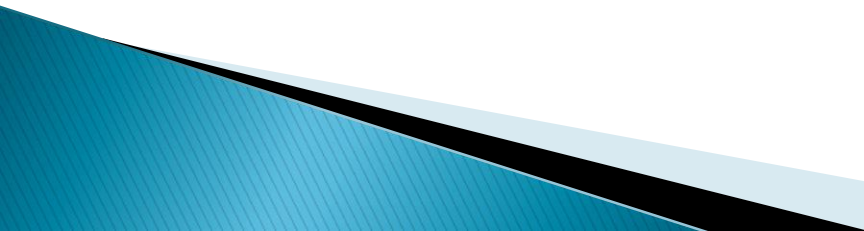


# Programs and Services Standards

# Standard 8-10-1

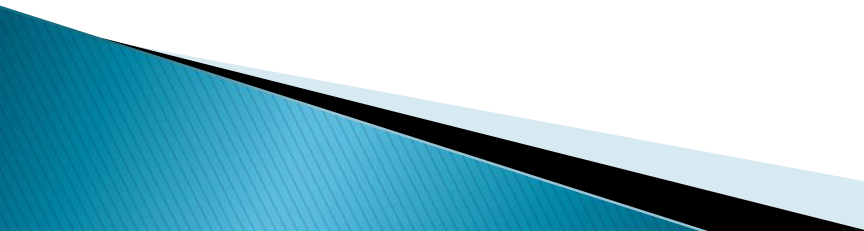
Written policy, procedure, and practice provide that upon entry into the system the admission process includes, but is not limited to, the following:

- (1) Determination that the juvenile is legally committed to the facility.
  - (2) A thorough and complete search of the juvenile and possessions.
  - (3) Inventory, storage, and/or disposition of personal property.
  - (4) Shower and hair care, if necessary.
  - (5) Issue of clean, laundered, properly fitted clothing, as needed.
  - (6) Issue of personal hygiene articles.
  - (7) Medical, dental, and mental health screenings.
  - (8) Assignment to and brief tour of housing unit.
  - (9) Recording of basic personal data and information to be used for mail and visiting lists.
  - (10) Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting.
  - (11) Assignment of a registered number to the juveniles.
  - (12) Provision of written orientation materials to the juvenile and verbal or multimedia orientation to facility and programs.
- 

# Standard 8-10-1 Continued

Comment: *Juveniles coming into the system may be unfamiliar with staff expectations and not understand what is expected of them. Staff members should explain the procedures being undertaken at each step in the admission's process. When necessary, these procedures should be reviewed for juveniles transferred within the correctional system.*

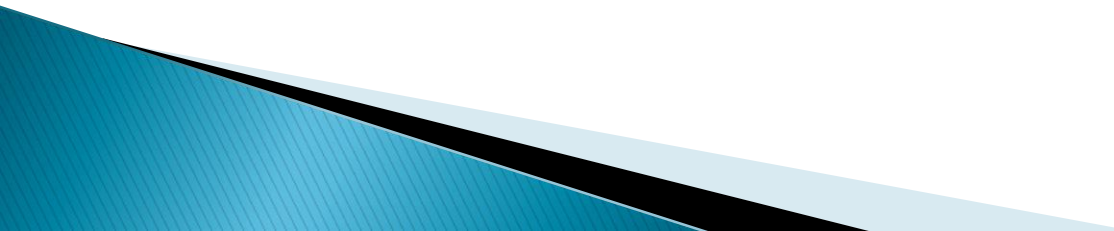
Suggested document(s): *Commitment documents; Transportation order; Juvenile personal possession inventory; Documentation of shower; Documentation of issuing clothes and linen; Documentation of issuing hygiene articles; Medical, dental, and mental health screenings; Housing assignment and tour; Mail and visiting lists/logs; Documentation of telephone calls; Documentation of registered number; Documentation of receipt of orientation materials; Dorm Roster*



# Standard 8-10-2

Written policy, procedure and practice provide that a juvenile alleged to have committed a crime and held in detention be brought to court for a detention hearing and assignment of counsel within forty-eight (48) hours, excluding weekends, holidays, and nonjudicial days.

