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**Juvenile Community
Residential Facilities
CORRECTIONAL STANDARDS
SUPPLEMENT**

January 1988

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**U.S. Department of Justice
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**JUVENILE COMMUNITY RESIDENTIAL FACILITIES
SUPPLEMENT 1988**

2-6011 Revised August 1986. The agency has a written description and organizational chart that reflect the current structure of authority, responsibility, and accountability within the facility and the agency. These documents are reviewed at least annually and are updated as needed.

DISCUSSION: A current organizational chart is necessary for providing a clear administrative picture. The chart should reflect the grouping of similar functions, the effective span of control, lines of authority, and an orderly channel of communication.

2-6017 Revised April 1985. Written policy and procedure provide for communication and cooperation with federal, state, and local legislative and executive bodies.

DISCUSSION: The understanding and support of legislators is essential for the agency. Administrators should take advantage of opportunities to acquaint legislators with various agency functions. Staff members should respond promptly and fully to requests from legislators for information about programs, program needs, and data on specific cases.

2-6043 Deleted August 1984

2-6044 Revised August 1984. Written policy specifies equal employment opportunities exist for all positions. When deficiencies exist in regard to the utilization of minority groups and women, the agency can document the implementation of an affirmative action program approved by the appropriate government agency, showing annual reviews and necessary changes required to keep it current.

DISCUSSION: An affirmative action program should contain necessary guidelines to accomplish the public policy goal of equal employment opportunity. For example, all persons should be able to compete equally for entry into and promotion within the agency. The program should also be designed to seek out qualified minority groups and women in order to encourage their participation in the staff development program of the agency. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-6046 Interpretation August 1984. This standard applies only to personnel covered by merit systems, civil service regulation, or union contract.

2-6047 Interpretation August 1984. See interpretation for standard 2-6046, above.

2-6056 Deleted August 1983

NOTE: Regarding standards for orientation and training – See Appendix E, Summary of Orientation and Minimum Training Hours

2-6057 Revised August 1986. The agency provides initial orientation for all new employees during their first week of employment. This orientation/training includes, at a minimum, the following: an historical perspective of the agency; agency goals and objectives; program rules and regulations; job responsibilities; personnel policies; juvenile

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(2-6057, continued)

supervision; and report writing. The employee signs and dates a statement that orientation has been received.

DISCUSSION: Supervisory personnel of the agency should provide immediate orientation for all newly employed personnel to familiarize them with all agency policies and procedures. The specific training provided will depend on the employee's prior experience and training and the requirements of the particular job.

2-6058 Deleted August 1983

2-6058-1 Added August 1986. The agency's training and staff development program uses community resources.

DISCUSSION: Community residential agencies should seek the guidance and assistance of many types of agencies in connection with administering their training programs. College and university faculty may be of assistance in developing training courses and curricula and in formulating techniques for evaluating the staff development program. The National Institute of Corrections, state and local employment and training agencies, military establishments, large corporations, and libraries are all examples of community resources that can be used for assistance, materials, and equipment.

2-6059 Revised August 1986. Written policy and procedure provide that all training programs are presented by persons who are qualified in the areas in which they are conducting training.

DISCUSSION: At a minimum, full-time training personnel should have completed a 40-hour training-for-trainers course.

2-6059-1 Added August 1985. The training curriculum is developed, evaluated, and updated based on an annual needs assessment that identifies current job-related training needs.

DISCUSSION: Training should be responsive to job requirements; professional development needs; new theories, techniques, and technologies; and current correctional issues. A needs assessment may entail observation and analysis of job tasks and components, surveys of staff to identify perceived training needs, reviews of agency/facility operations, reports and documents generated by staff, and use of previously developed resources in this area, with recommendations and specific objectives for training to be made based on findings resulting from these efforts.

2-6060 Revised August 1986. The individual coordinating the training and staff development program has received specialized training for that position.

DISCUSSION: The development of staff, whether achieved through the facility's training program or through an academy or central training unit, is an important responsibility of the administration. Although subject specialists can be used to instruct in specific areas, only trainers with specialized training should develop and direct the training program.

2-6061 Revised August 1986. Written policy and procedure provide that all full-time clerical/support employees who have minimal contact with juveniles receive 16 additional hours of training during the first year of employment and 16 hours of training each year thereafter.

(2-6061, continued)

DISCUSSION: Clerical and support personnel who are not in continuous contact with juveniles should receive orientation to the policies, organization, structure, programs, and regulations of the institution and parent agency, as well as task orientation relative to their particular assignments. Ongoing training during subsequent years of employment enables employees to sharpen their skills and keep up with changes in operational procedures.

2-6062 Revised August 1986. Written policy and procedure provide that all full-time child care/supervision staff and volunteers who work in direct and continuing contact with juveniles receive 80 additional hours of training in their first year of employment and 40 hours of training each year thereafter. At a minimum, this training covers the following:

- Human Relations and Communication Skills;
- Crisis Intervention;
- Special Needs of Juveniles;
- Problem-Solving and Guidance;
- Facility's Philosophy for Handling Troubled Youths;
- Juveniles' Rules and Regulations;
- Juveniles' Rights and Responsibilities;
- Grievance and Disciplinary Procedures;
- Security Procedures;
- Physical Restraint Procedures;
- Supervision of Juveniles;
- Report Writing;
- Significant Legal Issues;
- Interaction of Elements of the Juvenile Justice System;
- Relationships with Other Agencies;
- Fire Emergency Procedure; and
- First Aid and Life-Sustaining Functions.

DISCUSSION: Employees and full-time volunteers who work in direct and continuing contact with juveniles require training in providing for the safety of staff and juveniles, in facilitating interpersonal relationships, and in understanding the life styles of the juveniles in their care. Such training assists in supervising juveniles effectively and should be included in ongoing training curricula.

2-6063 Revised August 1986. Written policy and procedure provide that all administrative and managerial staff receive 40 hours of training during their first year of employment and 40 hours of training each year thereafter. At a minimum, this training covers the following areas: general management and related subjects; labor law; employee-management relations; the interaction of the different components of the criminal and juvenile justice systems; and relationships with other service agencies.

DISCUSSION: Administrative and managerial staff should receive training that enables them to respond effectively to problems and to deal effectively with the parent agency, employees, and the community.

2-6063-1 Added August 1986. Written policy and procedure provide that all full-time support employees who have regular or daily contact with juveniles receive an additional 40 hours of training during their first year of employment and 40 hours of training each year thereafter.

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(2-6063-1, continued)

DISCUSSION: Food service employees, program supervisors, and other support personnel who, as a part of their job requirements, have day-to-day contact with juveniles should receive specialized training to supplement their particular area of expertise. Such employees should be familiar with the facility's policies and procedures, plus the basic rules of juvenile supervision. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep up with changes in operational procedures.

2-6063-2 Added August 1986. Written policy and procedure provide that all full-time professional specialist employees who have contact with juveniles receive an additional 40 hours of training during their first year of employment and 40 hours of training each subsequent year of employment.

DISCUSSION: Case managers, chaplains, teachers, medical personnel, etc., all have received considerable training and education in their field prior to qualifying for a particular position. However, they should receive orientation and training relative to the facility's policies, procedures, and regulations, as well as specific training in their specialty as it relates to the residential program. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of new developments in their respective fields, as well as changes in operational procedures.

2-6063-3 Added August 1986. All part-time staff and volunteers working less than 40 hours per week receive training appropriate to their assignments; volunteers working the same schedule as full-time employees receive the same training as full-time staff.

DISCUSSION: Because they are under the supervision of full-time staff, part-time staff and volunteers who do not have full-time staff assignments should receive training specific to their particular function. Volunteers who function as full-time staff must receive the same training as provided full-time employees.

2-6064 Revised August 1986. Written policy and procedure encourage continuing staff development by providing administrative leave and/or reimbursement for attending approved educational programs, professional meetings, seminars, or similar work-related activities.

DISCUSSION: Outside training and educational programs may provide new ideas and insights into the treatment and management of juveniles. The facility should encourage participation in these activities, including membership in state, local, and national professional organizations. Adequate funds for this purpose should be included in the budget.

2-6065 Revised August 1986. Written policy and procedure provide for compensating eligible staff for the time they spend in training beyond their regular work hours and/or compensating replacement personnel when training takes place during regular work hours.

DISCUSSION: None.

2-6075 Revised April 1985. Written policy and procedure governing the conduct of research in the facility comply with state and federal guidelines for the use and dissemination of research findings and comply with accepted professional and scientific ethics.

DISCUSSION: Persons doing research in the facility should be informed of all policies relating to their research, particularly those dealing with the confidentiality of the information obtained. Research results should be made available to the facility administrator for review and comment prior to publication or dissemination.

2-6079 Revised August 1983. Appropriate safeguards exist to minimize the possibility of theft, loss, or destruction of records.

DISCUSSION: All records should be maintained in a secure location, preferably in an office area that has 24-hour staff coverage. Theft, loss, or destruction of records represents a potentially serious setback to the program and often to the juvenile.

2-6092 Revised May 1986. The facility has, at a minimum, one operable toilet for every ten residents; for day programs, sanitary facilities are adequate for the size of the program.

DISCUSSION: Toilets should have seats and should be enclosed with partitions and doors. In housing units for males, urinals may be substituted for up to one-third of the toilets.

2-6094 Revised August 1984. The facility has, at a minimum, one operable shower or bathing facility with hot and cold running water for every eight juveniles. Water temperatures are thermostatically controlled.

DISCUSSION: None.

2-6096 Deleted August 1983

NOTE: Regarding standards for Safety and Emergency Procedures — See Appendix A, Implementation of Fire Safety Standards

2-6112 Interpretation April 1985 (Mandatory). The use of a volunteer or internal fire department is acceptable for compliance, assuming that the fire station is readily accessible in case of fire and that it is the primary alternative available. If the fire station is not continually staffed, fire alarm notification must be made to a local law enforcement unit or equally reliable source.

Equipment requiring quarterly inspection is manual or automatic extinguishing equipment (*Life Safety Code*, Section 7-7); manual or automatic alarm systems (*Life Safety Code*, Section 7-6); communications systems (*Life Safety Code*, Section 7-6); detection equipment (*Life Safety Code*, Section 7-6); and all other types of fire protection equipment, such as exit locking devices, and, where the facility has a fire department, the trucks and equipment required for firefighting. The *Life Safety Code* states: "Every required automatic sprinkler system, fire detection and alarm system, exit lighting, fire door, and other item of equipment required by the *Code* shall be continuously in proper operating condition" (Section 31-1.3). Also, "any equipment requiring test or periodic operation to assure its maintenance shall be tested or operated as specified elsewhere in this *Code* or as directed by the authority having jurisdiction" (Section 31-1.3.2).

There must be evidence that equipment is tested at least quarterly, or at intervals approved by the authority having jurisdiction following the procedures stated for variances, exceptions, or equivalencies. Such judgments should include consideration of manufacturers' specifications and the existence of routine comprehensive and specific preventive maintenance schedules. (Appendix B of the *Code* lists the sources of testing criteria, which state appropriate intervals for testing equipment.)

2-6133 Revised August 1984 (Mandatory). At least one staff member present on each shift of the residential facility is trained in emergency procedures, including first aid and cardiopulmonary resuscitation.

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(2-6133, continued)

DISCUSSION: None.

