

HV8987
A52
1984



"NATIONAL INSTITUTE
OF JUSTICE LIBRARY"

AMERICAN CORRECTIONAL ASSOCIATION

CORRECTIONAL STANDARDS

SUPPLEMENT

OCTOBER

1984

134191

operation with the
COMMISSION ON ACCREDITATION
CORRECTIONS



"NATIONAL INSTITUTE
OF JUSTICE LIBRARY"

CORRECTIONAL STANDARDS SUPPLEMENT

1984

134191

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Public Domain/NIC
U.S. Department of Justice

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

This project was supported by Grant #FB-5 awarded by the National Institute of Corrections, U.S. Department of Justice. Points of view or opinions stated in this publication are those of the American Correctional Association and do not necessarily represent the official position of the U.S. Department of Justice.

The National Institute of Corrections reserves the right to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use all or any part of the copyrighted material contained in this publication.

This publication may be ordered from:

American Correctional Association
4321 Hartwick Road, Suite L-208
College Park, Maryland 20740
(301) 699-7600

Information on accreditation can be obtained from:

Commission on Accreditation for Corrections
6110 Executive Boulevard, Suite 600
Rockville, Maryland 20852
(301) 770-3097

Manuals of Standards published by the American Correctional Association

Standards for Adult Parole Authorities June 1980
Standards for Adult Community Residential Services August 1980
Standards for Adult Probation and Parole Field Services March 1981
Standards for Adult Correctional Institutions January 1981
Standards for Adult Local Detention Facilities April 1981
Standards for Juvenile Community Residential Facilities January 1983
Standards for Juvenile Probation and Aftercare Services January 1983
Standards for Juvenile Detention Facilities January 1983
Standards for Juvenile Training Schools January 1983
Standards for the Administration of Correctional Agencies June 1979

NOTE: All correctional standards now fall into one of two categories — mandatory and nonmandatory. Current accreditation policy requires compliance with 100 percent of all applicable mandatory standards and 90 percent of all applicable nonmandatory standards.

ISBN

0-942974-69-7

Copyright © 1984

American Correctional Association

The reproduction, distribution, or inclusion in other publications of materials in this book is prohibited without prior written permission from the American Correctional Association or the National Institute of Corrections.

AMERICAN CORRECTIONAL ASSOCIATION

T. Don Hutto
President

Anthony P. Trivisono
Executive Director

Pamela Jo Davis
Chair, Committee on Standards

W. Hardy Rauch
Project Director



CONTENTS

	<u>Page</u>
ACA Committee on Standards and Staff	vi
NIC Program Staff	vi
CAC Board of Commissioners and Staff	vii
Foreword	viii
Introduction	ix
 Additions, Deletions, Revisions, and Interpretations For:	
Administration of Correctional Agencies (June 1979)	1
Adult Parole Authorities (2nd Edition, June 1980)	2
Adult Community Residential Services (2nd Edition, August 1980)	4
Adult Probation and Parole Field Services (2nd Edition, March 1981)	9
Adult Correctional Institutions (2nd Edition, January 1981)	11
Adult Local Detention Facilities (2nd Edition, April 1981)	34
Juvenile Community Residential Facilities (2nd Edition, January 1983)	46
Juvenile Probation and Aftercare Services (2nd Edition, January 1983)	49
Juvenile Detention Facilities (2nd Edition, January 1983)	51
Juvenile Training Schools (2nd Edition, January 1983)	56
Summary of Changes	62
Glossary of Terms	67
 Appendixes	
A. Implementation of Fire Safety Standards	83
B. Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances	84

AMERICAN CORRECTIONAL ASSOCIATION

STANDARDS COMMITTEE

Executive Committee

Pamela Jo Davis, Florida, *Chair*
Paul J. Charters, Florida
Gerald M. Farkas, Washington, D.C.
Perry M. Johnson, Michigan
Ray Nelson, Colorado
Marcella Rapp, Colorado
Samuel Sublett, Jr., Illinois

Frederick R. Allen, New York
Les Belleque, Oregon
Roma Bertrand, Ontario
William C. Collins, Washington
Harold A. Farrier, Iowa
Jacqueline Jones Gamby, Colorado
Paul H. Hahn, Ohio

Tamara Holden, Utah
Vernon G. Housewright, Nevada
Anabel P. Mitchell, Florida
J. Michael Quinlan, New York
Paul Rosser, Georgia
Robert Schmidt, Washington, D.C.
Chiquita Sipos, California

Standards Staff

W. Hardy Rauch, *Correctional Consultant, Project Director*
Robert B. Levinson, *Correctional Consultant*
Roberta L. Howard, *Editorial Consultant*
Carol Sell, *Staff Assistant*

NATIONAL INSTITUTE OF CORRECTIONS

Raymond C. Brown, *Director*
Larry Solomon, *Assistant Director*
George M. Keiser, *Chief, Community Corrections Division*
Kenneth Carpenter, *Correctional Program Specialist*

COMMISSION ON ACCREDITATION FOR CORRECTIONS

BOARD OF COMMISSIONERS

Executive Committee

John Braithwaite, Canada, *Chairman*
James R. Irving, Illinois, *Vice Chairman*
Sue Shirley, Texas, *Treasurer*
Linda D'Amario-Rossi, Rhode Island, *Member-at-Large*
J.J. Enomoto, California, *Member-at-Large*
Robert H. Fosen, Maryland, *Secretary*

Penelope D. Clute, New York	Charles J. Kehoe, Michigan
Raymond J. Coleman, Washington	Edgar C. Moore, South Carolina
Christopher V. Dietz, New Jersey	Victoria C. Myers, Missouri
Richard J. Elrod, Illinois	Jay M. Newberger, South Dakota
William E. Gladstone, Florida	Virginia Swanson, Washington
M. Wayne Huggins, Virginia	William S. White, Illinois
James M. Jordan, Illinois	George W. Wilson, Kentucky
Norman E. Wirkler, Iowa	

Staff

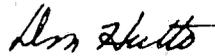
Robert H. Fosen, *Executive Director*
Jane A. O'Shaughnessy, *Deputy Director*
Ilene R. Bergsmann, *Director of Information and Training*
Charles R. Reusing, *Director of Operations*
Howard M. Gooding, *Director of Finance*
Shelley J. Price, *Research Assistant*
Susan S. Miller, *Counsel*
Dale K. Sechrest, *Consultant*

FOREWORD

The development of national standards and accreditation has been the most important single contribution to the correctional field in this century. In just ten short years, the standards program has become the benchmark by which the quality of correctional programs is measured.

It is heartwarming to note the acceptance of ACA standards by the correctional field. Equally encouraging is the increasing support forthcoming from the courts, legislators, and the general public.

Thousands of dedicated men and women have joined together to develop and implement standards that provide a balanced concern for the collective needs of society. This supplement continues that tradition, and I encourage you to incorporate these revisions into day-to-day correctional practice as a way of continuing to respond to the everchanging demands of our field.



T. Don Hutto
President
American Correctional Association

INTRODUCTION

This second standards supplement contains all additions, revisions, deletions, and/or interpretations for the manuals of standards published between 1979 and 1983. It includes all changes published in the first supplement as well as all changes approved by the American Correctional Association Standards Committee and the Commission on Accreditation for Corrections through August 22, 1984.

No standard is fixed for all time, nor should any standard constrain efforts toward innovation and the development of more effective methods for achieving the goals of the field. Experience with the standards in accreditation has shown that changes in language are sometimes necessary to clarify the intent of the standard, or, in some cases, it is agreed by the Association and the Commission that a standard requires stronger language or other changes that might make it more realistic or appropriate in application. Also, some standards viewed as duplicates of others in a given manual have been deleted or incorporated into a related standard.

Consistent with the effort to provide for continuing commentary and clarification, forms are included at the back of the supplement for use in submitting proposed revisions. In the future both the Association and the Commission will be responding primarily to written requests for interpretation or revision of particular standards. While this does not preclude clarification and interpretation of the standards as agencies and facilities pursue accreditation, it has become increasingly important that the process be formalized to include the broad range of commentary and concern about the standards.

The process of continuing review and interpretation of the standards will assure that correctional agencies and facilities have current benchmarks for self-improvement. It will also provide a needed stimulus for change at the legislative, executive, and judicial levels of government. The publication of second editions of the standards as well as this new capacity for interpretation and revision unmistakably illustrate that the standards have the capacity to reflect changing views, based on new experience and additional knowledge and expertise. This capacity to change and evolve through time is vital to the continued acceptance and use of the standards for the task of improving correctional operations throughout the country.



Anthony P. Trivisono
Executive Director
American Correctional Association

**ADMINISTRATION OF CORRECTIONAL AGENCIES
SUPPLEMENT 1984**

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

121 Interpretation August 1984. This standard applies only to appointed personnel who are not covered by merit systems, civil service regulation, or union contract.

125 Interpretation August 1984. See interpretation for standard 108.

**ADULT PAROLE AUTHORITIES
SUPPLEMENT 1984**

2-1020 Deleted March 1983

2-1035 Revised March 1983. At least two-thirds of the members of the parole authority have at least a baccalaureate degree or have completed a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to the bachelor's degree.

DISCUSSION: A parole authority must have a capacity for policy formulation and articulation, an awareness of contemporary research findings and correctional techniques, and skills in system planning and management.

2-1051 Deleted March 1983

2-1076 Deleted March 1983

2-1079 Revised March 1983. The parole authority and the agency of which it may be a part have a written policy regarding the confidential nature of individual case information, and have put into effect specific rules as to the source of the information, the persons who may have access to such information, and the staff who are responsible for the release of that information.

DISCUSSION: Protection of the confidentiality of material available to the authority on individual cases is essential. The authority should have procedures that are clearly understood and that include the designation of the persons responsible for the release of case information as well as those to whom that information may be released. (See related standard 2-1064.)

2-1099 Revised August 1984. General conditions for release that apply to all parolees and mandatory releases under supervision are limited to requirements that a parolee observe the law, maintain appropriate contact with the parole system, have a visible means of support or a reasonable assurance of support, and notify the parole agency of changes in residence.

DISCUSSION: None.

2-1102 Revised August 1983. Written copies of the conditions of parole are furnished to the parolee and are explained to him or her. The parolee acknowledges in writing that he or she has received and understands the conditions, or there is certification to that effect.

DISCUSSION: Conditions of parole should be reviewed with the parolee so that he or she fully understands them. A regular program should exist in the institution to assist parolees in understanding the conditions of their release and in dealing with any problems involved in their release plans.

2-1103 Deleted August 1983

2-1117 Interpretation March 1983. If the parolee is in jail pending a trial on new charges, must the revocation hearing be conducted within 60 days? No, the revocation hearing must be conducted within 60 days of return to prison upon a finding of probable cause for a parole violation at a preliminary hearing that may be conducted after the trial on new charges. This conclusion is supported by the Supreme Court decision in *Moody v. Daggett*, 429 US 78 (1976).

NOTE: In most cases the issue of probation and parole violation is not addressed until new charges have been resolved.

**ADULT COMMUNITY RESIDENTIAL SERVICES
SUPPLEMENT 1984**

2-2003 Deleted March 1983

2-2018 Deleted March 1983

2-2036 Revised August 1983. Written policy specifies equal employment opportunities 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 field 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 field agency. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff termination, and upgrading.

2-2037 Deleted August 1983

2-2041 Deleted March 1983

2-2047 Deleted March 1983

2-2049 Revised August 1984. A current and complete personnel record is maintained for each employee.

DISCUSSION: None.

2-2054 Revised August 1984. In addition to administrative staff meetings, all full-time employees except clerical/support staff participate in training and educational activities at least 40 hours annually. Full-time clerical and support employees receive at least 16 hours of training annually. Part-time staff and volunteers working less than 40 hours per week receive training proportionate to their assignments.

DISCUSSION: This training may include, but not be limited to, human relations and communication skills; problem-solving; guidance; group dynamics; crisis intervention; first aid; fire emergency procedures; significant legal issues; and special needs of residents. Regular administrative staff meetings are not a substitute for formal training.

2-2067 Revised August 1983. The agency maintains a case record, marked "Confidential" and kept in locked files, for each person who receives services.

DISCUSSION: The case record is an organized repository for client data, evaluations, and activity reports. The case record provides the structure for case analysis and program planning with the resident and provides documentation of program participation.

2-2068 Revised August 1984. Each case record includes, at a minimum, the following information:

- Initial intake information form**
- Case information from referral source, if available**
- Case history/social history**
- Medical record**
- Individual plan or program**
- Signed release of information forms**
- Evaluation and progress reports**
- Current employment data**
- Program rules and disciplinary policy, signed and dated by the client and staff**
- Documented legal authority to accept resident**
- Grievance and disciplinary record**
- Referrals to other agencies**
- Final discharge report.**

DISCUSSION: The resident's grievance file may be maintained separately from the resident's case record file, but in a centralized location where it is readily available to administrative staff with a need to know.

2-2072 Deleted August 1983

2-2075 Revised August 1983. Written policy and procedure govern "release of information forms" and address circumstances under which releases are permitted, restrictions on type of information to be released, and structure and identification of information to be placed on the form. This information includes but is not limited to:

- Name of person, agency, or organization requesting information**
- Name of person, agency, or organization releasing information**
- The specific information to be disclosed**
- The purpose or need for the information**
- Expiration date**
- Date consent form is signed**
- Signature of client**
- Signature of individual witnessing client's signature**
- A copy of the consent form is maintained in the client's case record.**

DISCUSSION: None.

2-2076 Deleted August 1983

**Adult Community Residential Services
Supplement 1984**

2-2094 Revised August 1984. The facility has, at a minimum, one operable shower or bathing facility with hot and cold running water for every eight residents. Water temperatures are thermostatically controlled.

DISCUSSION: None.

2-2095 Revised March 1983. Laundry facilities are available to all residents.

DISCUSSION: The facility has one operable washer and one operable dryer for every 16 residents, or equivalent laundry capacity is available within one mile of the facility.

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

2-2110 Revised August 1983 (Mandatory). A nutritionist, dietician, or physician annually approves the nutritional value of the food service.

DISCUSSION: None.

2-2111 Revised August 1983 (Mandatory). Food services comply with all sanitation and health codes enacted by state or local authorities.

DISCUSSION: All sanitation codes are to be strictly followed in order to ensure the health and welfare of the inmates. Local or state health regulations usually require some type of medical examination and certification for persons preparing food.

2-2112 Revised August 1983. Food service staff or contractors develop advanced planned menus and follow the schedule.

DISCUSSION: In addition to informing the inmates what will be served at each meal, advanced planned menus assist the facility in budget planning and in maintaining food quality control. If items on the advanced planned menus are not available, the substitutes should be equivalent in nutritional value and from the same food group.

2-2113 Deleted August 1983

2-2114 Revised August 1983. There is a single menu for staff and residents.

DISCUSSION: None.

2-2115 Revised August 1983 (Mandatory). Written policy and procedure provide for special diets as prescribed by appropriate medical or dental personnel.

DISCUSSION: Therapeutic diets should be available on medical or dental authorization. Specific diets should be prepared and served to residents according to the orders of the treating physician or dentist, or as directed by the responsible health

authority official. Medical or dental diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served to other residents.

2-2116 Revised August 1983. Written policy and procedure provide for special diets for residents whose religious beliefs require the adherence to religious dietary laws.

DISCUSSION: Religious diets should be approved by the chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served to other residents.

2-2117 Deleted August 1983

2-2118 Revised August 1983. All foods brought into the facility are properly stored at all times.

DISCUSSION: Appropriate space and equipment should be available for the proper storage and refrigeration of food supplies. Dry food supplies are stored in a clean, dry, ventilated room not subject to waste water backflow or other contamination. Foods needing refrigeration should be stored at 35-38 degrees F (2-3 degrees C). A thermostat should be conspicuously displayed inside the refrigerator.

2-2119 Revised August 1983. When the facility has a kitchen, the kitchen and dining area are ventilated, properly furnished, and clean.

DISCUSSION: None.

2-2120 Revised August 1983. The agency has a written agreement with a licensed general hospital, clinic, or physician to provide both routine medical and emergency services to residents on a 24-hour-a-day basis.

