

X  
MINIMUM STANDARDS FOR SECURE DETENTION HOMES  
FINANCED BY OR AFFILIATED WITH  
DEPARTMENT OF CORRECTIONS - DIVISION OF YOUTH SERVICES

54632

DEPARTMENT OF CORRECTIONS  
COMMONWEALTH OF VIRGINIA

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## I.

## INTRODUCTION

The Minimum Standards for Secure Detention Homes have been developed under the authority of Article 4, Section 16.1-199 of the Code of Virginia.

There has been input and participation by many people, both professionals and private citizens, in the evolution of this document. Without their full and complete dedication to their task, this project would not have been possible.

It was the unanimous feeling of those assisting in this work that the best approach to a sound detention program for children in Virginia would of necessity involve consideration of a total systems concept. It was also strongly felt that if these Standards are to be a useful tool for the improvement of detention services there must be a commitment, both on the local level and the State level, to actually assist in providing for those services called for in this document itself. This commitment has far reaching implications, but without it these Standards will be completely ineffective.

Much time and effort, by many people, have been given to this task. The sustaining motivation was the hope that the final results would provide better services to those children needing secure detention. This hope will be a realization when the Minimum Standards are implemented in all Detention Homes in the State.

## HISTORY

The first secure detention institution specifically for children was established in Massachusetts in 1880, but it was not until 1907 that a detention home supported by public funds was founded in the City of Chicago. Detention facilities developed along with the courts, and today nearly every large city has some kind of secure detention home designed to keep children out of jail and to approximate home care. The common criticism from the beginning has been the fact that children are still detained in jails all over the country.<sup>1</sup> All too commonly, Juvenile Justice policies of intake and discharge of children are inadequate, the wrong kinds of children are detained, and children are confined for too long periods. Good casework standards have not been accepted generally until the past few years.

The first Juvenile Court in the United States was established by an act of the Illinois legislature, approved on April 21, 1899, in Cook County, Illinois. Representing a decade of efforts by leading reformers of that period, it began operation two months later. This court was established as a branch of the Circuit Court of Cook County and in the other counties of that State, similar jurisdiction was given to the county courts. Within a decade, twenty-one states passed some form of juvenile court legislation. By 1945, all states had juvenile court laws of some type. The first federal laws pertaining to juvenile delinquency hearings and dispositions were passed in 1938.

In Virginia, the following events took place which ultimately resulted in the development of our present-day juvenile court and secure detention home systems.

- 1908 Board of Charities and Corrections established to visit, inspect, and make recommendations on jails and almshouses. The Board was not given administrative powers, but its recommendations led to the development of child welfare and juvenile court programs.
- 1910 Private hearings were made available in lower courts for any juvenile under 17 years of age. Provision was made for privately chartered associations (for instance, Juvenile Protective Association) to designate, with the court's consent, employees as probation workers.
- 1912 First juvenile court was established in the City of Richmond with special sessions of the police court in rooms set aside for this purpose. In 1916 it became the first separate Juvenile and Domestic Relations Court in Virginia.

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<sup>1</sup>It should be noted that the recent development of Regional detention homes notwithstanding, more than 6,000 juveniles were held in jail in Virginia during 1974, either awaiting trial or transportation or serving sentence.

- 1914 Juvenile and Domestic Relations Court permissively authorized in cities over 50,000 population. The juvenile age was established as being for those under 18 years of age. The statutes suggested the use of physical and mental examinations of children coming before the court.
- 1918 Authorization was given for the appointment of probation officers to Juvenile and Domestic Relations Courts, Corporation Courts, and Circuit Courts.
- 1922 The Juvenile and Domestic Relations Code was amended to establish Juvenile and Domestic Relations Courts in cities of 25,000 population. Appointment was provided on an optional basis for a special justice for the county Juvenile and Domestic Relations Court. The issue for the juvenile court was established as, "Does the child require the State to intervene and assume guardianship?" The option of providing probation officers was extended to every city and county. A Board of Welfare and a Children's Bureau were established with special responsibilities for dependent, neglected and delinquent children. The Children's Bureau was responsible for all delinquent children committed to the State by local courts during their minority. Broad powers were given to the courts to include placement in foster homes on the State level, transfer to a training school, placement back in the child's own home, and/or placement in a private facility. Supervision was to be provided by the committing court upon the child's return to the community and jurisdiction was to cease when the child reached 21 years of age. This legislation made Virginia the first State to adopt a youth authority.
- 1922 First specialized secure detention home for juveniles established in Roanoke, Virginia.
- 1926 Second specialized secure detention home for juveniles established in Richmond, Virginia.
- 1938 Appropriations were made and land purchased for a farm for youthful first offenders.
- 1952 The Division of Youth Services was created to consolidate the child care functions of the Children's Bureau and the four training schools. The Bureau of Juvenile Probation and Detention within the Division of Youth Services was created to assist localities in developing probation, detention, and other social services throughout the Commonwealth of Virginia.
- 1953 Virginia's modern day system of secure juvenile detention homes began with the establishment of the Norfolk Detention Home and since then a number of homes have been opened. The present System includes:

	<u>Capacity</u>	<u>Date Opened</u>
Norfolk Detention Home	40	2-53
Northern Virginia Regional Detention Home	40	11-60
Roanoke Juvenile Detention Home	21	6-61
Tidewater Detention Home (Chesapeake)	52	2-62
Newport News Juvenile Detention Home	21	1-64
Richmond Detention Home	52	1-65
Shenandoah Valley Juvenile Detention Home (Staunton)	32	1-68
Lynchburg Detention Home	20	6-69
W. W. Moore Detention Home (Danville)	30	4-72
Rappahannock Juvenile Center (Fredericksburg)	21	11-72
Highlands Juvenile Detention Center (Bristol)	20	1-73
Chesterfield County Juvenile Detention Home	22	7-73
New River Valley Detention Home (Christiansburg)	20	8-74
Crater Juvenile Detention Home (Petersburg)	<u>21</u>	8-75
TOTAL	412	

## TOTAL SYSTEMS CONCEPT

Pre- and Post-Dispositional Placement Services in the Context of the Juvenile Justice System:

The laws governing the detention of juveniles are identified in the Code of Virginia Laws, 1974, under the Section, "Juvenile and Domestic Relations District Court", the purpose and intent of which are:

"This law shall be construed liberally and as remedial in character and the powers hereby conferred are intended to be general to effect the beneficial purposes herein set forth. It is the intention of this law that in all proceedings concerning the disposition, custody or control of children coming within the provisions hereof, the Court shall proceed upon the theory that the welfare of the child is the paramount concern of the State and to the end this humane purpose may be attained, the judge shall possess all necessary and incidental powers and authority, whether legal or equitable in their nature. A child coming within the purview of this law, whose custody the court assumes, shall be for his or her minority, subject to such watchful care, custody, discipline, supervision, guardianship and control as may be conducive to the welfare of the child and the best interests of the State."<sup>2</sup>

The Code of Virginia Law, 1974, states that provisions shall be made for temporary detention of children coming within the purview of the law in a variety of facilities such as a detention home, private home, Children's agency, etc. The Law specifically provides that the court or judge will not detain any child in a secure detention home "unless there is a substantial risk that such child will commit an unlawful act or not appear in court for the disposition of his case, or in the opinion of the judge it is necessary for the child's own protection. A child shall not, in any event, be committed to a secure detention home as a matter of final disposition." However, it does occur that a juvenile may be held in a secure detention home after commitment while awaiting placement or administrative and/or transportation arrangements to the placement.

A Total Systems Concept should be concerned with the relationship of each sub-system with the other and with the other related sectors of the Criminal Justice System. For example, the roles of prosecutor, defending counsel, and police are of immense importance to juvenile crime prevention, rehabilitation, and aftercare. The juvenile's own role within the system, i.e., his own input, will affect not only his future but other juveniles who are involved with him or follow him in the system.

In a small system, it is possible for individual role occupants to know each other; the systems approach is then natural, informal, and unconscious. In a large system, it is not such an easy matter to discern the effect of the sub-systems upon each other and to identify gaps and overlaps. Guidelines must

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<sup>2</sup>1974, Code of Virginia Laws, Commonwealth of Virginia, Title 16.1, Chapter 8.



be established to effect the kinds of communication necessary for a workable process. The relations of police to court intake, judge to probation officer, court intake to detention, police to detention, detention to court services, etc., must be spelled out not only in terms of what the law says but how, in fact, it does function.

This concept when applied to Pre- and Post-dispositional Placement Services directs attention to their interaction with the other components of the Juvenile Justice System. The initial contact of the juvenile with police, for example, may have a decisive effect upon both pre- and post-dispositional placements. Whether or not diversion takes place at this point is the most obvious, but by no means the only, consideration.

Included in the Juvenile Justice System are such operational sub-systems as:

- Youth Development
- Prevention
- Police
- Court judicial process
- Intake (to include the Hearing Officer)
- Investigation
- Pre-dispositional Placement Service
- Post-dispositional Placement Service
- Probation Services
- Placement Services
- Court Support Services
- Special Services
- Domestic Relations Services

It is not the intent to standardize or formalize the functioning of individual localities to the specific sub-systems above, but rather to note that each locality has distinctive sub-systems which operate interdependently, and to establish a more definitive context to consider the function of the level of secure detention.