Interpretation March 1983 (Mandatory). Training includes both recognition of symptoms and specific training in first aid and cardiopulmonary resuscitation (CPR). First aid and CPR training may be provided through the American Red Cross or other approved sources. The preferred minimum CPR course covers mouth-to-mouth breathing, one- and two-rescuer CPR, care for a conscious or unconscious choking victim, and respiratory emergencies. The CPR lecture course offers approximately eight hours of training; the modularized version offers seven hours.

Some jurisdictions provide their facility staff with the four-hour "Heart Savers" course, which includes only one-rescuer CPR training. Since the course is approved by the American Heart Association, and since a minimum of one person per shift must be trained in CPR, two-rescuer CPR training is not required, although it may be desirable in some instances.

Interpretation August 1984 (Mandatory). The required CPR certification must be current at the time of the audit, consistent with jurisdictional statutes for certification.

2-6134 Revised August 1984 (Mandatory). The facility has written emergency medical backup plans that are communicated to all employees and juveniles.

DISCUSSION: In the event the usual medical services are not available, the facility should have a backup plan to obtain medical services for the youths and staff. The plan should include an alternate hospital emergency service or a physician "on call" service.

2-6134-1 Added May 1986. Written policy and procedure address the management of serious and infectious diseases. These policies and procedures are updated as new information becomes available.

DISCUSSION: Because of their serious nature, methods of transmission, and public sensitivity, infectious diseases such as tuberculosis, hepatitis-B, and AIDS (acquired immunodeficiency syndrome) require special attention. 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, which may include screening and testing, special supervision, and/or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations.

2-6184 Revised April 1985. The program provides for the play, recreational, and leisure-time needs of juveniles.

DISCUSSION: There should be an indoor and outdoor recreational program. Transportation to community recreation and leisure-time activities should be available. Provision should be made for periodic group activities outside the facility. Also, there should be space for indoor leisure-time activities such as television and games, and a quiet indoor place for reading and studying.

2-6191 Revised August 1983. Written policy and procedure provide that the staff seeks the cooperation of various community groups offering activities of benefit for juveniles.

DISCUSSION: Program staff should take the initiative to seek out and maintain ties with community groups whose activities can potentially benefit juveniles. Groups sponsoring such activities should be educated as to juvenile needs and interests. Similarly, efforts should be undertaken with juveniles to create an interest and willingness to participate in community activities.

GLOSSARY OF TERMS

This glossary consolidates the definitions contained in the standards manuals.

Absconder

A juvenile who fails to report for probation or aftercare supervision or an escapee or runaway from a juvenile placement.

Adjudicatory Hearing

A hearing to determine whether the allegations of a petition are supported by the evidence beyond a reasonable doubt or by a preponderance of the evidence.

Administrative Segregation

A form of separation from the general population administered by the classification committee or other authorized group, when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff, or other inmates, or to the security or orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer can also be included. (See Protective Custody and Segregation.)

Administrator of Field Services

The person directly responsible for directing and controlling the operations of the adult probation and/or parole field services program. This person may be a division head in a large correctional agency, a chief probation officer answering to a judge, or the administrative officer of a court or parole authority with responsibility for the field services program.

Admission

The point of entry into a program; during admission processing the juvenile or adult offender receives an orientation to the goals of the program and to program rules and regulations. Assignment to living quarters and to appropriate staff members is also completed at this time.

Adult Community Residential Service

Also referred to as a *halfway house*, a community based program providing a group residence (such as a halfway house, work release center, prerelease center) for probationers, parolees, residents in incarcerated status, and referrals through the courts or other agencies. Persons may also receive these services from the agency on a non-residential basis. (See Out-Client.)

Adult Correctional Institution

A confinement facility, usually under state or federal auspices, that has custodial authority over adults sentenced to confinement for more than a year.

Adult Detention Facility or Jail

A local confinement facility with temporary custodial authority. Adults can be confined pending adjudication for 48 hours or more and usually for sentences of up to two years.

Affirmative Action

A concept designed to ensure equal opportunity for all persons regardless of race, religion, age, sex, or ethnic origin. These equal opportunities shall include all personnel programming, including selection, retention, rate of pay, demotion, transfer, layoff, termination, and promotion.

Glossary

Aftercare

Control, supervision, and care exercised over juveniles released from facilities through a stated release process. (See Releasing Authority.)

Agency

The unit of a governing authority that has direct responsibility for the operation of a corrections program, including the implementation of policy as set by the governing authority. For a community residential center, this would be the administrative headquarters of the facilities. A single community facility, which is not a part of a formal consolidation of community facilities, is considered to be an agency. In a public agency, this could be a probation department, welfare department, or similar agency. For a juvenile correctional organization, this would be the central office responsible for governing the juvenile correctional system for the jurisdiction.

Agency Administrator

The administrative officer appointed by the governing authority, or his/her designee, who is responsible for all operations of the agency, such as the department of corrections or parole, and all related programs placed under his/her control.

Agency Industries Administrator

The person who has functional responsibility for industries operations throughout the correctional system. Titles such as head of industries, superintendent, chief, director, or general manager may be used to denote this position.

Audit

An examination of agency or facility records or accounts to check their accuracy, which is conducted by a person(s) not directly involved in the creation and maintenance of the records or accounts. An independent audit results in an opinion that either affirms or disaffirms the accuracy of records or accounts. An operational or internal audit usually results in a report to management that is not shared with persons outside the agency.

Booking

Both a law enforcement process and a detention facility procedure. As a police administrative action, it is an official recording of an arrest and the identification of the person, place, time, arresting authority, and reason for the arrest. In the detention facility, it is a procedure for the admission of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property.

Camp

A nonsecure residential program located in a relatively remote area. The residents participate in a structured program that emphasizes an outdoor work program including conservation and related activities. There are often 20 to 60 residents in these facilities.

Career Development Plan

The planned sequence of promotions within an agency that contains provision for: 1) vertical movement throughout the entire range of a particular discipline; 2) horizontal movement encouraging lateral and promotional movement between disciplines; and 3) opportunity for all to compete for the position of head of the agency.

Additionally, career development plan may mean that progression along these three dimensions can occur as long as the candidate has the ambition, ability, and the required qualifications.

Case Conference

A conference between those individuals working with the juvenile or adult offender for the purpose of seeing that court-ordered services are being provided.

Casework

The function of the caseworker, social worker, or other professional in providing social services, such as counseling, to individuals in custody.

Cell Block

A group or cluster of single and/or multiple occupancy cells or detention rooms immediately adjacent and directly accessible to a day or activity room. In some facilities the cell block consists of a row of cells fronted by a day room of corridor-like proportion.

Chemical Agent

An active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.

Chief of Police

A local law enforcement official who is the appointed or elected chief executive of a police department and is responsible for the operation of the city jail or lockup.

Chronic Care

Health care provided to patients over a long period of time.

Classification

A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

Co-correctional Facility

An institution designed to house both male and female juveniles or adult offenders.

Code of Ethics

A set of rules describing acceptable standards of conduct for all employees.

Committing Authority

The agency or court responsible for placing a youth in a program.

Community Resources

Human service agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offers services, facilities, or other functions that can meet the needs of the facility, or have the potential to assist residents. These various resources, which may be public or private, national or local, have the potential for help ranging from material and financial assistance, to guidance, counseling, and supportive services.

Conflict of Interest

Any employee action that adversely affects the interest of the agency or institution. Outside concerns may bring undue pressure upon the employee in his/her effort to make decisions concerning official duties.

Contraband

Any item possessed by confined juveniles or adult offenders or found within the facility that is illegal by law or that is expressly prohibited by those legally charged with the responsibility for administration and operation of the facility or program.

Glossary

Contractor

A person or organization that agrees to furnish materials or to perform services for the facility/jurisdiction at a specified price. Contractors operating in correctional facilities are subject to all applicable rules and regulations for the facility.

Contractual Arrangement

An agreement between a private party to provide services to juveniles or adult offenders for remuneration, such as an incorporated agency or a married couple. (See Independent Operators.)

Corporal Punishment

Any act of inflicting punishment directly on the body, causing pain or injury.

Correctional Facility

A place or organization designed and equipped to incarcerate or maintain persons sentenced by legal authority.

Counseling

Planned use of interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving problems of the individual. At least three types of counseling may be provided: individual, in a one-to-one relationship; small group counseling; and large group counseling in a living unit.

County Parole

The status of a county jail inmate who, convicted of a misdemeanor and conditionally released from a confinement facility prior to the expiration of sentence, has been placed under supervision in the community for a period of time.

Delinquent Act

An act that if committed by an adult would be called a crime.

Delinquent Youth

Variouly referred to as a *juvenile delinquent* or a *criminal-type offender*, this is a youth who has been charged with or adjudicated for conduct that would, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. (See also Status Offender and Juvenile.)

Detainee

Any person confined in a local detention facility not serving a sentence for a criminal offense.

Detainer

A warrant placed against a person in a federal, state, or local correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual when he or she is released.

Detention Warrant

A warrant that authorizes the arrest and temporary detention of a parolee pending preliminary revocation proceedings. A detention warrant should be distinguished from a warrant for the return of a parolee to prison, although return warrants are sometimes used as detainers. For the purpose of these standards, return warrants used as detainers are also deemed to be detention warrants.

Disciplinary Detention

A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population. Placement in detention may only occur after a finding of rule violation at an impartial hearing and when there is not adequate alternative disposition to regulate the inmate's behavior. (See Protective Custody and Segregation.)

Disciplinary Hearing

A nonjudicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

Dispositional Hearing

A hearing held subsequent to the adjudicatory hearing in order to determine what order of disposition (e.g., probation, training school, foster home) should be made concerning a juvenile adjudicated as delinquent.

Diversion

The official halting or suspension, at any legally prescribed processing point after a recorded justice system entry, of formal criminal or juvenile justice proceedings against an alleged offender. The suspension of proceedings may be in conjunction with a referral of that person to a treatment or care program administered by a nonjudicial agency or a private agency, or there may be no referral.

Due Process Safeguards

Those procedures that ensure just, equal, and lawful treatment of an individual involved in all stages of the juvenile or criminal justice system, such as notice of allegations, impartial and objective fact-finding, right to counsel, right to confront accuser, call witnesses, and present evidence, a written record of proceedings, and a statement of any disposition ordered with the reasons for the disposition.

Educational Program

A program of formal academic education or a vocational training activity designed to improve employment capability.

Educational Release

The designated time when residents or inmates leave the program or institution to attend school in the community, returning to custody after school hours.

Emergency

Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.

Emergency Care

Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call. Emergency care shall be provided to the resident population by the medical director, physician, other staff, local ambulance services, and/or outside hospital emergency rooms. This care shall be expedited by following specific written procedures for medical emergencies described in this document.

Glossary

Environmental Health

All the conditions, circumstances, and surrounding influences that affect the health of persons or groups required to be in the area.

Facility

A place, an institution, a building (or part thereof), a set of buildings, or an area whether or not enclosing a building or set of buildings that is used for the lawful custody and/or treatment of individuals and that may be owned and/or operated by public or private agencies. Includes the staff and services as well as the buildings and grounds.

Facility Administrator

Any official, regardless of local title (e.g., sheriff, chief of police, administrator, warden, superintendent) who has the ultimate responsibility for managing and operating the facility.