Suggested document(s): Probation referral form; Transportation order; Record of court hearing



# Standard 8-10-3

Written policy, procedure, and practice provide that during the admission process all juveniles have the right to **make** at least one (1) local or collect long distance telephone call to:

- (1) family members;
- (2) attorneys; or
- (3) other approved individuals.

*Comment: Detained juveniles should be afforded a chance to contact persons on the outside at the first practical opportunity during the admission process. If the juvenile is unable to complete the call without assistance, a staff member should provide that assistance, or if requested, should make the call for the juvenile. These phone calls should not be monitored. A second phone should be allowed in situations where the juvenile's parents do not reside at the same location.*

*Suggested document(s): Documentation of telephone call during intake*

# Standard 8-10-4

Written policy, procedure, and practice provide that juveniles are provided with programming, including education, during the reception period.

*Comment: The daily program during the reception process should include interview, testing, and other admission-related activities, including distribution of information on programs and services. New juvenile offenders should be provided reading materials, be permitted to attend religious services, receive exercise on the same schedule as the general population, and perform work assignments on the living unit. Juvenile offenders should be provided a tour of facility areas where they will be assigned. Orientation should also be used to observe juvenile behavior and to identify special problems.*

*Suggested document(s): Juvenile offender schedule during orientation; Daily activity log; Facility master schedule*



# Standard 8-10-5

Written policy, procedure, and practice provide that personal property retained at the facility is itemized in a written list prepared by staff. **The list is then signed and verified by the juvenile's signature. The signed list** is kept in the permanent case file, and the juvenile receives a current copy.

*Comment 1: All personal property retained at the facility should be accurately inventoried and securely stored. The inventory list should be signed by the juvenile and a receipt given to the juvenile for all funds and possessions stored. The property should be available if required by the juvenile and should be returned at the time of release, with a receipt signed by the juvenile acknowledging return of the property.*

*Comment 2: The juvenile may choose to not receive the list of personal property, but a copy shall be offered to them.*

*Suggested document(s): Personal property list with signature verifying contents and signature verifying receipt of copy*

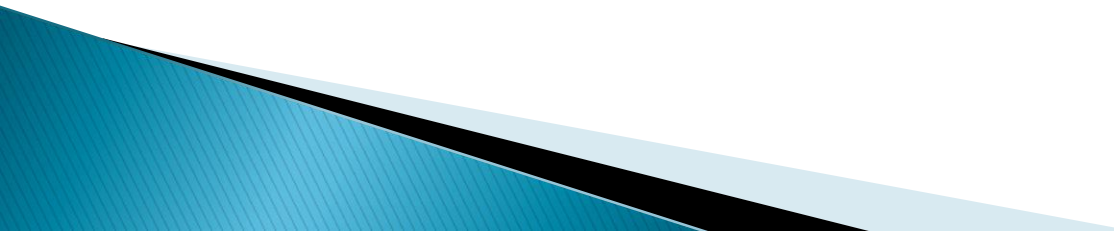


# Standard 8-10-6

(a) Written policy, procedure, and practice provide for a social service program that makes available a **wide** range of resources appropriate to the needs of juveniles, including the following:

- (1) Individual, group, and family counseling.
- (2) **Treatment based on assessed risk and need.**
- (3) **Special programs for juveniles with specifically identified needs.**
- (4) **Social skills for all juveniles.**

(b) **Facility staff identifies the collective service needs of the juvenile population at least annually. The social services program is administered and supervised by a qualified person.**





# Standard 8–10–6 Continued

Comment 1: *Social skills include consumer activities; life skills; and parenting/family life skills. Courses should be coordinated with social services, leisure activities, and religious programs, as well as with a comprehensive social skills development program.*