The purpose of placing a juvenile in Pre-dispositional status is to assure that the child commits no new offenses and that he be available to the court at the prescribed date and time. Differential treatment is involved in the classification and designation of juveniles to the appropriate level of placement, for example, secure detention, volunteer homes, outreach, etc. Assignment criteria is essential. (See Chart I, Page 7)

Facilities or capabilities for detained children range from maximum secure to a minimally supervised open environment. For example, a jail may be considered maximum secure, so might a juvenile detention center which has special separate provisions for maximum security. At the other extreme it may be appropriate to have a juvenile detained in his home, with his parents, or in a surrogate home under supervision. Even when inappropriate, this latter type placement may be dictated for lack of secure detention home space. In addition to its custodial function, this placement must include personal and program services such as counseling, education, medical attention, recreation, etc. These services vary with the length of time held and the juvenile's need and should be available whether placement is in maximally or minimally supervised environments. (See Chart 2, Page 8)

Pre-Dispositional Placements

SECURITY LEVEL	MAXIMUM SECURE	SECURE	LESS SECURE	MINIMAL SECURE	MINIMAL SUPERVISION
TYPE FACILITY	JAIL SPECIAL DETENTION	DETENTION CENTER	LESS SECURE DETENTION/STAFF GROUP HOME/HOUSE PARENTS: W/OUTREACH	GROUP HOME/HOUSE PARENTS/PROBATION OFFICER/SURROGATE HOME WITH OUTREACH/OWN HOME WITH OUTREACH	FRIENDS OR RELATIVES HOME UNDER PROBATION SUPERVISION/ OWN HOME/UNDER PROBATION SUPERVISION
SECURITY DESIGNATION CRITERIA	Juveniles considered physically dangerous to self/others	Juveniles considered physically dangerous to self/others	Juveniles in need of supervision but can be trusted outside secure setting	Juveniles in need of family type surroundings with some outside supervision	
PERSONAL SERVICES	COUNSELING (GROUP/INDIVIDUAL) MEDICAL CUSTODY	COUNSELING (GROUP/INDIVIDUAL) MEDICAL CUSTODY	COUNSELING MEDICAL GROUP THERAPY CUSTODY	VARIED	COUNSELING
PROGRAM SERVICES	EDUCATION RECREATION	EDUCATION RECREATION	EDUCATION RECREATION WORK	VARIED	VARIED
AVERAGE TIME HELD	7 DAYS	7 DAYS	14 DAYS	14 DAYS	21 DAYS

CHART 1

Juvenile Justice System Process for Predispositional Placement

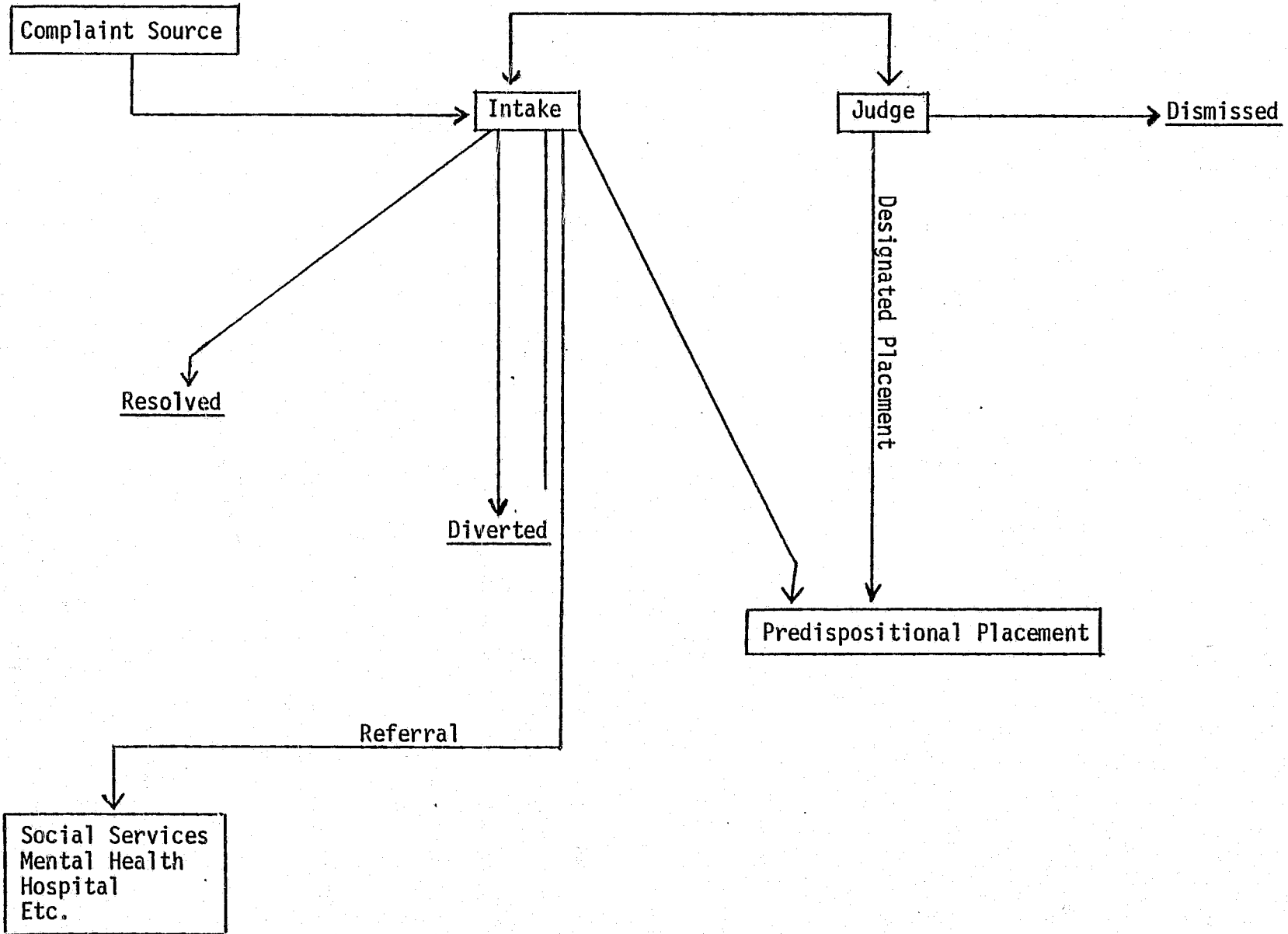


CHART 2

A distinction is made between pre-dispositional detaining of a juvenile with the objective of assuring his uneventful availability to the court and post-dispositional placement of a child who is found to be under the jurisdiction and purview of the Court and is committed to the State Board of Corrections, or referred to a special placement.

Post-dispositional placement also involves varying degrees of detaining or restraining a juvenile. Such placement is usually for a longer period than pre-dispositional and includes, as a primary focus, treatment, training, education, family services, and other special provisions for affecting behavioral changes so that the child can attain both self-respect and respect for the rights of his community. The goal is to have the child modify his behavior so that he functions in a positive manner in society.

The spectrum of placement alternatives may make it possible for Juvenile Justice officials to provide the most appropriate placement to satisfy individual needs, taking into account factors such as age, sex, aptitude, behavior pattern, intelligence, motivation, etc. Similar to the need for criteria for designation in the pre-dispositional ranges, there is a need for the development of appropriate criteria for post-dispositional placement. The latter placement should involve a more personalized approach.

#### Summary

In the context of a Total Systems approach, planning and implementation for pre- and post-dispositional sub-systems should include the following:

1. Delineation of the roles of components of the system and how they overlap and affect each other;
2. Development of realistic, achievable standards for delivery of service to juveniles while in placement status;
3. Development of criteria for appropriate assignment to pre- and post-dispositional facilities.

The Total Systems Concept of the Juvenile Justice System presented above has been limited in order to focus on the relationships and distinctions between pre-dispositional and post-dispositional placement services. The minimum standards to be presented in this document will be applicable to the secure detention level of the pre-dispositional placement services.

## CONCEPTS OF DETENTION

### 1. Philosophy of Secure Detention

The philosophy of detention is based upon the philosophy of the juvenile court. "Although the juvenile court was built upon the philosophy that a child is not a free moral agent and that his behavior is largely influenced by social conditions over which he may have little control, in practical life and work we proceed upon the assumption that a minor can modify his behavior, once he attains some degree of social maturity and mental development. There is no other practical approach and no other adequate alternative. We must assume that even young boys and girls can and will accept these. Their sense of responsibility and motivation to change their conduct and attitude and their ability to mature socially and mentally are probably resultants of both biological and social factors."<sup>3</sup> The Commonwealth of Virginia still adheres to this concept as indicated in the statement of "Purpose and Intent" of the Juvenile Court Act.

Secure detention care is one of the facets used in the total treatment process for the small minority of children requiring secure custody. It is a specific kind of child care needed for those children coming in conflict with the law and who require physical-restraining measures for their own protection or for the protection of the community. The term "detention" as used throughout refers to the temporary care of children awaiting adjudication and/or disposition by the Judge of the Juvenile and Domestic Relations District Court.

Since the purpose and accepted philosophy of the juvenile court is the rehabilitation of children, then the detention process must be geared to attain a constructive experience for those detained. The social casework concept of treatment must be an integral part of all phases of living within the detention setting.

Presently, the philosophy of the individual secure juvenile detention home focuses upon providing an effective short term crisis intervention type of program (not to exceed twenty-one days). However, the fact that detention is temporary is not an excuse for detaining children in a "cold storage" status.

*Instead of being merely a "waiting period", detention should begin the process of rehabilitation and lay the groundwork for later treatment. Above all, the detained child should feel in the staff a warm acceptance of himself and rejection only of his anti-social behavior. The staff's belief in the child must be a belief in his best characteristics and, on the basis of this belief, in his capacity for change.*

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<sup>3</sup>Young, Pauline. Social Treatment in Probation and Delinquency.

Staff of the modern secure detention facility is responsible for providing quality services for a client population which is in a state of crisis. The staff should be trained and skilled to successfully provide services to individuals and groups of children.

These services must occur in an atmosphere providing well-defined limits and a sense of security for the child. A sound detention program must assure that the child is not stripped of his individual dignity and privacy, and that safety, protection, and adequate services are available. This means that the physical and emotional needs of each child must be respected, while not neglecting the importance of safety and security for the individual and the group.

## 2. Goals of Secure Detention

Secure detention care has four basic interwoven goals:

1. Secure custody which minimizes the damaging effects of confinement, and physical care which fosters growth. This implies a well designed plant, sound philosophy of operation, and constructive staff attitudes toward detained children. (Physical care which fosters growth and minimizes the damaging effects of detention demands a well-balanced program.)
2. A constructive and satisfying program of indoor and outdoor activities, including educational, quiet, active, and creative pursuits; and, in addition, staff-guided group discussions adapted to the special needs of delinquent children in confinement. (Constructive and satisfying activities have little corrective or therapeutic value without individual and group guidance.)
3. Guidance through casework and group work to handle problems within the institution and to help the child use the detention experience to understand himself better and to come to grips with his problems. (Individual and group guidance, combined with a program of constructive and satisfying activities, provides the material for observation and study.)
4. Observation and study of the child to provide screening for undetected mental or emotional ill health, a professional report to the court services regarding the child's strengths, weaknesses, and needs as observed by the detention staff and interpreted by the detention group worker and clinical staff attached to the detention facility or the court. However, observation and study are invalid without constructive and satisfying activities and are a natural outgrowth of individual and group guidance.

### 3. Use of Secure Detention

Secure detention care should be used only when there is reason to believe that unless the delinquent (or alleged delinquent) child is removed from his home there will be: (1) serious risk of him committing an offense dangerous to himself or to society, (2) substantial probability of his not being available for court appearance. Such detention requires specially designed, physically secure, fire-proof buildings for the specific purpose of containing the youngster, pending adjudication of the alleged delinquency.

### 4. Limits on Use of Secure Detention

Secure detention shall be used only when a detention order or warrant has been filed by the Juvenile and Domestic Relations District Court or a higher court.