Field Agency

The unit of a governing authority that has direct responsibility for the provision of field supervision services and for the carrying out of policy as set by the governing authority.

Field Services

Services provided to delinquent youth, status offenders, or adult offenders in the community by probation, parole, or other agencies.

Field Staff

The professional workers assigned case responsibility for control, supervision, and provision of program services to delinquent youth or adult offenders. (Sometimes referred to as *field workers*.)

First Aid

Care for a condition that requires immediate assistance from a person trained in first aid care and the use of the facility's first aid kits.

Fiscal Position Control

The process by which control is maintained to ensure that persons on the payroll are legally employed, that positions are authorized in the budget, and that funds are available.

Footcandle

A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.

Furlough or Temporary Leave

A period of time during which a resident is allowed to leave the facility and go into the community unsupervised.

Good Time

A system, established by law, whereby a convicted offender is credited a set amount of time, which is to be subtracted from his/her sentence, for specified periods of time served in an acceptable manner.

Governing Authority

For public/governmental agencies, the administrative department or division to which the agency reports; it is the policy-setting body. For private agencies, this may be an administrative headquarters or central unit or the board of directors or trustees.

Grievance/Grievance Process

A circumstance or action considered to be unjust and grounds for complaint or resentment and/or a response to that circumstance in the form of a written complaint filed with the appropriate body.

Handicapped

A person with a mental or physical impediment or disadvantage that substantially limits that person's ability to use programs or services.

Health Authority

The physician, health administrator, or agency responsible for the provision of health care services at an institution or system of institutions; the responsible physician may be the health authority.

Health Care

The sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population. Health care includes medical and dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions.

Health Care Personnel

Individuals whose primary duties are to provide health services to inmates in keeping with their respective levels of health care training or experience. (See Qualified Health Personnel.)

Health-Trained Personnel (Medically Trained Personnel)

Correctional officers or other correctional personnel who may be trained and appropriately supervised to carry out certain specific duties with regard to the administration of health care.

Hearing

A proceeding to determine a course of action, such as the placement of a juvenile or adult offender, or to determine guilt or innocence in a disciplinary matter. Arguments, witnesses, or evidence are heard by a judicial officer or administrative body in making the determination.

Hearing Examiner

An individual appointed by the parole authority who conducts hearings for the authority and whose power of decisionmaking may include, but not be limited to, making parole recommendations to granting, denying, or revoking parole.

Holding Facility or Lockup

A temporary confinement facility, for which the custodial authority is usually less than 48 hours, where arrested persons are held pending release, adjudication, or transfer to another facility.

Holidays

All days legally designated as nonworkdays by statute or by the chief governing authority of a jurisdiction.

Independent Operators

A person or persons who contract with the correctional agency or other governmental agency to operate and manage a correctional program or facility.

Indigent

A person with no funds or source of income.

Glossary

Industries

An activity existing in a correctional system that uses inmate labor to produce goods and/or services for sale. These goods and/or services are sold at prices calculated to recover all or a substantial portion of costs associated with their production and may include a margin of profit. Sale of the products and/or services is not limited to the institution within which the industries activity is located.

Information System

The concepts, personnel, and supporting technology for the collection, organization, and delivery of information for administrative use. There are two such types of information: (1) standard information, consisting of the data required for operational control, such as the daily count, payroll data in a personnel office, probation/parole success rates, referral sources, and caseload levels; (2) demand information, consisting of information that can be generated when a report is required, such as information on the number of residents in educational and training programs, duration of residency, or the number of residents eligible for discharge during a 12-month period by offense, sentence, and month of release. (Also referred to as a *Management Information System*.)

Informed Consent

The agreement by the patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, and procedure.

Inmate

Any person, whether in pretrial, unsentenced, or sentenced status, who is confined in a correctional facility.

Institution Industries Manager

The person designated to have responsibility for industries operations at a specific institution in the correctional system.

Interstate Compact for the Supervision of Probationers and Parolees

An agreement entered into by eligible jurisdictions in the United States and its territories that provides the means for these jurisdictions to function cooperatively in working with probationers and releasees.

Interstate Compact on Juveniles

An agreement authorizing the interstate supervision of juvenile delinquents and the cooperative institutionalization of special types of delinquent juveniles, such as psychotics and defective delinquents.

Judicial Review

A proceeding to reexamine the course of action or continued confinement of a juvenile in a secure detention facility. Arguments, witnesses, or evidence are not required as a part of the review. Reviews may be conducted by a judge, judicial officer, or other administrative person who has been delegated the authority to detain or release juveniles from secure detention with the approval of the judge.

Juvenile

A person under the age of 21, or as defined in the local jurisdiction as under the age of majority.

Juvenile Community Residential Program

Community residential programs are housed in structures without security fences and security hardware or other major restraining construction typically associated with correctional facilities. They are often housed in converted apartment buildings or private homes, and they are not constructed as or intended to be detention facilities. Except for daycare programs, they provide 24-hour care, programs, and supervision to juveniles in residence. The focus of all such programs is to provide the juvenile with positive adult models and program activities that assist in resolving problems specific to this age group and provide an environment conducive to positive behavior in the community.

Juvenile Detention

Temporary care of juvenile offenders and juveniles alleged to be delinquent who require secure custody in a physically restricting facility.

Juvenile Group Homes

These are nonsecure residential programs emphasizing family-style living in a homelike atmosphere. Program goals are similar to those for large community residential programs. Although group homes usually house youths who are court-committed, they also house abused or neglected youths who are placed by social agencies. Small group homes serve from 4 to 8 youths; large group homes serve from 8 to 12 youths. The age range varies from 10 to 17, with the concentration from ages 13 to 16.

Juvenile Intake

The process for determining whether the interests of the public or the juvenile require the filing of a petition with the juvenile court. Generally an intake officer receives, reviews, and processes complaints, recommends detention or release where necessary, and provides services for juveniles and their families, including diversion and referral to other community agencies.

Juvenile Nonresidential Programs

Nonresidential programs provide intensive services to juveniles who live at home and report to the program on a daily basis. Juveniles in these programs require more attention than that provided by probation and aftercare services. Often the program operates its own education program through the local school district. The population of nonresidential programs may be as many as 50 boys and girls ranging in age from 10 to 18. The population is usually drawn from court commitments but may include juveniles enrolled as a preventive or diversionary measure. The program may operate as part of a residential program, and it may provide space for occasional overnight stays by program participants where circumstances warrant additional assistance.

Juvenile Ranch

These nonsecure residential programs provide services to youths in rural settings. Typically, the residents participate in a structured program of education, recreation, and facility maintenance, including responsibility for the physical plant, its equipment, and livestock. Often there are 20 to 60 juveniles in the ranch setting, ranging in age from 13 to 18 years.

Life Safety Code

A manual published and updated by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest; two chapters are devoted to correctional facilities.

Major Equipment

All equipment that is securely and permanently fastened to the building or any equipment with a current book value of \$1,000 or more.

Glossary

Major Infraction

A rule infraction involving a grievous loss and requiring imposition of procedural due process procedures. Major infractions include (a) violations that may result in disciplinary or administrative segregation; (b) violations for which punishment may tend to increase animus or ill will, such as extending parole eligibility; (c) violations that may result in a forfeiture, such as loss of good time or work time; and (d) violations that may be referred for criminal prosecution.

Medical Records

Separate records of medical examinations and diagnoses maintained by the responsible physician. The following information from these records should be transferred to the resident and date and time of all medical examinations and copies of standing or direct medical orders from the physician to facility staff.

Medical Restraints

Either chemical restraints, such as sedatives, or physical restraints, such as straight jackets, applied only for medical or psychiatric purposes.

Medical Screening

A system of structured observation/initial health assessment to identify newly arrived juveniles or adult offenders who pose a health or safety threat to themselves or others.

Mentally Retarded

A condition in which the individual functions at a subaverage general intellectual level and is deficient in adaptive behavior.

NFPA

National Fire Protection Association. Publishes the *Life Safety Code*.

National Uniform Parole Reports System

A cooperative effort, sponsored by the National Parole Institutes, that calls for the voluntary cooperation of all federal and state authorities having responsibility for felony offenders in developing some common terms to describe parolees—their age, sex, and prior record—and some common definitions to describe parole performance. These types of data allow for comparisons across states and other jurisdictions.

Offender

A person convicted of a criminal offense.

Official Personnel File

A current and accurate record of the employee's job history, including all important information relating to that history.

Operating Unit

One distinct operation of the industry activity, which may be operated as a cost center or separate accounting entity. It may take the form of a manufacturing operation (e.g., furniture making, clothing production), an agricultural operation (e.g., dairy or poultry farming, crop or orchard farming, raising beef or pork), or a service activity (warehousing, keypunch, microfilming, janitorialing, repairing school buses, etc.).

Out-Client

Persons who do not live at the facility but who may take advantage of facility services and programs.

Parent

The person with whom a juvenile regularly lives and who is the natural, adoptive, or surrogate parent.

Parent Governmental Organization

Also referred to as *parent agency*, the administrative department or division to whom the agency seeking accreditation reports; it is the policy-setting body.

Parole Authority

The decisionmaking body that has the responsibility to grant, deny, and revoke parole. In some jurisdictions it is called the parole board or the parole commission. The term *parole authority* is meant to include all of these various bodies.

Parole Hearing

A procedure conducted by a parole authority member and/or hearing examiner in which all pertinent aspects of an eligible inmate's case are reviewed for the purpose of making a decision or recommendation that would change the inmate's legal status and/or degree of freedom.

Permanent Status

A personnel status that provides due process protection prior to dismissal.

Petition

An application for a court order or other judicial action. Hence, a delinquency petition is an application for the court to act in the matter of a juvenile apprehended for a delinquent act.

Physical Examination

A thorough evaluation of a patient's current physical condition and medical histories conducted by or under the supervision of a licensed professional.

Placing Authority

The agency or body with the authority to order a juvenile into a specific dispositional placement. This may be the juvenile court, the probation department, or another duly constituted and authorized placement agency.

Policy

A policy is a course or line of action adopted and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel and units must operate. They are statements of guiding principles that should be followed in directing activities toward the attainment of objectives. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency/system.

Population Center

A geographical area containing at least 10,000 people and public safety services, professional services, employment and educational opportunities, and cultural/recreational opportunities.

Glossary

Preliminary Hearing

A hearing at which it is determined whether probable cause exists to support an allegation of a parole violation, pending a revocation hearing by the parole authority.

Pretrial Release

A procedure whereby an accused person who has been taken into custody is allowed to be unconfined before and during his/her trial.

Probation

A court-ordered disposition alternative through which a convicted adult offender or an adjudicated delinquent is placed under the control, supervision, and care of a probation field staff member.

Procedure

The detailed and sequential actions that must be executed to ensure that a policy is fully implemented. It is the method of performing an operation, or a manner of proceeding on a course of action. It differs from a policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

Professional Associations

A collective body of persons engaged in a particular profession or vocation. The American Correctional Association, the American Medical Association, and the National Association of Clinical Psychologists are examples of professional associations; in the United States there are hundreds of similar professional groups.

Professional Staff

Social workers, probation officers, and other staff assigned to juvenile and adult offender cases. These individuals generally possess bachelor's degrees and advanced training in the social or behavioral sciences.

Program

The plan or system through which a correctional agency works to meet its goals; often this program requires a distinct physical setting, such as a correctional institution, community residential facility, group home, or foster home.