Comment 2: *Social services can assist juveniles with family and personal problems through supportive guidance and professional assistance. Some of these services may be provided through contractual arrangements with community agencies. Although the service needs of individual juveniles are important, the agency has a responsibility to assess the collective needs of all confined juveniles to ensure that it is maximizing the delivery of services. Determination of collective needs emerges from a well planned information system; careful screening of case files; and discussion with staff, juveniles, and other persons concerned with the program.*

Comment 3: *The social service program supervisor should have a graduate degree in the social or behavioral sciences (eg: psychology, social work or counseling).*

Suggested document(s): *Unit log or case notes of individual, group and family counseling; Needs assessment; Documentation of corresponding treatment; Documentation of specifically identified needs; Documentation of corresponding resources/programs; Sign in sheet for social skills class; Annual needs assessment; Resume of social services program staff; Organizational chart; Program review meeting minutes*

# Standard 8-10-7

(a) Written policy, procedure, and practice provide that social services staff members are to be available to meet with juveniles:

- (1) on a regularly scheduled basis at least once a month; and
- (2) at the juvenile's request.

(b) Individual contacts are documented in the form of an individual contact note in the juvenile's record.

*Comment: Individual meetings/counseling sessions can assist juveniles with personal problems and adjustment difficulties. Staff shall make scheduled appointments for juveniles on a regular basis and at their request.*

*Suggested document(s): Calendar with consecutive months of scheduled meetings; Juvenile request form and responsive meeting date; Juvenile case record contact note*

# Standard 8-10-8

Written policy, procedure, and practice provide that social services staff:

- (1) share relevant information; and
- (2) coordinate their efforts;  
with appropriate facility juvenile care workers.

Suggested document(s): Documentation of shared information;  
Documentation of scheduling appointments; Daily roster

# Standard 8-10-9

**Written policy, procedure, and practice provide that** the facility has a qualified person who coordinates and supervises library services.

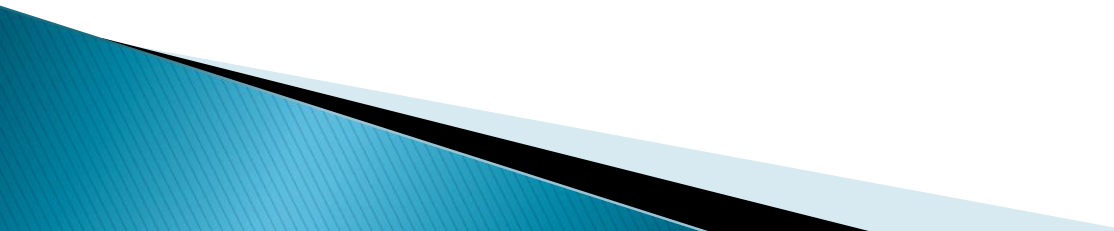
*Comment: The position may be full-time or part-time and may be filled by volunteer or contract personnel. If the person is not a trained librarian, he/she should receive training in library services.*

*Suggested document(s): Resume of library services supervisor; Job description; Organizational chart*



# Standard 8-10-10

Written policy, procedure, and practice provide that library services are available to all juveniles and include, at a minimum, the following:

- (1) Defined principles, purposes, and criteria in the selection and maintenance of library materials.
  - (2) Planned and continuous acquisition of materials to meet the needs of users.
  - (3) Logical organization of materials for convenient use.
  - (4) Circulation of materials to satisfy the needs of users.
  - (5) Information services to locate facts, as needed.
  - (6) A reader's advisory service that helps provide users suitable materials.
  - (7) Promotion of the use of library materials.
  - (8) Access to publications.
  - (9) A congenial library atmosphere, functional in design and inviting in appearance.
- 

# Standard 8–10–10 Continued

Comment 1: Library materials should be relevant to the needs and interests of the juvenile population. They should reflect the different reading levels, languages, special interests, and ethnicities of the juveniles.