#### SECURE JUVENILE DETENTION SHOULD:

##### Not Be for Punishment

Good secure detention care, although given within a secure setting, is not for punishment. It stresses the positive. When used as it should be, with extreme care, its purpose is to protect the child from uncontrolled behavior as well as to protect the community. While the detention experience flashes a stop sign before the youngster, it should in no way be retaliatory.

##### Not Be a Substitute for Casework Services

Most juveniles apprehended for serious law violations, or for repeated minor offenses, are in need of immediate casework service, but not necessarily secure detention. Such detention should not be used in lieu of such service. If there is a lack of sufficient probation personnel to provide casework to the child in his own home pending court disposition or while the child is on probation, effort should be made to correct the probation personnel situation rather than to build more detention facilities. Secure detention must not be used as a warning or threat to the child; more harm than good is done by such practices.

##### Not Be for Routine Overnight Care

The detention of children overnight, or until release following a preliminary hearing or investigation is not necessary in most cases. Most children held in custody immediately following their apprehension and released to their parents within 48 hours might have been returned to their homes under supervision in the first place.

### Not Be a Substitute for a Learning Center

A secure detention home to which youngsters are constantly brought fresh from new and somewhat dramatic encounters with the police cannot provide the atmosphere or program characteristic of a good learning center. Adjustments and changes in attitudes may occur during detention which may begin the process of rehabilitation. However, if a child needs a period of special treatment or training away from his own home, such care should be given in a facility designed for this purpose, not in a secure detention home.

### Not a Substitute for Residential Clinical Study and Treatment Centers

Children who are in need of diagnostic, psychiatric, or psychological services, but who do not require secure custody, should receive these services while remaining in their own home whenever practical. It is not sound practice to place children in a secure detention home for health or mental health services. If long term residential care is required, children should be placed in a special study or treatment center.

### Not Be a Substitute for Post-Dispositional Services

Once children have been committed and accepted by the State Department of Corrections, they should be removed by State authorities within a short period of time. Secure detention is not designed to hold state committed wards for extended periods.

### Not Be for Children Who Are:

Juvenile status offenders who could be placed in alternative facilities. See Chart I, Page 7.

## 5. Summary

Probably no other concept in corrections or youth services is as poorly understood as that of secure detention. It is designed specifically for those children who require restraining measures either for their own protection or for the protection of the community. Such restraint constitutes the beginning in the over-all rehabilitative process. Children should not be placed in secure detention simply for disciplinary or corrective measures.

The modern secure detention home offers special services to the child and his family, the court, and the community.

To the child, a good secure detention facility should provide immediate protection against his own uncontrolled actions; constructive activities which challenge his interest; group guidance which counteracts the effects of confining him with other delinquents also



apprehended for law violations; individual guidance which helps him to use his detention experience to better understand himself so that he may come to grips with his problems; and contacts with persons in authority who are as much concerned with his well-being as with his living within the law, thus introducing him to new concepts of authority.

To the court, secure detention should provide assurance that children involved in serious delinquent behavior will be held in secure custody pending their court disposition. Detention care should provide an opportunity for a report on the child to the court based on short-term, but intensive, study. This report supplements the court's social investigation and gives the court more complete information as a basis for the disposition.

To the community, the secure detention home should provide immediate protection from young people, within the purview of the Juvenile Court Act, whose behavior has endangered--and at the time appears likely to continue to endanger--the safety and property rights of others. Other gains to the community depend on the training and experience of key personnel in the detention home.

Parents, and all who come in contact with the secure detention home, may profit from the experience by being made aware of various methods of handling children with behavior problems. The detention home also offers a rare opportunity for serving the community as a source of training for students in social work, education, psychology, and allied fields through cooperative relationships with colleges and universities. In this way, qualified and trainable personnel are attracted to careers in the field of youth services.

## II.

## DEFINITIONS

"Board" - Board signifies the Board of the Virginia Department of Corrections.

Committing Agency - that agency issuing the Detention Order authorizing the detention of the juvenile. Such agency is usually the Juvenile and Domestic Relations Court.

Certification Team - Team will consist of Group Care Specialists, Superintendent of the Juvenile Detention Home and one member from another program.

Discipline - Discipline is defined as a teaching and learning process designed to modify in a positive manner anti-social/unacceptable behavior. Discipline has redeeming social value.

Disciplinary isolation - Disciplinary isolation is defined as the removal or separation of the child from his peer group and curtailment of his activities for purposes of discipline or to gain control. Disciplinary isolation should be used only when all other efforts have failed.

"Department" - Department signifies the Virginia Department of Corrections.

"Division" - Division signifies the Division of Youth Services within the Virginia Department of Corrections.

Isolation - Isolation is the physical separation of the child from the normal group activities either for disciplinary or medical reasons.

Intake Process - Intake process, as defined in the context of these Standards is that process a child must undergo immediately upon his admittance to the detention facility. It consists of four essential parts: (1) observation of child's overall condition; (2) physical search; (3) orientation interview; (4) placing the child's name on daily roster sheet and completing necessary paperwork.

Intake Supervisor - For purposes of these Standards, the intake supervisor is that person on the detention staff responsible for carrying out the intake process.

Less Secure Detention Home - A less secure detention home is defined as that facility which provides temporary care for delinquent or alleged delinquent children; in a home-like and non-secure atmosphere pending court disposition or return to another agency. These homes normally house seven to fifteen residents and provide care for those children not in need of secure custody. They are usually administratively tied to Secure Detention Homes.

Medical isolation - Medical isolation is defined as the separation of the child from the group activities for serious medical reasons. Medical isolation should be used upon recommendation of a nurse or doctor.

Outreach Detention Program - An outreach detention program is an approach to detention which utilizes no physical facilities. This program provides intensive supervision of delinquent or alleged delinquent children, in their own or a surrogate home, during the relatively brief period between their initial court appearance and the dispositional decision. Such programs are usually administratively tied to the Secure Detention facility or to court intake units.

Pre-disposition - Pre-disposition is defined as that period from the time a child is taken into custody until the court makes a final disposition relative to the juvenile being within the purview of the Juvenile and Domestic District Relations Court law.

Post-disposition - Post disposition is defined as that time after the court has made an official disposition and the juvenile is found to be within the purview of the Juvenile and Domestic Relations District Court law until such time as he is discharged from such supervision.

Procedure Manual - The Procedure Manual, for purposes of these Standards, is defined as that document developed by each Detention Facility and containing written procedures governing the operations of the facility. The manual shall be in conformity with Minimum Standards for Secure Detention and federal, State, and local laws.

Punishment - Punishment is defined as any action taken primarily to alleviate the perpetrator's personal frustration with only incidental regard for its effect on the child. Punishment used in this context has no redeeming social value.

Secure Detention Home - A secure detention home is a highly specialized and physically restricting facility designed to provide temporary emergency care for delinquent or alleged delinquent children who require secure custody pending court disposition.

Treatment Program - For purposes of these Standards, a treatment program is defined as the overall program process developed and implemented to help enable the detainee to obtain the maximum positive benefit from the detention experience. To achieve this goal, the treatment program must encompass every aspect of human needs and must attempt to meet these needs insofar as is possible within the framework of a secure detention setting.

## III.

CERTIFICATIONA. Secure Detention Home Program Approval

Secure Detention Homes developed and financed under Section 16.1-201, Code of Virginia require approval or certification delegated to the Division of Youth Services, by the Department of Corrections, at various stages of their development and operation. These approvals or certification processes are as follows:

1. Approval by the State Board of Corrections of a Statement of Intent by a locality to develop a home. This Statement of Intent is usually in the form of a letter or resolution from the local governing body to the Director of the Department of Corrections. The letter, or resolution, should identify the type of program to be developed, the projected population, and a statement regarding the acquisition, renovation, or construction of the physical facility.

Formal approval by the Board signifies that the Department will participate in funding if the program is developed and operates within approved standards.

2. Prior to opening, the Secure Detention Home must have a provisional certification from the Department.
3. An annual review and written certification by the Department is required for continuing operation and financial assistance.

B. Certification Requirement

Written certification of each secure detention home and its programs by the Virginia Department of Corrections is mandatory. Certification indicates that the given secure home and program have been evaluated and conform to standards established by the State Board of Corrections. The evaluation for the purpose of certification is the responsibility of the Division of Youth Services and centers in two main areas: (1) evaluation of program content and (2) evaluation of the physical and environmental care given residents. These Standards do not specify treatment techniques. There is, however, an expectation that each home will have an identifiable program which can be assessed. The Department shall provide reasonable assistance to each detention home to enable them to comply with minimum standards and to obtain and maintain certification.

C. Certification Procedure

## 1. Types of Certificates

- a. An annual certificate is one which is granted to a secure detention home whose programs, facilities, and operations meet, substantially, the minimum standards established herein.

- b. A provisional certificate is one which may be issued if the applicant is temporarily unable to comply substantially with the requirements and under the condition that the requirements will be met within a specific length of time. A letter accompanies a provisional certificate and states the reason(s) for its being provisional. A provisional certificate may be issued for any period not to exceed six (6) months but may be reissued only once for the same deficiency.

## 2. Original Certificate

### a. Application

A sponsoring organization planning to develop a secure detention home shall file an application with the Department of Corrections for a certificate two (2) months in advance of the planned opening date. The application shall be signed by a representative of the administrative body responsible for operation of the secure detention home. The application form is provided by and may be obtained from the Division of Youth Services of the Department of Corrections.

### b. Material to be filed with original application

- (1) A statement regarding the sponsorship of the secure detention home together with other information showing the name of the person or persons responsible for policy-making, administration, and operation.
- (2) If staff have been engaged, a record of satisfactory medical examination of each staff member who will come into contact with the residents and those who will be engaged in the handling and preparation of food.
- (3) The application shall incorporate an outline of the secure detention home's projected program.
- (4) There shall be an inspection and report as to the sanitary conditions from the local Health Department. There shall also be an inspection and report from the Office of the Local Fire Marshall where any building comes under the definition of a public building under the Virginia Fire Safety Regulations to determine compliance with their regulations.

### c. Study of the application

Following receipt of the application and materials requested above, a representative of the Division will make an on-site study of the proposed services and facilities of the applicant.

### d. Notice to the applicant of Department's action

After the application for certification is approved by the Department, the applicant will receive by mail a certificate which will set forth the conditions under which he may operate. The certificate shall be kept on the premises and shall be available for inspection upon request. The terms of the certificate include

the operating name of the secure detention home, the maximum number and age range of the children to be served, and the time for which the certificate is effective. An accompanying letter may contain recommendations regarding activities, services, and facilities to be employed.