Program Director

The person directly in charge of the program, who may also be called the administrator, superintendent, or house parent.

Protective Custody

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or other designated group. (See Administrative Segregation and Disciplinary Detention.)

Qualified Health Personnel

Physicians, dentists, and other professional and technical workers who by state law engage in activities that support, complement, or supplement the functions of physicians and/or dentists and who are licensed, registered, or certified as appropriate to their qualifications to practice. (See Health Care Personnel.)

Records (Juveniles and Adult Offenders)

Information concerning the individual's personal, delinquent or criminal, and medical history, behavior, and activities while in custody, including but not limited to: commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs, fingerprints, type of custody, disciplinary infractions and actions taken, grievance reports, work assignments, program participation, and miscellaneous correspondence.

Referral

The process by which a juvenile or adult offender is introduced to an agency or service where he/she can obtain the assistance needed.

Release on Bail

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to pay a certain amount of money or property if he/she fails to appear in court as required; the promise may or may not be secured by the deposit of an actual sum of money or property and may involve a bonding agency.

Release on Own Recognizance (ROR)

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to appear in court as required for criminal proceedings.

Releasing Authority

The decisionmaking body and/or person that has the responsibility to grant, deny, and revoke release from a juvenile institution or program of supervision. In some jurisdictions it is called the parole board or the parole commission. (See Aftercare.)

Renovation

A significant structural or design change in the physical plant of a facility.

Responsible Physician

A person licensed to practice medicine and provide health services to the inmate population of the facility and/or the physician at an institution with final responsibility for the medical judgments and other decisions related to medical judgments.

Revocation Hearing

A hearing before the parole authority at which it is determined whether a revocation of parole should be made final.

Safety Equipment

This includes firefighting equipment, i.e., chemical extinguishers, hoses, nozzles, water supplies, alarm systems, sprinkler systems, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms.

Safety Vestibule

A grill cage that divides the inmate areas from the remainder of the institution. Safety vestibules have two doors or gates, only one of which opens at a time, to permit entry to or exit from inmate areas in a safe and controlled manner.

Glossary

Sally Port

An enclosure situated in the perimeter wall or fence of the institution containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit ensures there will be no breach in the perimeter security of the institution. The sally port may handle either pedestrian or vehicular traffic.

Secure Institution

Any facility that is designed and operated to ensure that all entrances and exits are under the exclusive control of the facility's staff, thereby not allowing an inmate/resident to leave the facility unsupervised or without permission.

Security or Custody

The degree of restriction of inmate movement within a detention/correctional facility, usually divided into maximum, medium, and minimum risk levels.

Security Devices

Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained persons. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

Security Perimeter

The outer portions of a facility that actually provide for secure confinement of facility inmates/residents. The design of the perimeter may vary depending on the security classification of the facility.

Segregation

The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention, and protective custody.

Self-Insurance Coverage

A statewide system designed to insure the payment of all legal claims for injury or damage incurred as a result of the actions of state officials, employees, or agents. For public agencies, the self-insurance program is usually authorized by the legislature. A "memorandum of insurance" or similar document is required that acts as a policy, setting the limits of liability for various categories of risk, including deductible limits. Approval of the policy by a cabinet-level official is also required.

Serious Incident

A situation in which injury serious enough to warrant medical attention occurs involving a resident, employee, or visitor on the grounds of the institution. Also, a situation containing an imminent threat to the security of the institution and/or to the safety of residents, employees, or visitors on the grounds of the institution.

Severe Mental Disturbance

A condition in which an individual is a danger to self or others or is incapable of attending to basic physiological needs.

Shelter Facility

Any nonsecure public or private facility designated to provide either temporary placement for alleged or adjudicated status offenders prior to the issuance of a disposition order or longer-term care under a juvenile court disposition order.

Sheriff

The elected or appointed chief executive officer of a county law enforcement agency. Sheriffs can serve several functions, including having responsibility for law enforcement in unincorporated areas, operation of the county jail, and assignment as officers of the court.

Special Management Inmates

Persons whose behavior presents a serious threat to the safety and security of the facility, themselves, the staff, or the general inmate population. Special handling and/or housing is required to regulate their behavior.

Special Needs Inmates

Inmates whose mental and/or physical condition require special handling and treatment by staff. Special needs inmates include, but are not limited to, the drug addict, drug abuser, alcoholic, alcohol abuser, emotionally disturbed, mentally retarded, suspected mentally ill, physically handicapped, chronically ill, and the disabled or infirm.

Status Offender

A youth who has been charged with or adjudicated for conduct that under the law of the jurisdiction in which the offense was committed *would not* be a crime if committed by an adult. (See also Delinquent Youth.)

Strip Search

An examination of an inmate/resident's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while it is not being worn.

Temporary Release

A period of time during which an inmate is allowed to leave the program or institution and go into the community unsupervised for various purposes consistent with the public interest.

Training

An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. Training may occur on site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings, or through closely supervised on-the-job training. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, attendance recording, and a system for recognition of completion. Meetings of professional associations are considered training where there is clear evidence of the above elements. Whether it occurs on site, at an academy or training center, through contract services, or at professional meetings, the activity must be part of an overall training program.

Glossary

Training School

Youth Development Center, Youth Village, Youth Correction Center, Youth Treatment Center, Youth Service Center, or Schools or Homes for Boys and Girls.

The typical training school may provide supervision, programs, and residential services for more than 100 residents; however, programs of this size are not encouraged. The standards for new facilities require that each new training school have no more than 100 beds and be limited to two stories in height.

These facilities are designed and operated to ensure that all entrances and exits are under the exclusive control of facility staff, thereby not allowing a juvenile to leave the facility without authorization.

Youth development centers, youth treatment centers, secure training schools, and other facilities in this category may serve relatively smaller populations ranging from 40 to 100 juveniles. The age range served is generally from 13 to 18 years, although in many jurisdictions residents may be as young as 10 years or as old as 20 years. The latter instance usually involves juveniles who have been returned to the facility as parole violators.

Treatment Plan

A series of written statements that specify the particular course of therapy and the roles of medical and nonmedical personnel in carrying out the current course of therapy. A treatment plan is individualized and based on assessment of the individual patient's needs and includes a statement of the short- and long-term goals and the methods by which the goals will be pursued. When clinically indicated, the treatment plan provides inmates with access to a range of supportive and rehabilitative services, e.g., individual or group counseling and/or self-help groups that the physician deems appropriate.

Urine Surveillance Program

A program whereby urine samples are collected on an irregular schedule from offenders suspected of having a history of drug use for the purpose of determining current or recent use of drugs.

Volunteer

Persons who donate their time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religious activities, etc.

Warden/Superintendent

The person in charge of the institution; the chief executive or administrative officer. This position is sometimes referred to by titles other than warden/superintendent, but warden and superintendent are the most commonly used terms.

Work Release

A formal arrangement sanctioned by law whereby an inmate/resident is permitted to maintain approved and regular employment in the community.

Workmen's Compensation

A statewide system of benefits for employees who are disabled by job-related injury.

IMPLEMENTATION OF FIRE SAFETY STANDARDS

(Adopted January 1984)

(Revised August 1984)

1. When deficiencies with the National Fire Protection Association *Life Safety Code* or other applicable codes (state and/or local) are revealed during the course of a standards compliance audit, the Visiting Committee may find compliance with the applicable standard(s) if all of the following conditions are satisfied:
 - a. The Visiting Committee is satisfied that the deficiencies pose no serious life safety threat;
 - b. The Visiting Committee has verified the credentials and qualifications of the authority having jurisdiction and is satisfied with the quality of the inspection report; and
 - c. The facility has developed plans of action to remedy the deficiencies within an acceptable time period and these plans are approved by the authority having jurisdiction.
2. The chair of the Visiting Committee may also contact the authority having jurisdiction during the course of the audit to discuss the report and any deficiencies in meeting the *Life Safety Code* or other applicable codes.

**JUVENILE COMMUNITY RESIDENTIAL FACILITIES:
SUMMARY OF ORIENTATION AND
MINIMUM TRAINING HOURS**

The following description of general job categories should be used in determining minimum training requirements for full-time staff, as outlined in the standards. contract employees should receive training similar to full-time employees in their particular category and pertinent to their role in working with juveniles. Part-time employees may receive training pertinent to their assignments.*

Title	Typical Position Titles	Training Hours		
		First Week On Job	First Year On Job	Each Year There- after
Clerical/Support (Minimum Contact)	Secretaries, Clerks, Typists, Accounts, Personnel Staff	**	16	16
Support (Regular or Daily Contact)	Food Service, Maintenance Staff	**	40	40
Professional Specialist	Case Managers, Counselors, Social Workers, Psychologists, Teachers, Librarians, Medical Personnel, Chaplains, Recrea- tion Specialists	**	40	40
All Child Care/ Supervision Staff	All staff assigned to full-time child care and/or supervision duties	**	80	40
Administrative/ Management Personnel	Facility Administrator, Assistant Directors, Child Care Supervisors, Shift Supervisors	***	40	40

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

* See standard 2-6063-3

** Topics in Standard 2-6057 must be addressed; coverage of other areas may depend on the employee (prior experience and training) and the requirements of the particular job.

*** Training may be covered by requirements of the job.

GLOSSARY OF TERMS

This glossary consolidates the definitions contained in the standards manuals.

Absconder

A juvenile who fails to report for probation or aftercare supervision or an escapee or runaway from a juvenile placement.

Adjudicatory Hearing

A hearing to determine whether the allegations of a petition are supported by the evidence beyond a reasonable doubt or by a preponderance of the evidence.

Administrative Segregation

A form of separation from the general population administered by the classification committee or other authorized group, when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff, or other inmates, or to the security or orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer can also be included. (See Protective Custody and Segregation.)

Administrator of Field Services

The person directly responsible for directing and controlling the operations of the adult probation and/or parole field services program. This person may be a division head in a large correctional agency, a chief probation officer answering to a judge, or the administrative officer of a court or parole authority with responsibility for the field services program.

Admission

The point of entry into a program; during admission processing the juvenile or adult offender receives an orientation to the goals of the program and to program rules and regulations. Assignment to living quarters and to appropriate staff members is also completed at this time.

Adult Community Residential Service

Also referred to as a *halfway house*, a community based program providing a group residence (such as a halfway house, work release center, prerelease center) for probationers, parolees, residents in incarcerated status, and referrals through the courts or other agencies. Persons may also receive these services from the agency on a non-residential basis. (See Out-Client.)

Adult Correctional Institution

A confinement facility, usually under state or federal auspices, that has custodial authority over adults sentenced to confinement for more than a year.

Adult Detention Facility or Jail

A local confinement facility with temporary custodial authority. Adults can be confined pending adjudication for 48 hours or more and usually for sentences of up to two years.

Affirmative Action

A concept designed to ensure equal opportunity for all persons regardless of race, religion, age, sex, or ethnic origin. These equal opportunities shall include all personnel programming, including selection, retention, rate of pay, demotion, transfer, layoff, termination, and promotion.

Glossary

Aftercare

Control, supervision, and care exercised over juveniles released from facilities through a stated release process. (See Releasing Authority.)