Comment 2: Library services may be provided in the facility to include reading materials for non-library hours. Young people should be encouraged to check out books and other library material. In addition, efforts should be made to become part of a local library system. This standard follows the guidelines developed by the American Correctional Association/American Library Association Joint Committee on Institution Libraries.

Comment 3: Restrictions to publication access should be directly related to the maintenance of facility order and security.

Suggested document(s): Description of library services; Documentation of the acquisition of materials; Photograph; Documentation of circulating materials; Documentation of reference materials; Documentation of facility's efforts to connect with/use of a public library; Documentation of facility's efforts to encourage juveniles to use library materials; Documentation of checkout policy

Suggested document(s): Description of library services; Documentation of the acquisition of materials; Photograph; Documentation of circulating materials; Documentation of reference materials; Documentation of facility's efforts to connect with/use of a public library; Documentation of facility's efforts to encourage juveniles to use library materials; Documentation of checkout policy

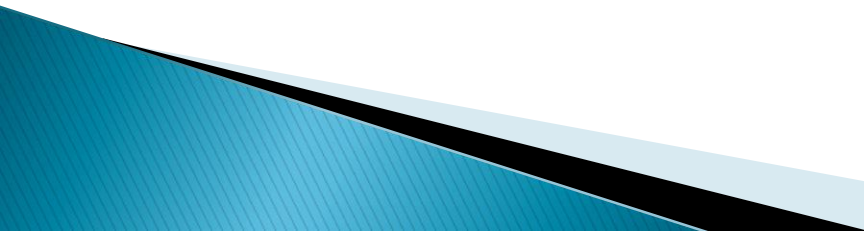


# Standard 8-10-11

Written policy, procedure, and practice provide that recreation schedules and constructive leisure-time activities are prepared by the recreation staff. A qualified recreation director, or a staff member trained in recreation services:

- (1) creates the recreation schedule;
- (2) plans for constructive leisure-time activities; and
- (3) supervises the program.

Suggested document(s): Documentation of qualifications/training;  
Recreation and constructive leisure-time activities schedule; Job description;  
Credentials





# Standard 8-10-12

Written policy, procedure, and practice provide that **all** juveniles **have** access to **a variety of indoor and outdoor recreational activities as weather and conditions permit. Each facility has:**

- (1) **fixed and movable recreation equipment; and**
- (2) **adequate indoor and outdoor recreation and activity space.**

*Suggested document(s): Equipment inventory; Photograph of outdoor recreational area; Floor plan*





# Standard 8–10–13

(a) Written policy, procedure, and practice provide that the recreation and leisure-time schedule includes, at a minimum, the following:

- (1) One (1) hour per day of a large muscle activity.
- (2) One (1) hour of structured leisure-time activities.

(b) Recreation programs are conducted in cooperation with the following departments:

- (1) Security.
- (2) Education.
- (3) Social services.
- (4) Religious services.
- (5) Medical.

(c) The recreation program includes the following:

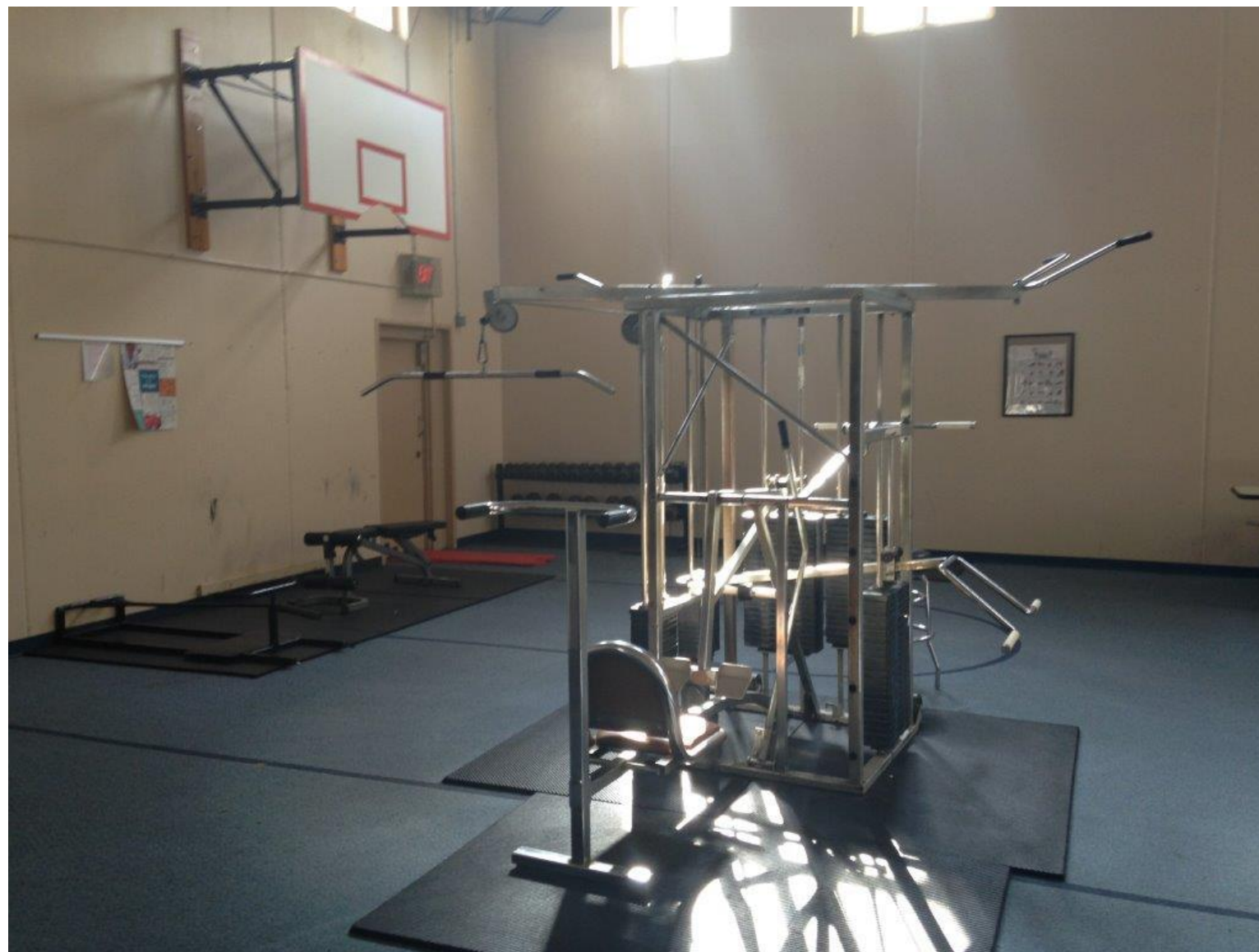
- (1) A wide variety of physical activities.
- (2) Physical skill building to help maintain lifetime health and fitness.
- (3) Encouragement for juveniles to self-monitor and set personal fitness goals.
- (4) A means to individualize the intensity of activities and measure individual improvement.

# Standard 8–10–13 Continued

Comment: Large muscle activity and opportunities for play and creative activity are essential for the growing juvenile. The National Association for Health and Fitness recommends at least 60 minutes to several hours per day of physical activity. These activities, when planned in a coordinated system, can be adjuncts to other program services, for example art therapy, team building, stress reduction, and anger management.