DISCUSSION: None.

2-2121 Deleted August 1983

2-2124 Revised April 1982 (Mandatory). The facility has at least one staff member present on each shift who is trained in emergency first aid procedures, including cardiopulmonary resuscitation.

DISCUSSION: None. (See related standard 2-2150.)

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

2-2125 Revised April 1982 (Mandatory). The facility has written emergency medical back-up plans that are communicated to all employees and residents.

DISCUSSION: In the event that usual medical services are not available, the facility should have a back-up plan to obtain medical services for the residents and staff. The plan should include an alternate hospital emergency service or a physicians' "on call" service.

**Adult Community Residential Services
Supplement 1984**

2-2128 Revised August 1984. Each newly admitted resident, excluding transfers from other correctional facilities, undergoes a medical examination within 14 days of admission unless there is documentation that the resident has had an examination within six months prior to admission to the facility. For residents transferred from other correctional facilities, medical screening by health-trained or qualified health care personnel is conducted immediately upon arrival at the facility, with all findings recorded on a printed screening form approved by the health authority. The screening includes, at a minimum, the following:

Inquiry into:

Whether the resident is being treated for a medical or dental problem

Whether the resident is presently on medication

Whether the resident has a current medical or dental complaint

Observation of:

General appearance and behavior

Physical deformities, evidence of abuse and/or trauma

Disposition of resident:

Prompt referral to appropriate health care service as needed.

DISCUSSION: None.

2-2141 Revised August 1983. At the time of intake, each resident receives a copy of and discusses with staff the services available, program goals, rules governing conduct, program rules and regulations, and possible disciplinary actions. This is documented by employee and client signatures.

DISCUSSION: None.

2-2143 Revised August 1984. When males and females are provided services and programs, they have equal access to them.

DISCUSSION: Male and female residents should be exposed to the same opportunities offered through participation in education training programs and activities. There should be no discrimination in work assignments, job placements, education/training opportunities, or recreational activities.

2-2144 Revised August 1983. Within the first two weeks of admission, the facility staff designs a written personalized program plan with and for each resident. The plan is signed and dated by staff and resident.

DISCUSSION: Planning that incorporates the needs, problems, capabilities, and limitations of the client provides a positive framework for program participation.

2-2146 Deleted August 1983

2-2152 Deleted August 1983

ADULT PROBATION AND PAROLE FIELD SERVICES SUPPLEMENT 1984

2-3030 Revised March 1983. The educational, operational, and administrative qualifications of the administrator of field services are specified in writing by the appointing authority and include, at a minimum, a bachelor's degree, five years of related administrative experience, and demonstrated administrative ability and leadership; and/or the completion of a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to a bachelor's degree.

DISCUSSION: None.

2-3035 Deleted March 1983

2-3036 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 field 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 field 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 field agency. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-3037 Deleted August 1984

2-3041 Revised March 1983. An entry-level probation or parole officer possesses a minimum of a bachelor's degree or has completed a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to a bachelor's degree.

DISCUSSION: None.

2-3048 Deleted March 1983

2-3049 Deleted March 1983

2-3070 Revised August 1984. The field agency encourages employees to attend professional meetings, seminars, and similar work-related activities and provides administrative leave and/or reimburses employees for expenses connected with these activities.

DISCUSSION: Outside training and educational programs may provide new ideas and insight into probation, parole, and related activities. Participation in these activities should be encouraged, and the budget should include adequate funds for staff participation.

**Adult Probation and Parole Field Services
Supplement 1984**

2-3073 Deleted August 1984

2-3077 Deleted March 1983

2-3089 Deleted March 1983

2-3111 Revised August 1983. The conditions of probation/parole are furnished in writing to the offender and translated into those languages spoken by significant numbers of offenders. When a problem prevents an offender from understanding probation/parole conditions, a field officer or other person assists the offender in understanding them. The offender acknowledges in writing that he or she has received and understands the conditions, or there is certification to that effect.

DISCUSSION: Conditions of probation/parole must be in writing so that there is no uncertainty as to the expected standards of behavior or requirements imposed. Adequate provision should be made for the needs of the handicapped. Because the conditions of probation/parole may serve as the basis for violation hearings, it is essential that they be stated clearly and recorded by the staff and that the conditions be understood by the offender.

2-3112 Deleted August 1983

2-3117 Deleted March 1983

2-3118 Deleted August 1983

2-3119 Deleted March 1983

2-3151 Deleted August 1984

2-3190 Interpretation March 1983. The judge may not use the presentence investigation report prior to the trial, even if consent is given by the defendant to start the investigation before trial and the judge plans to sentence immediately upon a finding of guilt.

**ADULT CORRECTIONAL INSTITUTIONS
SUPPLEMENT 1984**

2-4003 Deleted March 1983

2-4009 Interpretation August 1984. This standard applies only to appointed personnel who are not covered by merit systems, civil service regulation, or union contract.

2-4010 Revised March 1983. The educational, operational, and administrative qualifications of the warden/superintendent of the institution are specified in writing by the appointing authority and include, at a minimum, a bachelor's degree in an appropriate discipline; five years of related administrative experience; demonstrated administrative ability and leadership; and/or the completion of a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to the bachelor's degree.

DISCUSSION: To ensure that only qualified persons are recruited for the position of warden/superintendent, the appointing authority should establish high qualifications and recruit and hire on the basis of these qualifications. It is the responsibility of the agency to see that potential administrative officers receive the required education.

2-4011 Revised May 1984. Written policy requires that the term of office of the warden/superintendent, and management or other personnel not covered by civil service regulation or union contract, is continuous and may be terminated by the appointing authority only for good cause and, if requested, subsequent to a formal hearing on specific charges.

DISCUSSION: Tenure for the warden/superintendent, and management or other personnel not covered by civil service regulation or union contract, of the institution provides for a high quality operation. Many of these positions are no longer covered by civil service provisions. In these cases, the appointing authority should make it clear that the tenure is continuous within the system and that removal from office follows a prescribed and fair process.

Interpretation August 1984. See interpretation for standard 2-4009, above.

2-4022 Deleted March 1983

2-4030 Revised March 1983. The fiscal officer has appropriate professional qualifications, including at least a bachelor's degree in business administration or a related field, three or more years of demonstrated supervisory and administrative experience, and/or the completion of a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to the bachelor's degree.

DISCUSSION: A qualified staff is necessary to ensure reliability and integrity in administering financial controls. The fiscal officer and chief assistants should be able to assist the chief executive officer by providing information on the financial implications of policy decisions.

**Adult Correctional Institutions
Supplement 1984**

2-4032 Revised March 1983. The warden/superintendent participates in budget deliberations conducted by the parent agency or the next higher level of government in order to request funds to maintain the institution's daily operations, to finance capital projects, and to support long-range objectives, program development, and additional staff requirements.

DISCUSSION: Because of the significance of budget hearings, the warden/superintendent should participate in the process and be prepared to justify budget requests.

2-4033 Deleted March 1983

2-4034 Deleted March 1983

2-4054 Interpretation August 1984. This standard applies only to personnel covered by merit systems, civil service regulation, or union contract.

2-4056 Deleted August 1983

2-4057 Revised August 1983. Written policy specifies equal employment opportunities exist for all positions. When deficiencies exist in regard to the utilization of minority groups and women, the institution 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 institution. 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 institution. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-4058 Deleted August 1983

2-4062 Interpretation March 1983. The question is whether nurse practitioners can conduct physical examinations of new employees. This is acceptable provided the conditions indicated in standard 2-4286 are met, i.e., that these persons are practicing within the limits of applicable law and regulations under written standing or direct orders of a physician.

2-4063 Interpretation August 1984. See interpretation for standard 2-4054, above.

2-4066 Deleted August 1984

2-4068 Deleted March 1983

2-4069 Deleted March 1983

2-4072 Revised August 1983. Personnel requirements in all categories of staff are determined on an ongoing basis in order to ensure inmate access to staff and availability of support services.

DISCUSSION: Determination of staff requirements should not depend solely on inmate population. The review of personnel needs should include health care, academic,

vocational, library, recreation, and religious programs and services. Workload ratios should also reflect factors such as legal requirements, goals to be accomplished, character and needs of inmates supervised, and other duties required of staff. Staff workloads should be sufficiently low to provide inmates access to staff and effective service.

2-4081 Revised August 1983. There is an advisory training committee composed of the institution's training officer and representatives from various institution departments. The committee develops a training plan for the institution, meets at least quarterly to review progress and resolve problems, maintains a written record of its deliberations, and reports to the warden/superintendent.

DISCUSSION: None.

2-4082 Deleted August 1983

2-4095 Interpretation March 1983. Contract personnel who work full-time for the institution such as educators, medical personnel, and other professional specialists (see standard 2-4091) should receive orientation and training as indicated by the standard(s) that apply to noncontract personnel. (See Summary of Orientation and Minimum Training Hours, ACI, 2nd Edition, page 21.)

2-4096 Interpretation March 1983 (Mandatory). Documentation of compliance must demonstrate a systematic method of ensuring that all new employees are considered for training and that staff who fail to demonstrate competence cannot be issued a weapon. This requires written communication among the parties involved (training officer, correctional supervisor, etc.) Current employees who may be assigned to a post or others who may use firearms must receive appropriate firearms training.

2-4100 Deleted March 1983

2-4101 Revised March 1983. The institution encourages and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and/or similar work-related activities.

DISCUSSION: Outside training and educational programs may provide new ideas and insight into the treatment and management of inmates. The institution 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.

2-4106 Deleted March 1983

2-4109 Revised March 1983. Institutional programs are analyzed and evaluated at least every two years to determine their contribution to the mission of the institution.

DISCUSSION: Institutional programs should be clearly defined in terms of their objectives, cost, and relation to the institution's overall philosophy and goals. Periodic program analyses and evaluations assist in the identification of productive and non-productive programs, determination of needed changes, and indication of the need for reordering priorities. (See related standard 2-4019.)

**Adult Correctional Institutions
Supplement 1984**

2-4115 Revised March 1983. Written policy and procedure govern case record management and include, but are not limited to, these areas: Establishment; utilization; content; privacy; placement in a secure location; preservation; and a schedule for retiring or destroying inactive case records. The policies and procedures are reviewed annually.

DISCUSSION: The orderly recording, management, and maintenance of data increase the efficiency and effectiveness of service delivery to the courts, release authorities, and offenders. Case records facilitate the planning, implementation, and evaluation of programs.

2-4116 Deleted March 1983

2-4117 Deleted March 1983

2-4118 Deleted March 1983

2-4120 Deleted March 1983

2-4125 Deleted March 1983

2-4129 Revised August 1984. *Existing, renovation, addition, new plant*

For general population housing, only one inmate occupies a room or cell designed for single occupancy which has a floor area of at least 60 square feet, provided inmates spend no more than 10 hours per day locked in. When confinement exceeds 10 hours per day, there are at least 80 square feet of floor space.

DISCUSSION: The institution should provide for humane care. Single cells or rooms provide privacy and enable inmates to personalize living space. Personal living space is required for inmates who have programs and activities available to them through the institution.

Interpretation August 1983. Cell space is measured from interior wall to interior wall less the space occupied by plumbing chases and columns. It includes the space occupied by beds, desks, plumbing fixtures, closets, and entrances and exits.

2-4131 Revised August 1984. *Existing, renovation, addition, new plant*

Where used, a multiple occupancy room houses no less than 3 and no more than 50 inmates who are screened for suitability to group living prior to admission. Multiple occupancy rooms are continuously monitored and staff are available to inmates at all times. Multiple occupancy rooms provide the following facilities and conditions:

A minimum floor area of 50 square feet per occupant in the sleeping area and a clear floor-to-ceiling height of not less than eight feet

Toilet and shower facilities at a minimum of one operable toilet and shower for every eight occupants

One operable wash basin with hot and cold running water for every six occupants

Single beds only

Access to a locker or private storage space for each occupant

Natural light

Documentation by an independent, qualified source that

lighting is at least 20 footcandles at desk level and in the personal grooming area;

circulation is at least 10 cubic feet of outside or recirculated filtered air per minute occupant;

temperatures are appropriate to the summer and winter comfort zones; and noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

DISCUSSION: Where multiple occupancy housing cannot be avoided, as in dormitories, or where it is used in minimum security conditions as a preferred living situation, the number of inmates rooming together should be kept as low as possible. All inmates placed in multiple occupancy housing should be carefully screened by the classification committee or other authorized group prior to assignment. (See related standards 2-4152, 2-4401, and 2-4405.)

Interpretation August 1983. This standard applies to existing facilities of any security classification. For purposes of renovation, addition, or new plant construction, multiple occupancy can be used only for minimum security conditions as indicated in standard 2-4152. Multiple occupancy or dormitory space is measured from interior wall to interior wall less areas restricted to access and egress and excluding bathrooms or showers. Sleeping space available is determined by dividing total space by the number of inmates assigned to the space. Total space includes the space occupied by beds, desks, closets, and partitions but does not include dayroom space.

2-4132 Revised March 1983. Existing, renovation, addition, new plant

When minimum security institutions or minimum security areas within larger institutions provide individual rooms, they provide key control shared by the occupants and staff, or continuous access to toilet and shower facilities and hot and cold running water, including drinking water. Rooms also provide the following facilities and conditions:

A minimum floor area of 60 square feet

A bunk at above-floor level, desk, hooks, or closet space, chair or stool

Natural light

Documentation by an independent, qualified source that lighting is at least 20 foot-candles at desk level and in the personal grooming area; circulation is at least 10 cubic feet of outside or recirculated filtered air per minute per occupant; temperatures are appropriate to the summer and winter comfort zones; and noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

DISCUSSION: Housing units for minimum custody inmates can and should be constructed economically. Individual rooms are preferred to dormitory-type construction.

2-4133 Deleted March 1983

2-4134 Revised May 1984 (Mandatory). Existing, renovation, addition, new plant

The facility has exits that are properly positioned, clear, and distinctly and permanently marked in order to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of assembly for 50 or more persons have two exits.

DISCUSSION: Emergency exits should be provided to ensure the safety of inmates, staff, and visitors. The exits should be positioned in such a manner that if one exit is blocked by fire and/or smoke, the other exit is available. All exits should be continuously visible at all times, kept clear and free of obstructions, and maintained in a usable condition. They should lead directly to a hazard-free area where adequate supervision can be provided. Battery-operated electric lights, portable lamps, or

Adult Correctional Institutions Supplement 1984

lanterns should not be used for primary illumination of exits. Electric battery-operated lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA *National Electrical Code*. These requirements also apply to exits in buildings designed for public or common use.

Interpretation March 1983 (Mandatory). At least two exits are required by the National Fire Protection Association *Life Safety Code*, 1981 Edition. Section 15-2 gives the requirements for exits with specific exceptions based on correctional occupancies. The two exits must be remote from each other and must be accessible from each living unit, fire compartment, or smoke compartment of the building (15-2.4.1 and 15-2.5.1). See also the interpretation for standard 2-4162. "Places of assembly" refers to buildings or portions of buildings used for gathering together 50 or more persons (LSC 4-1.2 and 9-1).

Interpretation March 1983 (Mandatory). (Moved from 2-4168). Exit requirements are discussed in the *Life Safety Code*, Section 15-2. Exit markings are discussed at Section 5-10 of the *Code*. Appendix A of the *Code* has a drawing of an exit sign indicating the illumination required. Section 5-10.1.2 states: "Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants." The size and illumination of signs is delineated in Sections 5-10.2 and 5-10.3.

Interpretation March 1983 (Mandatory). (Moved from 2-4169.) Travel distances inclusive of the exit access, the exit, and the exit discharge are defined in the *Life Safety Code*, Section 15-2.6.1. The *Code* provides specific distances and exceptions based on correctional occupancy. The *exit access* is the route leading to an entrance to an exit. The *exit* is that part of a means of egress that is separated from all other spaces of the building by construction or equipment as required to provide a protected way of travel to the exit discharge. The *exit discharge* is the route between the termination of the exit and the designated safe area.