Agency

The unit of a governing authority that has direct responsibility for the operation of a corrections program, including the implementation of policy as set by the governing authority. For a community residential center, this would be the administrative headquarters of the facilities. A single community facility, which is not a part of a formal consolidation of community facilities, is considered to be an agency. In a public agency, this could be a probation department, welfare department, or similar agency. For a juvenile correctional organization, this would be the central office responsible for governing the juvenile correctional system for the jurisdiction.

Agency Administrator

The administrative officer appointed by the governing authority, or his/her designee, who is responsible for all operations of the agency, such as the department of corrections or parole, and all related programs placed under his/her control.

Agency Industries Administrator

The person who has functional responsibility for industries operations throughout the correctional system. Titles such as head of industries, superintendent, chief, director, or general manager may be used to denote this position.

Audit

An examination of agency or facility records or accounts to check their accuracy, which is conducted by a person(s) not directly involved in the creation and maintenance of the records or accounts. An independent audit results in an opinion that either affirms or disaffirms the accuracy of records or accounts. An operational or internal audit usually results in a report to management that is not shared with persons outside the agency.

Booking

Both a law enforcement process and a detention facility procedure. As a police administrative action, it is an official recording of an arrest and the identification of the person, place, time, arresting authority, and reason for the arrest. In the detention facility, it is a procedure for the admission of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property.

Camp

A nonsecure residential program located in a relatively remote area. The residents participate in a structured program that emphasizes an outdoor work program including conservation and related activities. There are often 20 to 60 residents in these facilities.

Career Development Plan

The planned sequence of promotions within an agency that contains provision for: 1) vertical movement throughout the entire range of a particular discipline; 2) horizontal movement encouraging lateral and promotional movement between disciplines; and 3) opportunity for all to compete for the position of head of the agency.

Additionally, career development plan may mean that progression along these three dimensions can occur as long as the candidate has the ambition, ability, and the required qualifications.

Case Conference

A conference between those individuals working with the juvenile or adult offender for the purpose of seeing that court-ordered services are being provided.

Casework

The function of the caseworker, social worker, or other professional in providing social services, such as counseling, to individuals in custody.

Cell Block

A group or cluster of single and/or multiple occupancy cells or detention rooms immediately adjacent and directly accessible to a day or activity room. In some facilities the cell block consists of a row of cells fronted by a day room of corridor-like proportion.

Chemical Agent

An active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.

Chief of Police

A local law enforcement official who is the appointed or elected chief executive of a police department and is responsible for the operation of the city jail or lockup.

Chronic Care

Health care provided to patients over a long period of time.

Classification

A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

Co-correctional Facility

An institution designed to house both male and female juveniles or adult offenders.

Code of Ethics

A set of rules describing acceptable standards of conduct for all employees.

Committing Authority

The agency or court responsible for placing a youth in a program.

Community Resources

Human service agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offers services, facilities, or other functions that can meet the needs of the facility, or have the potential to assist residents. These various resources, which may be public or private, national or local, have the potential for help ranging from material and financial assistance, to guidance, counseling, and supportive services.

Conflict of Interest

Any employee action that adversely affects the interest of the agency or institution. Outside concerns may bring undue pressure upon the employee in his/her effort to make decisions concerning official duties.

Contraband

Any item possessed by confined juveniles or adult offenders or found within the facility that is illegal by law or that is expressly prohibited by those legally charged with the responsibility for administration and operation of the facility or program.

Glossary

Contractor

A person or organization that agrees to furnish materials or to perform services for the facility/ jurisdiction at a specified price. Contractors operating in correctional facilities are subject to all applicable rules and regulations for the facility.

Contractual Arrangement

An agreement between a private party to provide services to juveniles or adult offenders for remuneration, such as an incorporated agency or a married couple. (See Independent Operators.)

Corporal Punishment

Any act of inflicting punishment directly on the body, causing pain or injury.

Correctional Facility

A place or organization designed and equipped to incarcerate or maintain persons sentenced by legal authority.

Counseling

Planned use of interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving problems of the individual. At least three types of counseling may be provided: individual, in a one-to-one relationship; small group counseling; and large group counseling in a living unit.

County Parole

The status of a county jail inmate who, convicted of a misdemeanor and conditionally released from a confinement facility prior to the expiration of sentence, has been placed under supervision in the community for a period of time.

Delinquent Act

An act that if committed by an adult would be called a crime.

Delinquent Youth

Variouly referred to as a *juvenile delinquent* or a *criminal-type offender*, this is a youth who has been charged with or adjudicated for conduct that would, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. (See also Status Offender and Juvenile.)

Detainee

Any person confined in a local detention facility not serving a sentence for a criminal offense.

Detainer

A warrant placed against a person in a federal, state, or local correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual when he or she is released.

Detention Warrant

A warrant that authorizes the arrest and temporary detention of a parolee pending preliminary revocation proceedings. A detention warrant should be distinguished from a warrant for the return of a parolee to prison, although return warrants are sometimes used as detainers. For the purpose of these standards, return warrants used as detainers are also deemed to be detention warrants.

Disciplinary Detention

A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population. Placement in detention may only occur after a finding of rule violation at an impartial hearing and when there is not adequate alternative disposition to regulate the inmate's behavior. (See Protective Custody and Segregation.)

Disciplinary Hearing

A nonjudicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

Dispositional Hearing

A hearing held subsequent to the adjudicatory hearing in order to determine what order of disposition (e.g., probation, training school, foster home) should be made concerning a juvenile adjudicated as delinquent.

Diversion

The official halting or suspension, at any legally prescribed processing point after a recorded justice system entry, of formal criminal or juvenile justice proceedings against an alleged offender. The suspension of proceedings may be in conjunction with a referral of that person to a treatment or care program administered by a nonjudicial agency or a private agency, or there may be no referral.

Due Process Safeguards

Those procedures that ensure just, equal, and lawful treatment of an individual involved in all stages of the juvenile or criminal justice system, such as notice of allegations, impartial and objective fact finding, right to counsel, right to confront accuser, call witnesses, and present evidence, a written record of proceedings, and a statement of any disposition ordered with the reasons for the disposition.

Educational Program

A program of formal academic education or a vocational training activity designed to improve employment capability.

Educational Release

The designated time when residents or inmates leave the program or institution to attend school in the community, returning to custody after school hours.

Emergency

Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.

Emergency Care

Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call. Emergency care shall be provided to the resident population by the medical director, physician, other staff, local ambulance services, and/or outside hospital emergency rooms. This care shall be expedited by following specific written procedures for medical emergencies described in this document.

Glossary

Environmental Health

All the conditions, circumstances, and surrounding influences that affect the health of persons or groups required to be in the area.

Facility

A place, an institution, a building (or part thereof), a set of buildings, or an area whether or not enclosing a building or set of buildings that is used for the lawful custody and/or treatment of individuals and that may be owned and/or operated by public or private agencies. Includes the staff and services as well as the buildings and grounds.

Facility Administrator

Any official, regardless of local title (e.g., sheriff, chief of police, administrator, warden, superintendent) who has the ultimate responsibility for managing and operating the facility.

Field Agency

The unit of a governing authority that has direct responsibility for the provision of field supervision services and for the carrying out of policy as set by the governing authority.

Field Services

Services provided to delinquent youth, status offenders, or adult offenders in the community by probation, parole, or other agencies.

Field Staff

The professional workers assigned case responsibility for control, supervision, and provision of program services to delinquent youth or adult offenders. (Sometimes referred to as *field workers*.)

First Aid

Care for a condition that requires immediate assistance from a person trained in first aid care and the use of the facility's first aid kits.

Fiscal Position Control

The process by which control is maintained to ensure that persons on the payroll are legally employed, that positions are authorized in the budget, and that funds are available.

Footcandle

A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.

Furlough or Temporary Leave

A period of time during which a resident is allowed to leave the facility and go into the community unsupervised.

Good Time

A system, established by law, whereby a convicted offender is credited a set amount of time, which is to be subtracted from his/her sentence, for specified periods of time served in an acceptable manner.

Governing Authority

For public/governmental agencies, the administrative department or division to which the agency reports; it is the policy-setting body. For private agencies, this may be an administrative headquarters or central unit or the board of directors or trustees.

Grievance/Grievance Process

A circumstance or action considered to be unjust and grounds for complaint or resentment and/or a response to that circumstance in the form of a written complaint filed with the appropriate body.

Handicapped

A person with a mental or physical impediment or disadvantage that substantially limits that person's ability to use programs or services.

Health Authority

The physician, health administrator, or agency responsible for the provision of health care services at an institution or system of institutions; the responsible physician may be the health authority.

Health Care

The sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population. Health care includes medical and dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions.

Health Care Personnel

Individuals whose primary duties are to provide health services to inmates in keeping with their respective levels of health care training or experience. (See Qualified Health Personnel.)

Health-Trained Personnel (Medically Trained Personnel)

Correctional officers or other correctional personnel who may be trained and appropriately supervised to carry out certain specific duties with regard to the administration of health care.

Hearing

A proceeding to determine a course of action, such as the placement of a juvenile or adult offender, or to determine guilt or innocence in a disciplinary matter. Arguments, witnesses, or evidence are heard by a judicial officer or administrative body in making the determination.

Hearing Examiner

An individual appointed by the parole authority who conducts hearings for the authority and whose power of decisionmaking may include, but not be limited to, making parole recommendations to granting, denying, or revoking parole.

Holding Facility or Lockup

A temporary confinement facility, for which the custodial authority is usually less than 48 hours, where arrested persons are held pending release, adjudication, or transfer to another facility.

Holidays

All days legally designated as nonworkdays by statute or by the chief governing authority of a jurisdiction.

Independent Operators

A person or persons who contract with the correctional agency or other governmental agency to operate and manage a correctional program or facility.

Indigent

A person with no funds or source of income.

Glossary

Industries

An activity existing in a correctional system that uses inmate labor to produce goods and/or services for sale. These goods and/or services are sold at prices calculated to recover all or a substantial portion of costs associated with their production and may include a margin of profit. Sale of the products and/or services is not limited to the institution within which the industries activity is located.

Information System

The concepts, personnel, and supporting technology for the collection, organization, and delivery of information for administrative use. There are two such types of information: (1) standard information, consisting of the data required for operational control, such as the daily count, payroll data in a personnel office, probation/parole success rates, referral sources, and caseload levels; (2) demand information, consisting of information that can be generated when a report is required, such as information on the number of residents in educational and training programs, duration of residency, or the number of residents eligible for discharge during a 12-month period by offense, sentence, and month of release. (Also referred to as a *Management Information System*.)

Informed Consent

The agreement by the patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, and procedure.

Inmate

Any person, whether in pretrial, unsentenced, or sentenced status, who is confined in a correctional facility.

Institution Industries Manager

The person designated to have responsibility for industries operations at a specific institution in the correctional system.

Interstate Compact for the Supervision of Probationers and Parolees

An agreement entered into by eligible jurisdictions in the United States and its territories that provides the means for these jurisdictions to function cooperatively in working with probationers and releasees.

Interstate Compact on Juveniles

An agreement authorizing the interstate supervision of juvenile delinquents and the cooperative institutionalization of special types of delinquent juveniles, such as psychotics and defective delinquents.

Judicial Review

A proceeding to reexamine the course of action or continued confinement of a juvenile in a secure detention facility. Arguments, witnesses, or evidence are not required as a part of the review. Reviews may be conducted by a judge, judicial officer, or other administrative person who has been delegated the authority to detain or release juveniles from secure detention with the approval of the judge.

