOCUMENTS:** Floor plans, visual observation

## **Administrative and Staff Areas**

- 210 IAC 6-3-2.122 Adequate space is provided for administrative, security, professional, and clerical staff. This space includes conference rooms, storage room for records, a public lobby, and toilet facilities. (ACA-2F-01)
- SUGGESTED DOCUMENTS:** Physical plant diagram, facility floor plan, visual observation.
- 210 IAC 6-3-2.123 All parts of the facility that are accessible to the public are accessible to and usable by handicapped staff and visitors. (ACA-2F-02)
- SUGGESTED DOCUMENTS:** Floor plan, architectural drawing.

## Security

210 IAC 6-3-2.124 In secure facilities, space is provided for a 24-hour control center for monitoring and coordinating the facility's security, safety, and communications systems. The control center provides access to wash basin and toilet. (ACA-2G-01)

**SUGGESTED DOCUMENTS:** Facility floor plan, visual observation.

210 IAC 6-3-2.125 The facility's perimeter is controlled by appropriate means to provide that juveniles remain within the perimeter and to prevent access by the by the general public without proper authorization. (ACA-2G-02) (Department of Correction; 210 IAC 6-3-2)

**SUGGESTED DOCUMENTS:** Description of perimeter security, visual observation.

### 210 IAC 6-3-3 Institutional Operations

Authority: IC 11-8-2-5; IC 31-6-9-5

Affected: IC 31-6-9

## Security and Control

210 IAC 6-3-3.126 There is a manual containing all procedures for facility security and control, with detailed instructions for implementing these procedures. The manual is available to all staff and is reviewed at least annually and updated as needed. (ACA-3A-01)

**SUGGESTED DOCUMENTS:** Facility policy and procedures manual, documentation of availability to all personnel, documentation of annual review, staff interviews.

210 IAC 6-3-3.127 The facility has a communication system between the control center and juvenile living areas. (ACA-3A-02)

**SUGGESTED DOCUMENTS:** Description of communications system, visual observation.

Deleted 1/03

210 IAC 6-3-3.128 The facility maintains a daily report on juvenile population movement. (ACA-3A-03)

**SUGGESTED DOCUMENTS:** Daily population movement reports, assignment schedule of juveniles.

210 IAC 6-3-3.129 Juvenile Careworker positions are located in or immediately adjacent to juvenile living areas to permit workers to hear and respond promptly to emergency situations. (ACA-3A-04)

**SUGGESTED DOCUMENTS:** Facility floor plans, written shift assignments, written job descriptions, visual observation.

210 IAC 6-3-3.130 There are written operational shift assignments that state the duties and responsibilities for each assigned position in the facility. These shift assignments are reviewed at least annually and updated as needed. (ACA-3A-05)

**SUGGESTED DOCUMENTS:** Facility staffing pattern, written shifts assignments, written job descriptions, organizational charts, documentation on annual review.

210 IAC 6-3-3.131 Written policy, procedure, and practice provide for personnel to read the appropriate shift assignment description each time they assume a new position and to sign and date it. (ACA-3A-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written shift assignments, signed and dated assignment

forms.

- 210 IAC 6-3-3.132 Written policy, procedure, and practice require that when both males and females are housed in the facility, at least one male and one female staff member are on duty at all times. (ACA-3A-07)
- SUGGESTED DOCUMENTS:** Staffing schedule and work assignments, daily schedule of activities, written policy, daily population reports, visual observation.
- 210 IAC 6-3-3.133 Written policy, procedure, and practice provide that no juvenile or group of juveniles is given control or authority over other juveniles. (ACA-3A-08)
- SUGGESTED DOCUMENTS:** Written policy and procedure, staff and juvenile interviews.
- 210 IAC 6-3-3.134 Written policy, procedure, and practice require that correctional staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents. (ACA-3A-09)
- SUGGESTED DOCUMENTS:** Written policy and procedure, written log and shift reports, incident reports, staff interviews.
- 210 IAC 6-3-3.135 Written policy, procedure, and practice provide that supervisory staff conduct a daily inspection, including holidays and weekends, of all areas occupied by juveniles and submit a daily written report to their supervisor. Unoccupied areas are to be inspected weekly. (ACA-3A-10)
- SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of daily inspections, written reports.
- Updated 1/03  
210 IAC 6-3-3.136 The facility has a system for physically counting juveniles and maintains a daily report on juvenile population movement. The system includes strict accountability for juveniles assigned to work and educational release, furloughs, and other approved temporary absences. (ACA-3A-13)
- SUGGESTED DOCUMENTS:** Written policy, count procedures, population reports.
- 210 IAC 6-3-3.137 Written policy, procedure, and practice provide that staff regulate juvenile movement. (ACA-3A-14)
- SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation, daily activity schedules.
- 210 IAC 6-3-3.138 Written policy, procedure, and practice govern the transportation of juveniles outside the facility and from one jurisdiction to another. (ACA-3A-15)
- SUGGESTED DOCUMENTS:** Written policy and procedure, vehicle log books.
- 210 IAC 6-3-3.139 Written policy, procedure, and practice provide that instruments of restraint, such as handcuffs, leg irons, and straight jackets, are never applied as punishment and are applied only with the approval of the facility administrator or designee. (ACA-3A-16)
- SUGGESTED DOCUMENTS:** Written policy and procedure, incident reports, documentation of approval of facility administrator or designee.
- 210 IAC 6-3-3.140 All special incidents, including but not limited to the taking of hostages and use of restraint equipment or physical force, are reported in writing, dated and signed by the staff person reporting the incident. The report is placed in the juvenile's case record and reviewed by the facility administrator and/or the parent agency. (ACA-3A-18)

**SUGGESTED DOCUMENTS:** Written policy, special incident reports, juvenile case records, documentation of review by facility administrator or parent agency.

210 IAC 6-3-3.141 Written policy, procedure, and practice provide for searches of facilities and juveniles to control contraband and provide for its disposition. These policies and procedures are made available to staff and juveniles and are reviewed at least annually and updated if necessary. (ACA-3A-19)

**SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of availability to staff and juveniles, employee handbook, juvenile handbook, documentation of annual review, staff and juvenile interviews.

210 IAC 6-3-3.142 Written policy, procedure and practice provide that manual or instrument inspection of body cavities is conducted only when there is reason to do so. Except in the case of emergency inspection is conducted only when authorized by the facility administrator or designee. The inspection is conducted in private by health care personnel only. (ACA-3A-20)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, juvenile and staff interviews.

210 IAC 6-3-3.143 Written policy, procedure, and practice provide that strip searches and visual inspection of juvenile private body cavities be conducted based on a reasonable belief that the juvenile is carrying contraband or other prohibited material. The inspection is conducted in private by a trained staff member of the same sex as the juvenile. (ACA-3A-21)

**SUGGESTED DOCUMENTS:** Written policy and procedure, search plan, juvenile case records, incident reports, staff and juvenile interviews, personnel files.

210 IAC 6-3-3.144 Written policy, procedure, and practice govern the control and use of keys. (ACA-3A-22)

**SUGGESTED DOCUMENTS:** Written policy and procedure, staff interviews, key logs.

210 IAC 6-3-3.145 Written policy, procedure, and practice govern the control and use of tools and culinary and medical equipment. (ACA-3A-23)

**SUGGESTED DOCUMENTS:** Written policy and procedure, requisition orders.

210 IAC 6-3-3.146 Written policy, procedure, and practice govern the use and security of facility vehicles. (ACA-3A-24)

**SUGGESTED DOCUMENTS:** Written policy and procedure, facility vehicle logs, staff interviews.

210 IAC 6-3-3.147 Written policy, procedure, and practice govern the use of personal vehicles for official purposes and include provisions for insurance coverage. (ACA-3A-25)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written reports, staff interviews.

210 IAC 6-3-3.148 Written policy, procedure, and practice govern the availability, control, and use of chemical agents and related security devices and specify the level of authority required for their access and use. (ACA-3A-26)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written juvenile reports, documentation of review and approval by facility administrator, juvenile case records, staff and juvenile interviews.

210 IAC 6-3-3.149 Written policy, procedure, and practice require that personnel who use force to control juveniles submit written reports to the facility administrator or designee no later than the conclusion of the tour of duty. (ACA-3A-27)

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable statutes, written reports, documentation of submission to facility administrator, juvenile case records, juvenile and staff interviews.