2-4139 Revised August 1984. Renovation, addition, new plant

In institutions offering academic and vocational training programs, the classrooms are designed in cooperation with school authorities.

DISCUSSION: Space requirements that afford safe learning and mobility are necessary in both the educational and vocational areas. (See related standard 2-4423.)

2-4153-1 Added August 1984. Addition, new plant

Physical plant design facilitates personal contact and interaction between staff and inmates.

DISCUSSION: Separation of supervising staff from inmates reduces interpersonal relationships and staff awareness of conditions on the living unit. Staff effectiveness is limited if the only staff available are isolated in control centers as observers or technicians in charge of electronic management systems. Designs incorporating security barriers should be used only for living units that house inmates who have demonstrated an inability to interact positively with staff or inmates. (See related standards 2-4182-2 and 2-4182-4.)

2-4155 Interpretation March 1983 (Mandatory). This standard applies only to renovations, additions, and new plant construction. Definitions of interior finishing materials are contained in the *Life Safety Code* for new correctional occupancies at Section 14-3.3. Class

A, B, and C types of interior finish are discussed in Section 6-5 of the *Code*. These criteria apply to new plant construction or to renovations to existing facilities whose plans were approved after January 1, 1982. (See also 2-4166.)

2-4159 Interpretation August 1983. Indoor exercise space for administrative segregation units is available consistent with the number of inmates who will exercise at any one time (35 sq. ft. x no. of inmates out at once), provided that a minimum of 350 square feet of exercise space is available regardless of unit size.

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

2-4162 Revised January 1984 (Mandatory). There is documentation by the authority having jurisdiction that the institution complies with the applicable fire safety code(s). A fire alarm and automatic detection system are required as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants of the facility.

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the inmates and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, apply. (See related standards 2-4164 and 2-4172.)

Interpretation March 1983 (Mandatory). 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.

The *Life Safety Code* or local or state "applicable" codes, as defined below, should be applied to all areas of the facility by the authority having jurisdiction. Any variances, exceptions, or equivalencies to the *Code* or to ACA/Commission standards that are granted by the authority having jurisdiction must not permit a serious life safety threat to the occupants of the facility; this includes those standards whose requirements exceed the *Life Safety Code*. Where plans of action are approved by the authority having jurisdiction, they must provide for compliance with the *Code* within an acceptable time period.

Where the *Life Safety Code* is not required as part of local or state fire codes, the applicable codes must be comprehensive, ensure basic protection of life, to include the use of fire detection and alarm systems in all habitable areas of the facility, and ensure that a serious life safety threat does not exist for the occupants of the facility. Any variances, exceptions, or equivalencies will be accepted as indicated in the previous paragraph.

Interpretation March 1983 (Mandatory). (Moved from 2-4165.) Detection, alarm, and communications systems are detailed in the *Life Safety Code*, Section 7-6 and Section

15-3.4, for existing facilities. An "approved automatic smoke detection system" is required in "all sleeping areas and areas not separated from sleeping areas by fire-resistive construction" depending on use condition of the facility (15-3.4.5). "Automatic" as defined by the *Code* means "providing a function without the necessity of human intervention" (3-2). The smoke detection system or an immediately triggered alarm must alert occupants of abnormal conditions through an audible alarm that produces "signals that are distinctive from audible signals used for other purposes in the same building" (7-6.3.3.4).

The *Code* requires that "the fire alarm system shall be arranged to transmit an alarm automatically to the fire department legally committed to serve the area in which the facility is located by the most direct and reliable method approved by local regulations", with one exception: "Smoke detectors may be arranged to alarm locally and at a constantly attended location only and are not required to be connected to the fire alarm nor the fire department." This exception means that the detection signal may be received on a living unit or at a switchboard or main control center that is staffed 24 hours per day, seven days per week; signals received on living units would be immediately relayed to the main control center. Notification of the fire department would then be done using a manual alarm or any direct and reliable means approved by the independent, qualified source.

"Whenever possible . . ." regarding quarterly inspections means that such testing is done unless other methods are approved by the authority having jurisdiction, as discussed above.

2-4163 Revised March 1983 (Mandatory). Written policy and procedure provide for a qualified fire and safety officer to perform a comprehensive and thorough monthly inspection of the institution for compliance with safety and fire prevention standards and for an annual review of this policy and procedure. There is a weekly fire and safety inspection of the institution by a qualified departmental staff member.

DISCUSSION: The "qualified departmental staff member" who conducts weekly inspections of the facility may be an institutional staff member who has received some training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, it is expected that the safety/sanitation specialist will provide on-the-job training regarding applicable regulations and inspections, including the use of checklists and the methods of documentation.

2-4164 Interpretation March 1983 (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 (*LSC* 7-7); manual or automatic alarm systems (*LSC* 7-6); communications systems (*LSC* 7-6); detection equipment (*LSC* 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 (see 2-4162). 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.)

2-4165 Deleted January 1984 (Mandatory)

Interpretation approved March 1983 moved to revised standard 2-4162.

2-4166 Interpretation March 1983 (Mandatory). Facility furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn. (See *LSC* 31-1 and 31-5.) "Furnishings" applies to all living quarters. The standard requires that specifications be known, if available, at the time of selection; the *Life Safety Code* (1981) provides criteria for selection by reference to NFPA 701: Standard Method of Fire Tests for Flame Resistant Textiles and Films. There are no standards mandating knowledge of fire performance characteristics of furnishings in the facility prior to implementation of the policy relating to this standard. (See also 2-4155.)

2-4168 Deleted May 1984 (Mandatory)

Interpretation approved March 1983 moved to revised standard 2-4134.

2-4169 Deleted January 1984 (Mandatory)

Interpretation approved March 1983 moved to revised standard 2-4134.

2-4172 Interpretation March 1983 (Mandatory). Evacuation means movement to a safe area of the facility, consistent with the *Code*, Section 15.2.1, Exception No. 5, which allows discharge into a "fenced or walled courtyard" of "sufficient size to accommodate all occupants a minimum of 50 feet (15.24m) from the building...." Location of floor plans, public posting, and quarterly fire exit drills are not in the *Life Safety Code* (see 2-4162).

Staff in administrative areas must also participate in fire drills on a quarterly basis.

2-4173 Interpretation March 1983 (Mandatory). Means of egress requirements are in Section 15-2 of the *Life Safety Code* and are based on five "use conditions." A means of egress must be provided for each use condition, as appropriate, which includes a means of releasing inmates through a method approved by the authority having jurisdiction. Use condition V presents the most problems because it is usually a maximum security cell block in an older institution. For use condition V, the authority having jurisdiction may approve a "defend-in-place" strategy. However, the authority having jurisdiction must certify that locking arrangements allow for prompt release and/or that sufficient staff are available to operate locking devices when necessary. A backup system means that there is a manual backup if power-operated locks fail. If the facility has only a manual locking system, a staff plan for manually releasing locks must be in place.

2-4174 Interpretation March 1983 (Mandatory). Work stoppage and riot/disturbance plans may be communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans.

2-4175 Revised May 1984 (Mandatory). Written policy and procedure govern the control and use of all flammable, toxic, and caustic materials.

DISCUSSION: The following definitions apply to this standard: *Flammable materials* — Liquids with a flash point below 100° F; *Toxic materials* — Substances that through chemical reaction or mixture can produce possible injury or harm to the

**Adult Correctional Institutions
Supplement 1984**

body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides); *Caustic materials* — Substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid). If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to inmates, and a prescribed system should be used to account for their distribution. Inmates should never possess such items unless under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not prohibited; their use and control, however, should be addressed in agency policy.

For a full discussion of definitions and recommendations pertaining to this standard, see **Appendix B, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances**

2-4179 Revised August 1983. Safety vestibules and sally ports constitute the only breaches in the institution's perimeter security. (Maximum security facilities only)

DISCUSSION: All pedestrian and vehicular entrances and exits to the institution should be via sally port arrangements. These should be operated remotely from the watchtower. Where possible, vehicular and pedestrian entrances should be located near each other to reduce the number of ground-level staff needed to check vehicles and visitors and to avoid the dispersal of fence openings.

2-4180 Revised August 1983. Pedestrian and vehicular traffic enter and leave at designated points in the perimeter.

DISCUSSION: Although there may be less need for physical barriers in medium and minimum security institutions, there is still the need to control admission and exit. All staff, inmates, and visitors should be aware of entry and exit points.

2-4182 Revised March 1983. Written policy and procedure provide that staff regulate inmate movement.

DISCUSSION: All inmate movement from one location to another should be controlled and supervised by staff in the interest of order, control, and expedience. Individual and group inmate movement to and from work and program assignments also requires staff control and supervision. A master pass list for each day assists in accounting for movement without being so restrictive and burdensome as to discourage participation in program activities.

2-4182-1 Added August 1983. The facility has a communication system between the control center and the inmate living areas.

DISCUSSION: A mechanical or audio communication system should be used to supplement personal staff supervision activities. The system should never be a substitute for staff supervision, but can be used to advise staff of emergency needs.

2-4182-2 Added August 1983. Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to hear and respond promptly to emergency situations.

DISCUSSION: The presence of correctional officers within hearing distance of inmate living quarters can help prevent inmate misbehavior and avoid disorders. The officers' proximity to inmate living quarters also can facilitate quick response to emergencies.

2-4182-3 Added August 1983. Written policy and procedure require that all special management inmates are personally observed by a correctional officer at least every 30 minutes, but on an irregular schedule. More frequent observation is required for those inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior; suicidal inmates are under continuing observation.

DISCUSSION: The physical design of inmate living units often does not permit observation from correctional officer posts. Inmates classified as high or medium security should be under close surveillance. Correctional officers should personally observe each inmate so classified at least every half hour, but care should be taken so that the inmate does not anticipate the appearance of the officer. (See related standard 2-4235.)

2-4182-4 Added August 1984. Written policy and procedure facilitate personal contact and interaction between staff and inmates.

DISCUSSION: Staff can best be aware of conditions on the living units by talking with inmates and responding to their needs and concerns on a continuing basis. Their effectiveness is limited if the only staff available are placed in isolated control centers during periods of inmate activity in the living units.

2-4192 Revised March 1983. Written policy and procedure provide for searches of facilities and inmates to control contraband and provide for its disposition.

DISCUSSION: The control of weapons and contraband in an adult correctional institution is a security measure. The institution's search plans and procedures should include the following:

Unannounced and irregularly timed searches of cells, inmates, and inmate work areas

Frequent search and careful supervision of inmate trustees

Inspection of all vehicular traffic and supplies coming into the institution

Use of metal detectors at compound gates and entrances into cell blocks

Complete search and inspection of each cell prior to occupancy by a new inmate.

The search plan should provide the following:

Avoidance of unnecessary force, embarrassment, or indignity to the inmate

Use of nonintensive sensors and other techniques instead of body searches whenever feasible

Conduct of searches only as necessary to control contraband or to recover missing or stolen property

Respect of an inmate's right to any property authorized by institutional regulations

Use of only those mechanical devices absolutely necessary for security purposes.

(See related standard 2-4344.)

**Adult Correctional Institutions
Supplement 1984**

2-4203 Revised March 1983. Written policy and procedure require that the chief security officer or qualified designee inspect at least weekly, and report in writing, all security devices needing repair or maintenance.

DISCUSSION: There should be a scheduled maintenance procedure to ensure that all bars, locks, windows, doors, and other security devices are fully operational. Emergency keys should be checked at least quarterly to ensure that they are in working order. Results of all inspections should be submitted in writing to the chief executive officer and/or the officer in charge of security. (See related standard 2-4151.)

2-4204 Revised August 1983. Written policy and procedure require that the warden/superintendent, assistant warden/superintendent(s), and certain designated department heads visit the institution's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions.

DISCUSSION: Many inmates may be inhibited by the formal interview system in which inmates are scheduled to meet with the warden/superintendent and other administrators and managers. Therefore arrangements should be made for inmates to have informal access to key staff. This objective can be achieved through staff visits to the housing units, work areas, school, recreational areas, and other areas in the institution where inmates can be contacted during the day or evening. The policy should specify which department heads are expected to make at least weekly visits and should encourage other department heads and supervisory staff to visit these areas as often as is practical.

2-4206 Interpretation March 1983 (Mandatory). The phrase "as a last resort" may be defined through appropriate statutory authority.

2-4211 Deleted March 1983

2-4214 Revised March 1983. When segregation units exist, written policy and procedure govern their operation for the supervision of inmates under administrative segregation, protective custody, and disciplinary detention.

DISCUSSION: The classification committee, or in an emergency, the warden/superintendent may place in administrative segregation an inmate whose continued presence in the general population poses a serious threat to life, property, self, staff, or other inmates, or to the security or orderly running of the institution. Inmates in administrative segregation because of behavioral problems should be provided with programs conducive to their well-being; however, access to programs is not to be interpreted as an entitlement to all programs or privileges afforded the general population. An inmate pending investigation for a trial on a criminal act or pending transfer can also be placed in administrative segregation; this segregation may be for relatively extensive periods of time.

Inmates requesting or requiring protection from the general population may be placed in protective custody. Inmates in protective custody should be allowed to participate in as many as possible of the programs afforded the general population, providing such participation does not threaten the security of the institution. Care should be taken to ensure that inmates do not see placement in protective custody as desirable. Each case should be reviewed frequently with the goal of terminating the separate housing assignments as soon as possible.

The disciplinary committee may place inmates with serious rule violations in disciplinary detention only after an impartial hearing has determined that other available alternative dispositions are inadequate to regulate the inmate's behavior within acceptable limits and that the inmate's presence in the general inmate population poses a serious threat to the orderly operation or security of the institution. Removal of an inmate from the general inmate population and for a short period of time is an accepted correctional procedure and is used in the control and management of behavior. (See related standards in Inmate Rules & Discipline, ACI, 2nd Edition.)

2-4215 Revised August 1983. The warden/superintendent or shift supervisor can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed within three working days by the classification, disciplinary, or appropriate authority depending on the type of segregation ordered.

DISCUSSION: The appropriate authority may be the disciplinary or classification committee, depending on the type of segregation used.

2-4217 Deleted August 1983

2-4223 Interpretation March 1983 (Mandatory). "Same meals" presents a problem when choices are available on the main serving line and inmates in segregation are served in their cells. Segregation inmates should receive a meal representative of the food served on the main serving line, but not necessarily a choice of every item. The meal must be of the same quality and quantity as those provided to inmates in the general population.

2-4238 Interpretation March 1983 (Mandatory). The term "registered dietician" means registration with the American Dietetic Association, a private organization, which is inconsistent with the requirements of other standards. The definition used by the Joint Commission on Accreditation of Hospitals has been adopted: "A qualified nutritionist or dietician is a person registered or eligible for registration by the American Dietetic Association, or who has the documented equivalent in education, training, and experience, with evidence of relevant continuing education."

2-4239 Interpretation March 1983. Government inspection of food grown in inmate gardens and used in food service is not required where the garden is not part of a larger agriculture operation and the inmate does not work full-time at food production for use by the inmate population. All garden-grown food will, however, be inspected by food service personnel prior to use.

2-4244 Interpretation March 1983 (Mandatory). Preassignment medical examinations and periodic reexaminations are necessary only where required by the laws and/or regulations applicable to food service workers in the community where the facility is located. Federal facilities should apply an appropriate set of regulations, such as those of the U.S. Public Health Service. In either case inmates and other persons working in food service are monitored each day for health and cleanliness by the director of food services or his/her designee.

2-4248 Interpretation March 1983 (Mandatory). Weekly inspections should be conducted by administrative, medical, or dietary personnel; these may include the person supervising food service operations or his/her designee. The person conducting the inspection should have some training in food service operations. Water temperature should be checked at the point of admission to the appliance.

**Adult Correctional Institutions
Supplement 1984**

2-4255 Revised March 1983 (Mandatory). Written policy and procedure require weekly sanitation inspections of all institutional areas by a qualified departmental staff member and comprehensive and thorough monthly inspections by a safety/sanitation specialist; at least annual inspections by federal, state, and/or local sanitation and health officials, or other qualified person(s); and compliance with all applicable laws and regulations of the governing jurisdiction. There is documentation by an independent, outside source that deficiencies, if any, have been corrected.