### 3. Duration of the Certificate

Certificates, except for the provisional ones, expire one (1) year from the date of issuance, unless revoked sooner. This certificate expires automatically if there is a change in location or sponsorship. In such cases, an application for an original certificate must again be filed since certificates are not transferable. To avoid delay, the Department shall be advised at once of any contemplated change so that it may determine if the proposed change may be approved.

### 4. Renewal of Annual Certificate

There shall be provision for the continued operation of the secure detention home and for the annual renewal of the certificate.

#### a. Application

An application for renewal of certificate must be submitted by the applicant on a form furnished by the Division approximately two (2) months prior to the expiration date. The completed application shall be returned to the Division of Youth Services to allow time for processing before expiration of the current certificate.

#### b. The material to be filed with renewal application of an annual certificate are:

- (1) A current list of board members and committees, if any;
- (2) A record of satisfactory medical examination of each staff member (a staff information sheet will be provided by the Department);
- (3) A report of major changes in the program or facilities during the year or contemplated for the coming year;
- (4) Building plans for any contemplated construction, giving room dimensions, specifications and use.

#### c. Upon completion of a. and b. above, the certification team will make an on-site inspection of the facility before recommendation for renewal of certification is made.

### 5. Revocation or Suspension

Any secure detention home certified as aforesaid shall receive a certificate to operate a home, provided however, that the secure detention home certificate may be revoked or suspended by the State Board of Corrections for failure to maintain standards prescribed for the afore-mentioned home.

## 6. Right of Appeal

- a. The Detention home may have the right to appeal an initial decision not to certify; the detention home may also have the right to appeal any certificate revocation or suspension.
- b. The detention home may initiate any appeal within thirty (30) days of notification of the decision of the certification team.
- c. The detention home may initiate any appeal with a letter from the administrative body and the superintendent of the home to the Director of the Division of Youth Services.
  - (1) The appeal letter shall enumerate:
    - (a) The written reason(s) for revocation or suspension.
    - (b) The reason(s) of the home for appealing.
    - (c) The nature of detention home operations since receiving the preceding certificate, where applicable.
    - (d) The actions planned by the detention home to remedy the condition(s) preventing certification or renewal of certification.
  - (2) The Director of the Division shall appoint appropriate persons to act as hearing officers. The hearing officers shall make a recommendation, within thirty (30) days, to the Director of the Division, who shall make a decision within fifteen (15) days of receipt of the recommendation.
  - (3) The final appeal body shall be the Board of Corrections. The secure home shall inform the Board and the Director of the Department of Corrections in writing of the nature of the appeal and shall supply all other pertinent data which may be required within fifteen (15) days of the final decision of the Director of the Division of Youth Services. The Director of the Division of Youth Services shall supply the Board through the Director of the Department with all pertinent data regarding the denial of certification.

## IV.

ADMINISTRATION

Secure juvenile detention in Virginia is administered on a local level with variations in the actual managerial process. There are homes administered by Commissions, Juvenile Courts, Boards, City Managers, and Directors of Public Welfare. Administration of the home is implemented by the local governing bodies through a Superintendent subject to State Code, Title 16.1, Chapter 8, Article 4.<sup>4</sup>

It shall be the responsibility of the detention home Superintendent to report any and all known irregularities of detention standards and violations of the law affecting detainees or the detention operation to the appropriate authority of the court of jurisdiction or other agencies involved and to the Department of Corrections as may be required under Code of Virginia, Section 16.1-202.5, Article 7.

Administration carries the responsibility, through the Superintendent, to identify, develop and implement a detention program to meet the basic needs of those children properly referred to secure detention by the courts. Administrative responsibilities shall include staff development and training; budgeting and accounting policies and procedures; personnel policies and procedures; and the general day-to-day operations of the detention program. Assistance to the administration shall be provided by the Group Care Specialist from the appropriate Youth Services Regional Offices.

## A. Staff Training and Development

The administrative body, through the Superintendent, shall be responsible for providing an on-going program of staff training and development and maintaining records thereof.

1. All new employees shall be given orientation/training sessions, prior to assumption of their duties, regarding program, personnel policies, procedures, and their respective duties.
2. In-service training programs shall have well-defined objectives in order that specific needs of staff may be met and maximum service rendered to detainees.
3. All child care staff shall be provided, and participate in, a minimum of forty (40) hours of in-service training per year. Attendance at regularly scheduled staff meetings shall not fulfill this requirement. However, that portion of a staff meeting that has a teaching or learning component (such as skills enhancement, guest speakers, etc.) may be credited toward the required forty hours of training.
4. In addition to the above required training, attendance at conferences, seminars, institutes, workshops and academic courses related to work shall be encouraged to further the continued professional development of staff.

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<sup>4</sup>Commonwealth of Virginia, 1974 Corrections and Related Laws, pages 116-118.



5. Volunteers shall be provided training as deemed appropriate by the Superintendent and such training procedures shall be written.
6. Relief workers shall be provided training as deemed appropriate by the Superintendent and such training procedures shall be written.

B. Budget and Finance

1. The governing body, through the Superintendent, shall manage the secure detention home's financial affairs in accordance with sound accounting practices, local ordinances, the Code of Virginia and the guidelines and regulations of the local jurisdiction and the Virginia State Board of Corrections.
2. Additional administrative requirements of the Superintendent in the secure detention home shall be to assure that:
  - a. Fiscal policies of the home shall be written and shall provide for a standard and acceptable system of internal controls;
  - b. The home's annual budget shall reflect and anticipate its needs and goals; and shall be approved by the governing body; and a copy furnished to the appropriate authority in the Department of Corrections prior to the beginning of the funding period;
  - c. Financial reports shall be prepared and submitted to the governing body and the appropriate authority in the Department of Corrections at intervals consistent with established policies and procedures;
  - d. Financial records shall be maintained for a minimum of seven years for legal and fiscal analysis in compliance with local, State, and Federal regulations;
  - e. Audits shall be conducted annually by a certified public accountant in accordance with local, State and Federal regulations;
  - f. Provisions shall be made to bond staff and governing body members who have any responsibility for funds of the home;
  - g. The home shall maintain attendance records on all employees;
  - h. The home shall have a written policy for cash disbursements;
  - i. The home shall have a written policy for purchasing and receiving, consistent with sound accounting practices;
  - j. The home shall have a written policy for inventory control and methods of conducting an annual inventory;
  - k. Sound and ethical business practices shall be observed in the payment of obligations;

1. Complete records pertaining to purchase of food, furniture, equipment, clothing, and so forth shall be kept under proper heading by month and under separate categories relating to whether they are reimbursable by the State or a local charge.
3. Procedure for reimbursement of detention cost defined in Code of Virginia, Title 16.1, prescribes the State and local financial responsibilities for the detention operation.
  - a. The Superintendent of each secure detention home is responsible for the recovery of costs incurred in the operation of his home.
  - b. The Superintendent or the Finance Officer of the local jurisdiction shall be required to submit the following forms, with copies of appropriate bills, for reimbursement to the Department of Corrections, Bureau of Accounts, through the Youth Services Regional Office. Copies of these forms may be found in Section XI.
    - (1) Form 5
    - (2) JC-34
    - (3) JC-35
    - (4) JC-42
    - (5) Comp. Form 8 (travel)

#### C. Personnel

1. Each secure detention home shall have a written statement of personnel policies approved by the governing body.
2. Each detention home administration shall develop and adopt a Personnel Policy Manual which shall contain the following:
  - a. Organizational chart
  - b. Job qualifications and descriptions
  - c. Person or persons responsible for employment, promotion, discipline, resignation, suspension, and termination
  - d. Employment and promotion procedures
  - e. Resignation, suspension, and termination procedures
  - f. Employee evaluation
  - g. Grievance procedure
  - h. Hours of work

- i. Salaries
  - j. Benefits
  - k. Holidays and leave with or without pay
  - l. Personnel records
  - m. Attendance at academic courses related to work
  - n. Attendance at workshops, conferences, etc., related to work
  - o. Confidentiality
  - p. Other policies practiced by the Home
3. A copy of the Personnel Policy Manual shall be available to employees at all times.

V.

OPERATIONAL PROCEDURES

Operational procedures shall conform to the "Juvenile and Domestic Relations District Courts Statutes" as contained under Title 16.1, Article 4 of the Code of Virginia. Each secure detention home shall develop applicable written operational procedure manuals in conformance with these Minimum Standards and federal, state, and local laws.

A. Admission Prerequisites

1. A warrant or detention order shall always accompany the child to the home.
2. The committing agency shall be responsible for notification to parents, guardians or other persons or agencies having custody of the child as provided in the Code of Virginia, Section 16.1-197. In situations where it is known the child's parents, guardians or other persons having custody have not been notified; the secure detention home staff is encouraged to notify such persons of the child's detention.
3. Any child requiring emergency medical treatment shall be provided that treatment by the committing agency prior to admission.
4. Any pre-existing medical and/or psychiatric needs shall be the responsibility of the committing agency.
5. Medication accompanying the child at admission shall require validation by a registered nurse or physician.
6. A physical search of the child shall be conducted by a detention home staff member prior to admission and prior to the departure of the transporting officer.
7. Information concerning special behavior problems shall be made available to the detention intake supervisor. This shall be given verbally or in written form and recorded in the individual child's file.
8. Homes shall not exceed rated capacities as determined by the State Board of Corrections. Law enforcement officials, probation counselors, and social workers shall be responsible for arranging admission to the detention home by phone prior to bringing the child to the facility.

B. Intake Process

This is one of the most critical phases of the detention of a child in a secure facility.

1. Each child should be greeted in a warm, friendly and non-threatening manner in order to help him adapt to the detention setting.

2. Awareness of the child's immediate needs shall be closely observed and an effort made to alleviate as much apprehension as possible.
3. The intake officer and staff shall exercise sound judgment and control in dealing with any hostile, aggressive or drug (including alcohol) induced behavior.
4. All personal effects shall be removed during intake and these articles shall be itemized and filed for safe keeping.
5. Each child shall shower and be provided clean change of clothing.
6. An orientation period shall be conducted with each detainee to familiarize him with the detention schedule, program, philosophy, rules and regulations and the detainees' privileges and rights. Such written information shall be conspicuously posted throughout the building.
7. Routine isolation of children at intake shall be prohibited.
8. A file on each child shall be opened at the time of intake and include all known pertinent data. Any disciplinary action taken shall also be included.