Juvenile

A person under the age of 21, or as defined in the local jurisdiction as under the age of majority.

Juvenile Community Residential Program

Community residential programs are housed in structures without security fences and security hardware or other major restraining construction typically associated with correctional facilities. They are often housed in converted apartment buildings or private homes, and they are not constructed as or intended to be detention facilities. Except for daycare programs, they provide 24-hour care, programs, and supervision to juveniles in residence. The focus of all such programs is to provide the juvenile with positive adult models and program activities that assist in resolving problems specific to this age group and provide an environment conducive to positive behavior in the community.

Juvenile Detention

Temporary care of juvenile offenders and juveniles alleged to be delinquent who require secure custody in a physically restricting facility.

Juvenile Group Homes

These are nonsecure residential programs emphasizing family-style living in a homelike atmosphere. Program goals are similar to those for large community residential programs. Although group homes usually house youths who are court-committed, they also house abused or neglected youths who are placed by social agencies. Small group homes serve from 4 to 8 youths; large group homes serve from 8 to 12 youths. The age range varies from 10 to 17, with the concentration from ages 13 to 16.

Juvenile Intake

The process for determining whether the interests of the public or the juvenile require the filing of a petition with the juvenile court. Generally an intake officer receives, reviews, and processes complaints, recommends detention or release where necessary, and provides services for juveniles and their families, including diversion and referral to other community agencies.

Juvenile Nonresidential Programs

Nonresidential programs provide intensive services to juveniles who live at home and report to the program on a daily basis. Juveniles in these programs require more attention than that provided by probation and aftercare services. Often the program operates its own education program through the local school district. The population of nonresidential programs may be as many as 50 boys and girls ranging in age from 10 to 18. The population is usually drawn from court commitments but may include juveniles enrolled as a preventive or diversionary measure. The program may operate as part of a residential program, and it may provide space for occasional overnight stays by program participants where circumstances warrant additional assistance.

Juvenile Ranch

These nonsecure residential programs provide services to youths in rural settings. Typically, the residents participate in a structured program of education, recreation, and facility maintenance, including responsibility for the physical plant, its equipment, and livestock. Often there are 20 to 60 juveniles in the ranch setting, ranging in age from 13 to 18 years.

Life Safety Code

A manual published and updated by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest; two chapters are devoted to correctional facilities.

Major Equipment

All equipment that is securely and permanently fastened to the building or any equipment with a current book value of \$1,000 or more.

Glossary

Major Infraction

A rule infraction involving a grievous loss and requiring imposition of procedural due process procedures. Major infractions include (a) violations that may result in disciplinary or administrative segregation; (b) violations for which punishment may tend to increase an inmate's sentence, such as extending parole eligibility; (c) violations that may result in a forfeiture, such as loss of good time or work time; and (d) violations that may be referred for criminal prosecution.

Medical Records

Separate records of medical examinations and diagnoses maintained by the responsible physician. The following information from these records should be transferred to the resident record: date and time of all medical examinations and copies of standing or direct medical orders from the physician to facility staff.

Medical Restraints

Either chemical restraints, such as sedatives, or physical restraints, such as straightjackets, applied only for medical or psychiatric purposes.

Medical Screening

A system of structured observation/initial health assessment to identify newly arrived juveniles or adult offenders who pose a health or safety threat to themselves or others.

Mentally Retarded

A condition in which the individual functions at a subaverage general intellectual level and is deficient in adaptive behavior.

NFPA

National Fire Protection Association. Publishes the *Life Safety Code*.

National Uniform Parole Reports System

A cooperative effort, sponsored by the National Parole Institutes, that calls for the voluntary cooperation of all federal and state authorities having responsibility for felony offenders in developing some common terms to describe parolees—their age, sex, and prior record—and some common definitions to describe parole performance. These types of data allow for comparisons across states and other jurisdictions.

Offender

A person convicted of a criminal offense.

Official Personnel File

A current and accurate record of the employee's job history, including all important information relating to that history.

Operating Unit

One distinct operation of the industries activity, which may be operated as a cost center or separate accounting entity. It may take the form of a manufacturing operation (e.g., furniture making, clothing production), an agricultural operation (e.g., dairy or poultry farming, crop or orchard farming, raising beef or pork), or a service activity (warehousing, keypunch, microfilming, laundering, repairing school buses, etc.).

Out-Client

Persons who do not live at the facility but who may take advantage of facility services and programs.

Parent

The person with whom a juvenile regularly lives and who is the natural, adoptive, or surrogate parent.

Parent Governmental Organization

Also referred to as *parent agency*, the administrative department or division to whom the agency seeking accreditation reports; it is the policy-setting body.

Parole Authority

The decisionmaking body that has the responsibility to grant, deny, and revoke parole. In some jurisdictions it is called the parole board or the parole commission. The term *parole authority* is meant to include all of these various bodies.

Parole Hearing

A procedure conducted by a parole authority member and/or hearing examiner in which all pertinent aspects of an eligible inmate's case are reviewed for the purpose of making a decision or recommendation that would change the inmate's legal status and/or degree of freedom.

Permanent Status

A personnel status that provides due process protection prior to dismissal.

Petition

An application for a court order or other judicial action. Hence, a delinquency petition is an application for the court to act in the matter of a juvenile apprehended for a delinquent act.

Physical Examination

A thorough evaluation of a patient's current physical condition and medical histories conducted by or under the supervision of a licensed professional.

Placing Authority

The agency or body with the authority to order a juvenile into a specific dispositional placement. This may be the juvenile court, the probation department, or another duly constituted and authorized placement agency.

Policy

A policy is a course or line of action adopted and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel and units must operate. They are statements of guiding principles that should be followed in directing activities toward the attainment of objectives. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency/system.

Population Center

A geographical area containing at least 10,000 people and public safety services, professional services, employment and educational opportunities, and cultural/recreational opportunities.

Glossary

Preliminary Hearing

A hearing at which it is determined whether probable cause exists to support an allegation of a parole violation, pending a revocation hearing by the parole authority.

Pretrial Release

A procedure whereby an accused person who has been taken into custody is allowed to be unconfined before and during his/her trial.

Probation

A court-ordered disposition alternative through which a convicted adult offender or an adjudicated delinquent is placed under the control, supervision, and care of a probation field staff member.

Procedure

The detailed and sequential actions that must be executed to ensure that a policy is fully implemented. It is the method of performing an operation, or a manner of proceeding on a course of action. It differs from a policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

Professional Associations

A collective body of persons engaged in a particular profession or vocation. The American Correctional Association, the American Medical Association, and the National Association of Clinical Psychologists are examples of professional associations; in the United States there are hundreds of similar professional groups.

Professional Staff

Social workers, probation officers, and other staff assigned to juvenile and adult offender cases. These individuals generally possess bachelor's degrees and advanced training in the social or behavioral sciences.

Program

The plan or system through which a correctional agency works to meet its goals; often this program requires a distinct physical setting, such as a correctional institution, community residential facility, group home, or foster home.

Program Director

The person directly in charge of the program, who may also be called the administrator, superintendent, or house parent.

Protective Custody

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or other designated group. (See Administrative Segregation and Disciplinary Detention.)

Qualified Health Personnel

Physicians, dentists, and other professional and technical workers who by state law engage in activities that support, complement, or supplement the functions of physicians and/or dentists and who are licensed, registered, or certified as appropriate to their qualifications to practice. (See Health Care Personnel.)

Records (Juveniles and Adult Offenders)

Information concerning the individual's personal, delinquent or criminal, and medical history, behavior, and activities while in custody, including but not limited to: commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs, fingerprints, type of custody, disciplinary infractions and actions taken, grievance reports, work assignments, program participation, and miscellaneous correspondence.

Referral

The process by which a juvenile or adult offender is introduced to an agency or service where he/she can obtain the assistance needed.

Release on Bail

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to pay a certain amount of money or property if he/she fails to appear in court as required; the promise may or may not be secured by the deposit of an actual sum of money or property and may involve a bonding agency.

Release on Own Recognizance (ROR)

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to appear in court as required for criminal proceedings.

Releasing Authority

The decisionmaking body and/or person that has the responsibility to grant, deny, and revoke release from a juvenile institution or program of supervision. In some jurisdictions it is called the parole board or the parole commission. (See Aftercare.)

Renovation

A significant structural or design change in the physical plant of a facility.

Responsible Physician

A person licensed to practice medicine and provide health services to the inmate population of the facility and/or the physician at an institution with final responsibility for the medical judgments and other decisions related to medical judgments.

Revocation Hearing

A hearing before the parole authority at which it is determined whether a revocation of parole should be made final.

Safety Equipment

This includes firefighting equipment, i.e., chemical extinguishers, hoses, nozzles, water supplies, alarm systems, sprinkler systems, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms.

Safety Vestibule

A grill cage that divides the inmate areas from the remainder of the institution. Safety vestibules have two doors or gates, only one of which opens at a time, to permit entry to or exit from inmate areas in a safe and controlled manner.

Glossary

Sally Port

An enclosure situated in the perimeter wall or fence of the institution containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit ensures there will be no breach in the perimeter security of the institution. The sally port may handle either pedestrian or vehicular traffic.

Secure Institution

Any facility that is designed and operated to ensure that all entrances and exits are under the exclusive control of the facility's staff, thereby not allowing an inmate/resident to leave the facility unsupervised or without permission.

Security or Custody

The degree of restriction of inmate movement within a detention/correctional facility, usually divided into maximum, medium, and minimum risk levels.

Security Devices

Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained persons. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

Security Perimeter

The outer portions of a facility that actually provide for secure confinement of facility inmates/residents. The design of the perimeter may vary depending on the security classification of the facility.

Segregation

The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention, and protective custody.

Self-Insurance Coverage

A statewide system designed to insure the payment of all legal claims for injury or damage incurred as a result of the actions of state officials, employees, or agents. For public agencies, the self-insurance program is usually authorized by the legislature. A "memorandum of insurance" or similar document is required that acts as a policy, setting the limits of liability for various categories of risk, including deductible limits. Approval of the policy by a cabinet-level official is also required.

Serious Incident

A situation in which injury serious enough to warrant medical attention occurs involving a resident, employee, or visitor on the grounds of the institution. Also, a situation containing an imminent threat to the security of the institution and/or to the safety of residents, employees, or visitors on the grounds of the institution.

Severe Mental Disturbance

A condition in which an individual is a danger to self or others or is incapable of attending to basic physiological needs.

Shelter Facility

Any nonsecure public or private facility designated to provide either temporary placement for alleged or adjudicated status offenders prior to the issuance of a disposition order or longer-term care under a juvenile court disposition order.

Sheriff

The elected or appointed chief executive officer of a county law enforcement agency. Sheriffs can serve several functions, including having responsibility for law enforcement in unincorporated areas, operation of the county jail, and assignment as officers of the court.

Special Management Inmates

Persons whose behavior presents a serious threat to the safety and security of the facility, themselves, the staff, or the general inmate population. Special handling and/or housing is required to regulate their behavior.

Special Needs Inmates

Inmates whose mental and/or physical condition require special handling and treatment by staff. Special needs inmates include, but are not limited to, the drug addict, drug abuser, alcoholic, alcohol abuser, emotionally disturbed, mentally retarded, suspected mentally ill, physically handicapped, chronically ill, and the disabled or infirm.