DISCUSSION: The safety/sanitation specialist responsible for conducting monthly inspections may be an institutional staff member trained in the application of jurisdictional codes and regulations. Periodically and on an as-needed basis, this individual is provided assistance from specialists regarding safety and sanitation requirements and inspections. Training for this individual may be provided through the agency's central office specialist(s) or by other applicable agencies.

Interpretation March 1983 (Mandatory). The purpose of documenting that deficiencies have been corrected is to ensure that past deficiencies have been addressed at the time of the audit. This does not require a review of deficiencies at times other than the annual review and report, only that deficiencies noted in the previous report have been corrected as requested. (See 2-4162.)

2-4263 Revised March 1983. Written policy and procedure provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels, at least weekly.

DISCUSSION: Collection, storage, and exchange methods for bedding and linens should be done hygienically; that is, blankets, pillows, and mattresses should be cleaned and sprayed or sterilized before reissue, and linen and towels must be laundered before reissue.

2-4267 Revised March 1983. Clothing exchange is available to all inmates a minimum of three times per week.

DISCUSSION: None.

2-4281 Deleted August 1983

2-4285 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 correctional officers 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.

2-4285-1 Added August 1984. There is a written suicide prevention and intervention program that is reviewed and approved by a qualified medical or mental health professional. All staff with responsibility for inmate supervision are trained in the implementation of the program.

DISCUSSION: Staff have a responsibility for preventing suicides through intake screening, identification, and supervision of suicide-prone inmates. They should receive special training in the implementation of a suicide prevention program.

2-4288 Revised August 1984. Written policy provides that inmates are not used for the following duties:

- Performing direct patient care services
- Scheduling health care appointments
- Determining access of other inmates to health care services
- Handling or having access to
 - surgical instruments
 - syringes
 - needles
 - medications
 - health records
- Operating equipment for which they are not trained.

DISCUSSION: Understaffed correctional institutions may be tempted to use inmates in health care delivery to perform services for which civilian personnel are not available. Inmate participation in medical service delivery frequently violates state laws, invites litigation, and brings discredit to the correctional health care field. Furthermore, these inmates can acquire power and be subjected to severe pressure from other inmates. These restrictions, however, should not preclude inmates from participating in a certified vocational training program. They should be able to perform maintenance and janitorial services under close supervision of qualified staff. They may not operate medical equipment.

Interpretation August 1984. Inmates may not perform direct services such as dental chairside assistance unless they are part of a certified vocational training program.

2-4289 Interpretation August 1984 (Mandatory). The medical screening should occur immediately upon the inmate's arrival at the institution as part of admissions procedures. If a delay is necessary, the screening can be performed within 24 hours of arrival under the following conditions: (1) the newly admitted inmate remains segregated from the general population until after this screening; and (2) the admitting staff perform a preliminary screening that includes, at a minimum, observation of general physical appearance and behavior to assess mental/emotional condition and to detect injuries or illnesses that require immediate medical attention.

**Adult Correctional Institutions
Supplement 1984**

2-4290 Interpretation August 1983. The medical screening required in standard 2-4290 needs to be conducted for inmates coming from a reception-diagnostic facility within the system even when the medical screening addressed in standard 2-4289 has been conducted. The screening required in standard 2-4290 also applies to inmates coming from halfway houses within the system.

Interpretation August 1984. See interpretation for standard 2-4289, above.

2-4295 Interpretation March 1983. Dentists who are licensed in other jurisdictions may practice in the facility provided their licenses are verified by the jurisdiction hiring them.

2-4317 Interpretation March 1983 (Mandatory). This standard does not require that the pharmacy be managed directly by a pharmacist in residence at the facility. Health-trained personnel may manage the pharmacy under the supervision of the health authority.

2-4324 Deleted March 1983

2-4325 Revised March 1983. Written policy and procedure exist to ensure and facilitate inmate access to counsel and to assist inmates in making confidential contact with attorneys and their authorized representatives; such contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits.

DISCUSSION: Institutional authorities should assist inmates in making confidential contact with attorneys and their authorized representatives, who may include law students, special investigators, lay counsel, or other persons who have a legitimate connection with the legal issue being pursued. Provision should be made for visits during normal institutional hours, uncensored correspondence, telephone communications, and after-hours visits requested because of special circumstances. (See related standard 2-4385.)

2-4326 Revised August 1983. Written policy and procedure provide for the right of inmates to have access to an appropriate law library and to paper, typewriters or typing services, and other supplies and services related to legal matters. The law library includes, at a minimum, relevant and up-to-date constitutional, statutory, and case law materials, applicable court rules, and practice treatises. When an inmate is unable to make meaningful use of the law library alone, additional assistance necessary for effective access is provided.

DISCUSSION: The constitutional right of access to the courts requires that, when requested, inmates receive assistance in preparing and filing legal papers. This should include assistance from persons with legal training, law school legal assistance programs, the public defender's office, and law library facilities. As suggested by state court rulings, the law library should include, at a minimum: State and federal constitutions, state statutes and decisions, procedural rules and decisions and related commentaries, federal case law materials, court rules and practices treatises, and legal periodicals and indexes. (See related standard 2-4230.)

2-4327 Deleted August 1983

2-4328 Deleted March 1983

2-4329 Deleted March 1983 (Mandatory)

2-4330 Deleted August 1983

2-4332 Deleted August 1983

2-4334 Revised August 1983. Written policy and procedure provide inmates with the option to refuse to participate in any rehabilitation or treatment program except adult basic education programs, work assignments, and those programs ordered by the sentencing court or required by statute.

DISCUSSION: Inmates should not be penalized for refusing to participate in the institution's total rehabilitation program. All able-bodied inmates, however, are expected to participate in work assignments, adult basic education programs, and programs ordered by the sentencing court or required by statute.

Interpretation March 1983. There should be a program for inmates during the orientation period, in which they may be required to participate.

2-4336 Deleted August 1983

2-4337 Deleted August 1983

2-4338 Deleted August 1983

2-4340 Revised August 1983. Written policy and procedure provide that program access, work assignments, and administrative decisions are made without regard to inmates' race, religion, national origin, sex, handicap, or political views.

DISCUSSION: Inmates should be assured equal opportunities to participate in all institutional programs.

2-4340-1 Added August 1983. Written policy and procedure provide for the use of inmates' names when addressed, rather than prison numbers.

DISCUSSION: Inmates should be addressed by their proper names to preserve their individual identity and to ensure their personal dignity.

2-4342 Deleted March 1983

2-4349 Revised August 1984. There are written guidelines for resolving minor inmate infractions, which include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; the inmate may waive the hearing.

DISCUSSION: Minor inmate infractions do not include infractions that are resolved through an informal process.

NOTE: Because of the revision to 2-4349, the introductory note to the standards on Inmate Rules & Discipline in ACI, 2nd Edition (p. 91) is no longer applicable. Also, see the new glossary definition for *Major Infraction*.

**Adult Correctional Institutions
Supplement 1984**

2-4354 Revised March 1983. There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the facility administrator. The maximum sanction is not more than 60 days in disciplinary detention for all violations arising out of one incident.

DISCUSSION: The time an inmate spends in disciplinary detention should be proportionate to the offense committed and should take into consideration the inmate's prior conduct, specific program needs, and other relevant factors. (See related standard 2-4216.)

2-4355 Interpretation March 1983. Regarding violations of the law, corrections and court or law enforcement officials should agree on the categories of offenses that are to be referred to them in order to eliminate minor offenses or those of no concern.

2-4360 Revised May 1984. Written policy and procedure provide that inmates charged with rule violations are present at the hearing, unless they waive that right in writing or through behavior. Inmates may be excluded during the testimony of any inmate whose testimony must be given in confidence. The reasons for the inmate's absence or exclusion are documented.

DISCUSSION: None.

2-4362 Interpretation March 1983. The standard does not allow an inmate to cross-examine witnesses; it is intended that only staff may question witnesses who have been requested by an inmate to present evidence, as indicated in standard 2-4363.

Interpretation May 1984. The intent of the standard is to provide staff assistance to inmates who desire help from a staff member whom they know and feel they can trust. While provisions for access to legal assistance or designated staff representatives to assist inmates in hearings meet due process safeguards, inmates should also be allowed to choose persons to represent them from an approved listing of facility staff members. At all times the burden is on the agency to indicate reasons for not allowing a particular staff member to represent an inmate in a specific situation.

2-4366 Revised March 1983. Written policy and procedure provide for review of all disciplinary hearings and dispositions by the warden/superintendent or designee to assure conformity with policy and regulations.

DISCUSSION: At the conclusion of the disciplinary hearing, a report of the findings and dispositions of the case should be forwarded to the warden/superintendent or designee for review. This review should ensure that the hearing was conducted in accordance with stated procedures and that the action taken conforms with institutional regulations.

2-4367 Interpretation March 1983. Where there are multiple incidents, alleged rule violations for which an inmate is found not guilty must be separated and removed from the inmate file.

2-4374 Revised August 1983. Written policy and procedure require that incoming and outgoing letters are held for no more than 24 hours or packages for no more than 48 hours, excluding weekends and holidays.

DISCUSSION: Inspection for contraband in letters should take no longer than 24 hours to complete, so that incoming letters should be distributed to inmates and outgoing letters sent to the post office within 24 hours of receipt. Inspection of packages should take no longer than 48 hours to complete; packages should be distributed or sent to the post office within 48 hours of receipt.

2-4375 Revised August 1984. Written policy and procedure require that inmate letters, both incoming and outgoing, may be opened and inspected for contraband, but may not be censored. Inmates are notified when incoming and outgoing letters are rejected.

DISCUSSION: None.

2-4378 Revised May 1984. Written policy and procedure specify that inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to, the following: courts; counsel; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; and members of the paroling authority. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing.

DISCUSSION: None. (See related standard 2-4371.)

2-4380 Deleted March 1983

2-4387 Revised August 1983. Written policy and procedure provide that inmates with appropriate security classifications are allowed furloughs to the community in order to maintain community and family ties, to seek employment opportunities, and for other purposes consistent with the public interest.

DISCUSSION: Unescorted leaves of absence for a predetermined period of time may be appropriate to allow inmates to participate in work and study release programs, seek postrelease employment, make residential plans for parole, conduct business affairs when a personal appearance is necessary, visit family to strengthen or preserve relationships, participate in community activities, or for any other purpose deemed consistent with an inmate's rehabilitation.

2-4388 Deleted March 1983

2-4400 Deleted March 1983

2-4411 Interpretation March 1983. The standard requires a written work and/or program plan for all inmates in the general population. It does not require that every inmate is actively involved in the plan all of the time.

2-4413 Revised August 1984. Written policy and procedure provide that the inmate work day approximates the work day in the community.

DISCUSSION: The number and duration of inmate workday interruptions should be minimized as much as possible through rescheduling of staff assignments and inmate activities.

**Adult Correctional Institutions
Supplement 1984**

2-4416 Revised March 1983 (Mandatory). Policy and procedure provide that all institutional work, industrial, and vocational/educational programs meet minimum applicable federal, state, or local work, health, and safety standards; there is documentation of at least annual health and safety inspections by federal, state, or local officials. Inspections of all such programs are conducted weekly by qualified departmental staff and monthly by a safety officer. (See 2-4416 interpretation below.)

DISCUSSION: None.

Interpretation March 1983 (Mandatory). The annual inspection can be conducted by a central office or regional safety inspector or by local qualified safety officials. Weekly inspections of potentially hazardous work areas such as factories must be conducted by the institution's safety officer or by the industries/shop administrative staff. The duty officer may not conduct these inspections unless qualified to do so.

The standard is specific to work places that are on institutional grounds under the control of the superintendent, not to work places in the community; those in the community should be licensed or inspected by agencies that ordinarily perform that function.

Ideally, there will be minimum federal, state, and local statutes or codes for work, health, and safety conditions. If none have been established, it must be shown that this is the case and that none are applicable. The agency must seek and adopt a set of standards for application to the facility by the authority having jurisdiction, including annual inspections. The Commission must approve the quality of the standards applied and the qualifications of the inspectors and their work.

2-4419 Deleted August 1983

2-4421-1 Added August 1984. There is a statute and/or written policy and procedure that authorizes the establishment of an industries program and delineates the areas of authority, responsibility, and accountability for the industries program.

DISCUSSION: Effective administration of a program results from carefully formulated constitutional, legislative, and/or policy definition. The legal and/or operational framework of the program must be clearly established as the basis for assessing the performance of the program and identifying needed changes. The role of the agency industries administrator must be clearly defined in relation to the warden/superintendent who is responsible for all institution programs and activities. Close cooperation is required in the interests of the safety and well-being of staff and inmates.

2-4421-2 Added August 1984. Written policy and procedure provide that security and program determinations necessary for any individual to be eligible for industries work are made by the classification committee.

DISCUSSION: Appropriate industries staff should evaluate and choose from the pool of potential employees made available by the classification committee. Responsibility for separation of inmates based on work performance rests with the supervisor and is subject to review by the industries manager at the institution and to applicable due process of standards and procedures. Separation for reasons not related to job performance should be done by appropriate classification through the appropriate institutional committee. Inmates separated are referred to the classification committee for reassignment.

2-4421-3 Added August 1984. A cost accounting system in operation for each operating unit is designed and maintained in accordance with generally accepted accounting principles.

DISCUSSION: Governmental agencies use an accounting system that is appropriate for their fiscal management needs. Industries, however, should have a cost accounting system based on a chart of accounts and general ledger that, in turn, generates data for a number of other fiscal reports. The system should provide a basis for recording and allocating direct and indirect costs and administrative overhead for each operating unit.

2-4421-4 Added August 1984. Written policy and procedure provide that the number of inmates assigned to industries operations meet the realistic workload needs of each industries operating unit.

DISCUSSION: To ensure that realistic working conditions prevail in the industries operations, the industries management should determine the number of workers necessary to handle the workload.

2-4421-5 Added August 1984. Each industries operating unit has a written quality control procedure that provides for raw material, in-process, and final product inspection.

DISCUSSION: Quality control plans should stress periodic inspections during creation of the product as well as a final inspection of the finished product. A quality control plan also must include product specifications and tolerances or dimensions as well as production techniques. Use of mechanical devices such as gauges, sizing boards, and color chips should be used where appropriate. Quality control records should be maintained and used for training purposes. There may be 100 percent, random, or statistical sampling product inspection.

2-4423 Revised August 1983. The academic and vocational education programs are licensed or approved by the state department of education or a recognized accreditation association. Programs up to the completion of high school and/or GED are available at no cost to inmates.

DISCUSSION: Accreditation by state departments of education or recognized regional accreditation associations ensures that correctional academic and vocational education programs meet current standards. (See related standard 2-4416.)

2-4425 Deleted August 1983

2-4427 Deleted August 1983

2-4430 Deleted March 1983

2-4432 Deleted March 1983

2-4435 Interpretation May 1984. "Flexible scheduling" is open-entry, open-exit instruction. Placement on a waiting list for entry into such a program until a vacancy occurs does not violate the requirements of the standard.

2-4444 Deleted March 1983

**Adult Correctional Institutions
Supplement 1984**

2-4445 Deleted August 1983

2-4446 Interpretation May 1984. It is preferable that the facility's main library is available seven days a week in order to provide inmates access to the full range of services in a library environment. In lieu of this, library services are available seven days a week.

2-4451 Deleted August 1983

2-4452 Revised August 1983. Written policy and procedure provide for a comprehensive recreational program that includes leisure time activities and outdoor exercise.

DISCUSSION: The traditional forms of recreation (e.g., activities in the yard, library, and auditorium) should be expanded so that inmates may express their talents and pursue their interests. An assessment should be made of each inmate's recreational interests, and steps should be taken to ensure that, whenever possible, inmates can pursue their recreational preferences.