C. Client Records

1. Each child's file shall include the following information:
  - a. Admission form - (This form shall contain vital statistics of child's background and other pertinent information.)
  - b. Detention order or warrant
  - c. Medical record - completed by physician or nurse
  - d. Psychiatric or psychological evaluations if available
  - e. Discipline report
  - f. Other relevant information
2. The confidentiality of each child's record shall be maintained. No private agency, federal agency, or state agency shall be permitted to examine the records and files of a juvenile except by order of the committing court and after the attorney of the juvenile has been consulted. Records shall be destroyed when the detainee reaches his 21st birthday or otherwise as directed by the committing court.
3. School records may be kept in a separate file.

4. Each secure detention home shall maintain a daily log, containing information of significant behavior of the child and action taken.
5. Following the detention hearing, information such as pre-sentencing reports or social studies may be requested from the court service units and/or social service departments.
6. Upon request, each secure detention home shall provide the court, court service unit, and the appropriate authority in the Department of Corrections with a summary of the child's behavior and other observations during detention provided a reasonable length of time has elapsed. At least 72 hours notice of the request shall be given.

#### D. Discipline

1. The welfare, health, and safety of the detainee is to be the primary consideration in administering any type of discipline.
2. Each detention home shall establish written discipline procedures approved by the appropriate authority in the Division of Youth Services.
3. No corporal punishment shall be allowed.
4. Under no circumstances shall any child be deprived of visitors or meals for purposes of discipline.
5. Disciplinary isolation shall only be permitted in extreme situations where a child is out of control, continually refuses to obey reasonable and lawful requests, or is a serious physical threat to others.
6. Under no circumstances shall any child be allowed to supervise other children or to administer discipline to them.
7. Under no conditions shall a child be harassed, terrorized, threatened with physical punishment, or otherwise forced by an employee to suffer embarrassing and degrading experiences. Withdrawal of privileges shall be reasonable and in proportion to the nature and severity of the disciplinary infraction.
8. The Superintendent or his administrative designee shall review all disciplinary action daily to assure compliance with approved disciplinary procedure.

#### E. Release

1. All release shall be approved by the court of jurisdiction or the designated authority. The detention home shall provide release forms to be signed by the person to whom the child is released. Identification shall be required as deemed necessary by detention staff.

2. Temporary release for court attendance or other necessary purposes shall be permitted when authorized by the court or its designated officials.

#### F. Emergencies

All emergency procedures shall be written and provided to all employees in a standard Personnel Policy Manual. Employees shall be instructed on these procedures. (See Section IV "Training of Personnel") All such procedures shall be approved by the governing body and the appropriate authority in the Department of Corrections.

1. Escapees - Each detention home shall establish a procedure for reporting escapees. This shall include notifying the police, court and parents or legal guardians. Detention home personnel shall not be responsible for apprehending an escapee once he has left the immediate premises.
2. Disturbance - Each detention home shall determine procedures to deal with individual and group disturbances.
3. Death notification - The committing agency shall assume the responsibility of notifying the detention home if a death should occur in the family of the detainee. The home shall be responsible for immediately notifying the committing agency and parents and/or guardians in event of a detainees death.
4. Medical - See Section VII, Part C.
5. Evacuation - Each secure detention home shall have a written plan for evacuation of the building in case of fire, bomb threats or other emergency.

#### G. Insurance

Each secure detention home shall be required to purchase the following insurance:

1. Personal liability for all staff
2. Blanket Bond
3. Fire and Disaster (building and contents)
4. Workmen's compensation

## VI.

PROGRAM SERVICESA. Supervision and Care of Children

1. Whenever children are detained, there shall at all times be an employee, as prescribed in Personnel Standards, Section IV, present, awake, and actively supervising children.
2. A female staff member shall be on supervisory duty when girls are detained and shall accompany male staff entering girls' sleeping area.
3. Any child confined to a room for whatever purpose shall be visually observed by the staff at least once each hour and audio communication shall be maintained via inter-com system. In addition, when any child is placed in a room at any time other than the regular night time sleeping period, the Superintendent or his designated representative shall talk to the child at least once each morning, once each afternoon, and once in the evening before sleeping hours, and evaluate his need for continued isolation. After talking to the child, the superintendent or his designated representative shall record in writing his observations as to the child's general condition and attitude. These observations shall be placed in the daily log and the child's record.
4. Periods of rest and sleep appropriate to the age of the children shall be provided. Children shall not be put to bed ahead of scheduled bed time for the convenience of staff.
5. Soap, washcloths, towels, toothbrushes, toothpaste, combs, toilet paper and other personal items and articles of body hygiene shall be provided to the child by the home.
6. Children shall be required to bathe daily.

B. Visitation and Communication

1. All homes shall provide for visitation by parents, legal guardians and professionals: All such visitation shall be subject to the rules and regulations of the home and may be revoked upon violation.
2. Visitation by family members shall be limited to parents or legal guardians except by special permission of the committing agency in concurrence with detention home Superintendent or his designated representative.
3. Written visiting rules and regulations shall be made available at the court level to all detainees, parents and legal guardians. Provision shall be made for visitation once during the week and once on weekends as a minimum. Allowance shall be made for working parents who cannot visit at scheduled times.



4. Each home shall have regulations pertaining to telephone communication for detainees.
5. Visiting hours shall be scheduled on a regular basis and posted where they may be seen by children, employees and visitors.
6. Under no conditions shall a child be denied the right to contact his Attorney or Court Counselor. Nor shall a Court Counselor, Attorney or any other persons that may be ordered or designated by the courts be refused the right to visit a detained child to whom they have been assigned.
7. All children shall be allowed to correspond in writing with parents and family, legal guardian, court officials, attorneys, clergy, public officials and Group Care Specialists. No correspondence to or from juveniles shall be censored. However, incoming mail may be checked for contraband.
8. Writing materials and postage for purpose of correspondence shall be issued to children in compliance with #7 above.

C. Religion

1. Appropriate religious programs shall be available to children of all faiths.
2. Upon request, religious counseling shall be available to any child.
3. Attendance at religious services and functions shall be voluntary.

D. Education

1. A program of academic instruction shall be provided for every child detained beyond 72 hours excluding holidays.
2. The services of this program shall be in compliance with State and local laws pertaining to quality of education and to compulsory school attendance laws.
3. Such academic programs shall be administered by local school administration in consultation with the home's Superintendent. The educational programs in secure detention shall be designed so as to develop interest, provide motivation and demonstrate attainability of goals.
4. Employment, evaluation, and termination of all teachers shall be in consultation with a consensus of school administration and the home's Superintendent.

5. Teachers provided by the local school systems to the home's academic programs shall hold a valid Virginia Teacher's Certificate as required by the State Board of Education and shall be eligible for employment and all benefits of the public school system.
6. Academic instruction shall be conducted on a twelve month basis.

#### E. Recreation

1. The recreational program for detained children shall be interesting and attainable, recognizing children have varied levels of achievement and interest.
2. Group and individual participation shall be encouraged in indoor and outdoor programs with staff direction, supervision and support being an active part of the program.
3. A reasonable period of time shall be provided each day for children to engage in supervised recreational activities.
4. All homes shall provide for outdoor/indoor recreational areas where security and visual supervision can easily be maintained and unless restricted for health or security reasons, all children shall be allowed to engage in supervised outdoor or indoor recreation on a daily basis.
5. Arts and crafts supplies, books, current magazines, games and other indoor recreational materials shall be provided.

#### F. Housekeeping

1. Children shall be required to perform such duties as making their own beds, cleaning up their respective rooms, and keeping group living and activity areas clean and orderly.
2. Under no circumstances shall a child be required to replace a janitor, maintenance man, or caretaking staff, engage in structural repairs, or clean and maintain areas away from the detention facility.

#### G. Volunteer

1. Volunteer services in a home shall be encouraged.
2. Written standards for recruitment, selection, training, participation and supervision of volunteers shall be developed.
3. Records shall be kept of all volunteers' activities and maintained on file.

## VII.

PROFESSIONAL SERVICESA. Counseling Services

1. Counseling shall be a prominent part of each home's program beginning at intake and extending through release.
2. Counseling services shall be made available to all children.
3. Counseling shall be limited to:
  - a. Current situations and adjustment problems relating to a child's detention experience.
  - b. Crisis intervention to assure the security of the child and the total population of the Home, both detainee and staff.

B. Psychological and Psychiatric Services

1. No responsibility for pre-existing psychological, psychiatric services will be accepted except on an emergency basis.
2. Routine psychological and psychiatric services shall not be the responsibility of the detention home.
3. In an emergency, arrangements for psychiatric services shall be made by the home's administrative staff in consultation with a physician when possible.
4. The home shall notify the committing agency and the child's parents as soon as possible in cases where emergency psychiatric care is necessary.

C. Medical and Dental Services

1. No responsibility for pre-existing medical or dental services will be accepted except on emergency basis.
2. The Superintendent or his designated representative shall assure that each child is periodically observed and a physician shall be immediately called if there are indications of serious injury or illness.
3. Each home shall develop a written procedure for medical isolation under the direction of a nurse or physician.
4. Where possible, the Superintendent shall obtain a satisfactory arrangement with the nearest hospital for the admission and treatment of children on an emergency basis.

5. The services of the Health Department shall be utilized when possible.
6. Each Home shall complete a medical form on each child which shall include pertinent information concerning chronic illness, communicable diseases, or physical abnormalities.
7. Medication given and medical services provided, as well as any injury that may occur, shall be recorded and become a part of the child's record.
8. Within 72 hours of admission, a physical check-up shall be performed by a physician or a registered nurse to determine the apparent health of the child.
9. When there is a reason to believe that treatment or testing is necessary, the nurse shall initiate the process to secure same through the authorization of a physician.
10. When a child is seriously injured or ill, the parents or guardian and the committing agency shall be notified as soon as possible by the Home.
11. All directions of a physician shall be strictly followed. Children who are ill shall be furnished such food, medication, and other items as prescribed by the attending physician or registered nurse.
12. Standard first aid supplies shall be available on the premises at all times.
13. Security of all drugs and medical supplies shall be maintained at all times.
14. Sedatives, tranquilizers, and other prescribed medication shall be administered only as prescribed by a physician.
15. Where there is reasonable cause to believe a detained female is pregnant, a physician shall be consulted and his directions as to the care and treatment of the child shall be followed, including transfer to a hospital if deemed appropriate.
16. The Home shall be responsible for only emergency dental needs.

D. Legal Service

1. The child's attorney has the right to a private visit at any time.
2. The attorney shall be permitted to remove the child from the Home only by permission of the committing agency.

3. No local, state, or federal authority shall question a detained child without the permission of the committing agency, attorney, parent or guardian.
4. It is the responsibility of the Home's superintendent to assure that all of the child's legal and human rights are protected except those obviously curtailed because of detention. (See Section V, B.6, "Intake Process")
5. Costs of attorney fees or services shall not be a reimbursable item.