210 IAC 6-3-3.150 Written policy, procedure, and practice provide that persons injured in an incident receive immediate medical examination and treatment. (ACA-3A-28)

**SUGGESTED DOCUMENTS:** Written policy and procedure, incident reports, juvenile case records, staff and juvenile interviews.

210 IAC 6-3-3.151 Firearms are not permitted in the facility except in emergency situations. (ACA-3A-29)

**SUGGESTED DOCUMENTS:** Written policy, visual observation.

210 IAC 6-3-3.152 Written policy, procedure, and practice restrict the use of physical force to instances of justifiable self defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. A written report is prepared following all uses of force and is submitted to administrative staff for review. (ACA-3A-30)

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable statutes, written reports, documentation of submission to facility administrator, juvenile case records, juvenile and staff interviews.

## Safety and Emergency Procedures

**210 IAC 6-3-3.153 MANDATORY** Written policy, procedure, and practice specify the facility's fire prevention regulations and practices. These include but are not limited to the following:

- provision for an adequate fire protection service
- a system of fire inspection and testing or equipment at least quarterly or at intervals approved by the authority having jurisdiction, following the procedures stated for variances, exceptions or equivalencies
- an annual inspection by local or state officials or other qualified person(s)
- availability of fire protection equipment at appropriate locations throughout the facility (ACA-3B-01)

**SUGGESTED DOCUMENTS:** Applicable fire safety codes, reports, license or certificate from independent, qualified source, documentation that fire safety deficiencies have been corrected.

**210 IAC 6-3-3.154 MANDATORY** Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the facility by a qualified departmental staff member. This policy and procedure is reviewed annually and updated as needed. (ACA-3B-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, weekly inspection reports, qualifications of fire and safety officer, applicable fire prevention and safety standards, documentation of annual review..

**210 IAC 6-3-3.155 MANDATORY** Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected. (ACA-3B-03)

**SUGGESTED DOCUMENTS:** Written policy, bid specifications, purchase orders, staff interviews, visual observation.

**210 IAC 6-3-3.156 MANDATORY** Facilities are equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout living quarters in the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily. (ACA-3B-04)

**SUGGESTED DOCUMENTS:** Written policy, bid specifications, visual observation.

**210 IAC 6-3-3.157**  
**MANDATORY**

**Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials. (ACA-3B-05)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, ledger sheets, visual observation, staff interviews.

**Updated 1/03**  
**MANDATORY**  
**210 IAC 6-3-3.158**

The facility has access to an alternate power source to maintain the following minimum essential services in an emergency. (ACA-3B-06)

- lighting
- heating and ventilation
- water
- security systems
- communications systems

**SUGGESTED DOCUMENTS:** Description of emergency power plant, visual observation.

**210 IAC 6-3-3.159**

Written policy, procedure, and practice provide for a communications systems within the facility and between the facility and community in the event of urgent, special, or unusual incidents or emergency situations. (ACA-3B-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written emergency procedures, staff interviews.

**210 IAC 6-3-3.160**  
**MANDATORY**

**The facility has a written evacuation plan prepared in the event of fire or major emergency that is certified by an independent, outside inspector trained in the application of appropriate codes. The plan is reviewed annually, updated as needed, and reissued to the local fire jurisdiction.**

**The plan includes the following:**

- **location of building/room floor plan**
- **use of exit signs and directional arrows for traffic flow**
- **location of publicly posted plan**
- **monthly drills in all occupied locations of the facility**
- **staff drills when evacuation of dangerous juveniles may not be included (ACA-3B-10)**

**SUGGESTED DOCUMENTS:** Written evacuation plan, documentation of approval of outside inspector, qualifications and credentials of outside inspector, documentation of annual review, correspondence with local fire jurisdiction, documentation of monthly drills, visual observation, staff and juvenile interviews.

**210 IAC 6-3-3.161**  
**MANDATORY**

**All facility personnel are trained in the implementation of written emergency plans. Work stoppage and riot/disturbance plans are communicated only to the appropriate supervisory or other personnel directly involved in the implementation of t hose plans. (ACA-3B-11)**

**SUGGESTED DOCUMENTS:** Written policy, written emergency plans, training records, staff interviews. Documentation of availability of plans to applicable personnel, distribution list, documentation of annual review.

**210 IAC 6-3-3.162**  
**MANDATORY**

**Written policy, procedure, and practice specify the means for the immediate release of juveniles from locked areas in case of emergency and provide for a backup system. (ACA-3B-12)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, written emergency plans, staff and juvenile interviews, visual observation.

210 IAC 6-3-3.163 There are written procedures regarding escapes. These procedures are reviewed at least annually and updated as needed. (ACA-3B-13)

**SUGGESTED DOCUMENTS:** Written procedures, incident reports, population reports, documentation of annual review.

## Rules and Discipline

210 IAC 6-3-3.164 Written policy, procedure, and practice provide for a system of rewarding the positive behavior of individual juveniles. (ACA-3C-01)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of system/program, juvenile case records.

210 IAC 6-3-3.165 Written rules of juvenile conduct specify acts prohibited within the facility and penalties that can be imposed for various degrees of violation. The written rules are reviewed annually and updated as needed. (ACA-3C-02)

**SUGGESTED DOCUMENTS:** Written facility rules and regulations, documentation of annual review, disciplinary hearing records, juvenile case records, incident reports, juvenile and staff interviews.

210 IAC 6-3-3.166 A rule book that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each juvenile and staff member and is translated into those languages spoken by significant numbers of juvenile. Signed acknowledgment of receipt of the rule book is maintained in each juvenile's file. When a literacy or language problem translator assists the juvenile in understanding the rules. (ACA-3C-03)

**SUGGESTED DOCUMENTS:** Written facility rules and regulations, juvenile handbook, visual observation, disciplinary reports, staff and juvenile interviews.

210 IAC 6-3-3.167 All personnel who work with juveniles receive sufficient training so that they are thoroughly familiar with the rules of juvenile conduct, the rationale for the rules, and the sanctions available. (ACA-3C-04)

**SUGGESTED DOCUMENTS:** Written policy, description of training program, training curriculum, training records, staff interviews.

210 IAC 6-3-3.168 There are written guidelines for informally resolving minor juvenile misbehavior. (ACA-3C-05)

**SUGGESTED DOCUMENTS:** Written guidelines, juvenile case records, juvenile and staff interviews.

210 IAC 6-3-3.169 Written policy, procedure, and practice require that prior to room and/or privilege restriction, the juvenile has the reasons for the restriction explained to him/her and has an opportunity to explain the behavior leading to the restriction. (ACA-3C-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, incident reports, juvenile case records, staff and juvenile interviews.

210 IAC 6-3-3.170 During room restriction, staff contact is made with the juvenile at least every 15 minutes, depending on his/her emotional state. The juvenile assists in determining the end of the restriction period. (ACA-3C-07)

**SUGGESTED DOCUMENTS:** Written policy, documentation of 15 minute observation contacts, juvenile case records, juvenile and staff interviews.

210 IAC 6-3-3.171 Written policy, procedure, and practice specify the circumstances which justify room restriction and limit the time period to one (1) hour unless an extension is approved by the facility administrator or designee. Juveniles placed on room restriction are checked visually by staff at least every fifteen (15) minutes. (ACA-3C-08)

**SUGGESTED DOCUMENTS:** Written policy and procedure, incident reports, juvenile case records, juvenile and staff interviews.

210 IAC 6-3-3.172 Written policy, procedure, and practice provide that, where a juvenile allegedly commits an act covered by criminal law, the case should be referred to appropriate court or law enforcement officials for consideration for prosecution. (ACA-3C-09)

**SUGGESTED DOCUMENTS:** Written policy and procedure, incident reports, correspondence with law enforcement agencies, juvenile case records.

210 IAC 6-3-3.173 Written policy, procedure, and practice provide that employees prepare a disciplinary report when they have a reasonable belief that a juvenile has committed a major violation of facility rules or reportable minor violations. (ACA-3C-10)

**SUGGESTED DOCUMENTS:** Written policy and procedure, written disciplinary reports, juvenile case records.

210 IAC 6-3-3.174 When a juvenile has been charged with a major rule violation requiring confinement for the safety of the juvenile, other juveniles, or to ensure the security of the facility, the juvenile may be confined for a period of up to 24 hours. Confinement for periods of over 24 hours is reviewed every 24 hours by an administrator or designee who was not involved in the incident. (ACA-3C-11)

**SUGGESTED DOCUMENTS:** Written policy, disciplinary procedure, facility rules and regulations, documentation of review, juvenile case reports.