Suggested document(s): Facility schedule; Department meeting minutes; Facility master schedule; Activity log showing activities to meet the four requirements





# Standard 8-10-14

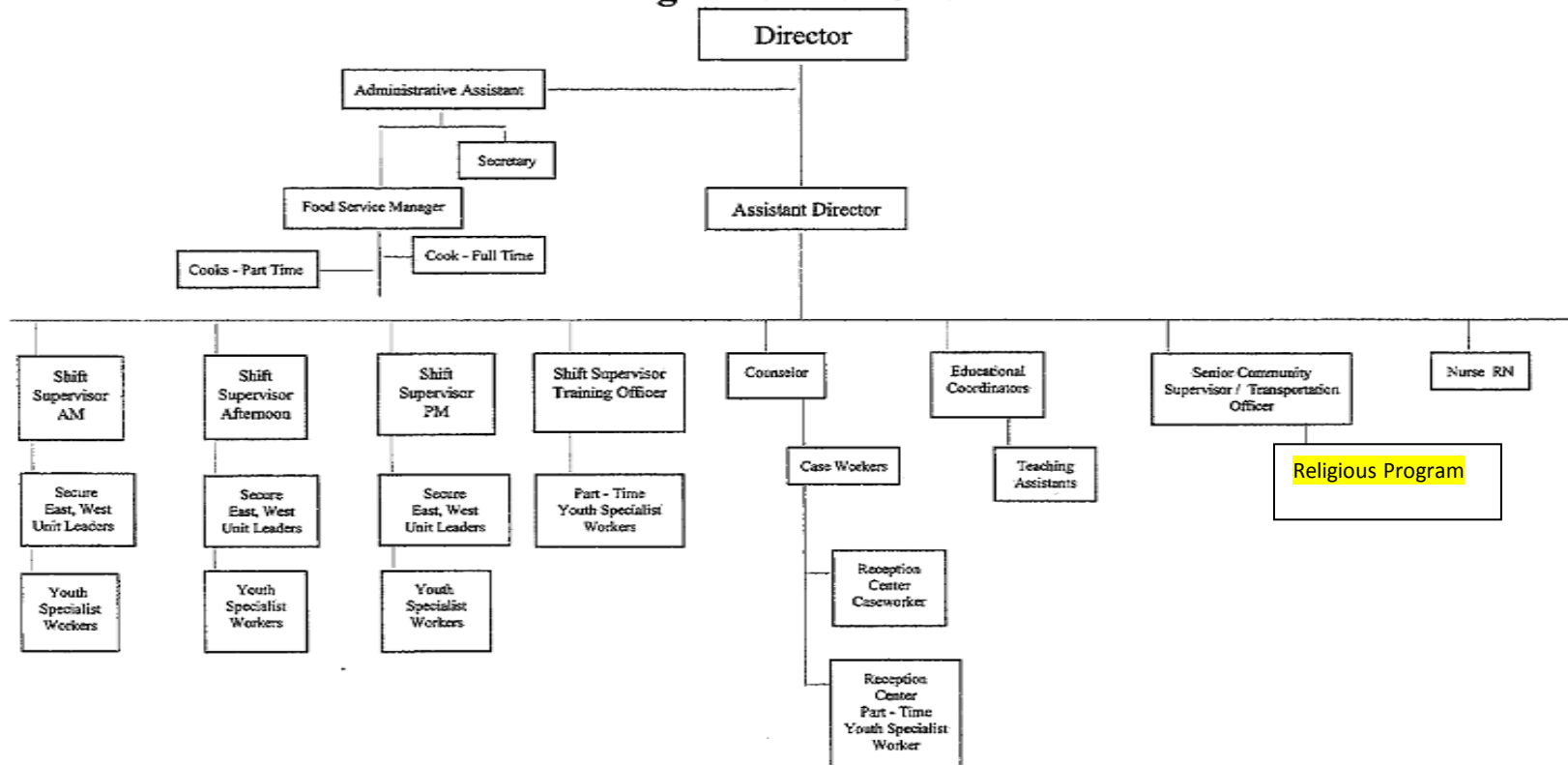
**Written policy, procedure, and practice provide that** a qualified person, **based on experience, education, licensure and credentials, and training,** coordinates the facility's religious programs.