## VIII.

SUPPORT SERVICESA. Health, Sanitation, and Maintenance

1. The Superintendent shall be administratively responsible for the proper maintenance of the entire detention property and all of the equipment thereon.
2. Any maintenance on the structure or the grounds surrounding the structure shall be entirely a local responsibility. All equipment within the detention structure, that is not used for building and grounds upkeep, can be replaced when worn out, and shall be 100% reimbursable from State funds when approval is secured from the Department of Corrections.
3. There shall be a written plan for continuing maintenance of the entire detention property including maintenance control when feasible.
4. Ample recreational equipment, arts and crafts materials, hobby equipment and materials for parties and cook-outs shall be available at all times.

B. Food Service

1. Menus shall be planned on a monthly or weekly basis. A balanced diet shall be provided taking into consideration the preferences of the children whenever possible.
2. The dining area shall be a bright, cheerful, and pleasant place with small groups seated at individual tables.
3. The staff and children shall dine together. Family style serving is recommended, with cafeteria style acceptable for larger facilities.
4. Each secure detention home shall purchase food based on their specific needs. Food shall be purchased from local wholesalers or the Central Warehouse in accordance with state and local regulations.

C. Clothing

1. It shall be the responsibility of the detention home staff to see that each child is provided with adequate, comfortable, and well-fitted clothes similar in style to those worn by peers in the community.

2. The child's personal clothing shall be laundered when necessary.
3. Each individual home shall have the option to launder detention clothing at the home or commercially.

D. Transportation

1. Arrangements for the routine transportation of the detainee to and from the secure detention facility shall be a responsibility of the committing agency.
2. If a medical emergency arises, it shall be the responsibility of the secure detention home staff to make the necessary transportation arrangements.

E. Housekeeping

1. Quality standards of housekeeping shall be maintained throughout the entire detention facility. All areas shall be neat, clean, and well-kept.

IX.

STAFF REQUIREMENTS

The Staff, Salary Ranges and Personnel Practices for Detention Homes was approved by the State Board of Corrections on September 11, 1974 retroactive to July 1, 1974.



MINIMUM PERSONNEL STANDARDS  
FOR  
JUVENILE DETENTION HOMES

STAFF, SALARY RANGES & PERSONNEL PRACTICES

Division of Youth Services  
Department of Corrections  
Commonwealth of Virginia

Adopted by State Board  
September 11, 1974  
Effective: July 1, 1974

## INTRODUCTION

The Minimum Personnel Standards for Juvenile Detention Homes have been established under the authority of Sections 16.1-199 & 16.1-201, Code of Virginia, and are in accordance with the limitations set by Section 16.1-202.5 of the Code.

These Minimum Standards were adopted 9-11-74 to be retroactive to 7-1-74.

STAFF SERIES  
FOR  
JUVENILE DETENTION HOMES

Recommended Staff Salary Ranges and Personnel Practices

CLASS TITLE

Superintendent III	13,728 - 25,600
Superintendent II	12,528 - 23,400
Superintendent I	11,472 - 21,460
Assistant Superintendent II	10,992 - 20,500
Assistant Superintendent I	10,512 - 19,600
Children's Supervisor III	10,032 - 18,700
Children's Supervisor II	8,400 - 15,675
Children's Supervisor I	7,032 - 13,128
Registered Nurse	7,680 - 14,328
Office Manager	8,400 - 15,675
Clerk-Accountant	6,720 - 12,528
House Manager	7,680 - 14,328
Custodian-Maintenance	5,640 - 10,512
Janitor	5,160 - 9,600
Cook	5,400 - 10,032
Cook's Helper	4,704 - 8,784
Laundress	4,704 - 8,784
Physician--Part-time	Contracted locally
School Teachers	Contracted locally

The salary scales established for the above Detention Home employees while shown in a fifteen (15) step range, will consist of six (6) step scales. These scales are adjustable so that they may be administered according to the needs of the locality or localities served. Salary scales shall start at the minimum step of the six step range adopted by the locality. The minimum step should be no lower than that which is paid comparable or like positions by the locality, but in no event shall the minimum base salary be higher than that paid to such positions. Comparable positions may be considered those of the local Court Service Units, requiring similar educational and work experience in their respective fields; and the local law enforcing personnel, for the Children's Supervisor position, not requiring a degree.

Based on merit, salary increments in each class title for detention home staff may be made at a rate not to exceed one step per year except for new employees who may receive a one (1) step increment pay increase after their successful completion of their probationary period.

Promotion of detention home staff from one Class Title to a higher Class Title shall be made at the minimum step, except that the employee promoted may be paid at a rate one step above his former rate of pay.

New appointments to detention home staff should ordinarily be made at the minimum step of the salary range established for the position.

If a new staff member has had experience in a position which involved duties and responsibilities substantially the same as those in the position to which he is being appointed, the rate of pay may be the same as it would have been had his experience been obtained at the appointing detention home's program.

If an employee of a detention home transfers to another detention home in the same class of position or a former employee is reinstated to the same class of position, the rate of pay may be the same as if the prior experiences of the detention home employee had been in the detention home in which he is now being employed.

Whenever an employee of a detention home (except administrative, professional or staff supervisory personnel) is required to work overtime; on holidays; regularly at nights; or supervises the work of two or more other employees whose responsibilities are identical to his, he may receive pay in addition to his regular salary. Overtime and other differential pay is a matter of local determination, but it should be paid if it is permitted by local policy for other municipal employees.

The size of the detention facility shall determine the class title and salary range, the detention home superintendent, as well as other administrative and supervisory personnel; and a ratio of one (1) Children's Supervisor I or II to every ten (10) children shall be used to determine the allotted supervisory staff for each facility.



SIZE OF FACILITY AND RECOMMENDED STAFF

<u>CLASS TITLES</u>	<u>Single Unit 20 - 29</u>	<u>Multi Unit 30 - 39</u>	<u>Multi Unit 40 - 49</u>	<u>Multi Unit 50 Plus</u>
Superintendent III	-	-	1	1
Superintendent III	-	1	-	-
Superintendent I	1	-	-	-
Assistant Superintendent II	-	1	1	1
Assistant Superintendent I	2	1	1	1
Children's Supervisor III	1	1 per unit	1 per unit	1 per unit
Children's Supervisor I & II	10-15	15-20	20-25	25 Plus
Office Manager	1*	1	1	1
Clerk-Accountant	1**	1	1	1
Physician	1***	1***	1***	1***
Nurse	1	1	1	1
School Teachers (Supplied by Local School Board)	1	1 per unit	1 per unit	1 per unit
Cooks & Cooks Helpers	3	5	6	7
Custodian-Maintenance	1	1	1	1
Janitor	-	1	1	1
House Manager	-	1	1	1
Laundress	-	-	1	1

\* Commission Homes only with capacity under 30

\*\* Non Commission Homes with capacity under 30

\*\*\* Part-time

JOB DESCRIPTIONS  
FOR  
PROPOSED STAFF SERIES

FORMULA FOR DETERMINING THE ALLOTTED NUMBER  
OF CHILDREN'S SUPERVISOR I & II POSITIONS  
BASED ON A RATIO OF ONE SUPERVISOR TO EVERY TEN CHILDREN

To provide around the clock coverage by one person for seven (7) days requires 4.2 staff when computed on a five (5) day forty (40) hour work week.

To determine the number of Children's Supervisors allowed for a facility -

1. Divide number of beds by 10 and multiply by 4.2 to get base staff positions.
2. Necessary substitute coverage per children's supervisory staff
  - A. 15 days annual leave (average)
  - B. 12 days legal holidays
  - C. 12 days sick leave
  - D. 12 days training

51 days or approximately 10 work weeks per staff
3. Multiply the 10 weeks by the base staff positions, divide 52 weeks to obtain the number of substitute staff positions needed and add to base staff for total of children's supervisory staff allowed.

Example: 20 bed facility

$$10 \text{ ratio } \frac{2}{20 \text{ beds}} \qquad 2 \times 4.2 = 8.4 \text{ base staff}$$

$$10 \text{ weeks substitute coverage} \times 8.4 = 84$$

$$52 \text{ weeks } \frac{1.6 \text{ substitute staff needed for coverage}}{84.0 \text{ total weeks to be covered}}$$

8.4 base staff

1.6 substitute staff

10.0 total children's supervisory allowed

Using the above formula, the following would be the number of children's supervisory staff allowed, for the stated capacities.

<u>CAPACITY</u>	<u>STAFF</u>	<u>CAPACITY</u>	<u>STAFF</u>	<u>CAPACITY</u>	<u>STAFF</u>
20	10	30	15	40	20
21	11	31	16	41	21
22	11	32	16	42	21
23	12	33	17	43	22
24	12	34	17	44	22
25	13	35	18	45	23
26	13	36	18	46	23
27	14	37	19	47	24
28	14	38	19	48	24
29	15	39	20	49	25
				50	25



## SUPERINTENDENT III

### Distinguishing Features of the Work

This is an administrative position involved in directing and supervising the operation of the detention home.

The Superintendent in this Class is responsible for planning, organizing and directing the detention home program within the policies and procedures set by the Director, a Judge, a Detention Commission or other legally constituted authorities, depending upon the administrative organization, and in accordance with the minimum standards established by the Code of Virginia and the State Board of Corrections. These positions apply to multi-unit detention homes of 40 beds or more. Persons in this Class work independently and are required to have mature judgement, sound initiative and a high degree of professional skill.

### Examples of Work

1. Plans, organizes and directs the operation of the detention home; administers and implements the policies and directives established for the detention home; recommends policies to the directing authority for adoption.
2. Assigns schedules and reviews work of subordinates; conducts staff conferences and meetings, advises staff on difficult and unusual problems; select, promotes and dismisses staff employees subject to applicable local personnel policies.
3. Prepares budget estimates of operating expenses and sees that expenditures are kept within budget allotments; requisitions and purchases supplies and equipment as needed.
4. Compiles statistical data for the detention home, the localities and the Department of Corrections; prepares monthly, special and annual reports as required.
5. Assists in formulating and coordinating detention and release policies for the detention home and correlates these policies with the program; cooperate closely with the juvenile and domestic relations courts in matters relative to detention practices.
6. Interprets the philosophy and objectives of the detention home program through contacts with interested public agencies, community organizations and through the various communications media.
7. Assists in plans for an in-service training program and orientation session for staff members of the detention home.
8. Plans for administrative staff to be on call for any emergency at the detention home.

## SUPERINTENDENT III (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Bachelor's Degree from an accredited college or university. Preferably, the applicant will have had courses in the social sciences. This shall be supplemented by eight (8) years of experience, three (3) of which shall have been at the administrative or supervisory level. Up to three (3) years of full-time graduate training in either Social Work, Corrections, Public Administration, Sociology, Psychology or Law may be substituted for experience on an equal basis. There shall be no substitution for the required three (3) years of administrative or supervisory experience.