Updated 1/03

210 IAC 6-3-3.175 Written policy, procedure, and practice require that a juvenile charged with a major violation of facility rules is given a written copy of the alleged rule violation(S) within 24 hours of the infraction(S) or the conclusion of an investigation into an alleged infraction. A hearing may be held within 24 hours with the juvenile's written consent. (ACA-3C-12)

**SUGGESTED DOCUMENTS:** Written policy and procedure, disciplinary reports, juvenile case records, written consent forms, written notices, juvenile case records.

210 IAC 6-3-3.176 Written policy, procedure, and practice provide that juveniles charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after the alleged violation. Juveniles are notified of the time and place of the hearing at least 24 hours in advance. (ACA-3C-13)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, incident reports, juvenile case records, written waiver requests.

10 IAC 6-3-3.177 Written policy, procedure, and practice provide that disciplinary hearings on rule violations are conducted by an impartial person or a disciplinary committee appointed by the facility administrator or designee. A record of the proceedings is made and maintained for at least six months. (ACA-3C-14)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, juvenile case records.

210 IAC 6-3-3.178 Written policy, procedure, and practice provide that juveniles charged with rule violations are present at their hearings unless they waive that right in writing or through their behavior. Juveniles may be excluded during the testimony of any juvenile whose testimony must be given in confidence. The reasons for the juvenile's absence or exclusion are documented. (ACA-3C-15)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, waiver requests from juveniles, juvenile case records.

210 IAC 6-3-3.179 Written policy, procedure, and practice provide that juveniles have an opportunity to make a statement and present documentary evidence at the hearings and can request witnesses on their behalf. The reasons for denying such requests are stated in writing. (ACA-3C-16)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, juvenile case records.

210 IAC 6-3-3.180 Written policy and procedure allow juveniles to request the services of any staff member to represent them at disciplinary hearings and to question relevant witnesses. Staff representatives are appointed when it is apparent that juveniles are not capable of effectively collecting and presenting evidence on their own. (ACA-3C-17)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, documentation of availability to juveniles, juvenile case records.

210 IAC 6-3-3.181 Written policy, procedure, and practice provide that a written record is made of the decision and the supporting reasons and is given to the juvenile. The hearing record and the supporting documents are kept in the juvenile's file and in the disciplinary committee's records. (ACA-3C-18)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, documentation of availability to juveniles, juvenile case records.

210 IAC 6-3-3.182 Written policy, procedure, and practice provide that if a juvenile is found not guilty of an alleged rule violation, the disciplinary report is removed from all of the juvenile's files. (ACA-3C-19)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, juvenile case records.

210 IAC 6-3-3.183 Written policy, procedure, and practice provide for review of all disciplinary hearings and dispositions by the facility administrator or designee to assure conformity with policy and regulations. (ACA-3C-20)

**SUGGESTED DOCUMENTS:** Written policy and procedure, disciplinary reports, juvenile case records, documentation of review by facility administrator.

210 IAC 6-3-3.184 Written policy, procedure, and practice grant juveniles the right to appeal decisions of the disciplinary committee to the facility administrator or designee. Juveniles have up to 15 days after receipt of the decision to submit an appeal. The appeal is decided within 30 days of its receipt, and the juvenile is promptly notified in writing of the results. The appeal process

should consider three factors: Whether there was a substantial compliance with facility standards and procedures in handling juveniles discipline; whether the disciplinary committee's decision was based on substantial evidence; and whether, under the circumstances, the sanction imposed was proportionate to the rule violation. (ACA-3C-21)

**SUGGESTED DOCUMENTS:** Written policy and procedure, records of disciplinary hearings, records of appeals, juvenile case records.

## Juvenile Rights

210 IAC 6-3-3.185 Written policy, procedure, and practice ensure the right of juveniles to have access to courts. (ACA-3D-01)

**SUGGESTED DOCUMENTS:** Written policy and procedure, correspondence with courts, juvenile case records, juvenile interviews.

210 IAC 6-3-3.186 Written policy, procedure, and practice ensure and facilitate juvenile access to counsel and assist juveniles in making confidential contact with attorneys and their authorized representatives. Such contact includes but is not limited to telephone communications, uncensored correspondence, and visits. (ACA-3D-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, telephone logs, juvenile handbook, visitation logs, juvenile case records, juvenile interviews.

210 IAC 6-3-3.187 Written policy, procedure, and practice provide that juveniles are not subjected to discrimination based on race, religion, national origin, sex, or physical handicap. (ACA-3D-03)

**SUGGESTED DOCUMENTS:** Written policy and procedure, daily activity schedules, juvenile case records, visual observation, juvenile interviews.

210 IAC 6-3-3.188 There is equal access to programs and services for male and female juveniles in co-correctional facilities. (ACA-3D-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, list of programs assignments, daily activity schedules, juvenile case records, visual observation.

210 IAC 6-3-3.189 Written policy, procedure, and practice provide juveniles reasonable access to the general public through the communications media, subject only to the limitations necessary to maintain facility order and security and protect the juveniles' rights. Media requests for interviews and juvenile parental/guardian consents are in writing. (ACA-3D-05)

**SUGGESTED DOCUMENTS:** Written policy and procedure, correspondence with media representatives, staff interviews.

210 IAC 6-3-3.190 Written policy, procedure, and practice protect juveniles from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. (ACA-3D-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, staff and juvenile interviews.

210 IAC 6-3-3.191 Written policy, procedure, and practice allow freedom in personal grooming and dress unless a safety, security, or hygiene concern justifies otherwise. (ACA-3D-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, facility rules and regulations, visual observation, juvenile

handbook.

210 IAC 6-3-3.192 There is a written juvenile grievance procedure that is made available to all juveniles and that includes at least one level of appeal. (ACA-3D-08)

**SUGGESTED DOCUMENTS:** Written grievance procedure, juvenile handbook, documentation of availability to juveniles, juvenile interviews.

#### 210 IACC 6-3-4 Facility Services

Authority: IC 11-8-2-5; IC 31-6-9-5  
Affected: IC 31-6-9

### Food Service

210 IAC 6-3-4.193 A staff member, experienced in food service management, supervises food service operations. (ACA-4A-01)

**SUGGESTED DOCUMENTS:** Organizational chart, written job description, personnel record of food service supervisor, staff interviews.

210 IAC 6-3-4.194 Written policy, procedure, and practice require that accurate records are maintained of all meals served. (ACA-4A-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, meal records.

**210 IAC 6-3-4.195 MANDATORY** There is documentation that the facility's system of dietary allowance is reviewed at least annually by a dietician or state authorized agency to ensure compliance with nationally recommended food allowances. (ACA-4A-03)

**SUGGESTED DOCUMENTS:** Food service plan, agency menus, documentation of annual review by dietician or physician.

210 IAC 6-3-4.196 Written policy, procedure, and practice require that food service staff develop advanced, planned menus and substantially follow the schedule; and that in the planning and preparation of all meals, food flavor, texture, temperature, appearance, and palatability are taken into consideration. (ACA-4A-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, agency menus, visual observation, staff interviews.

Updated 1/03

210 IAC 6-3-4.197 The food service plan provides for a single menu so that all juveniles and staff, except those on a special diet, each the same meals. (ACA-4A-05)

**SUGGESTED DOCUMENTS:** Food service plan, written policy, agency menus, visual observation, staff interviews.

**210 IAC 6-3-4.198 MANDATORY** Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel. (ACA-4A-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, facility menus, juvenile case records, staff and juvenile interviews.