2-4454 Deleted August 1983

2-4455 Deleted August 1983

2-4460 Deleted August 1983

2-4461 Deleted March 1983

2-4462 Deleted August 1983

2-4464 Deleted August 1983

2-4465 Deleted August 1983

2-4467 Deleted August 1983

2-4468 Revised August 1983. Written policy and procedure provide that, subject only to limitations necessary to maintain institutional order and security, inmates have the opportunity to adhere to the requirements of their respective faiths, including access to religious publications, to representatives of their faith, and to religious counseling.

DISCUSSION: All religions should be accorded equal status and protection. Provision should be made for access to appropriate facilities, clergy or spiritual advisors, publications, and religious symbols, and for opportunities to adhere to dietary and other requirements of various faiths. In determining what constitutes legitimate religious practice, the warden/superintendent or designee should consider only whether there is literature stating religious principles that support the practice and whether the practice is recognized by a group of persons who share common ethical, moral, or intellectual views. (See related standards in Religious Services.)

2-4469 Deleted August 1983

2-4472 Revised August 1984. There is a social service program that provides a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning and parental education, and community services.

DISCUSSION: Social services can assist inmates with family and personal problems through supportive guidance and professional assistance; some of these services may be provided through contractual arrangements with community agencies.

2-4473 Revised August 1983. Written policy and procedure provide that institutional staff identify at least annually the needs of the inmate population to ensure that the necessary programs and services are available, including programs to meet the needs of inmates with specific types of problems.

DISCUSSION: The review should include an evaluation of the academic, vocational, library, religious, and leisure time programs and services.

2-4481 Deleted August 1984

2-4485 Revised August 1983. Written policy and procedure provide for escorted leaves into the community.

DISCUSSION: Inmates should be allowed escorted leaves of absence from the institution to obtain medical care not available in the institution, to visit a critically ill family member or attend the funeral of a family member, to participate in community events as a member of a group or team, or to participate in other community activities that can have a positive influence on the inmate.

**ADULT LOCAL DETENTION FACILITIES
SUPPLEMENT 1984**

2-5008 Interpretation August 1984. This standard applies only to appointed personnel who are not covered by merit systems, civil service regulation, or union contract.

2-5010 Revised May 1984. Written policy provides that the term of the facility administrator is continuous, except for assignment to a position of equal responsibility, and may be terminated by the appointing authority only for good cause and, if requested, subsequent to a formal hearing on specific charges.

DISCUSSION: Tenure for the facility administrator helps ensure a high-quality operation. Many of these positions are no longer covered by civil service provisions. In these cases, the appointing authority should make it clear that the tenure is continuous within the system and that removal from office follows a prescribed and fair process.

Interpretation August 1984. See interpretation for standard 2-5008, above.

2-5024 Deleted March 1983

2-5027 Revised March 1983. The administrator is responsible for the preparation and submission of a budget that provides the necessary resources for facility operations and programming. Facility staff participate in the preparation of the written budget request.

DISCUSSION: None.

2-5028 Deleted March 1983

2-5035 Deleted March 1983

2-5049 Deleted August 1984

2-5050 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 facility 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 facility. 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 facility. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-5051 Deleted March 1983

2-5055 Interpretation August 1984. This standard applies only to personnel covered by merit systems, civil service regulation, or union contract.

2-5059 Deleted March 1983

2-5060 Deleted March 1983

2-5076 Revised May 1984. Written policy and procedure provide that the facility's training programs for all employees are specifically planned, coordinated, and supervised by a qualified employee at a supervisory level; if a facility has more than 100 employees, one full-time person or full-time equivalent position is provided.

DISCUSSION: Staff development should be an integral part of the management and operation of the facility. Therefore, a supervisory level staff member should be selected to maintain continuity and ensure cooperation in the training function. The training plan should include pre-service and in-service training curriculum for the various subcategories, with specific timelines for completion of each training unit, and it should also consider the physical characteristics of the institution, its overall mission, and the types of offenders served. In facilities with fewer than 100 employees, training may be one part of any employee's responsibility.

Interpretation May 1984. Facilities with more than 100 employees can share training personnel provided that each facility receives the equivalent of one full-time training position.

2-5078 Revised March 1983. For facilities with more than 100 employees, there is an advisory training committee composed of the facility training officer and representative staff.

DISCUSSION: An advisory training committee keeps the administrator advised of training policies, procedures, and the facilities and equipment needed to implement or continue the training program. The committee also should provide the administrator with an assessment of the components of the training program. The advisory training committee should be responsible for developing the training plan for the facility and should meet at least quarterly to review progress and resolve problems. It should maintain a written record of its deliberations, which should be submitted to the administrator.

2-5093 Deleted March 1983

2-5103 Revised August 1984. Written policy and procedure provide that a current and accurate classification or case record is maintained for each inmate committed to or housed in the facility. Procedures are established to safeguard legally privileged or confidential information. The records contain, at a minimum:

Classification and reclassification decisions

Reports of disciplinary actions, grievances, incidents, and crimes committed while in custody

Medical and mental health information relevant to classification

When applicable, information on work or study release.

DISCUSSION: Case records should be seen as a resource in case decision-making, custody assignment, and program planning. Case records frequently contain privileged information and must be separate from custody records, according to statute. Written policy and procedure should clearly indicate the record in which information should be recorded and where documents should be filed. The inmate's grievance file

Adult Local Detention Facilities Supplement 1984

may be maintained separately from the inmate's case record file, but in a centralized location where it is readily available to administrative staff with a need to know.

2-5111 Interpretation August 1983. Cell space is measured from interior wall to interior wall less the space occupied by plumbing chases and columns. It includes the space occupied by beds, desks, plumbing fixtures, closets, and entrances and exits.

2-5114 Interpretation August 1983. Multiple occupancy or dormitory space is measured from interior wall to interior wall less areas restricted to access and egress and excluding bathrooms or showers. Sleeping space available is determined by dividing total space by the number of inmates assigned to the space. Total space includes the space occupied by beds, desks, closets, and partitions but does not include dayroom space.

2-5119 Deleted August 1984

2-5120 Revised May 1984 (Mandatory). *Existing, renovation, addition, new plant*
The facility has exits that are properly positioned, clear, and distinctly and permanently marked in order to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of assembly for 50 or more persons have two exits.

DISCUSSION: Emergency exits should be provided to ensure the safety of inmates, staff, and visitors. The exits should be positioned in such a manner that if one exit is blocked by fire and/or smoke, the other exit is available. All exits should be continuously visible at all times, kept clear and free of obstructions, and maintained in a usable condition. They should lead directly to a hazard-free area where adequate supervision can be provided. Battery-operated electric lights, portable lamps, or lanterns should not be used for primary illumination of exits. Electric battery-operated lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA *National Electrical Code*. These requirements also apply to exits in buildings designed for public or common use.

Interpretation March 1983 (Mandatory). At least two exits are required by the National Fire Protection Association *Life Safety Code*, 1981 Edition. Section 15-2 gives the requirements for exits with specific exceptions based on correctional occupancies. The two exits must be remote from each other and must be accessible from each living unit, fire compartment, or smoke compartment of the building (15-2.4.1 and 15-2.5.1). "Places of assembly" refers to buildings or portions of buildings used for gathering together 50 or more persons (*LSC* 4-1.2 and 9-1).

Interpretation March 1983 (Mandatory). (Moved from 2-5155.) Exit requirements are discussed in the *Life Safety Code*, Section 15-2. Exit marketings are discussed at Section 5-10 of the *Code*. Appendix A of the *Code* has a drawing of an exit sign indicating the illumination required. Section 5-10.1.2 states: "Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants." The size and illumination of signs is delineated in Sections 5-10.2 and 5-10.3.

Interpretation March 1983 (Mandatory). (Moved from 2-5156.) Travel distances inclusive of the exit access, the exit, and the exit discharge are defined in the *Life Safety Code*, Section 15-2.6.1. The *Code* provides specific distances and exceptions based on correctional occupancy. The *exit access* is the route leading to an entrance to an exit. The *exit* is that part of a means of egress that is separated from all other spaces of the building by construction or equipment as required to provide a protected way of travel to the exit discharge. The *exit discharge* is the route between the termination of the exit and the designated safe area.

2-5129 Deleted March 1983

2-5134-1 Added August 1984. *Addition, new plant*
Physical plant design facilitates personal contact and interaction between staff and inmates.

DISCUSSION: Separation of supervising staff from inmates reduces interpersonal relationships and staff awareness of conditions on the living unit. Staff effectiveness is limited if the only staff available are isolated in control centers as observers or technicians in charge of electronic management systems. Designs incorporating security barriers should be used only for living units that house inmates who have demonstrated an inability to interact positively with staff or inmates. (See related standards 2-4182-2 and 2-4182-4.)

2-5135 Deleted August 1983

2-5136 Interpretation March 1983 (Mandatory). This standard applies only to renovations, additions, and new plant construction. Definitions of interior finishing materials are contained in the *Life Safety Code* for new correctional occupancies at Section 14-3.3. Class A, B, and C types of interior finish are discussed in Section 6-5 of the *Code*. These criteria apply to new plant construction or to renovations to existing facilities whose plans were approved after January 1, 1982. (See also 2-5133.)

2-5147 Deleted August 1983

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

2-5149 Revised January 1984 (Mandatory). There is documentation by the authority having jurisdiction that the facility complies with the applicable fire safety code(s). A fire alarm and automatic detection system are required as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants of the facility.

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the inmates and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, apply. (See related standards 2-5151 and 2-5159.)

Interpretation March 1983 (Mandatory). 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.

Adult Local Detention Facilities Supplement 1984

The *Life Safety Code* or local or state "applicable" codes, as defined below, should be applied to all areas of the facility by the authority having jurisdiction. Any variances, exceptions, or equivalencies to the *Code* or to ACA/Commission standards that are granted by the authority having jurisdiction must not permit a serious life safety threat to the occupants of the facility; this includes those standards whose requirements exceed the *Life Safety Code*. Where plans of action are approved by the authority having jurisdiction, they must provide for compliance with the *Code* within an acceptable time period.

Where the *Life Safety Code* is not required as part of local or state fire codes, the applicable codes must be comprehensive, ensure basic protection of life, include the use of fire detection and alarm systems in all habitable areas of the facility, and ensure that a serious life safety threat does not exist for the occupants of the facility. Any variances, exceptions, or equivalencies will be accepted as indicated in the previous paragraph.

Interpretation March 1983 (Mandatory). (Moved from 2-5152.) Detection, alarm, and communications systems are detailed in the *Life Safety Code*, Section 7-6 and Section 15-3.4, for existing facilities. An "approved automatic smoke detector system" is required in "all sleeping areas and areas not separated from sleeping areas by fire-resistive construction" depending on use condition of the facility (15-3.4.5). "Automatic" as defined by the *Code* means "providing a function without the necessity of human intervention" (3-2). The smoke detection system or an immediately triggered alarm must alert occupants of abnormal conditions through an audible alarm that produces "signals that are distinctive from audible signals used for other purposes in the same building" (7-6.3.3.4.) The *Code* requires that "the fire alarm system shall be arranged to transmit an alarm automatically to the fire department by the most direct and reliable method approved by local regulations," with one exception: "Smoke detectors may be arranged to alarm locally and at a constantly attended location only and are not required to be connected to the fire alarm system nor the fire department." This exception means that the detection signal may be received on a living unit or at a switchboard or main control center that is staffed 24 hours per day, seven days per week; signals received on living units would be immediately relayed to the main control center. Notification of the fire department would then be done using a manual alarm or any direct or reliable means approved by the independent, qualified source.

"Whenever possible . . ." regarding quarterly inspecting means that such testing is done unless other methods are approved by the authority having jurisdiction, as discussed above.

2-5150 Revised March 1983 (Mandatory). Written policy and procedure provide for a qualified fire and safety officer to perform a comprehensive and thorough monthly inspection of the institution for compliance with safety and fire prevention standards and for an annual review of this policy and procedure. There is a fire and safety inspection of the institution at least weekly by a qualified departmental staff member.

DISCUSSION: The "qualified departmental staff member" who conducts weekly inspections of the facility may be a facility staff member who has received some training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, on-the-job training from a safety/sanitation specialist regarding applicable regulations and inspections is expected, including the use of checklists and the methods of documentation.

2-5151 Revised August 1984. Written policy and procedure specify the facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors. These include, but are not limited to:

Provision for an adequate fire protection service

A system of fire inspection and testing of equipment at least quarterly

An annual inspection by local or state fire officials or other qualified person(s)

Availability of fire hoses or extinguishers at appropriate locations throughout the facility.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The facility should plan and execute all reasonable procedures for the prevention and prompt control of fire. The use of national codes, such as the *Life Safety Code*, can help to ensure the safety of staff, inmates, and visitors. (See related standards 2-5161 and 2-5195.)

Interpretation March 1983 (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 (*LSC 7-7*); manual or automatic alarm systems (*LSC 7-6*); communications systems (*LSC 7-6*); detection equipment (*LSC 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 (see 2-5149). 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.)

2-5152 Deleted January 1984 (Mandatory)

Interpretation approved March 1983 moved to revised standard 2-5149.

2-5153 Interpretation March 1983 (Mandatory). Facility furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn (See *LSC 31-1* and *31-5*). "Furnishings" applies to all living quarters. The standard requires that specifications be known, if available, at the time of selection; the *Life Safety Code* (1981) provides criteria for selection by reference to NFPA 701: Standard Method of Fire Tests for Flame Resistant Textiles and Films. There are no standards mandating knowledge of fire performance characteristics of furnishings in the facility prior to implementation of the policy relating to this standard. (See also 2-5136.)

2-5154 Interpretation August 1983 (Mandatory). Paper ashtrays that are noncombustible and commercially available for use as ashtrays are in compliance with the standard.

**Adult Local Detention Facilities
Supplement 1984**

2-5155 Deleted May 1984 (Mandatory)
Interpretation approved March 1983 moved to revised standard 2-5120.

2-5156 Deleted January 1984 (Mandatory)
Interpretation approved March 1983 moved to revised standard 2-5120.

2-5159 Interpretation March 1983 (Mandatory). Evacuation means movement to a safe area of the facility, consistent with the *Code*, Section 15-2.1, Exception No. 5, which allows discharge into a "fenced or walled courtyard" of "sufficient size to accommodate all occupants a minimum of 50 feet (15.24m) from the building . . ." Location of floor plans, public posting, and quarterly fire exit drills are not in the *Life Safety Code* (see 2-5149).

2-5160 Interpretation March 1983 (Mandatory). Means of egress requirements are in Section 15-2 of the *Life Safety Code* and are based on five "use conditions." A means of egress must be provided for each use condition, as appropriate, which includes a means of releasing inmates through a method approved by the authority having jurisdiction. Use condition V presents the most problems because it is usually a maximum security cell block in an older institution. For use condition V, the authority having jurisdiction may approve a "defend in place" strategy. However, the authority having jurisdiction must certify that locking arrangements allow for prompt release and/or that sufficient staff are available to operate locking devices when necessary. A backup system means that there is a manual backup if power-operated locks fail. When the facility has only a manual locking system, a staff plan for manually releasing locks must be in place.

2-5161 Interpretation March 1983 (Mandatory). Work stoppage and riot-disturbance plans may be communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans.

2-5162 Revised May 1984. Written policy and procedure govern the storage and use of all flammable, toxic, and caustic materials in accordance with all applicable laws and regulations of governing jurisdictions. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The following definitions apply to this standard: *Flammable materials* — Liquids with a flash point below 100° F; *Toxic materials* — Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides); *Caustic materials* — Substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid). If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to inmates, and a prescribed system should be used to account for their distribution. Inmates should never possess such items unless under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not prohibited; their use and control, however, should be addressed in agency policy.

For a full discussion of definitions and recommendations pertaining to this standard, see **Appendix B, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances**

2-5171 Revised May 1984. Written policy and procedure provide for around-the-clock supervision of all inmates by trained personnel. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The primary function of a facility is the secure custody and control of persons charged with or convicted of a crime in order to ensure the safety of the community, personal security of staff, and inmate protection. Twenty-four hour supervision and visual surveillance of inmates is an essential element of this function and must be carried out every day of the year.

2-5171-1 Added August 1984. Written policy and procedure facilitate personal contact and interaction between staff and inmates.