Related experience is defined as probation, supervisory or administrative experience related to juvenile court services with local juvenile probation departments, court service unit, local department of public welfare, juvenile corrections institution or as a juvenile probation consultant or regional supervisor within the Division of Youth Services.

KNOWLEDGE AND SKILLS

Thorough knowledge of counseling and social work principles and practices, including casework methods with particular reference to the problems of socially and emotionally maladjusted children; thorough knowledge of detention home philosophy and administration of children's institutions; a working knowledge of juvenile and domestic relations court law; a thorough understanding of statistical analysis and agency financing; ability to plan, direct and review the work of employees; ability to maintain harmonious working relationships with detention home staff; with related social service agencies, public officials and the general public; ability to write and to speak effectively.

## SUPERINTENDENT II

Distinguishing Features of the Work

This is an administrative position involved in directing and supervising the operation of the detention home.

The Superintendent in this Class is responsible for planning, organizing and directing the detention home program within the policies and procedures set by a Director, a Judge, a Detention Commission or other legally constituted authorities, depending upon the administrative organization, and in accordance with the minimum standards established by the Code of Virginia and the State Board of Corrections. These positions apply to multi-unit detention homes of 30-39 beds or to single unit detention homes of 30-39 bed capacity. Persons in this Class work independently and are required to have mature judgement, sound initiative and a high degree of professional skill.

Examples of Work

1. Plans, organizes and directs the operation of the detention home; administers and implements the policies and directives established for the detention home; recommends policies to the directing authority for adoption.
2. Assigns schedules and reviews work of subordinates; conducts staff conferences and meetings, advises staff on difficult or unusual problems; selects, promotes and dismisses staff employees subject to applicable local personnel policies.
3. Prepares budget estimates of operating expenses and sees that expenditures are kept within budget allotments; requisitions and purchases supplies and equipment as needed.
4. Compiles statistical data for the detention home, the localities and the Department of Corrections; prepares monthly, special and annual reports as required.
5. Assists in formulating and coordinating detention and release policies for the detention home and correlates these policies with the program; cooperates closely with the juvenile and domestic relations courts in matters relative to detention practices.
6. Interprets the philosophy and objectives of the detention home program through contacts with interested public agencies, community organizations and through the various communications media.
7. Assists in plans for an in-service training program and orientation sessions for staff members of the detention home.
8. Plans for administrative staff to be on call for any emergency at the detention home.

## SUPERINTENDENT II (Cont'd)

### QUALIFICATION STANDARDS

#### Education and Experience

Bachelor's Degree from an accredited college or university. Preferably the applicant will have had courses in the social sciences. This shall be supplemented by six (6) years of related experience, two (2) of which must have been at the administrative or supervisory level. Up to two (2) years of full-time graduate training or its equivalent in either Social Work, Corrections, Public Administration, Sociology, Psychology, or Law may be substituted for experience on an equal basis. There shall be no substitution for the required two (2) years of administrative or supervisory experience.

Related experience is defined as probation, supervisory or administrative experience related to juvenile court services within a local juvenile probation department, court service unit, local department of public welfare, juvenile corrections institution or as a juvenile probation consultant or regional supervisor within the Division of Youth Services.

#### Knowledge and Skills

Thorough knowledge of counseling and social work principles and practices, including casework methods with particular reference to the problems of socially and emotionally maladjusted children; thorough knowledge of detention home philosophy and administration of children's institutions; a working knowledge of juvenile and domestic relations court law; a thorough understanding of juvenile and family delinquency control practices; a working knowledge of statistical analysis and agency financing; ability to plan, direct and review the work of employees; ability to maintain harmonious working relationships with detention home staff, with related social service agencies, public officials and the general public; ability to write and to speak effectively.

## SUPERINTENDENT I

### Distinguishing Features of the Work

This is an administrative position involved in directing and supervising the operation of the detention home.

The Superintendent in this Class is responsible for planning, organizing and directing the detention home program within the policies and procedures set by a Director, a Judge, a Detention Commission and other legally constituted authorities, depending upon the administrative organization, and in accordance with the minimum standards established by the Code of Virginia and the State Board of Corrections. This position applies to single unit detention homes with a capacity of 20-29 beds. Persons in this Class work independently and are required to have mature judgement, sound initiative and a high degree of professional skill.

### Examples of Work

1. Plan, organizes and directs the operation of the detention home; administers and implements the policies and directives established for the detention home, recommends policies to the directing authority for adoption.
2. Assigns schedules and reviews work of subordinates; conducts staff conferences and meetings, advises staff on difficult or unusual problems; selects, promotes and dismisses staff employees subject to applicable local policies.
3. Prepares budget estimates of operating expenses and sees that expenditures are kept within budget allotments; requisitions and purchases supplies and equipment as needed.
4. Compiles statistical data for the detention home, the localities and the Department of Corrections; prepares monthly, special and annual reports as required.
5. Assists in formulating and coordinating detention and release policies for the detention home and correlates these policies with the program; cooperates closely with the juvenile and domestic relations courts in matters relative to detention practices.
6. Interprets the philosophy and objectives of the detention home program through contacts with interested public agencies, community organizations and through the various communications media.
7. Assists in plans for an in-service training program and orientation sessions for staff members of the detention home.
8. Plans for administrative staff to be on call for any emergency at the detention home.

## SUPERINTENDENT I (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Bachelor's Degree from an accredited college or university. Preferably the applicant will have had courses in the social sciences. This shall be supplemented by four (4) years of related experience. Two (2) years of full-time graduate training in either Social Work, Corrections, Public Administration, Sociology, Psychology or Law may be substituted for two (2) years of experience. There shall be no substitution for the required two (2) years of experience, one (1) of which must have been at the administrative or supervisory level.

Related experience is defined as probation, supervisory or administrative experience related to juvenile court services within a local juvenile probation department, court service unit, local department of public welfare, juvenile corrections institution or as a juvenile probation consultant or regional supervisor within the Division of Youth Services.

Knowledge and Skills

Thorough knowledge of counseling and social work principles and practices, including casework methods with particular reference to the problems of socially and emotionally maladjusted children; thorough knowledge of detention home philosophy and administration of children's institutions; a working knowledge of juvenile and domestic relations court law; a thorough understanding of juvenile and family delinquency control practices; a working knowledge of statistical analysis and agency financing; ability to plan, direct and review the work of employees; ability to maintain harmonious working relationships with detention home staff, with related social service agencies, public officials and the general public; ability to write and to speak effectively.

## ASSISTANT SUPERINTENDENT II

### Distinguishing Features of the Work

This position is administrative and supervisory in nature and assists the Detention Home Superintendent in the administration of the detention home.

Employees in this Class assists the Superintendent by relieving him of a variety of administrative responsibilities in the day to day operation of the home, and work is subject to the general administrative direction and review of the Superintendent. Employees in this position should work a split shift from that of any other Detention Home Assistant Superintendent. These positions may be established in multi-unit detention facilities of 30 beds or more.

### Examples of Duties Characteristic of Positions in this Class

1. Under the direction of the Superintendent, exercises general supervision over the day to day operation of the detention home; in the absence of the Superintendent, assumes direct responsibility for the operation of the home.
2. In consultation with the Superintendent, is responsible for the complete activities program including basic arts and crafts, indoor and outdoor sports and evening recreational events; selects activities for therapeutic value; instructs and participates directly in various phases of the program.
3. Assigns, supervises and reviews the work of the children's supervisors; consults with children's supervisors concerning routine and special problems.
4. Interviews and counsels children whose adjustment difficulties may cause disciplinary problems; takes corrective action to solve or modify disciplinary problems.
5. Assists the Superintendent in interviewing, selecting and orientating volunteer workers for particular phases of the activities program.
6. Assists the Superintendent in planning and conducting in-service training and orientation programs for the detention home staff.
7. Participates in regular conferences with the Superintendent to evaluate staff performance and program development.
8. Performs other duties as assigned by the Superintendent.

## ASSISTANT SUPERINTENDENT II (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Bachelor's Degree from an accredited college or university. Preferably the applicant will have had courses in the social sciences. This shall be supplemented by three (3) years of casework and/or group work experience in a child welfare agency or children's institution. One (1) year of full-time graduate training in either Social Work Corrections, Public Administration, Sociology, Psychology or Law may be substituted for one (1) year of experience. There shall be no substitution for the required two (2) years of experience.

Related experience is defined as probation, supervisory or administrative experience related to juvenile court services within a local juvenile probation department, court service unit, local department of public welfare, juvenile corrections institution or as a juvenile probation consultant or district supervisor within the Division of Youth Services.

Knowledge and Skills

Considerable knowledge of counseling involving social work principles and practices with particular reference to the problems of socially and emotionally maladjusted children; ability to work positively and effectively with severely maladjusted children; ability to plan, develop and organize a comprehensive and purposeful activities program for maladjusted children; ability to plan, direct and review the work of employees; ability to accomplish and assign administrative tasks; ability to establish and maintain effectively working relationships with detention home staff, community organizations, public officials and the general public; ability to write and speak effectively.



## ASSISTANT SUPERINTENDENT I

### Distinguishing Features of the Work

This position is administrative and supervisory in nature and assists the Detention Home Superintendent in the administration of the detention home.

Employees in this Class assist the Superintendent by relieving him of a variety of administrative responsibilities in the day to day operation of the home. Emphasis is placed on the activity program for children, and work is subject to the general administrative direction and review of the Superintendent and/or Assistant Superintendent II. Employees in this position should work a split shift from that of any other Detention Home Assistant Superintendent. These positions may be established in detention facilities of 20-29 bed capacity and above.

### Examples of Duties Characteristic of Positions in This Class

1. Under the direction of the Superintendent and/or Assistant Superintendent II exercises general supervision over the day to day operation of the detention home; in the absence of supervisors, assumes direct responsibility for the operation of the home.
2. In consultation with the Superintendent and/or Assistant Superintendent II, plans, organizes and directs the complete activities program including basic arts and crafts, indoor and outdoor sports and evening recreational events; selects activities for therapeutic value; instructs and participates directly in various phases of the program.
3. Assigns, supervises and reviews the work of the children's supervisors; consults with children's supervisors concerning routine and special problems.
4. Interviews and counsels the children whose adjustment difficulties may cause disciplinary problems; takes corrective action to solve or modify disciplinary problems.
5. Confers with Superintendent and other detention home staff, probation officers and parents concerning a child's progress while in detention
6. Prepares evaluation reports dealing primarily with the child's adjustment to detention and refers such reports to the appropriate authority or agency; prepares and maintains an office record of each child's adjustment and behavior while in detention.