210 IAC 6-3-4.199 Written policy precludes the use of food as a disciplinary measure. (ACA-4A-07)

**SUGGESTED DOCUMENTS:** Written policy, staff and juvenile interviews, visual observation.

- 210 IAC 6-3-4.200 Written policy, procedure, and practice provide for special diets for juveniles whose religious beliefs require the adherence to religious dietary laws. (ACA-4A-08)
- SUGGESTED DOCUMENTS:** Written policy and procedure, facility menus, juvenile case records, staff and juvenile interviews, documentation of approval by religious authority.
- 210 IAC 6-3-4.201 MANDATORY** **Written policy, procedure, and practice specify that the food services comply with the applicable sanitation and health codes as promulgated by Federal, State, and local authorities. (ACA-4A-09)**
- SUGGESTED DOCUMENTS:** Written policy and procedure, applicable sanitation and health codes, sanitation and health reports, license or certificate from sanitation and health authority.
- 210 IAC 6-3-4.202 Written policy, procedure, and practice provide for weekly inspection of all food service areas, including dining and food preparation areas and equipment; sanitary, temperature-controlled storage facilities for all goods; and daily checks of refrigerator and water temperatures by administrative, medical, or dietary personnel. (ACA-4A-10)
- SUGGESTED DOCUMENTS:** Written policy and procedure, weekly inspection reports, daily inspection reports, visual observation.
- 210 IAC 6-3-4.203 Shelf goods, refrigerated foods, and frozen foods shall be maintained at temperatures established under the Indiana state department of health standards. (ACA-4A-11)
- SUGGESTED DOCUMENTS:** Inspection reports, documentation of checks of refrigerator and freezer temperatures, visual observation.
- 210 IAC 6-3-4.204 Written policy, procedure, and practice provide that staff members supervise juveniles during meals. (ACA-4A-12)
- SUGGESTED DOCUMENTS:** Written policy and procedure, facility staffing assignments and work schedules, visual observation.
- 210 IAC 6-3-4.205 Written policy, procedure, and practice require that at least three meals, of which two are hot meals, are provided at regular meal times during each 24 hour period, with no more than 14 hours between the evening meal and breakfast. Provided basic nutritional goals are met, variations may be allowed based on weekend and holiday food service demands. Snacks and food will be available for special occasions such as late night admissions. (ACA-4A-13)
- SUGGESTED DOCUMENTS:** Written policy, facility meal schedules, facility menus, daily activity schedules.
- 210 IAC 6-3-4.206 MANDATORY** **Written policy, procedure, and practice provide for adequate health protection for all juveniles and staff in the facility and juveniles and other persons working in food service, including the following:**

1. **Where required by the laws and/or regulations applicable to food service employees in the community where the facility is located, all personnel involved in the preparation of food receive a preassignment medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illness transmissible by food or utensils. All examinations are conducted in accordance with local requirements.**
2. **When the facility's food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with the State and local regulations regarding food service.**
3. **All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.**
4. **Juveniles and other persons working in food service are monitored each day for health and cleanliness by the Director of Food Services or designee. (ACA-4A-14)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable laws and regulations, documentation of compliance with applicable sanitation and health codes, staff personnel files, documentation of medical examinations, written verification of compliance with applicable state and local regulations by outside food service providers, staff and juvenile interviews, juvenile records.

## Sanitation and Hygiene

210 IAC 6-3-4.207      **Written policy, procedure, and practice require weekly sanitation inspections of all facility areas. (ACA-4B-01)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, weekly inspection reports, visual observation.

**210 IAC 6-3-4.208  
MANDATORY      The facility administration complies with applicable Federal, state, and local sanitation and health codes. (ACA-4B-02)**

**SUGGESTED DOCUMENTS:** Applicable sanitation, safety and health codes, reports, license, or certificate from appropriate sanitation, health, and safety authority, documentation that deficiencies have been corrected.

**210 IAC 6-3-4.209  
MANDATORY      The institution's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent, outside source to be in compliance with jurisdictional laws and regulations. (ACA-4B-03)**

**SUGGESTED DOCUMENTS:** Inspection reports, license, or certificate from independent, outside source, applicable jurisdiction laws and regulations.

**210 IAC 6-3-4.210  
MANDATORY      The institution provides for a waste disposal system in accordance with an approved plan by the appropriate regulatory agency. (ACA-4B-04)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation.

**210 IAC 6-3-4.211  
MANDATORY      Written policy, procedure, and practice provide for the control of vermin and pests. (ACA-4B-05)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, contracts with appropriate agencies, visual observation.

210 IAC 6-3-4.212      **There is a written housekeeping plan for the facility's physical plant. (ACA-4B-06)**

**SUGGESTED DOCUMENTS:** Written housekeeping plan, visual observation.

210 IAC 6-3-4.213      **The stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum juvenile population. (ACA-4B-07)**

**SUGGESTED DOCUMENTS:** Visual observation, inventory of clothing, linens and bedding, population statistics.

- 210 IAC 6-3-4.214 Written policy specifies accountability for clothing and bedding issued to juveniles. (ACA-4B-08)  
**SUGGESTED DOCUMENTS:** Written policy, records of clothing and bedding exchange and allowances.
- 210 IAC 6-3-4.215 Juveniles are provided the opportunity to have three complete sets of clean clothing per week. The facility may provide this clean clothing in several ways, including access to self-serve washer facilities, central clothing, or a combination of the two. (ACA-4B-10)  
**SUGGESTED DOCUMENTS:** Written policy, visual observation, records of clothing allowances.
- 210 IAC 6-3-4.216 Written policy, procedure, and practice require that the facility provides for the thorough cleaning and, when necessary, disinfecting of juvenile personal clothing before storage or before allowing the juvenile to keep and wear personal clothing. (ACA-4B-11)  
**SUGGESTED DOCUMENTS:** Written policy, visual observation.
- 210 IAC 6-3-4.217 Written policy, procedure, and practice provide for the issue of suitable clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange at least weekly. Policy and procedure will address the special linen needs of the juveniles. (ACA-4B-12)  
**SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation, documentation of weekly linen exchange.
- 210 IAC 6-3-4.218 Written policy, procedure, and practice provide an approved shower schedule which allows daily showers and showers after strenuous exercise. (ACA-4B-13)  
**SUGGESTED DOCUMENTS:** Written policy and procedure, daily activity schedules, juvenile interviews.
- 210 IAC 6-3-4.219 Written policy, procedure, and practice require that articles necessary for maintaining proper personal hygiene are provided to all juveniles. (ACA-4B-14)  
**SUGGESTED DOCUMENTS:** Written policy and procedure, list of articles, visual observation, juvenile interviews.
- 210 IAC 6-3-4.220 There are hair care services available to juveniles. (ACA-4B-15)  
**SUGGESTED DOCUMENTS:** Visual observation, juvenile handbook, juvenile interviews.

## Health Care

- 210 IAC 6-3-4.221 MANDATORY** Written policy, procedure, and practice provide that the facility has a designated health authority with responsibility for health care pursuant to a written agreement, contract, or job description. The health authority may be a physician, health administrator, or health agency. When the authority is other than a physician, final medical judgments rest with a single designated physician. The health authority shall meet at least quarterly with the facility administrator. (ACA- 4C-01)  
**SUGGESTED DOCUMENTS:** Written policy and procedure, description of health care program, organizational chart, verification of physician license, staff interviews.
- 210 IAC 6-3-4.222 Written policy, procedure and practice govern the relationship and the activities of private physicians working with juveniles in the facility. (ACA-4C-02)  
**SUGGESTED DOCUMENTS:** Written policy and procedure, correspondence between responsible physician and

other physicians, written standing orders from responsible physician.

210 IAC 6-3-4.223 Written policy, procedure, and practice provide that when a juvenile is in need of hospitalization, he/she is accompanied by a staff member who stays with the juvenile at least during admission. (ACA-4C-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, juvenile reports, facility vehicle logs.

210 IAC 6-3-4.224 If medical services are delivered in the facility or through contract services, adequate space, equipment, supplies, and materials as determined by the responsible physician are provided for the performance of primary health care delivery. (ACA-4C-06)

**SUGGESTED DOCUMENTS:** Facility floor plan, documentation of physician approval of medical inventory, visual observation.

210 IAC 6-3-4.225 Written policy, procedure, and practice provide for unimpeded access to health care and for a system for processing complaints regarding health care. These policies are communicated orally and in writing to juvenile upon arrival at the facility and are put in a language clearly understood by each juvenile. (ACA-4C-07)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of medical services, juvenile handbook, admission procedures, juvenile and staff interviews.

210 IAC 6-3-4.226 When sick call is not conducted by a physician, a physician is available once each week to respond to juveniles' complaints regarding service they did or did not receive from other health care personnel. (ACA-4C-08)

**SUGGESTED DOCUMENTS:** Written policy, letter of agreement or contract with physician, medical referral forms, juvenile case records.