DISCUSSION: Staff can best be aware of conditions on the living units by talking with inmates and responding to their needs and concerns on a continuing basis. Their effectiveness is limited if the only staff available are placed in isolated control centers during periods of inmate activity in the living units.

2-5174 Revised August 1983. Written policy and procedure require that all high and medium security inmates are personally observed by a correctional officer at least every 30 minutes, but on an irregular schedule. More frequent observation is required for those inmates who are mentally disordered or who demonstrate unusual or bizarre behavior; suicidal inmates are under continuing observation.

DISCUSSION: The physical design of inmate living units often does not permit observation from correctional officer posts. Inmates classified as high or medium security should be under close surveillance. Correctional officers should personally observe each inmate so classified at least every half hour, but care should be taken so that the inmate does not anticipate the appearance of the officer.

2-5228 Interpretation March 1983 (Mandatory). The term "registered dietitian" means registration with the American Dietetic Association, a private organization, which is inconsistent with the requirements of other standards. The definition used by the Joint Commission on Accreditation of Hospitals has been adopted: "A qualified nutritionist or dietician is a person registered or eligible for registration by the American Dietetic Association, or has documented equivalent in education, training, and experience, with evidence of relevant continuing education."

The standard does require a written nutritional analysis by the nutritionist or dietician, at least annually, to compare the nutritional values of meals served with national standards.

2-5234 Interpretation March 1983 (Mandatory). Preassignment medical examinations and periodic reexaminations are necessary only where required by the laws and/or regulations applicable to food service workers in the community where the facility is located. Federal facilities should apply an appropriate set of regulations, such as those of the U.S. Public Health Service. In either case inmates and other persons working in food service are monitored each day for health and cleanliness by the director of food services or his/her designee.

**Adult Local Detention Facilities
Supplement 1984**

2-5243 Revised March 1983 (Mandatory). Written policy and procedure establish the following requirements: Weekly sanitation inspections of all institutional areas by a qualified departmental staff member and comprehensive and thorough monthly inspections by a safety/sanitation specialist; at least annual inspections by federal, state, and/or local sanitation and health officials, or other qualified person(s); and compliance with all applicable laws and regulations of the governing jurisdiction. There is documentation by an independent, outside source that deficiencies, if any, have been corrected.

DISCUSSION: The institution should be inspected at least annually by appropriate government officials to ensure the health of personnel and inmates. In addition to the regular inspections by governmental officials, all institutional areas should be inspected at least weekly by a designated staff member who should submit a written report to the warden/superintendent, documenting deficiencies whenever they occur.

Interpretation March 1983 (Mandatory). The purpose of documenting that deficiencies have been corrected is to ensure that past deficiencies have been addressed at the time of the audit. This does not require a review of deficiencies at times other than the annual review and report, only that deficiencies noted in the previous report have been corrected as requested. (See 2-5149.)

2-5247 Interpretation March 1983 (Mandatory). This service may be provided by a licensed service and/or staff appropriately trained to perform this function.

2-5250 Deleted March 1983

2-5260 Revised March 1983. Written policy and procedure provide for the delivery of health care services, including medical, dental, and mental health services, under the control of a designated health authority. When this authority is other than a physician, final medical judgments rest with a single designated responsible physician licensed in the state. Arrangements are made with health care specialists in advance of need.

DISCUSSION: The parties to the agreement are the governmental funding agency responsible for the facility and/or the facility administrator and the health authority. The responsibility of the health authority includes arranging for all levels of health care and assuring quality of and inmate access to all health services.

2-5269 Deleted March 1983

2-5271 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 correctional officers 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.

2-5271-1 Added August 1984. There is a written suicide prevention and intervention program that is reviewed and approved by a qualified medical or mental health professional. All staff with responsibility for inmate supervision are trained in the implementation of the program.

DISCUSSION: Staff have a responsibility for preventing suicides through intake screening, identification, and supervision of suicide-prone inmates. They should receive special training in the implementation of a suicide prevention program.

2-5272 Revised August 1984. Written policy provides that inmates are not used for the following duties:

- Performing direct patient care services
- Scheduling health care appointments
- Determining access of other inmates to health care services
- Handling or having access to
 - surgical instruments
 - syringes
 - needles
 - medications
 - health records
- Operating equipment for which they are not trained.

DISCUSSION: Understaffed correctional institutions may be tempted to use inmates in health care delivery to perform services for which civilian personnel are not available. Inmate participation in medical service delivery frequently violates state laws, invites litigation, and brings discredit to the correctional health care field. Furthermore, these inmates can acquire power and be subjected to severe pressure from other inmates. These restrictions, however, should not preclude inmates from participating in a certified vocational training program. They should be able to perform maintenance and janitorial services under close supervision of qualified staff. They may not operate medical equipment.

Interpretation August 1984. Inmates may not perform direct services such as dental chairside assistance unless they are part of a certified vocational training program.

2-5288 Interpretation March 1983 (Mandatory). This standard does not require that the direct management of the pharmacy be under the supervision of a pharmacist. Health-trained personnel may manage the pharmacy under the supervision of the health authority.

2-5297 Deleted March 1983 (Mandatory)

2-5304 Deleted March 1983

2-5308 Revised August 1984. There are written guidelines for resolving minor inmate infractions, which include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; the inmate may waive the hearing.

DISCUSSION: Minor inmate infractions do not include infractions that are resolved through an informal process.

NOTE: See the new glossary definition for *Major Infraction*.

**Adult Local Detention Facilities
Supplement 1984**

2-5311 Revised August 1983. When an alleged rule violation is reported:

An investigation is begun within 48 hours of the report.

The inmate charged with the violation is given a copy of any charges requiring a hearing within 24 hours of the completion of the investigation of the alleged rule violation(s).

The inmate receives notice of the time of the hearing at least 24 hours in advance of it, but may consent, in writing, to a hearing within less than 24 hours.

The hearing is conducted within 72 hours of the notice of charges, excluding weekends and holidays.

DISCUSSION: None.

2-5313 Revised March 1983. There is a sanctioning schedule for rule violations. The maximum sanction for rule violations is no more than 60 days for all violations arising out of one incident. Continuous confinement for more than 30 days requires the review and approval of the facility administrator.

DISCUSSION: The time an inmate spends in disciplinary detention should be proportionate to the offense committed, and take into consideration the inmate's prior conduct, specific program needs, and other relevant factors. (See related standard 2-5208.)

2-5315 Deleted August 1983

2-5316 Deleted August 1983

2-5317 Deleted August 1983

2-5332 Revised August 1984. Written policy and procedure require that inmate letters, both incoming and outgoing, may be opened and inspected for contraband but may not be censored. Inmates are notified when incoming or outgoing letters are rejected.

DISCUSSION: None.

2-5334 Revised May 1984. Written policy and procedure specify that inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to, the following: courts; counsel; officials of the confining authority; government officials; administrators of grievance systems; and members of the parole authority. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing.

DISCUSSION: None.

2-5365 Revised March 1983. Inmate working conditions comply with all applicable federal, state, or local work safety laws and regulations.

DISCUSSION: None. (See related standard 2-5242.)

Interpretation May 1983. The standard is specific to work places that are on institutional grounds under the control of the superintendent, not to work places in the community;

those should be licensed or inspected by agencies that ordinarily perform that function.

Ideally, there will be minimum federal, state, and local statutes or codes for work, health, and safety conditions. If none have been established, it must be shown that this is the case and that none are applicable. The agency must seek and adopt a set of standards for application to the facility by the authority having jurisdiction, including annual inspections.

2-5367 Revised August 1983. Written policy and procedure provide that inmate programs and services are available and include, but are not limited to, social services, religious services, recreation, and leisure time activities.

DISCUSSION: None.

2-5376 Revised August 1983. Library services are available to all inmates in detention facilities and, at a minimum, reading materials are available to inmates in holding units.

DISCUSSION: Library services provided should include, at a minimum: Materials responsive to the interests and educational needs of users; information service to locate facts needed; programs for individuals or group information and enjoyment; such as books, media, discussion groups, music, creative writing, speakers, and a distinct library setting.

Library materials should include up-to-date informational, recreational, legal, and educational resources appropriate to individual inmates both in the library and in the living units, including segregation units. Library resources should be supplemented by the entire collection of local, regional, and state libraries, law libraries, and interlibrary loan services. When appropriate, the resources of the libraries for the blind and physically handicapped should be utilized.

**JUVENILE COMMUNITY RESIDENTIAL FACILITIES
SUPPLEMENT 1984**

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

2-6058 Deleted August 1983

2-6060 Revised August 1984. In addition to administrative staff meetings, all full-time employees except clerical/support staff participate in training and educational activities at least 40 hours annually. Full-time clerical and support employees receive at least 16 hours of training annually. Part-time staff and volunteers working less than 40 hours per week receive training proportionate to their assignments.

DISCUSSION: This training may include, but not be limited to, human relations and communication skills; problem-solving; guidance; group dynamics; crisis intervention; first aid; fire emergency procedures; significant legal issues; and special needs of residents. Regular administrative staff meetings are not a substitute for formal training.

2-6061 Revised August 1983. Written policy and procedure provide that full-time "contact" employees continue to receive a minimum of 40 hours of training each year after the first year and that full-time clerical and support employees receive a minimum of 16 hours of training annually.

DISCUSSION: Ongoing training enables employees to sharpen their skills, familiarize themselves with new developments in the field, and reinforce their knowledge and

understanding of the fundamentals of their job. Retraining provides employees an opportunity to exchange experiences, define problems from their perspective, and communicate to the administration issues of special concern.

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.

2-6094 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

2-6133 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.

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 correctional officers 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.

2-6191 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.

JUVENILE PROBATION AND AFTERCARE SERVICES SUPPLEMENT 1984

2-7025 Revised August 1983. The education and experience qualifications of the agency administrator are specified in writing by the appointing authority and include, at a minimum, a bachelor's degree in an appropriate discipline, two years of experience working with juveniles, and three years in staff supervision and administration; and/or the completion of a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to the bachelor's degree.

DISCUSSION: The parent agency should be able to demonstrate that the employee is able to handle a variety of tasks relevant to the job, which includes the ability to understand legislation and relevant case law, learn and use basic management principles, understand fiscal processes, work with public officials, express oneself logically, and use relevant information in decisionmaking.

2-7031 Deleted August 1984

2-7032 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 field 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 field 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 field agency. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-7100 Interpretation August 1983. A judicial review is 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.

2-7104 Revised August 1983. Written policy and procedure provide that group residential facilities meet applicable building, sanitation, health, and fire safety codes.

DISCUSSION: Local and state codes should be strictly enforced to ensure the safety and well-being of the juveniles involved. Reports of periodic inspections and action taken with respect to these reports should be available. In the event local and state codes are not available or applicable, appropriate national codes will be applied to the program.

**Juvenile Probation and Aftercare Services
Supplement 1984**

2-7131 Revised August 1983. The initial contact between the juvenile newly released from confinement and/or placed on probation and the assigned field staff member occurs no later than 24 hours after release or placement on probation/aftercare.

DISCUSSION: The field staff member should immediately explain to the juvenile and his/her parents the purpose of probation/aftercare, any special conditions imposed, and the range of services available. It is also important that the field staff member, the juvenile, and his/her parents determine if there are other specific program needs that must be met immediately, such as alternative home placement.

JUVENILE DETENTION FACILITIES SUPPLEMENT 1984

2-8060 Interpretation August 1984. This standard applies only to personnel covered by merit systems, civil service regulation, or union contract.

2-8067 Deleted August 1984

2-8068 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 facility 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 facility. 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 facility. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-8078 Interpretation August 1984. See interpretation for standard 2-8060, above.

2-8079 Interpretation August 1984. See interpretation for standard 2-8060, above.

2-8080 Interpretation August 1984. This standard applies only to appointed personnel who are not covered by merit systems, civil service regulation, or union contract.

2-8129 Deleted August 1984 (Mandatory)

2-8130 Revised May 1984 (Mandatory). *Existing, renovation, addition, new plant*
The facility has exits that are properly positioned, clear, and distinctly and permanently marked in order to ensure the timely evacuation of juveniles and staff in the event of fire or other emergency. All housing areas and places of assembly for 50 or more persons have two exits.

DISCUSSION: Emergency exits should be provided to ensure the safety of juveniles, staff, and visitors. The exits should be positioned in such a manner that if one exit is blocked by fire and/or smoke, the other exit is available. All exits should be continuously visible at all times, kept clear and free of obstructions, and maintained in a usable condition. They should lead directly to a hazard-free area where adequate supervision can be provided. Battery-operated electric lights, portable lamps, or lanterns should not be used for primary illumination of exits. Electric battery-operated lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA *National Electrical Code*. These requirements also apply to exits in buildings designed for public or common use.

Juvenile Detention Facilities Supplement 1984

Interpretation March 1983 (Mandatory). At least two exits are required by the National Fire Protection Association *Life Safety Code*, 1981 Edition. Section 15-2 gives the requirements for exits with specific exceptions based on correctional occupancies. The two exits must be remote from each other and must be accessible from each living unit, fire compartment, or smoke compartment of the building (15-2.4.1 and 15-2.5.1). "Places of assembly" refers to buildings or portions of buildings used for gathering together 50 or more persons (LSC 4-1.2 and 9-1).

Interpretation March 1983 (Mandatory). Exit requirements are discussed in the *Life Safety Code*, Section 15-2. Exit markings are discussed at Section 5-10 of the *Code*. Appendix A of the *Code* has a drawing of an exit sign indicating the illumination required. Section 5-10.1.2 states: "Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants." The size and illumination of signs is delineated in Sections 5-10.2 and 5-10.3.

Interpretation March 1983 (Mandatory). Travel distances inclusive of the exit access, the exit, and the exit discharge are defined in the *Life Safety Code*, Section 15-2.6.1. The *Code* provides specific distances and exceptions based on correctional occupancy. The *exit access* is the route leading to an entrance to an exit. The *exit* is that part of a means of egress that is separated from all other spaces of the building by construction or equipment as required to provide a protected way of travel to the exit discharge. The *exit discharge* is the route between the termination of the exit and the designated safe area.

2-8161 Revised August 1983. The facility site location is determined with participation from the community in which it is to be located.

DISCUSSION: The involvement of community representatives should be enlisted, and the representatives should be informed individually of the purpose of detention, the nature of the building and the program, and the extent of supervision and control. Once their support has been gained they can then help to interpret the project to their neighbors. Publicity regarding the building site should stress the positive aspects of detention care.

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

2-8170 Revised January 1984 (Mandatory). There is documentation by the authority having jurisdiction that the facility complies with the applicable fire safety code(s). A fire alarm and automatic detection system are required as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life safety threat to the occupants of the facility.

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the juveniles and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, apply.

Interpretation March 1983 (Mandatory). 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.

The *Life Safety Code* or local or state "applicable" codes, as defined below, should be applied to all areas of the facility by the authority having jurisdiction. Any variances, exceptions, or equivalencies to the *Code* or to ACA/Commission standards that are granted by the authority having jurisdiction must not permit a serious life safety threat to the occupants of the facility; this includes those standards whose requirements exceed the *Life Safety Code*. Where plans of action are approved by the authority having jurisdiction, they must provide for compliance with the *Code* within an acceptable time period.

Where the *Life Safety Code* is not required as part of local or state fire codes, the applicable codes must be comprehensive, ensure basic protection of life, include the use of fire detection and alarm systems in all habitable areas of the facility, and ensure that a serious life safety threat does not exist for the occupants of the facility. Any variances, exceptions, or equivalencies will be accepted as indicated in the previous paragraph.

Interpretation March 1983 (Mandatory). Detection, alarm, and communications systems are detailed in the *Life Safety Code*, Section 7-6 and Section 15-3.4, for existing facilities. An "approved automatic smoke detector system" is required in "all sleeping areas and areas not separated from sleeping areas by fire-resistive construction" depending on use condition of the facility (15-3.4.5). "Automatic" as defined by the *Code* means "providing a function without the necessary of human intervention" (3-2). The smoke detection system or an immediately triggered alarm must alert occupants of abnormal conditions through an audible alarm that produces "signals that are distinctive from audible signals used for other purposes in the same building" (7-6.3.3.4).