Status Offender

A youth who has been charged with or adjudicated for conduct that under the law of the jurisdiction in which the offense was committed *would not* be a crime if committed by an adult. (See also Delinquent Youth.)

Strip Search

An examination of an inmate/resident's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while it is not being worn.

Temporary Release

A period of time during which an inmate is allowed to leave the program or institution and go into the community unsupervised for various purposes consistent with the public interest.

Training

An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. Training may occur on site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings, or through closely supervised on-the-job training. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, attendance recording, and a system for recognition of completion. Meetings of professional associations are considered training where there is clear evidence of the above elements. Whether it occurs on site, at an academy or training center, through contract services, or at professional meetings, the activity must be part of an overall training program.

Training School

Youth Development Center, Youth Village, Youth Correction Center, Youth Treatment Center, Youth Service Center, or Schools or Homes for Boys and Girls.

The typical training school may provide supervision, programs, and residential services for more than 100 residents; however, programs of this size are not encouraged. The standards for new facilities require that each new training school have no more than 100 beds and be limited to two stories in height.

These facilities are designed and operated to ensure that all entrances and exits are under the exclusive control of facility staff, thereby not allowing a juvenile to leave the facility without authorization.

Youth development centers, youth treatment centers, secure training schools, and other facilities in this category may serve relatively smaller populations ranging from 40 to 100 juveniles. The age range served is generally from 13 to 18 years, although in many jurisdictions residents may be as young as 10 years or as old as 20 years. The latter instance usually involves juveniles who have been returned to the facility as parole violators.

Treatment Plan

A series of written statements that specify the particular course of therapy and the roles of medical and nonmedical personnel in carrying out the current course of therapy. A treatment plan is individualized and based on assessment of the individual patient's needs and includes a statement of the short- and long-term goals and the methods by which the goals will be pursued. When clinically indicated, the treatment plan provides inmates with access to a range of supportive and rehabilitative services, e.g., individual or group counseling and/or self-help groups that the physician deems appropriate.

Urine Surveillance Program

A program whereby urine samples are collected on an irregular schedule from offenders suspected of having a history of drug use for the purpose of determining current or recent use of drugs.

Volunteer

Persons who donate their time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religious activities, etc.

Warden/Superintendent

The person in charge of the institution; the chief executive or administrative officer. This position is sometimes referred to by titles other than warden/superintendent, but warden and superintendent are the most commonly used terms.

Work Release

A formal arrangement sanctioned by law whereby an inmate/resident is permitted to maintain approved and regular employment in the community.

Workmen's Compensation

A statewide system of benefits for employees who are disabled by job-related injury.

IMPLEMENTATION OF FIRE SAFETY STANDARDS

(Adopted January 1984)

(Revised August 1984)

1. When deficiencies with the National Fire Protection Association *Life Safety Code* or other applicable codes (state and/or local) are revealed during the course of a standards compliance audit, the Visiting Committee may find compliance with the applicable standard(s) if all of the following conditions are satisfied:
 - a. The Visiting Committee is satisfied that the deficiencies pose no serious life safety threat;
 - b. The Visiting Committee has verified the credentials and qualifications of the authority having jurisdiction and is satisfied with the quality of the inspection report; and
 - c. The facility has developed plans of action to remedy the deficiencies within an acceptable time period and these plans are approved by the authority having jurisdiction.
2. The chair of the Visiting Committee may also contact the authority having jurisdiction during the course of the audit to discuss the report and any deficiencies in meeting the *Life Safety Code* or other applicable codes.

GUIDELINES FOR THE CONTROL AND USE OF FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES

(Approved January 1984)

This document provides definitions and recommendations to assist agencies in the application of standards 2-4175, 2-5162, 2-8182, and 2-9165. The goal of these standards is to control materials that present a hazard to staff and inmates.

Substances that do not contain any of the properties discussed in the guidelines but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not necessarily subject to the controls specified in the guidelines. Their use and control, however, including the quantities available, should be evaluated and addressed in agency policy. Questions concerning the use and control of *any* substance should be resolved by examining the manufacturer's "Material Safety Data Sheet" (See Section V, Parts B and C, below).

I. Definitions

Flash Point: The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or within the vessel used).

Flammable Liquid: A substance with a flash point below 100°F (37.8°C); classified by flash point as a Class I liquid. (See chart below.)

Combustible Liquid: A substance with a flash point at or above 100°F; classified by flash point as a Class II or Class III liquid. (See chart below.)

Toxic Material: A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract; the toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption. (See chart below.)

Caustic Material: A substance capable of destroying or eating away by chemical reaction. (See chart below.)

It is possible that a substance may possess more than one of the above properties; therefore the safety requirements for all applicable properties should be considered.

II. References

National Fire Protection Association (NFPA) Code Nos. 30, 45, and 49
NFPA 325M, Fire Hazard Properties of Flammable Liquids, Gases and Volatile
Solids
NFPA Institution Supplement TRM-5513A
National Safety Council Data Sheet No. 532

Common Flammable, Toxic, and Caustic Substances

Class I Liquids:

Gasoline	Ethyl Alcohol
Benzine	Xylene (Xylol)
(Petroleum Ether)	Contact Cement (Flammable)
Acetone	Toluidi (Toluene)
Hexane	Methyl Ethyl Ether
Lacquer	Methyl Ethyl Ketone
Lacquer Thinner	Naptha Y, M, & P
Denatured Alcohol	

Class II Liquids:

Diesel Fuel	Cleaning Solvents
Motor Oil	Mineral Spirits
Kerosene	Agitene

Class III Liquids:

Paints (Oil Base)	Neatsfoot Oil
Linseed Oil	Sunray Conditioner
Mineral Oil	Guardian Fluid

Toxic Substances:

Ammonia	Defoliant
Chlorine	Herbicides
Antifreeze	Pesticides
Duplicating Fluid	Rodenticides
Methyl Alcohol	
(Wood Alcohol or Methanol)	

Caustic Substances:

Lye	Sulfuric Acid
Muratic Acid	Tannic Acid
Caustic Soda	

III. General Guidelines

A. Issuing

All flammable, caustic, and toxic substances should be issued (i.e., drawn from supply points to canisters, or dispensed) only under the supervision of authorized staff.

B. Amounts

All such substances should be issued only in the amounts necessary for one day's needs.

Appendix B

(General Guidelines, continued)

C. Supervision

All persons using such substances should be closely supervised by qualified staff.

D. Accountability

All such substances must be accounted for before, during, and after their use.

IV. Specific Guidelines for Storage, Use, and Disposal

A. Flammable and Combustible Liquids

Any liquid or aerosol that is required to be labeled "Flammable" or "Combustible" under the Federal Hazardous Substances Labeling Act must be stored and used according to label recommendations and in a way that does not endanger life and property.

1. Storage

All flammable and combustible liquids should be stored in accordance with NFPA Code No. 30. Lighting fixtures and electrical equipment in flammable liquid storage rooms must conform to the *National Electrical Code* requirements for installation in hazardous locations.

Storage rooms must meet the following specifications:

- Be of fire-resistant construction and properly secured.
- Have self-closing fire doors at all openings.
- Have either a 4-inch sill or a 4-inch depressed floor (inside storage rooms only).
- Have a ventilation system — either mechanical or gravity flow within 12 inches of the floor — that provides at least six air changes per hour within the room.

Each storage cabinet must be

- Properly constructed and securely locked.
- Conspicuously labeled "Flammable — Keep Fire Away."
- Used to store no more than 60 gallons of Class I or Class II liquids or 120 gallons of Class III liquids.

Storage rooms and cabinets must be properly secured and supervised by an authorized staff member anytime they are in use. Doors and cabinets shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergency.

All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans listed or labeled by a nationally recognized testing laboratory. Containers should bear legible labels identifying the contents.

All excess liquids should remain in their original container in the storage room or cabinet. All containers should be tightly closed when not in use.

(Flammable and Combustible Liquids, continued)

2. Use

The use of any flammable or combustible liquid must conform with the provisions and precautions listed in the manufacturer's Material Safety Data Sheet.

Flammable and combustible liquids can be dispensed only by an authorized staff member. The only acceptable methods for drawing from or transferring these liquids into containers within a building are (1) through a closed piping system; (2) from safety cans; (3) by a device drawing through the top; or (4) by gravity through an approved self-closing system. An approved grounding and bonding system must be used when liquids are dispensed from drums.

Only liquids with a flash point at or above 100°F (e.g., Stoddard solvents, kerosene) can be used for cleaning. Such operations must be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160°F melting-temperature link. *Under no circumstances can flammable liquids be used for cleaning.*

3. Disposal

Excess flammable or combustible liquids must be disposed of properly. The Material Safety Data Sheet for each substance prescribes the proper method of disposal and related precautions.

4. Spills

Information on the proper course of action for chemical spills is contained in the Material Safety Data Sheet for each substance as well as in various NFPA guides.

B. Toxic and Caustic Substances**1. Storage**

All toxic and caustic materials are to be stored in their original containers in a secure area in each department. The manufacturer's label must be kept intact on the container.

2. Use

Toxic and caustic substances can be drawn only by a staff member. The Material Safety Data Sheet for each substance details the necessary provisions and precautions for its use.

Unused portions are to be returned to the original container in the storage area or, if appropriate, stored in the storage area in a suitable, clearly labeled container.

3. Disposal

See disposal guidelines for Flammable and Combustible Liquids, above.

4. Spills

See spill guidelines for Flammable and Combustible Liquids, above.

Appendix B

(Toxic and Caustic Substances, continued)

C. Poisonous Substances

1. Poisonous substances or chemicals are those that pose a very high (Class I) caustic hazard due to their toxicity. *Examples:* methyl alcohol; sulfuric acid; muratic acid; caustic soda; tannic acid.
2. Special precautions on the control and use of methyl alcohol (also known as *wood alcohol* or *methanol*):
 - Methyl alcohol is a flammable poisonous liquid commonly used in industrial applications (shellac thinner, paint solvent, duplicating fluid, solvents for leather cements and dyes, flushing fluid for hydraulic brake systems). *Drinking methyl alcohol can cause death or permanent blindness.*
 - The use of any product containing methyl alcohol must be directly supervised by staff. Products containing methyl alcohol in a diluted state, such as shoe dye, may be issued to inmates or residents, but only in the smallest workable quantities.
 - Immediate medical attention is imperative whenever methyl alcohol poisoning is suspected.

D. Other Toxic Substances

1. Permanent antifreeze containing ethylene glycol should be securely stored in a locked area and dispensed only by authorized staff.
2. Typewriter cleaner containing carbon tetrachloride or trichloroethane should be dispensed in small quantities and used under direct supervision.
3. The use of cleaning fluid containing carbon tetrachloride or tetrachloride or trichloroethylene must be strictly controlled.
4. Glues of all types may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.
5. The use of dyes and cements for leather requires close supervision. Nonflammable types should be used whenever possible.
6. Ethyl alcohol, isopropyl alcohol, and other antiseptic products should be stored and used only in the medical department. The use of such chemicals must be closely supervised. Whenever possible, such chemicals should be diluted and issued only in small quantities so as to prevent any injurious or lethal accumulation.
7. Pesticides contain many types of poisons. The staff member with responsibility for the facility's safety program should be responsible for purchasing, storing, and dispensing any pesticide. All pesticides should be stored under lock. **NOTE:** Only chemicals approved by the Environmental Protection Agency shall be used. DDT and 1080 (sodium fluoroacetate) are among those chemicals absolutely prohibited.