210 IAC 6-3-4.227 Juveniles' medical complaints are monitored and responded to daily by medically trained personnel. (ACA-4C-09)

**SUGGESTED DOCUMENTS:** Written policy, schedule of sick calls, medical referral forms, juvenile case records.

210 IAC 6-3-4.228 Appropriate State and Federal licensure, certification, or registration requirements and restrictions apply to personnel who provide health care services to juveniles. The duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority. Verification of current credentials and job descriptions are on file in the facility. (ACA-4C-10)

**SUGGESTED DOCUMENTS:** Written policy, personnel rules and regulations, written job descriptions, credentials of health care personnel, documentation of approval by health authority, visual observation.

**210 IAC 6-3-4.229 MANDATORY** Written policy, procedure, and practice provide that treatment by health care personnel other than a physician, dentist, psychologist, optometrist, podiatrist, or other independent providers is performed pursuant to written standing or direct orders by personnel authorized by law to give such orders. Nurse practitioners and physician's assistants may practice within the limits of applicable laws and regulations. (ACA-4C-11)

**SUGGESTED DOCUMENTS:** Written policy, written physician standing orders, facility health care plan, applicable laws and regulations, juvenile case records, staff interviews.

210 IAC 6-3-4.230 The specific duties of qualified medical personnel are governed by written job descriptions approved by the responsible physician and the facility administrator. (ACA-4C-12)

**SUGGESTED DOCUMENTS:** Written job descriptions, personnel rules and regulations, organizational charts, documentation of approval by physician and facility administrator.

210 IAC 6-3-4.231 The history of each juvenile's immunizations is obtained when the health appraisal data are collected. Immunizations are updated, as required, within legal constraints. (ACA-4C-13)

**SUGGESTED DOCUMENTS:** Written policy, admission procedures, health appraisal forms, immunization records.

210 IAC 6-3-4.232 In facilities housing females, obstetrical, gynecological, family planning, and health education services are provided as needed. (ACA-4C-14)

**SUGGESTED DOCUMENTS:** Description of medical services provided at the facility, letters of referral, juvenile case records.

210 IAC 6-3-4.233 Arrangements are made with health care specialists in advance of need. (ACA-4C-15)

**SUGGESTED DOCUMENTS:** Letters of agreement or contracts with health care specialists, letters of referral to health care specialists, juvenile case records.

210 IAC 6-3-4.234 Written policy, procedure, and practice specify the provision of mental health services for juveniles and assure juvenile detention facilities are not intended to be mental health treatment facilities. (ACA-4C-16)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of mental health services, credentials of mental health professionals rendering services.

210 IAC 6-3-4.235 When facilities do not have full-time, qualified, health-trained personnel, a health-trained staff member coordinates the health delivery services in the facility under the joint supervision of the responsible health authority and facility administrator. (ACA-4C-17)

**SUGGESTED DOCUMENTS:** Written job description, personnel records, staff interviews.

**210 IAC 6-3-4.236 MANDATORY** Written policy, procedure, and practice provide for the proper management of pharmaceutical and address the following subjects:

- **A formulary specifically developed for the facility prescription practices that requires (1) prescription practices, including requirements that psychotropic medications are prescribed only when clinically indicated as one facet or a program of therapy (2) "stop order" time periods are required for all medications, and (3) the prescribing provider reevaluates a prescription prior to its renewal;**
- **procedures for medication receipt, storage, dispensing, and administration or distribution;**
- **maximum security storage and periodic inventory of all controlled substances, syringes, and needles;**
- **dispensing of medicine in conformance with appropriate Federal and State laws;**
- **administration of medication by persons properly trained and under the supervision of the health authority and facility administrator or designee**
- **accountability for administering or distributing medications in a timely manner and according to physician's orders (ACA-4C-18)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable federal and state laws, visual observation, description of formulary.

Updated 1/03  
210 IAC 6-3-4.237

The person administering medications has training approved by the responsible physician and the official responsible for the facility, is accountable for administering medications

according to others, and records the administration of medications in a manner and on a form approved by the responsible physician. (ACA-4C-20)

**SUGGESTED DOCUMENTS:** Credentials of persons administering medications, training records, medical records, written physician standing orders, medical forms, documentation of physician approval.

**210 IAC 6-3-4.238  
MANDATORY**

**Written policy, procedure and practice require medical, dental, and mental health screening to be performed by health-trained or qualified health care personnel on all juveniles, excluding intra system transfers, on arrival at the facility. All finds are recorded on a form approved by the health authority. The screening form includes at least the following:**

**Inquiry into:**

- **current illness and health problems, including venereal diseases and other infectious diseases**
- **dental problems**
- **mental health problems**
- **hearing problems**
- **eye problems**
- **use of alcohol and other drugs, which includes types of drugs used, mode of use, amounts used, frequency of use, date or time of last use, and a history of problems that may have occurred after ceasing use (e.g., convulsions)**
- **past and present treatment or hospitalization for mental disturbance or suicide attempts**
- **other health problems designated by the responsible physician**

**Observation of:**

- **behavior, which includes state of consciousness, mental status, appearance, conduct, tremor, and sweating**
- **body deformities, ease of movement, etc.**
- **condition of skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations, and needle marks or other indications of drug abuse**

**Medical disposition of juvenile:**

- **general population OR**
- **general population with appropriate referral to health care service OR**
- **referral to appropriate health care service for emergency treatment (ACA-4C-21)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of physical examination, juvenile case records, health appraisal forms.

**210 IAC 6-3-4.239**

At the time of admission, program staff are informed of juveniles' special medical problems or of any physical problems that might require medical attention. (ACA-4C-22)

**SUGGESTED DOCUMENTS:** Written policy, internal memoranda, juvenile case records, staff interviews.

**210 IAC 6-3-4.240**

Written policy, procedure and practice provide for the collection and recording of health appraisal data and require the following:

1. The process is completed in a uniform manner as determined by the health authority.
2. Health history and vital signs are collected by health-trained or qualified health personnel.
3. Review of the results of the medical examination, tests, and identification of problems is performed by a physician.
4. Collection of all other health appraisal data is performed only by qualified health personnel. (ACA-4C-24)

210 IAC 6-3-4.241

**SUGGESTED DOCUMENTS:** Written policy and procedure, health appraisal forms, juvenile case records. Dental care is provided to each juvenile under the direction and supervision of a dentist licensed in the state. This care includes the following: (ACA-4C-25)

- dental screening upon admission
- dental treatment, not limited to extractions, when the health of the Juvenile would otherwise be adversely affected.

**SUGGESTED DOCUMENTS:** Written policy and procedure, organizational chart, personnel record of dentist, written job description, referral sheets, juvenile case records.

210 IAC 6-3-4.242  
**MANDATORY**

**Written policy, procedure, and practice provide for 24 hour emergency medical, dental, and mental health care availability as outlined in a written plan that includes arrangements for the following:**

- **on-site emergency first aid and crisis intervention**
- **emergency evacuation of the juvenile from the facility**
- **use of an emergency medical vehicle**
- **use of one or more designated hospital emergency rooms or other appropriate health facilities**
- **emergency on call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community**
- **security procedures providing for the immediate transfer of juveniles when appropriate (ACA-4C-26)**

**SUGGESTED DOCUMENTS:** Written plan, letter of agreement or contracts for the provision of medical and dental services, juvenile case records.

Updated 1/03  
210 IAC 6-3-4.243  
**MANDATORY**

**Written policy, procedure, and practice provide that juvenile caseworker staff and other personnel are trained to respond to health related situations within a four minute response time. A training program is established by the responsible health authority in cooperation with the facility administrator that includes the following:**

- **Recognition of signs and symptoms and knowledge of action required in potential emergency situations**
- **Administration of first aid and cardiopulmonary resuscitation (CPR)**
- **Methods of obtaining assistance**
- **Signs and symptoms of mental illness, retardation, and chemical dependency**
- **Procedures for patient transfers to appropriate medical facilities or health care providers. (ACA-4C-27)**

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of training records, certificates of first aid and CPR training completion, juvenile case records, staff interviews.