The *Code* requires that "the fire alarm system shall be arranged to transmit an alarm automatically to the fire department by the most direct and reliable method approved by local regulations," with one exception: "Smoke detectors may be arranged to alarm locally and at a constantly attended location only and are not required to be connected to the fire alarm system nor the fire department." This exception means that the detection signal may be received on a living unit or at a switchboard or main control center that is staffed 24 hours per day, seven days per week; signals received on living units would be immediately relayed to the main control center. Notification of the fire department would then be done using a manual alarm or any direct or reliable means approved by the independent, qualified source.

"Whenever possible . . ." regarding quarterly inspecting means that such testing is done unless other methods are approved by the authority having jurisdiction, as discussed above.

2-8177 Deleted May 1984 (Mandatory)

2-8179 Deleted January 1984 (Mandatory)

2-8182 Revised May 1984 (Mandatory). Written policy and procedure govern the control and use of all flammable, toxic, and caustic materials.

Juvenile Detention Facilities Supplement 1984

DISCUSSION: The following definitions apply to this standard: *Flammable materials* — Liquids with a flash point below 100° F; *Toxic materials* — Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides); *Caustic materials* — Substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid). If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to inmates, and a prescribed system should be used to account for their distribution. Inmates should never possess such items unless under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not prohibited; their use and control, however, should be addressed in agency policy.

For a full discussion of definitions and recommendations pertaining to this standard, see **Appendix B, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances**

2-8183 Deleted January 1984 (Mandatory)

2-8186 Revised August 1984. There are a minimum of two youth care workers on duty at all times in the facility, one of whom is female when females are housed in the facility and one of whom is male when males are housed in the facility.

DISCUSSION: Sufficient staff should be available so that juveniles are not left unsupervised at any time. At least one staff person should always be present to perform duties and functions not directly connected with supervision. During the day more staff will be available to provide programs in the facility. Guidelines often used for the ratio of youth care workers to residents are 1:8 during daylight hours and 1:16 during sleeping hours. Ratios of total staff to residents generally require a ratio of 1:1 (total staff includes maintenance personnel and similar categories of personnel not working directly with juveniles).

2-8199 Revised August 1983. Firearms are not permitted in the facility except in emergency situations.

DISCUSSION: No person, including law enforcement personnel, should be in possession of firearms within the confines of a facility. A system of receipts for the temporary safe storage (or checking) of such equipment is required.

2-8231 Revised August 1983. Written policy ensures that the special food needs of juveniles are accounted for in the overall program of the facility.

DISCUSSION: The care and treatment of juveniles requires special attention to the food needs of youths. The physical growth and development of juveniles should be taken into account in designing the facility program. In addition to providing a nutritionally adequate diet, care should be exercised to ensure that all other factors related to food service, such as space, age, sex, geographic and ethnic makeup of the population, variety, and suitable meal hours, are considered by the administration. The food program should include evening snacks for all juveniles and food for newly admitted youths.

2-8255 Revised August 1984. Written policy and procedure specify the provision of mental health services for juveniles in need of such services, including, but not limited to, services provided by qualified mental health professionals who meet educational and/or licensure/certification criteria specified by their respective professional disciplines, e.g., psychiatry, psychology (psychiatric nursing), and social work.

DISCUSSION: Juveniles with severe mental health problems are a continuing and increasing source of concern in correctional institutions. It is essential that an adequate number of qualified staff members are available both to deal directly with these juveniles and to advise and train other correctional workers in their contacts with such individuals.

2-8273 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 correctional officers 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.

2-8280 Revised August 1984. The person administering medications has training from the responsible physician and the official responsible for the facility, is accountable for administering medications according to orders, and records the administration of medications in a manner and on a form approved by the responsible physician.

DISCUSSION: Administration of drugs and remedies referred to in this standard does not include medications administered intramuscularly. Such medications should only be administered by trained medical personnel of at least the level of registered nurse.

2-8281 Interpretation August 1983. Drugs and medications that would usually be administered by parents may be administered to juveniles by facility staff pursuant to a physician's prescription; such drugs may include stimulants, tranquilizers, and psychotropics. Drugs that require intramuscular administration are to be administered by a physician or registered nurse.

2-8293 Deleted August 1983

**JUVENILE TRAINING SCHOOLS
SUPPLEMENT 1984**

2-9057 Interpretation August 1984. This standard applies only to personnel covered by merit systems, civil service regulation, or union contract.

2-9063 Deleted August 1984

2-9064 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 facility 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 facility. 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 facility. The program should include corrective actions, when needed, in policies regarding rate of pay, demotion, transfer, layoff, termination, and upgrading.

2-9069 Interpretation August 1984. This standard applies only to appointed personnel who are not covered by merit systems, civil service regulation, or union contract.

2-9071 Interpretation August 1984. See interpretation for standard 2-9069, above.

2-9076 Interpretation August 1984. See interpretation for standard 2-9057, above.

2-9077 Interpretation August 1984. See interpretation for standard 2-9057, above.

2-9085 Revised August 1983. Written policy and procedure provide that the facility's training program for all employees is planned, coordinated, and implemented by a qualified employee at the supervisory level who has completed 40 hours of training as a trainer; the program is reviewed annually.

DISCUSSION: A full-time staff person, possibly in the parent agency, should have responsibility for planning and implementing the training program and coordinating it with other employee programs. The program should consider the physical characteristics of the facility, its overall mission and types of juveniles served. In facilities with more than 50 employees, a staff member should be assigned full-time to the training function.

2-9094 Revised August 1984. Agency employees assigned to working with problem juveniles receive training related to their specific job function.

DISCUSSION: Staff assigned to work with juveniles who are emotionally disturbed or disruptive and require separate management should receive specialized training related to their assignments.

2-9127 Interpretation August 1983. The requirements of this standard also apply to special confinement units.

2-9146 Revised May 1984 (Mandatory). *Existing, renovation, addition, new plant*
The facility has exits that are properly positioned, clear, and distinctly and permanently marked in order to ensure the timely evacuation of juveniles and staff in the event of fire or other emergency. All housing areas and places of assembly for 50 or more persons have two exits.

DISCUSSION: Emergency exits should be provided to ensure the safety of juveniles, staff, and visitors. The exits should be positioned in such a manner that if one exit is blocked by fire and/or smoke, the other exit is available. All exits should be continuously visible at all times, kept clear and free of obstructions, and maintained in a usable condition. They should lead directly to a hazard-free area where adequate supervision can be provided. Battery-operated electric lights, portable lamps, or lanterns should not be used for primary illumination of exits. Electric battery-operated lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA *National Electrical Code*. These requirements also apply to exits in buildings designed for public or common use.

Interpretation March 1983 (Mandatory). At least two exits are required by the National Fire Protection Association *Life Safety Code*, 1981 Edition. Section 15-2 gives the requirements for exits with specific exceptions based on correctional occupancies. The two exits must be remote from each other and must be accessible from each living unit, fire compartment, or smoke compartment of the building (15-2.4.1 and 15-2.5.1). "Places of assembly" refers to buildings or portions of buildings used for gathering together 50 or more persons (*LSC* 4-1.2 and 9.1).

Interpretation March 1983 (Mandatory). Exit requirements are discussed in the *Life Safety Code*, Section 15-2. Exit markings are discussed at Section 5-10 of the *Code*. Appendix A of the *Code* has a drawing of an exit sign indicating the illumination required. Section 5-10.1.2 states: "Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants." The size and illumination of signs is delineated in Sections 5-10.2 and 5-10.3.

Interpretation March 1983 (Mandatory). Travel distances inclusive of the exit access, the exit, and the exit discharge are defined in the *Life Safety Code*, Section 15-2.6.1. The *Code* provides specific distances and exceptions based on correctional occupancy. The *exit access* is the route leading to an entrance to an exit. The *exit* is that part of a means of egress that is separated from all other spaces of the building by construction or equipment as required to provide a protected way of travel to the exit discharge. The *exit discharge* is the route between the termination of the exit and the designated safe area.

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

2-9155 Revised January 1984 (Mandatory). There is documentation by the authority having jurisdiction that the facility complies with the applicable fire safety code(s). A fire alarm and automatic detection system are required as approved by the authority having jurisdiction, or there is a plan for addressing these or other deficiencies within a reasonable time period. The authority approves any variances, exceptions, or equivalencies that do not constitute a serious life threat to the occupants of the facility.

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the juveniles and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, apply.

Interpretation March 1983 (Mandatory). 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.

The *Life Safety Code* or local or state "applicable" codes, as defined below, should be applied to all areas of the facility by the authority having jurisdiction. Any variances, exceptions, or equivalencies to the *Code* or to ACA/Commission standards that are granted by the authority having jurisdiction must not permit a serious life safety threat to the occupants of the facility; this includes those standards whose requirements exceed the *Life Safety Code*. Where plans of action are approved by the authority having jurisdiction, they must provide for compliance with the *Code* within an acceptable time period.

Where the *Life Safety Code* is not required as part of local or state fire codes, the applicable codes must be comprehensive, ensure basic protection of life, include the use of fire detection and alarm systems in all habitable areas of the facility, and ensure that a serious life safety threat does not exist for the occupants of the facility. Any variances, exceptions, or equivalencies will be accepted as indicated in the previous paragraph.

Interpretation March 1983 (Mandatory). Detection, alarm, and communications systems are detailed in the *Life Safety Code*, Section 7-6 and Section 15-3.4, for existing facilities. An "approved automatic smoke detection system" is required in "all sleeping areas and areas not separated from sleeping areas by fire-resistive construction" depending on use condition of the facility (15-3.4.5). "Automatic" as defined by the *Code* means "providing a function without the necessity of human intervention" (3-2). The smoke detection system or an immediately triggered alarm must alert occupants of abnormal conditions through an audible alarm that produces "signals that are distinctive from audible signals used for other purposes in the same building" (7-6.3.3.4).

The *Code* requires that "the fire alarm system shall be arranged to transmit an alarm automatically to the fire department legally committed to serve the area in which the facility is located by the most direct and reliable method approved by local regulations," with one exception: "Smoke detectors may be arranged to alarm locally and at a constantly attended location only and are not required to be connected to the fire alarm nor the fire department." This exception means that the detection signal may be received on a living unit or at a switchboard or main control center that is staffed 24 hours per day, seven days per week; signals received on living units would be immediately relayed to the main control center. Notification of the fire department would then be done using a manual alarm or any direct or reliable means approved by the independent, qualified source.

"Whenever possible . . ." regarding quarterly inspections means that such testing is done unless other methods are approved by the authority having jurisdiction, as discussed above.

2-9158 Deleted January 1984 (Mandatory)

2-9159 Revised August 1983 (Mandatory). Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected. Neoprene or cotton mattresses treated with boric acid are recommended. Polyurethane is not to be used in any living area. (See 2-9145.)

DISCUSSION: Facility furnishings include materials used in refurbishing, such as floor coverings, paint, or paneling, as well as furniture. These items can contribute significantly to the intensity and destructiveness of a fire. Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber (e.g., polyurethane, polystyrene) pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Any exceptions to these requirements shall be documented as approved by the NFPA or other authorized source.

2-9161 Deleted January 1984 (Mandatory)

2-9162 Deleted May 1984 (Mandatory)

2-9163 Revised August 1983 (Mandatory). The facility has a written plan for evacuation in the event of fire or major emergency that is approved by the authority having jurisdiction, who is trained in the application of national fire safety codes. The plan is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following:

Location of building/floor plans

Use of exit signs and directional arrows for traffic flow

Location of publicly posted plans

At least quarterly drills on all shifts in all institution locations

Staff drills when it is impossible to evacuate extremely dangerous juveniles.

DISCUSSION: The evacuation plan should also specify routes of evacuation, subsequent disposition and housing of juveniles, and provision for medical care or hospital transportation for injured juveniles and/or staff. Fire drills should include evacuation of all juveniles except when there is clear and convincing evidence that institutional security is jeopardized. Upon such showing, actual evacuation during drills is not required, although staff supervising such juveniles should be required to perform their roles/activity in quarterly drills.

2-9165 Revised May 1984 (Mandatory). Written policy and procedure govern the control and use of all flammable, toxic, and caustic materials.

DISCUSSION: The following definitions apply to this standard: *Flammable materials* — Liquids with a flash point below 100° F; *Toxic materials* — Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (e.g., zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides); *Caustic materials* — Substances that can destroy or eat away by chemical reaction (e.g., lye, caustic soda, sulfuric acid). If a substance possesses more than one of the above properties, the safety requirements for all applicable properties should be considered.

All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to inmates, and a prescribed system should be used to account for their distribution. Inmates should never possess such items unless under the close supervision of qualified staff.

Substances that do not contain one or more of the above properties but that are labeled "Keep Out of the Reach of Children" or "May Be Harmful If Swallowed" are not prohibited; their use and control, however, should be addressed in agency policy.

For a full discussion of definitions and recommendations pertaining to this standard, see **Appendix B, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances**

2-9236 Revised August 1984. Written policy and procedure specify the provision of mental health services for juveniles in need of such services, including, but not limited to, services provided by qualified mental health professionals who meet educational and/or licensure/certification criteria specified by their respective professional disciplines, e.g., psychiatry, psychology (psychiatric nursing), and social work.

DISCUSSION: Juveniles with severe mental health problems are a continuing and increasing source of concern in correctional institutions. It is essential that an adequate number of qualified staff members are available both to deal directly with these juveniles and to advise and train other correctional workers in their contacts with such individuals.

2-9246 Revised August 1983. Written policy and procedure for the collection and recording of health appraisal data require the following:

The process is completed in a uniform manner as determined by the health authority.

Health history and vital signs are collected by health-trained or qualified health personnel.

Review of the results of the medical examination, tests, and identification of problems is performed by a physician.

Collection of all other health appraisal data is performed only by qualified health personnel.

DISCUSSION: The initial screening must be followed with a more detailed health examination by the appropriate health appraisal personnel to adequately identify the health care needs of the juveniles. It is also important that the examination be performed in a uniform manner to ensure that it is thorough and consistent for each juvenile.

2-9254 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 correctional officers 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.

2-9256 Interpretation August 1983. As reflected in the discussion, it is not necessary that initial screening and examinations be conducted by a medical doctor or dentist. Screening and dental hygiene may be performed by appropriate qualified health personnel, including nurses, trained child care workers, and other professional and technical personnel.

2-9261 Revised August 1984. The person administering medications has training from the responsible physician and the official responsible for the facility, is accountable for administering medications according to orders, and records the administration of medications in a manner and on a form approved by the responsible physician.

DISCUSSION: Administration of drugs and remedies referred to in this standard does not include medications administered intramuscularly. Such medications should only be administered by trained medical personnel of at least the level of registered nurse.

2-9262 Interpretation August 1983. Drugs and medications that would usually be administered by parents may be administered to juveniles by facility staff pursuant to a physician's prescription; such drugs may include stimulants, tranquilizers, and psychotropics. Drugs that require intramuscular administration are to be administered by a physician or registered nurse.

2-9338 Interpretation August 1983. Formal education includes physical education and not other recreation programs.