(Other Toxic Substances, continued)

8. Herbicides must be stored under lock. The staff member responsible for herbicides must have a current state license as a Certified Private Applicator. Proper clothing and protective gear must be used when applying herbicides.
9. Lyes must be used only in dye solutions and only under the direct supervision of staff.

V. Responsibilities

A. Inventories

Constant inventories should be maintained for all flammable, toxic, and caustic substances used and stored in each department. A bin record card should be maintained for each such substance to accurately reflect acquisitions, disbursements, and the amounts on hand.

B. Departmental Files

Each department using any flammable, toxic, or caustic substance should maintain a file of the manufacturer's Material Safety Data Sheet for each substance; this file should be updated at least annually. The file should also contain a list of all areas where these substances are stored, along with a plant diagram and legend. A copy of all information in the file, including the Material Safety Data Sheets, should be supplied to the staff member responsible for the facility's safety program.

C. Master Index

The person responsible for the facility's safety program should compile a master index of all flammable, caustic, and toxic substances in the facility, including their locations and Material Safety Data Sheets. This information should be kept in the safety office (or comparable location) and should be supplied to the local fire department. The master index should also contain an up-to-date list of emergency phone numbers (e.g., local fire department, local poison control center).

D. Personal Responsibility

It is the responsibility of each person using these substances to follow all prescribed safety precautions, wear personal protective equipment when necessary, and report all hazards or spills to the proper authority. The protection of life, property, and our environment depend on it.

DEFINITION OF "QUALIFIED INDIVIDUAL" FOR SAFETY AND SANITATION INSPECTIONS

Agencies frequently request clarification of the term "qualified individual," referred to in the standards as independent qualified source, qualified departmental staff member, qualified designee, or qualified fire and safety officer. As defined by the Commission, a "qualified individual" has training, education, and/or experience that specifically qualifies him or her to do the job indicated in the standard.

I. General Requirements

When a standard calls for inspections, the individual conducting them needs to be trained in the application of appropriate codes and regulations. The Commission does not specify the number of hours of training required, as this is determined in part by the tasks assigned. At a minimum, though, the qualified individual

- must be familiar with the applicable codes and regulations and their requirements
- must be able to use the appropriate instruments for measuring and documenting code compliance
- must be able to complete checklists and prepare the necessary reports
- has the authority to make corrections when deficiencies are found.

Training is often obtained from code officials or inspectors (fire marshals, building officials); government agencies that have statutory authority for inspections in a particular area (health department, labor departments); or private organizations, such as the National Fire Protection Association. Often, the individual obtains written certification or approval from these authorities to conduct in-house inspections. When trained and certified by the above sources to do so, a central office specialist may train and assist facility staff to conduct inspections.

II. Specific Requirements for Individual Standards

A. Standards 2-4162, 2-5149, 2-8170, 2-9155

The revisions to these standards changed the phrase "independent qualified source" to "authority having jurisdiction." The March 1983 Interpretation for standard 4162 clarifies who this individual may be; the definition also applies for the "independent qualified source" referenced in other standards:

The authority having jurisdiction must be knowledgeable about the requirements of the National Fire Protection Association Life Safety Code. The authority having jurisdiction may be a federal, state, local, or other regional department or individual, such as fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others with statutory authority. The authority having jurisdiction may be employed by the department/agency, provided that he/she is not under the authority of the facility administrator, and that the report

generated is referred to higher authorities within the department/agency independent of influence by the facility administrator or staff. This rule applies no matter who generates the report.

(Relevant also for standards 2-4416, 2-4246, 2-5242, 2-8229, 2-9210.)

B. Standards 2-4163, 2-5150, 2-8172, 2-9156; 2-4255, 2-5243, 2-8234, 2-9215; and 2-4416

Qualified individuals conducting the monthly and weekly inspections required in these standards may be institutional staff members.

The qualified individual responsible for conducting *monthly* inspections (2-4163 et al. refer to a fire and safety officer, 2-4255 et al. refer to a safety/sanitation specialist) may be an institutional staff member trained in the application of jurisdictional codes and regulations. Periodically and as needed, this individual receives assistance from the independent authority or central office specialist(s) on sanitation requirements and inspections. This assistance may include participation in quarterly or biannual inspections. Training for the individual conducting the monthly inspections may be provided by the applicable agencies or through the agency's central office specialist(s).

The "qualified departmental staff member" who conducts *weekly* inspections of the facility may be an institutional staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, on-the-job training from the facility's safety/sanitation specialist (or the fire and safety officer for standard 2-4163) regarding applicable regulations is expected, including use of checklists and methods of documentation. (See also standards 2-4248, 2-5241, 2-8230, 2-9211.)

The periodic weekly and monthly inspections may be conducted by either a combination of qualified individuals or one specialist, as long as the schedules and minimum qualifications described above are met. If the same person conducts both weekly and monthly inspections, this person has the higher set of qualifications. In addition, safety and sanitation inspections may be conducted by the same person, provided this individual is familiar with the regulations for both types of inspections. When safety and sanitation requirements differ substantially, it may sometimes be necessary to call on several qualified individuals to conduct the inspections required by the standards. Using more than one person is strongly recommended.

III. Compliance Audits

In conducting standards compliance audits, Commission Visiting Committees will review documentation submitted by the facilities to assist them in judging the qualifications of these individuals. In making compliance decisions, the audit teams will look closely at the facility's entire program—both practices and results—for ensuring safety and sanitation.

U.S. OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) NOISE LEVEL STANDARDS

Approved August 1986

As of August 1981, OSHA noise exposure standards consist of a two-stage program where hearing conservation measures become mandatory at 85 dBA for an 8-hour day but feasible engineering or administrative noise controls are required when exposures exceed 90 dBA.

Hearing Conservation Programs—include annual audiometric testing and provision of hearing protectors.

Engineering Controls—include reducing machinery noise through redesign, replacement with quieter equipment or by reducing the transmission of noise along the path from source to receiver including enclosing the noise source or noise receiver.

Administrative Controls—include reducing noise exposure by limiting the time an employee is exposed to given noise levels.

1. Criteria for Engineering or Administrative Controls

Feasible administrative or engineering controls shall be utilized if noise dose D is greater than 1.0 in accordance with the following equation:

$$D = \left(\frac{C_1}{T_1} \right) + \left(\frac{C_2}{T_2} \right) + \left(\frac{C_3}{T_3} \right) \dots + \left(\frac{C_N}{T_N} \right) \quad (F-3)$$

where:

D = Daily noise dose (must not exceed unity)

C = Actual exposure time at a given noise level

T = Permissible exposure time at that level in accordance with the table below.

Duration Per Day, Hr	Permissible Exposure "Slow" Response, dBA
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
0.5	110
0.25 or Less	115

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Examples:

1. For an 8 hour day at constant noise levels, 90 dBA is the maximum allowable level.

2. Assume exposure of:

100 dBA for 2 hours, 90 dBA for 6 hours

$$D = \left(\frac{2}{2}\right) + \left(\frac{6}{8}\right) = 1.75 \tag{F-4}$$

Engineering or administrative controls are necessary to reduce noise dose to unity.

3. Assume exposure of:

100 dBA for 1 hour, 90 dBA for 4 hours, 85 dBA for 3 hours

Exposure below 90 dBA does not contribute of OSHA noise "dose" for administrative or engineering controls to be employed. Therefore:

$$D = \left(\frac{1}{2}\right) + \left(\frac{4}{8}\right) = 1.00 \tag{F-5}$$

(Acceptable)

2. OSHA Criteria for Hearing Conservation Programs

Employers shall administer continuing, effective hearing conservation programs wherever employee noise exposures equal or exceed an 8-hour time weighted average of 85 dBA or, equivalently, a dose of 50% measured according to the following equation:

$$D = 100 \left[\left(\frac{C_1}{T_1}\right) + \left(\frac{C_2}{T_2}\right) \dots \left(\frac{C_n}{T_n}\right) \right] \tag{F-6}$$

where:

- D = Workday dose in percent
- 1,2,3 = Periods of exposure to different dBA levels
- C = Actual exposure time at different levels
- T = Permissible exposure time at a given level in accordance with the following table.

A-weighted Sound Level, L (dB)	Reference Duration, T (hr)	A-weighted Sound Level, L (dB)	Reference Duration, T (hr)
80	32.0	92	6.2
81	27.9	93	5.3
82	24.3	94	4.6
83	21.1	95	4.0
84	18.4	96	3.5
85	16.0	97	3.0
86	13.9	98	2.6
87	12.1	99	2.3
88	10.6	100	2.0
89	9.2	101	1.7
90	8.0	102	1.5
91	7.0	103	1.4

Appendix D

Examples:

1. Assume exposure of:

85 dBA for 5 hours, 87 dBA for 2 hours, 80 dBA for ½ hour

$$D = 100 \left[\left(\frac{5}{16} \right) + \left(\frac{2}{12.1} \right) + \left(\frac{0.5}{32} \right) \right] = 49.34\% \quad (\text{F-7})$$

(acceptable, since D is less than 50%)

2. Assume exposure of:

100 dBA for 1 hour, 90 dBA for 4 hours, 85 dBA for 3 hours

$$D = 100 \left[\left(\frac{1}{2} \right) + \left(\frac{4}{8} \right) + \left(\frac{3}{16} \right) \right] = 118.75\% \quad (\text{F-8})$$

(unacceptable, since D exceeds 50%)

Note: The exposure in example 2, when evaluated in reference to OSHA criteria for engineering or administrative controls, is shown to be acceptable, since levels below 90 dBA do not enter into those criteria. However, exposures exceeding a 50% dose still require implementation of hearing conservation programs.

Source: *Noise Control Reference Handbook*, Industrial Acoustics Company, Bronx, New York, 1982.

**JUVENILE COMMUNITY RESIDENTIAL FACILITIES:
SUMMARY OF ORIENTATION AND
MINIMUM TRAINING HOURS**

The following description of general job categories should be used in determining minimum training requirements for full-time staff, as outlined in the standards. Contract employees should receive training similar to full-time employees in their particular category and pertinent to their role in working with juveniles. Part-time employees may receive training pertinent to their assignments.*

Title	Typical Position Titles	Training Hours		
		First Week On Job	First Year On Job	Each Year There- after
Clerical/Support (Minimum Contact)	Secretaries, Clerks, Typists, Accounts, Personnel Staff	**	16	16
Support (Regular or Daily Contact)	Food Service, Maintenance Staff	**	40	40
Professional Specialist	Case Managers, Counselors, Social Workers, Psychologists, Teachers, Librarians, Medical Personnel, Chaplains, Recrea- tion Specialists	**	40	40
All Child Care/ Supervision Staff	All staff assigned to full-time child care and/or supervision duties	**	80	40
Administrative/ Management Personnel	Facility Administrator, Assistant Directors, Child Care Supervisors, Shift Supervisors	***	40	40

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

* See standard 2-6063-3

** Topics in Standard 2-6057 must be addressed; coverage of other areas may depend on the employee (prior experience and training) and the requirements of the particular job.

*** Training may be covered by requirements of the job.

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