- 210 IAC 6-3-4.244 Written policy, procedure, and practice require that first aid kit(s) are available. The responsible physician approves the contents, number, location, and procedure for periodic inspection of the kit(s). (ACA-4C-28)
- SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of physical approval, visual observation.
- 210 IAC 6-3-4.245 Sick call for nonemergency medical service, conducted by a physician and/or other qualified medical personnel, is available to each juvenile at least three times a week. For facilities that operate with no more than twenty (20) juveniles, sick calls must be available at a minimum of once per week. (ACA-4C-29)
- SUGGESTED DOCUMENTS:** Written policy, schedule of sick calls, juvenile case records, staff and juvenile interviews.
- 210 IAC 6-3-4.246 A written agreement exists between the facility and a nearby hospital for all medical services that cannot be provided at the facility. (ACA-4C-33)
- SUGGESTED DOCUMENTS:** Written agreement or contract, letters of referral top hospital, brochure from medical provider, juvenile case records.
- 210 IAC 6-3-4.247 Programs and training are provided for the development of sound habits and practices regarding personal hygiene. (ACA-4C-34)
- SUGGESTED DOCUMENTS:** Description of personal hygiene programs, documentation of training provided juveniles, juvenile handbook, juvenile interviews.
- 210 IAC 6-3-4.248 There is a written suicide prevention and intervention program that is reviewed and approved by a qualified medical or mental health professional. All staff with responsibility for juvenile supervision are trained in the implementation of the program, which includes specific procedures for intake screening, identification, and supervision of suicide prone juveniles. (ACA-4C-35)
- SUGGESTED DOCUMENTS:** Written description of program, approval from appropriate medical/dental health professional, documentation of availability to staff, written procedures, special incident reports, juvenile case records, staff interviews.
- 210 IAC 6-3-4.249 Written policy, procedure, and practice specify approved actions to be taken by employees concerning juveniles who have been diagnosed HIV positive or who have Hepatitis B. This policy shall include at a minimum the following:
- When and where juveniles are to be tested
  - appropriate safeguards for staff and juveniles
  - when and under what conditions juveniles are to be separated from the general population
  - staff and juvenile training procedures
  - issues of confidentiality (ACA-4C-36)
- SUGGESTED DOCUMENTS:** Written policy and procedure for each item in standard, training records, training curriculum, documentation of availability to staff and juveniles, juvenile case records, staff and juvenile interviews.
- 210 IAC 6-3-4.250 Written policy, procedure, and practice address the management of serious and infectious diseases. These policies and procedures are updated as new information becomes available. Agencies should work with the responsible health authority in establishing policy and procedure that include the following: An ongoing education program for staff and residents; control, treatment, and prevention strategies that may include screening and testing, special supervision, and/or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations. (ACA-4C-37)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of training program, documentation of availability to staff and juveniles, juvenile case records, correspondence with health authorities, staff and juvenile interviews.

210 IAC 6-3-4.251 Written policy, procedure, and practice provide for medical examination of any employee or juvenile suspected of a communicable disease. (ACA-4C-38)

**SUGGESTED DOCUMENTS:** Written policy and procedure, employee or juvenile medical records.

210 IAC 6-3-4.252 Written policy, procedure, and practice provide for screening, care, or referral for care for mentally ill or retarded juveniles. The responsible physician shall designate, in advance, specific referral sources. Policy and procedure shall provide for emergency transfers to mental health facilities. The emergency transfers shall be reported to the court the next working day. (ACA-4C-39)

**SUGGESTED DOCUMENTS:** Written policy and procedure, letters of agreement or contracts with provider agencies, correspondence with mental health and retardation program providers, juvenile case records.

210 IAC 6-3-4.253 Written policy, procedure, and practice provide for detoxification from alcohol, opiates, barbiturates, and similar drugs. Detoxification is performed under medical supervision. (ACA-4C-40)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, written physician standing orders.

210 IAC 6-3-4.254 Written policy, procedure, and practice provide for the clinical management of chemically dependent juveniles. (ACA-4C-41)

**SUGGESTED DOCUMENTS:** Written policy and procedure on each item in standard, juvenile case records, description of community resource programs, staff and juvenile interviews, list of referral sources.

210 IAC 6-3-4.255 Written policy, procedure, and practice provide that all informed consent standards in the jurisdiction are observed and documented for medical care. This informed consent of parent, guardian, or legal custodian applies when required by law. When health care is rendered against the patient's will, it is in accord with State and Federal laws and regulations. (ACA-4C-42)

**SUGGESTED DOCUMENTS:** Written policy and procedure, applicable state and federal laws, informed consent forms, applicable state and federal laws and regulations, signed consent forms, juvenile case records.

**210 IAC 6-3-4.256 MANDATORY** **Written policy prohibits the use of juveniles for medical, pharmaceutical, or cosmetic experiments. This policy does not preclude individual treatment of a juvenile based on his or her need for a specific medical procedure that is not generally available. (ACA-4C-43)**

**SUGGESTED DOCUMENTS:** Written policy, juvenile case records.

210 IAC 6-3-4.257 Under no circumstances is a stimulant, tranquilizer, or psychotropic drug to be administered for purposes of program management and control or for purpose of experimentation and research. (ACA-4C-44)

**SUGGESTED DOCUMENTS:** Written policy, juvenile case records.

210 IAC 6-3-4.258 Written policy, procedure, and practice provide for the prompt notification of juveniles' parents/guardians and the responsible agency in case of serious illness, surgery, injury, or death. (ACA-4C-45)

**SUGGESTED DOCUMENTS:** Written policy and procedure, correspondence with parents/guardians, juvenile case records.

210 IAC 6-3-4.259

The health record file contains the following:

- The completed receiving screening form
- Health appraisal data forms
- All findings, diagnoses, treatments, and dispositions
- Prescribed medications and their administration
- Laboratory, x-ray, and diagnostic studies
- Signature and title of documenter
- Consent and Refusal Forms
- Release of Information Forms
- Place, date, and time of health encounters
- Health service reports e.g., dental, mental health, and consultations)
- Treatment plan, including nursing care plan
- Progress reports
- Discharge summary of hospitalization and other termination summaries

The method of recording entries in the records, the form and format of the records, and the procedures for their maintenance and safekeeping are approved by the health authority. (ACA-4C-46)

**SUGGESTED DOCUMENTS:** Written policy, juvenile health records, documentation of approval by health authority, visual observation.

210 IAC 6-3-4.260

Written policy, procedure, and practice uphold the principle of confidentiality of the health record and support the following requirements:

1. The active health record is maintained separately from the confinement record.
2. Physical access to the health record is controlled by the health authority.
3. The health authority shares with the facility administrator information regarding a juvenile's medical management, security, and ability to participate in programs. (ACA-4C-47)

**SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation.

210 IAC 6-3-4.261

For juveniles being transferred to other facilities, summaries or copies of the medical history record are forwarded to the receiving facility prior to or at arrival. (ACA-4C-48) (Department of Correction; 210 IAC 6-3-48)

**SUGGESTED DOCUMENTS:** Written policy, transfer summaries, juvenile case records, correspondence with receiving facility.

### 210 IAC 6-3-5 Juvenile Services

Authority: IC 11-8-2-5; IC 31-6-9-5

Affected: IC 31-6-9

## Intake and Admission

210 IAC 6-3-5.262 Written procedures for admission of juveniles to the system include but are not limited to the following:

- Determination that the juvenile is legally committed to the facility
- Complete search of the juvenile and possessions
- Disposition of personal property
- Shower and hair care, if necessary
- Issue of clean, laundered clothing, as needed
- Issue of personal hygiene articles
- Medical, dental, and mental health screening
- Assignment to a housing unit
- Recording of basic personal data and information to be used for mail and visiting lists
- Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
- Assignment of a registered number to the juvenile.
- Provision of written orientation materials to the juveniles (ACA-5A-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of reception and orientation program, visual observation, staff and juvenile interviews, juvenile handbook.

210 IAC 6-3-5.263 Written policy, procedure, and practice ensure that any juvenile placed in detention or shelter care shall be brought before the juvenile court consistent with state law. (ACA-5A-06)

**SUGGESTED DOCUMENTS:** Written policy and procedure, detention admission forms, records of court hearings, juvenile case records.

Updated 1/03

201 IAC 6-3-5.264 Written policy, procedure, and practice grant all juveniles the right to complete at least one local or collect long distance telephone calls to family members, attorneys, or other approved individuals during the admissions process. (ACA-5A-11)

**SUGGESTED DOCUMENTS:** Written policy, juvenile case records, counselor assignment records, intake program description.

210 IAC 6-3-5.265 Written policy, procedure, and practice provide programs for juveniles during the reception period. (ACA-5A-14)

**SUGGESTED DOCUMENTS:** Description of facility services and programs, written policy, daily activity schedules, records of programs assignments, juvenile case records, visual observation.