**Summary of Changes
Supplement 1984**

SUMMARY OF CHANGES

(NOTE: Mandatory standards are designated by the letter M following the standard number)

Administration of Correctional Agencies

108 Interpretation (August 1984)
121 Interpretation (August 1984)
125 Interpretation (August 1984)

Adult Parole Authorities (2nd Edition)

2-1020	Deleted (March 1983)	2-1099	Revised (August 1984)
2-1035	Revised (March 1983)	2-1102	Revised (August 1983)
2-1051	Deleted (March 1983)	2-1103	Deleted (August 1983)
2-1076	Deleted (March 1983)	2-1117	Interpretation (March 1983)
2-1079	Revised (March 1983)		

Adult Community Residential Services (2nd Edition)

2-2003	Deleted (March 1983)	2-2113	Deleted (August 1983)
2-2018	Deleted (March 1983)	2-2114	Revised (August 1983)
2-2036	Revised (August 1983)	2-2115M	Revised (August 1983)
2-2037	Deleted (August 1983)	2-2116	Revised (August 1983)
2-2041	Deleted (March 1983)	2-2117M	Deleted (August 1983)
2-2047	Deleted (March 1983)	2-2118	Revised (August 1983)
2-2049	Revised (August 1984)	2-2119	Revised (August 1983)
2-2054	Revised (August 1984)	2-2120	Revised (August 1983)
2-2067	Revised (August 1983)	2-2121M	Deleted (August 1983)
2-2068	Revised (August 1984)	2-2124M	Revised (April 1982)
2-2072	Deleted (August 1983)		Interpretation (August 1984)
2-2075	Revised (August 1983)	2-2125M	Revised (April 1982)
2-2076	Deleted (August 1983)	2-2128	Revised (August 1984)
2-2094	Revised (August 1984)	2-2141	Revised (August 1983)
2-2095	Revised (March 1983)	2-2143	Revised (August 1984)
2-2110M	Revised (August 1983)	2-2144	Revised (August 1983)
2-2111M	Revised (August 1983)	2-2146	Deleted (August 1983)
2-2112	Revised (August 1983)	2-2152	Deleted (August 1983)

**Summary of Changes
Supplement 1984**

Adult Probation and Parole Field Services (2nd Edition)

2-3030	Revised (March 1983)	2-3077	Deleted (March 1983)
2-3035	Deleted (March 1983)	2-3089	Deleted (March 1983)
2-3036	Revised (August 1984)	2-3111	Revised (August 1983)
2-3037	Deleted (August 1984)	2-3112	Deleted (August 1983)
2-3041	Revised (March 1983)	2-3117	Deleted (March 1983)
2-3048	Deleted (March 1983)	2-3118	Deleted (August 1983)
2-3049	Deleted (March 1983)	2-3119	Deleted (March 1983)
2-3070	Revised (August 1984)	2-3151	Deleted (August 1984)
2-3073	Deleted (August 1984)	2-3190	Interpretation (March 1983)

Adult Correctional Institutions (2nd Edition)

2-4003	Deleted (March 1983)	2-4132	Revised (March 1983)
2-4009	Interpretation (August 1984)	2-4133	Deleted (March 1983)
2-4010	Revised (March 1983)	2-4134M	Interpretation (March 1983)
2-4011	Revised (May 1984)		Revised (May 1984)
	Interpretation (August 1984)	2-4139	Revised (August 1984)
2-4022	Deleted (March 1983)	2-4153-1	Added (August 1984)
2-4030	Revised (March 1983)	2-4155M	Interpretation (March 1983)
2-4032	Revised (March 1983)	2-4159	Interpretation (August 1983)
2-4033	Deleted (March 1983)	2-4162M	Interpretation (March 1983)
2-4034	Deleted (March 1983)		Revised (January 1984)
2-4054	Interpretation (August 1984)	2-4163M	Revised (March 1983)
2-4056	Deleted (August 1983)	2-4164M	Interpretation (March 1983)
2-4057	Revised (August 1983)	2-4165M	Interpretation (March 1983)
2-4058	Deleted (August 1983)		Revised (August 1983)
2-4062	Interpretation (March 1983)		Deleted (January 1984)
2-4063	Interpretation (August 1984)		(Interpretation moved to revised 2-4162)
2-4066	Deleted (August 1984)	2-4166M	Interpretation (March 1983)
2-4068	Deleted (March 1983)	2-4168M	Interpretation (March 1983)
2-4069	Deleted (March 1983)		Deleted (May 1984)
2-4072	Revised (August 1983)		(Interpretation moved to revised 2-4134)
2-4081	Revised (August 1983)	2-4169M	Interpretation (March 1983)
2-4082	Deleted (August 1983)		Deleted (January 1984)
2-4095	Interpretation (March 1983)		(Interpretation moved to revised 2-4134)
2-4096M	Interpretation (March 1983)	2-4172M	Interpretation (March 1983)
2-4100	Deleted (March 1983)	2-4173M	Interpretation (March 1983)
2-4101	Revised (March 1983)	2-4174M	Interpretation (March 1983)
2-4106	Deleted (March 1983)	2-4175M	Revised (May 1984)
2-4109	Revised (March 1983)	2-4179	Revised (August 1983)
2-4115	Revised (March 1983)	2-4180	Revised (August 1983)
2-4116	Deleted (March 1983)	2-4182	Revised (March 1983)
2-4117	Deleted (March 1983)	2-4182-1	Added (August 1983)
2-4118	Deleted (March 1983)	2-4182-2	Added (August 1983)
2-4120	Deleted (March 1983)	2-4182-3	Added (August 1983)
2-4125	Deleted (March 1983)	2-4182-4	Added (August 1984)
2-4129	Interpretation (August 1983)	2-4192	Revised (March 1983)
	Revised (August 1984)	2-4203	Revised (March 1983)
2-4131	Interpretation (August 1983)	2-4204	Revised (August 1983)
	Revised (August 1984)	2-4206M	Interpretation (March 1983)

**Summary of Changes
Supplement 1984**

(ACI, continued)

2-4211 Deleted (March 1983)
 2-4214 Revised (March 1983)
 2-4215 Revised (August 1983)
 2-4217 Deleted (August 1983)
 2-4223M Interpretation (March 1983)
 2-4238M Interpretation (March 1983)
 2-4239 Interpretation (March 1983)
 2-4244M Interpretation (March 1983)
 2-4248M Interpretation (March 1983)
 2-4255M Revised, Interpretation (March 1983)
 2-4263 Revised (March 1983)
 2-4267 Revised (March 1983)
 2-4281 Deleted (August 1983)
 2-4285M Interpretation (March 1983)
 Interpretation (August 1984)
 2-4285-1 Added (August 1984)
 2-4288 Revised, Interpretation (August 1984)
 2-4289M Interpretation (August 1984)
 2-4290 Interpretation (August 1983)
 Interpretation (August 1984)
 2-4295 Interpretation (March 1983)
 2-4317M Interpretation (March 1983)
 2-4324 Deleted (March 1983)
 2-4325 Revised (March 1983)
 2-4326 Revised (August 1983)
 2-4327 Deleted (August 1983)
 2-4328 Deleted (March 1983)
 2-4329M Deleted (March 1983)
 2-4330 Deleted (August 1983)
 2-4332 Deleted (August 1983)
 2-4334 Interpretation (March 1983)
 Revised (August 1983)
 2-4336 Deleted (August 1983)
 2-4337 Deleted (August 1983)
 2-4338 Deleted (August 1983)
 2-4340 Revised (August 1983)
 2-4340-1 Added (August 1983)
 2-4342 Deleted (March 1983)
 2-4349 Revised (August 1984)
 2-4354 Revised (March 1983)
 2-4355 Interpretation (March 1983)
 2-4360 Revised (May 1984)
 2-4362 Interpretation (March 1983)
 Interpretation (May 1984)

(ACI, continued)

2-4366 Revised (March 1983)
 2-4367 Interpretation (March 1983)
 2-4374 Revised (August 1983)
 2-4375 Revised (August 1984)
 2-4378 Revised (May 1984)
 2-4380 Deleted (March 1983)
 2-4387 Revised (August 1983)
 2-4388 Deleted (March 1983)
 2-4400 Deleted (March 1983)
 2-4411 Interpretation (March 1983)
 2-4413 Revised (August 1984)
 2-4416M Revised (March 1983)
 Interpretation (March 1983)
 2-4419 Deleted (August 1983)
 2-4421-1 Added (August 1984)
 2-4421-2 Added (August 1984)
 2-4421-3 Added (August 1984)
 2-4421-4 Added (August 1984)
 2-4421-5 Added (August 1984)
 2-4423 Revised (August 1983)
 2-4425 Deleted (August 1983)
 2-4427 Deleted (August 1983)
 2-4430 Deleted (March 1983)
 2-4432 Deleted (March 1983)
 2-4435 Interpretation (May 1984)
 2-4444 Deleted (March 1983)
 2-4445 Deleted (August 1983)
 2-4446 Interpretation (May 1984)
 2-4451 Deleted (August 1983)
 2-4452 Revised (August 1983)
 2-4454 Deleted (August 1983)
 2-4455 Deleted (August 1983)
 2-4460 Deleted (August 1983)
 2-4461 Deleted (March 1983)
 2-4462 Deleted (August 1983)
 2-4464 Deleted (August 1983)
 2-4465 Deleted (August 1983)
 2-4467 Deleted (August 1983)
 2-4468 Revised (August 1983)
 2-4469 Deleted (August 1983)
 2-4472 Revised (August 1984)
 2-4473 Revised (August 1983)
 2-4481 Deleted (August 1984)
 2-4485 Revised (August 1983)

Adult Local Detention Facilities (2nd Edition)

2-5008	Interpretation (August 1984)	2-5155M	Interpretation (March 1983)
2-5010	Revised (May 1984)		Deleted (May 1984)
	Interpretation (August 1984)		(Interpretation moved to revised 2-5120)
2-5024	Deleted (March 1983)	2-5156M	Interpretation (March 1983)
2-5027	Revised (March 1983)		Deleted (January 1984)
2-5028	Deleted (March 1983)		(Interpretation moved to revised 2-5120)
2-5035	Deleted (March 1983)	2-5159M	Interpretation (March 1983)
2-5049	Deleted (August 1984)	2-5160M	Interpretation (March 1983)
2-5050	Revised (August 1984)	2-5161M	Interpretation (March 1983)
2-5051	Deleted (March 1983)	2-5162M	Revised (May 1984)
2-5055	Interpretation (August 1984)	2-5171	Revised (May 1984)
2-5059	Deleted (March 1983)	2-5171-1	Added (August 1984)
2-5060	Deleted (March 1983)	2-5174	Revised (August 1983)
2-5076	Revised, Interpretation (May 1984)	2-5228M	Interpretation (March 1983)
2-5078	Revised (March 1983)	2-5234M	Interpretation (March 1983)
2-5093	Deleted (March 1983)	2-5243M	Revised, Interpretation (March 1983)
2-5103	Revised (August 1984)	2-5247M	Interpretation (March 1983)
2-5111	Interpretation (August 1983)	2-5250	Deleted (March 1983)
2-5114	Interpretation (August 1983)	2-5260	Revised (March 1983)
2-5119	Deleted (August 1984)	2-5269	Deleted (March 1983)
2-5120M	Interpretation (March 1983)	2-5271M	Interpretation (March 1983)
	Revised (May 1984)		Interpretation (August 1984)
2-5129	Deleted (March 1983)	2-5271-1	Added (August 1984)
2-5134-1	Added (August 1984)	2-5272	Revised, Interpretation (August 1984)
2-5135	Deleted (August 1983)	2-5288M	Interpretation (March 1983)
2-5136M	Interpretation (March 1983)	2-5297M	Deleted (March 1983)
2-5147	Deleted (August 1983)	2-5304	Deleted (March 1983)
2-5149M	Interpretation (March 1983)	2-5308	Revised (August 1984)
	Revised (January 1984)	2-5311	Revised (August 1983)
2-5150M	Revised (March 1983)	2-5313	Revised (March 1983)
2-5151M	Interpretation (March 1983)	2-5315	Deleted (August 1983)
	Revised (August 1984)	2-5316	Deleted (August 1983)
2-5152M	Interpretation (March 1983)	2-5317	Deleted (August 1983)
	Revised (August 1983)	2-5332	Revised (August 1984)
	Deleted (January 1984)	2-5334	Revised (May 1984)
	(Interpretation moved to revised 2-5149)	2-5365	Revised, Interpretation (March 1983)
2-5153M	Interpretation (March 1983)	2-5367	Revised (August 1983)
2-5154M	Interpretation (August 1983)	2-5376	Revised (August 1983)

Summary of Changes Supplement 1984

Juvenile Community Residential Facilities (2nd Edition)

2-6043	Deleted (August 1984)	2-6061	Revised (August 1983)
2-6044	Revised (August 1984)	2-6079	Revised (August 1983)
2-6046	Interpretation (August 1984)	2-6094	Revised (August 1984)
2-6047	Interpretation (August 1984)	2-6096	Deleted (August 1983)
2-6056	Deleted (August 1983)	2-6133M	Revised, Interpretation (August 1984)
2-6058	Deleted (August 1983)	2-6134M	Revised (August 1984)
2-6060	Revised (August 1984)	2-6191	Revised (August 1983)

Juvenile Probation and Aftercare Services (2nd Edition)

2-7025	Revised (August 1983)	2-7100	Interpretation (August 1983)
2-7031	Deleted (August 1984)	2-7104	Revised (August 1983)
2-7032	Revised (August 1984)	2-7131	Revised (August 1983)

Juvenile Detention Facilities (2nd Edition)

2-8060	Interpretation (August 1984)	2-8179M	Deleted (January 1984)
2-8067	Deleted (August 1984)	2-8182M	Revised (May 1984)
2-8068	Revised (August 1984)	2-8183M	Deleted (January 1984)
2-8078	Interpretation (August 1984)	2-8186	Revised (August 1984)
2-8079	Interpretation (August 1984)	2-8199	Revised (August 1983)
2-8080	Interpretation (August 1984)	2-8231	Revised (August 1983)
2-8129M	Deleted (August 1984)	2-8255	Revised (August 1984)
2-8130M	Revised (May 1984)	2-8273M	Interpretation (August 1984)
2-8161	Revised (August 1983)	2-8280	Revised (August 1984)
2-8170M	Revised (January 1984)	2-8281	Interpretation (August 1983)
2-8177M	Deleted (May 1984)	2-8293	Deleted (August 1983)

Juvenile Training Schools (2nd Edition)

2-9057	Interpretation (August 1984)	2-9159M	Revised (August 1983)
2-9063	Deleted (August 1984)	2-9161M	Deleted (January 1984)
2-9064	Revised (August 1984)	2-9162M	Deleted (May 1984)
2-9069	Interpretation (August 1984)	2-9163M	Revised (August 1983)
2-9071	Interpretation (August 1984)	2-9165M	Revised (May 1984)
2-9076	Interpretation (August 1984)	2-9236	Revised (August 1984)
2-9077	Interpretation (August 1984)	2-9246	Revised (August 1983)
2-9085	Revised (August 1983)	2-9254M	Interpretation (August 1984)
2-9094	Revised (August 1984)	2-9256	Interpretation (August 1983)
2-9127	Interpretation (August 1983)	2-9261	Revised (August 1984)
2-9146M	Revised (May 1984)	2-9262	Interpretation (August 1983)
2-9155M	Revised (January 1984)	2-9338	Interpretation (August 1983)
2-9158M	Deleted (January 1984)		

GLOSSARY OF TERMS

This glossary consolidates the definitions contained in the standards manuals. The five additions to the glossary approved in August 1984 are marked with an asterisk (*).

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.

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.

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
- NPFA 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	Defoliants
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.

(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.

ACA File No. _____

PROPOSAL FOR STANDARD REVISION**

Manual _____ Edition _____ DATE _____

Standard Number _____

New Standard Revision

Deletion Interpretation

Existing Standard (Insert complete standard and discussion) _____

Proposal (State the standard and discussion exactly and precisely as you believe it should appear in the manual) _____

Rationale for Revision* _____

Proposed by

Signature Agency City State Zip Code

Title Phone

* Please attach additional information if required. *Proposal must be in the exact format and worded precisely.*

** Forward to: American Correctional Association
4321 Hartwick Rd., Suite L-208
College Park, Maryland 20740

ACA File No. _____

PROPOSAL FOR STANDARD REVISION**

Manual _____ Edition _____ DATE _____

Standard Number _____

New Standard Revision
Deletion Interpretation

Existing Standard (Insert complete standard and discussion) _____

Proposal (State the standard and discussion exactly and precisely as you believe it should appear in the manual) _____

Rationale for Revision* _____

Proposed by

Signature _____ Agency _____
City _____ State _____ Zip Code _____
Title _____ Phone _____

* Please attach additional information if required. *Proposal must be in the exact format and worded precisely.*

** Forward to: American Correctional Association
4321 Hartwick Rd., Suite L-208
College Park, Maryland 20740