*Comment: The qualified person can be a staff member, contractor, or volunteer.*

*Suggested document(s): Resume/Credentials of religious programming coordinator; Organizational chart*



## Organizational Chart





# The Church of Our Lord Jesus Christ

of the Apostolic Faith, Inc.

Headquarters: NEW YORK, NEW YORK

## Ministry Ordination Certificate

We, the undersigned, hereby certify that after satisfactory examination in regard to his New Birth, call to the Ministry and views of Bible Doctrine..... E.L.D.E.R. GORDON M. SWEAT .....  
of Buffalo ..... State or Province of New York .....  
was solemnly and publicly set apart and ordained to the work of THE GOSPEL MINISTRY, by the Apostles, Bishops and Elders of the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc., Headquarters, 2081 Seventh Avenue, New York City, and recommended to the Saints as an Elder in good standing. We commission him to Perform all the functions of the Christian Ministry in accordance with the State, Provincial and International Laws as to Marriage, Funerals and Serving Communion. This credential is to hold good as long as his life and conduct is in obedience to the Word of God. This credential is invalid without the annual Fellowship Card with Church Seal.

Recommended by Bishop Robert Sanders Date August 7, 19 92



Bishop J.P. Steadman  
Bishop Matthew Howard  
Bishop Robert Sanders  
Bishop Woodward

Presiding Apostle

Regional Apostle

Bishop of Diocese

Executive Secretary



# Standard 8–10–15

(a) Written policy, procedure, and practice provide that the facility designates adequate space and equipment needed to conduct and administer religious programs.

(b) The religious services coordinator, in cooperation with the facility administrator or designee, approves donations of equipment and materials for use in religious programs.

Suggested document(s): Equipment inventory; Documentation of approval





# Standard 8-10-16

a) Written policy, procedure, and practice provide that juveniles have **an** opportunity to:

(1) participate on a voluntary basis in **religious:**

(A) **services;**

(B) **programs; and**

(C) **counseling; and**

(2) **request visits from representatives of their respective faith.**

(b) Religious faith practices deemed essential by the faith's judicatory are limited for a juvenile only by documentation showing:

(1) **a** threat to the safety of persons involved in the practice; or

(2) the practice itself disrupts order in the facility.

*Suggested document(s): Description of religious services offered;*  
*Requests and visit log of faith representatives; Visitation/Control logs;*  
*Documentation of reasons for limiting faith practices*



# Standard 8-10-17

- (a) Written policy, procedure, and practice provide that, to the extent possible, staff at the facility work closely with probation officers to secure services for juveniles upon release.
- (b) Juveniles in need of transitional assistance participate in the development of a coordinated plan for the following services:
- (1) Education.
  - (2) Employment.
  - (3) Counseling.
  - (4) Medical.

Suggested document(s): Documentation of collaboration with probation officers; Transitional plan showing services for the four categories



# Standard 8-10-18

Written procedure for releasing juveniles includes, but is not limited to, the following:

- (1) Verification of identity.
- (2) Verification of release papers.
- (3) Completion of release arrangements, including the person or agency to whom the juvenile is to be released.
- (4) Return of personal effects.
- (5) Completion of any pending action, such as grievances or claims for damaged or lost possessions.
- (6) Arrangements for medical follow-up in the community, when needed.
- (7) Transportation arrangements.
- (8) Forwarding of mail.

*Comment: The release process should ensure that all matters relating to the facility are completed. If the juvenile is to be released to his or her family, the person accepting the juvenile should be identified, or an unescorted release must be verified. If released to another agency, everyone involved should understand what is to occur with respect to timing, expectations, forwarding of records, and who will complete the transfer. Parents also must be notified.*

# Standard 8–10–19

**Written policy, procedure, and practice provide that** juvenile offenders **are given** specific release information in writing and the decision is recorded in the case record.