210 IAC 6-3-5.266 Written policy, procedure, and practice provide that new juveniles receive written orientation materials and/or translations in their own language if they do not understand English. When a literacy problem exists, a staff member assists the juvenile in understanding the material. Completion of orientation is documented by a statement signed and dated by the juvenile. (ACA-5A-15)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of orientation program, juvenile handbook, signed statements of orientation completion, juvenile case records, juvenile interviews.

210 IAC 6-3-5.267 Written policy, procedure, and practice govern the control and safeguarding of juvenile personal property. Personal property retained at the facility is itemized in a written list that is kept in the permanent case file; the juvenile receives a current copy of this list. (ACA-5A-16)

**SUGGESTED DOCUMENTS:** Written policy and procedure, personal property lists, documentation of availability to juveniles.

## Social Service

- 210 IAC 6-3-5.268 Written policy, procedure, and practice provide for a social services program that makes available a range of resources appropriate to the needs of juveniles, including individual, group, and family counseling; drug and alcohol treatment and special offender services. (ACA-5B-01)
- SUGGESTED DOCUMENTS:** Description of social services program, organizational chart, operating budget, juvenile case records, letters of referral to community services
- 210 IAC 6-3-5.269 Written policy, procedure, and practice provide that staff members are available to counsel juveniles at their request; provision is made for counseling juveniles on an emergency basis. (ACA-5B-04)
- SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, staff and juvenile interviews.
- 210 IAC 6-3-5.270 Written policy, procedure, and practice provide for juvenile access to mental health counseling and crisis intervention services in accordance with their needs. (ACA-5B-05)
- SUGGESTED DOCUMENTS:** Written policy and procedure, description of services, juvenile case records, staff and juvenile interviews.
- 210 IAC 6-3-5.271 Social services personnel share relevant information and coordinate their efforts with appropriate facility juvenile careworkers. (ACA-5B-06)
- SUGGESTED DOCUMENTS:** Description of counseling programs, list of referrals, juvenile case records, documentation of availability, staff and juvenile interviews.
- 210 IAC 6-3-5.272 Written policy, procedure, and practice require that comprehensive counseling and assistance are provided to pregnant juveniles in keeping with their expressed desires in planning for their unborn children. (ACA-5B-07)
- SUGGESTED DOCUMENTS:** Written policy and procedure, descriptions of counseling programs, juvenile case records, staff and juvenile interviews.

## Academic, Vocational, and Work

- 210 IAC 6-3-5.273 There is a comprehensive education program for juveniles. (ACA-5C-01)
- SUGGESTED DOCUMENTS:** Description of education program, organizational chart, facility operating budget, daily activity schedule.
- 210 IAC 6-3-5.274 Education staff should determine the need for and provide remedial education services. (ACA-5C-02)
- SUGGESTED DOCUMENTS:** Description of education program, juvenile case records.
- 210 IAC 6-3-5.275 The educational program is supported by specialized equipment that meets minimum state education standards. (ACA-5C-03)
- SUGGESTED DOCUMENTS:** Visual observation, equipment inventory limits, applicable education standards, facility operating budget.
- 210 IAC 6-3-5.276 There is an annual evaluation to measure the effectiveness of the education program against stated objectives. (ACA-5C-04)
- SUGGESTED DOCUMENTS:** Written policy, written annual performance evaluation, education and vocational performance objectives, budget requests.

210 IAC 6-3-5.277 Juveniles are not required to participate in uncompensated work assignments unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygienic needs, or part of an approved training or community service program. (ACA-5C-05)

**SUGGESTED DOCUMENTS:** Written policy, daily activity schedulers, description of vocational and training programs, visual observations.

210 IAC 6-3-5.278 Juveniles are not permitted to perform any work prohibited by state and federal regulations and statutes pertaining to child labor. (ACA-5C-06)

**SUGGESTED DOCUMENTS:** Written policy, applicable state and federal regulations, applicable statutes, facility rules and regulations, description of juvenile work assignments, visual observation.

## Library

210 IAC 6-3-5.279 The facility administrator has available a qualified person to coordinate and supervise library services. (ACA-5D-01)

**SUGGESTED DOCUMENTS:** Organizational chart, written job description, personnel record of librarian, operating budget.

210 IAC 6-3-5.280 Library services are provided and available to all juveniles. (ACA-5D-03)

**SUGGESTED DOCUMENTS:** Description of library services, documentation of availability to all juveniles, daily activity schedules, staff and juvenile interviews.

## Recreation and Activities

210 IAC 6-3-5.281 The facility has a qualified staff member who shall direct and supervise all recreation programs. (ACA-5E-01)

**SUGGESTED DOCUMENTS:** Organizational chart, written job description, personnel record of recreation supervisor.

210 IAC 6-3-5.282 Written policy, procedure, and practice grant juveniles access to recreational opportunities and equipment, including outdoor exercise when the climate permits. (ACA-5E-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, description of recreation program, daily activity schedules, visual observation.

210 IAC 6-3-5.283 A variety of fixed and movable equipment is provided for indoor and outdoor recreation. (ACA-5E-03)

**SUGGESTED DOCUMENTS:** Equipment inventory lists, visual observation, facility operating budget.

210 IAC 6-3-5.284 Written policy, procedure, and practice provide a recreation and leisure time plan that includes at a minimum at least one hour per day of large muscle activity and one hour of structured leisure time activities. (ACA-5E-04)

**SUGGESTED DOCUMENTS:** Written policy and procedure, descriptions of recreation and leisure time activities, daily activity schedules, visual observation.

## Religious Programs

- 210 IAC 6-3-5.285 The facility has a qualified staff person who coordinates the facility's religious programs. (ACA-5F-01)
- SUGGESTED DOCUMENTS:** Organizational chart, written job description, personnel record of coordinator of religious programs, description of religious programs.
- 210 IAC 6-3-5.286 Written policy, procedure, and practice provide that space is available for religious services. (ACA-5F-02)
- SUGGESTED DOCUMENTS:** Facility floor plans, schedule of religious services, visual observation.
- 210 IAC 6-3-5.287 Written policy, procedure, and practice provide that juveniles have the opportunity to participate in practices of their religious faith which are deemed essential by the faith's judicatory, limited only by documentation showing threat to the safety of persons involved in such activity, or that the activity itself disrupts order in the facility. (ACA-5F-03)
- SUGGESTED DOCUMENTS:** Written policy and procedure, description of religious programs, activity schedules, staff and juvenile interviews.

## Mail, Telephone, Visiting

- 210 IAC 6-3-5.288 Written policy and procedure governing correspondence to juveniles are made available to all staff and juveniles and are reviewed annually and updated as needed. (ACA-5G-01)
- SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile handbook, documentation of availability, documentation of annual review, staff and juvenile interviews.
- 210 IAC 6-3-5.289 When the juvenile bears the mailing costs, there is no limit on the volume of letters he/she can send or receive. (ACA-5G-02)
- SUGGESTED DOCUMENTS:** Written policy and procedure, written justification of exceptions, visual observation.
- 210 IAC 6-3-5.290 Written policy, procedure, and practice provide that indigent juveniles, as defined in policy receive a specified postage allowance to maintain community ties. (ACA-5G-03)
- SUGGESTED DOCUMENTS:** Written policy and procedure, postage records, juvenile and staff interviews.
- 210 IAC 6-3-5.291 Written policy, procedure, and practice specify that juveniles are permitted to send sealed letters to a specified class of persons and organizations including but not limited to courts, counsel, officials of the confining authority, administrators of grievance systems, and members of the releasing authority. (ACA-5G-04)
- SUGGESTED DOCUMENTS:** Written policy and procedure, list of persons and organizations, juvenile interviews.
- 210 IAC 6-3-5.292 Written policy, procedure, and practice grant juveniles the right to communicate or correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security. (ACA-5G-05)
- SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile handbook, juvenile case records, juvenile interviews.
- 210 IAC 6-3-5.293 Written policy, procedure, and practice govern juvenile access to publications. (ACA-5G-06)
- SUGGESTED DOCUMENTS:** Written policy and procedure, reading lists, juvenile handbook, juvenile interviews.

- 210 IAC 6-3-5.294 Written policy, procedure, and practice provide that juveniles' mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is read, censored, or rejected when based on legitimate facility interest of order and security. The juvenile is notified when incoming or outgoing letters are withheld in part or in full. (ACA-5G-07)
- SUGGESTED DOCUMENTS:** Written policy and procedure, written justification of exceptions, staff and juvenile interviews.
- 210 IAC 6-3-5.295 Written policy, procedure, and practice require that all cash received through the mail is held for the juvenile in accordance with the procedures approved by the parent agency. (ACA-5G-08)
- SUGGESTED DOCUMENTS:** Written policy and procedure, documentation of approval by parent agency, facility fiscal record.
- 210 IAC 6-3-5.296 Written policy, procedure, and practice require that incoming and outgoing letters are held for no more than 24 hours, and packages for no more than 48 hours, excluding weekends and holidays. (ACA-5G-09)
- SUGGESTED DOCUMENTS:** Written policy and procedure, visual observation, staff and juvenile interviews.
- 210 IAC 6-3-5.297 Written policy, procedure, and practice provide for the forwarding of first class letters and packages after transfer or release. (ACA-5G-10)
- SUGGESTED DOCUMENTS:** Written policy and procedure, mail logs.
- 210 IAC 6-3-5.298 Written policy, procedure, and practice provide for juvenile access to the telephone to make and receive personal calls. (ACA-5G-11)
- SUGGESTED DOCUMENTS:** Written policy and procedure, telephone logs, visual observation, juvenile interviews.
- 210 IAC 6-3-5.299 Written policy, procedure, and practice grant juveniles the right to receive visits, subject only to the limitations necessary to maintain facility order and security. (ACA-5G-12)
- SUGGESTED DOCUMENTS:** Written policy and procedure, visitation logs, juvenile case records.
- 210 IAC 6-3-5.300 Written policy, procedure, and practice provide that juvenile visiting facilities permit informal communication, including opportunity for physical contact. (ACA-5G-13)
- SUGGESTED DOCUMENTS:** Written policy and procedure, facility floor plans, visual observation.
- 210 IAC 6-3-5.301 Written policy, procedure, and practice govern special visits. (ACA-5G-14)
- SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, visitation logs.
- 210 IAC 6-3-5.302 Written policy, procedure, and practice specify (1) that visitors register on entry into the facility and (2) the circumstances under which visitors are searched and supervised during the visit. (ACA-5G-15)
- SUGGESTED DOCUMENTS:** Written policy and procedure, facility visitation register, visitation logs, facility search procedure.

## Release

- 201 IAC 6-3-5.303 Written procedure for releasing juveniles include but are not limited to the following:
- Verification of identity
  - Verification of release papers
  - Completion of release arrangements, including the person or agency to whom the juvenile is to be released
  - Return of personal effects
  - Completion of any pending action, such as grievances or claims for damaged or lost possessions
  - Medical screening and arrangements for community follow-up when needed
  - Transportation arrangements
  - Instructions on forwarding of mail (ACA-5H-02)

**SUGGESTED DOCUMENTS:** Written policy and procedure, juvenile case records, staff interviews.

Updated 1/03

- 201 IAC 6-3-5.304 Juvenile offenders shall be provided a copy of all specific release information received in writing at the facility, and the decision is recorded in the case record. (ACA-5H-03)

**SUGGESTED DOCUMENTS:** Written policy, written reports, juvenile case records, documentation of availability to juveniles, juvenile interviews.

- 201 IAC 6-3-5.305 Materials in the case files are clearly identified as to source, verification, and confidentiality. (ACA-5H-04)

**SUGGESTED DOCUMENTS:** Written policy, juvenile case records, visual observation.

- 201 IAC 6-3-5.306 Written policy, procedure, and practice provide for and govern leaves into the community. (ACA-5H-07)  
(Department of Correction; 210 IAC 6-3-5)

**SUGGESTED DOCUMENTS:** Written policy, documentation of availability to juveniles, records of release decisions and hearings.

### 210 IAC 6-3-6 **References to ACA standards**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 6. (a) When reference is made to any of the following within the ACA standards publication, such reference is for information purposes only:

- (1) A "Principle" stated at the beginning of a section.
- (2) The "Comment" listed following each standard except as provided in section 3(c)(6) of this rule.
- (3) Appendices "A" and "B".
- (4) Glossary.

(b) Subsection (a) is:

- (1) not adopted as part of this article; and
- (2) not enforceable as part of this article.

(Department of Correction: 210 IAC 6-3-6; filed Jan 31, 1996, 4:00 p.m.: 19 IR 13`5; readopted filed Oct 22, 2002, 1:53 p.m. :26 IR 882)

### 210 IAC 6-3-7 **Dispositional programs**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 7. Juvenile detention facilities operating dispositional programs shall comply with guidelines established by the Indiana judicial conference on January 15, 1994. (Department of Correction; 210 IAC 6-3-7)

**210 IAC 6-3-8 Inspection of juvenile detention facilities**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 8. The department shall inspect each juvenile detention facility at least annually to determine whether it is in compliance with this article. (Department of Correction: 210 IAC 6-3-8)

Updated 1/03

**210 IAC 6-3-9 Construction of juvenile detention facilities**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2; IC 31-31-8

Sec. 9. Prior to the construction or expansion of a juvenile detention facility, plans and specifications shall be submitted to the department for review and comment. Plans and specifications shall satisfy all physical plant standards contained in section 2 of this rule. The department's written review shall be provided to fire and building services for plan release within ten (10) working days from the date of receipt. (Department of Correction; 210 IAC 6-3-9; filed Jan 31, 1996, 4:00p.m.: 19 IR 1316, filed Nov 25, 2002, 9:30 a.m.: 26 IR 1068)

Updated 1/03

**210 IAC 6-3-10 Compliance with mandatory standards and physical plant standards**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2; IC 31-31-8

Sec. 10. A new juvenile detention facility shall not begin operation until the department has determined through inspection that the facility is in compliance with all mandatory and physical plant standards. (Department of Correction: 210 IAC 6-3-10; filed Jan 31, 1996; 4:00 p.m.; 19 IR 1316; filed Nov 25, 2002, 9:30 a.m.: 26 IR 1068)

Updated 1/03

210 IAC 6-3-11 **Compliance**

Authority: IC 11-8-2-5; IC 31-31-8-2  
Affected: IC 11-8-2; IC 31-31-8

Sec. 11. (a) In order to achieve and maintain provisional compliance with this article, an existing juvenile detention facility shall have been determined through inspection to be in compliance with the following:

- (1) all mandatory standards.
  - (2) A minimum of seventy-five percent (75%) of recommended standards within one (1) year of commencing operation.
  - (3) All physical plant standards.
- (b) in order to achieve and maintain full compliance with standards adopted under this article, a juvenile detention facility shall have been determined through inspection to be in compliance with the following:
- (1) All mandatory standards.
  - (2) A minimum of ninety percent (90%) of the recommended standards within two (2) years of commencing operation and each year thereafter.
- (b) A certification in writing, either full or provisional, shall be issued by the department to all juvenile detention facilities that achieve compliance.
- © A certification in writing, either full or provisional, shall be issued by the department to all juvenile detention facilities that achieve compliance.
- (d) Should a new or existing facility fail to achieve or maintain the required level of compliance with this article, a plan of action shall be submitted to the department within thirty (30) days to correct each deficiency. Approved plans of action shall remain valid for a period not to exceed one (1) year.
- (e) In the event a plan of action is not approved, compliance with this article is not achieved within one (1) year or the deficiencies are so severe as to affect life, health, or safety, the department may petition the judge of the circuit court in the county in which the facility is located to restrict, alter and use of, or close the facility. (Department of Correction" 210 IAC 6-3-11: filed Jan 31, 1996, 4:00 p.m.: 19 IR 1316; errant filed Mar 8, 1996, 2:00 p.m.; 19 IR 2044; filed Nov 25, 2002, 9:30 a.m.: 26 IR 1068)

210 IAC 6-3-12 **Severability**

Authority: IC 11-8-2-5  
Affected: IC 11-8-2

Sec. 12. If any rule, section, subsection, or subdivision of this article is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the department, or otherwise inoperative, such decision does not affect the validity of the remaining portion of the article. (Department of Correction; 210 IAC 6-3-12; filed Jan 31, 1996, 4:00 p.m.; 19 IR 1316; readopted filed Oct 22, 2002, 1:53 p.m.; 26 IR 882)