*Comment: The juvenile may choose to not receive the written release information, but a copy shall be offered to them.*

*Suggested document(s): Documentation of release papers; Juvenile case record notation*





# Standard 8-10-20

(a) Written policy, procedure, and practice provide that a juvenile's placing agency is documented by:

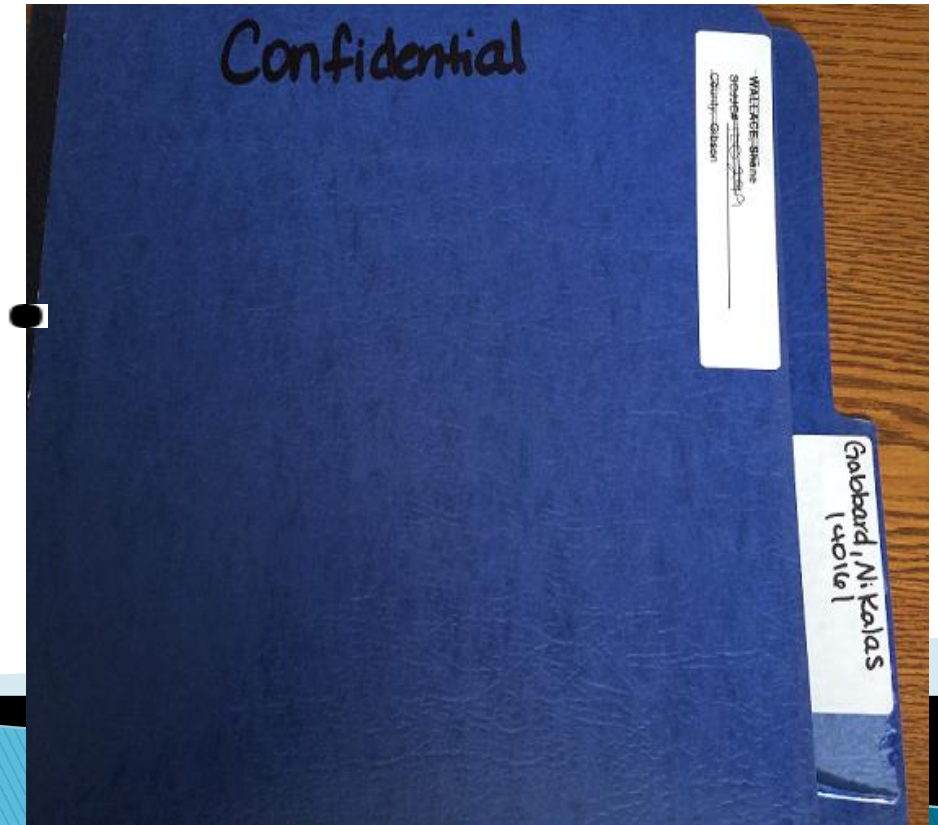
- (1) court order;
- (2) statute; or
- (3) compact.

(b) Materials in the case file are clearly identified as to:

- (1) source;
- (2) verification; and
- (3) confidentiality.

*Comment: Regardless of the reason for commitment to the facility, each juvenile's file should contain evidence of legal commitment.*

*Suggested document(s): Documentation of commitment authority;  
Juvenile case file records*



Youth file and youth file storage labeled confidential

# Standard 8-10-21

Written policy, procedure, and practice provide that **juveniles are afforded opportunities for escorted and unescorted day** leaves into the community:

- (1) **where statutes permit; and**
- (2) **with the permission of the placing agency.**

*Comment: There should be provision to escort juveniles into the community to visit ill family members or attend funerals; and to participate in community affairs and/or events that would have a positive influence on the juvenile. Day leaves may be extended for a variety of reasons related to the juvenile's planned return to the community and consistent with public safety.*

*Suggested document(s): Placing agency leave permission; Transport order*