## ASSISTANT SUPERINTENDENT I (Cont'd)

7. Handles children's incoming and outgoing mail according to detention home policy.
8. Assists the Superintendent in interviewing, selecting and orientating volunteer workers for particular phases of the activities program.
9. Prepares requisitions for arts, crafts and other programming materials and supplies from budgeted appropriations.
10. Assists Superintendent and/or Assistant Superintendent II in planning and conducting in-service training and orientation programs for the detention home staff.
11. Participates in regular conferences with the Superintendent and/or Assistant Superintendent II to evaluate staff performance and program development.
12. Performs other duties as assigned by the Superintendent.

## QUALIFICATION STANDARDS

### Education and Experience

Completion of a Bachelor's Degree from an accredited college or university with courses in the social sciences, supplemented by two (2) years of case-work and/or group work experience in a child welfare or family agency or children's institution.

### Knowledge and Skills

Considerable knowledge of counseling involving social work principles and practices, with particular reference to the problems of socially and emotionally maladjusted children; ability to plan, develop and organize a comprehensive and purposeful activities program for maladjusted children; ability to plan, direct and review the work of employees; ability to accomplish and assign administrative tasks; ability to establish and maintain effective working relationships with detention home staff, community organizations, public officials and the general public; ability to write and speak effectively.

## CHILDREN'S SUPERVISOR III

Distinguishing Features of the Work

This position is supervisory in nature and is responsible for the performance of other Children's Supervisors who provide direct general care and closely supervise the activities of children detained in a detention home.

Employees in this class perform as a "working foreman" having similar responsibilities and duties as other Children's Supervisors providing care and supervision for detained children. They may be designated supervisor of a specific unit or, in a multi-unit facility responsible for the activities of all units, during their tour of duty, in the absence of others in this class.

Examples of Duties Characteristic of Positions in This Class

1. Under the direction of the Assistant Superintendent exercises direct supervision over those employees that are immediately responsible for the primary custody, control and activities of children while in the program of a detention home.
2. Assists in organizing recreation and similar activities and supervises these programs in designated areas of responsibility.
3. Assists in detention admission procedure; responsible for each child, in area of responsibility, being properly orientated to detention home program.
4. Counsels children, but limited in scope to a current situation and the child's adjustment, while in detention.
5. Participates in the activities program when possible.
6. Prepares for the use of appropriate staff members reports on the attitude and behavior of individual children, in area of responsibility.
7. Assists in maintaining inventory records of supplies and materials, mainly recreational in nature, and submits recommendations for replenishment or replacement.
8. Performs other related work as required.

## CHILDREN'S SUPERVISOR III (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Completion of a Bachelor's Degree from an accredited college or university. The applicant shall have had courses in the behavioral sciences, supplemented by one (1) year of work experiences with children or teen-age groups; or

Completion of a two year certificate or associate degree program in behavioral sciences from a community college or other colleges and at least four (4) years of full time work with children or teen-age groups, providing that at least two (2) years of the experience must have been with delinquent youth, preferably in an institutional or group home setting.

Knowledge and Skills

Considerable knowledge of behavioral science principles relating to child welfare or group work, with some knowledge of counseling procedures; general knowledge of psychological and emotional problems involved in social maladjustment. Ability to work positively and effectively with severely maladjusted children in situations involving considerable stress; knowledge of basic first-aid and physical hygiene. Ability to organize and participate with children in a variety of recreational work and creative pursuits, ability to write and speak effectively, and ability to carry supervisory responsibility with direction.

## CHILDREN'S SUPERVISOR II

Distinguishing Features of the Work

Provides custody and general care and supervises closely the activities of children detained in the detention home.

Workers in this Class are immediately responsible for the primary custody, control and activities of children while in the program of the detention home. A Children's Supervisor's job usually involves shift work, and such positions are under the direct supervision of the Assistant Superintendents or other designated supervisory personnel.

Examples of Duties Characteristic of Positions in This Class

1. Stimulates children's interest and supervises their participation in a comprehensive activities program including basic arts and crafts, indoor and outdoor sports and table games; instructs and participates directly in various phases of the program.
2. Assigns and supervises children in daily light housekeeping tasks, such as making beds, dusting furniture, mopping floors, and assisting in the set-up and clean-up of meals.
3. As per assignment, eats with children at each meal and supervises seating and serving, as well as table manners and general behavior.
4. Assists in intake and release procedures, as established by the detention home policy.
5. Maintains basic discipline and control of children; observes children constantly to detect potentially dangerous or deceptive acts.
6. Through personal contacts, helps to relieve children's anxieties and tensions employing counseling procedures, but usually limited to current situations within the home.
7. Administers first-aid as required; administers medication as may be permitted by detention home policy.
8. Assists in maintaining a daily log of intake and release statistics, medication required and administered, unusual behavior, arrival and departure of visitors and other pertinent items of information as required by detention home policy.

## CHILDREN'S SUPERVISOR II (Cont'd)

9. As required, may serve as a shift supervisor and be assigned responsibilities normally assumed by the Children's Supervisor III (Unit Leader).
10. Performs other related work as required.

### QUALIFICATION STANDARDS

#### Education and Experience

A Bachelor's Degree from an accredited college or university with courses in the behavioral sciences. Two years of work experience with children or teen-age groups may be substituted for two years of academic credit towards a Bachelor's Degree.

Completion of a two year certificate or associate degree program in behavioral sciences from a community college or other college and two (2) years of full time work experience with children or teen-age groups, one of which must have been with delinquent youth, preferably in an institutional or group home setting.

Completion of fifteen (15) semester hours of academic work, preferably in Social Sciences, on a college level with grade level of "C" and six and one half (6½) years of full time work experience in a Juvenile Detention Home working with children or related work (such as working with children, mental hospital, recreational programs, group homes, learning centers, etc.).

#### Knowledge and Skills

Considerable knowledge of behavioral science principles and of current social and economic conditions; general knowledge of psychological and emotional problems involved in social maladjustment; ability to work positively and effectively with severely maladjusted children in situations involving considerable stress; knowledge of basic first aid and physical hygiene; ability to organize and participate with children in a variety of recreational work and creative pursuits; ability to write and speak effectively.

## CHILDREN'S SUPERVISOR I

Distinguishing Features of the Work

Provides custody and general care and supervises closely the activities of children detained in the detention home.

Workers in this Class are immediately responsible for the primary custody, control, and activities of children while in the program of the detention home. A Children's Supervisor's job usually involves shift work, and such positions are under the direct supervision of the Assistant Superintendents or other designated supervisory personnel.

Examples of Duties Characteristic of Position in This Class:

1. Stimulates children's interest and supervises their participation in a comprehensive activities program including basic arts and crafts, indoor and outdoor sports and table games; instructs and participates directly in various phases of the program.
2. Assigns and supervises children in daily light housekeeping tasks, such as making beds, dusting furniture, mopping floors, and assisting in the set-up and clean-up of meals.
3. As per assignment, eats with children at each meal and supervises seating and serving, as well as table manners and general behavior.
4. Assists in intake and release procedures, as established by the detention home policy.
5. Maintains basic discipline and control of children; observes children constantly to detect potentially dangerous or deceptive acts.
6. Through personal contacts, helps to relieve children's anxieties and tensions through elementary and limited counseling procedures, usually in the form of responses to questions.
7. Administers first-aid as required; administers medication as may be permitted by detention home policy.
8. Assists in maintaining a daily log of intake and release statistics, medication required and administered, unusual behavior, arrival and departure of visitors and other pertinent items of information as required by detention home policy.
9. Performs related work as required.

## CHILDREN'S SUPERVISOR I (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

- A. High School graduation preferably supplemented by three (3) or more years of experience working with children or teen-age groups, or
- B. Two or more years of college training, or
- C. Any combination of A and B equaling not less than three (3) years of training and experience, or
- D. Completion of a two year certificate or associate degree program in behavioral sciences from a community college or other college and one year of experience working with children or teen-age groups.

Knowledge and Skills

Knowledge of basic first-aid and physical hygiene; reasonable degree of maturity coupled with a wholesome interest in young people and an ability to accept all types of children; ability to work positively and effectively with severely maladjusted children in situations involving considerable stress; ability and willingness to learn of the deviant forms of behavior in disturbed children and handle such behavior as constructively as possible; ability to organize and participate with children in a variety of recreational work and creatively pursues good physical health.



## REGISTERED NURSE

Distinguishing Features of the Work

Employees in this Class, under general direction of the detention home administrative staff and Physician, performs professional nursing care for children detained in a detention home.

Examples of Work:

1. Assists detention home Doctor in performing physical examinations on detained children; checks heights, weight, temperature, pulse, respiration, blood pressure and vision using standardized eye chart.
2. Obtains medical history, including possible allergies, chronic health problems, drug abuse and other pertinent information.
3. Obtains Wassermann test on all children and vaginal smear for gonorrhoea on girls if facilities are available for examination of specimen.
4. Consults with doctors, other nurses, probation officers, social workers, parents etc., regarding children's physical and emotional problems. Provides copies of the physical examination to authorized persons on request.
5. Makes appointments and accompanies children to various health clinics and hospital emergency room.
6. Maintains health records on all children examined.
7. Gives medication and performs treatment recommended by detention home Doctor, family physician or other doctors treating children.
8. Performs first-aid measures for simple injuries and illnesses.
9. Conducts classes for children on general health and hygiene, including drug abuse and venereal disease.
10. Instructs Children's Supervisory staff in providing medication and treatment prescribed by a doctor when "around the clock" attention is required.
11. Requisitions and dispenses medical supplies and drugs.
12. On call for emergencies during off duty hours.
13. Performs other related work as required.

## REGISTERED NURSE (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Graduation from an accredited school of professional nursing and two years of successful experience in graduate nursing and hospital work. Possession of a certificate as a registered professional nurse as issued by the State of Virginia.

Knowledge and Skills

Thorough knowledge of general nursing and nursing methods; supervisory and teaching ability and a sympathetic understanding of maladjusted children. Persons in this Class should possess the ability and knowledge for independent action and on occasions make decisive decisions in critical situations when professional medical guidance isn't readily available.

## OFFICE MANAGER

### Distinguishing Features of the Work

An employee in this class, under general administrative direction, has charge of and is responsible for planning and managing the clerical and office work in a multi-unit detention homes having a capacity of 30 or more, or any Commission operated home regardless of size. An employee in this position must have a working knowledge of office methods and procedures including accounting practices, office management, personnel, administration, and general budgetary and fiscal controls.

### Examples of Work

1. Plans, coordinates, and supervises all clerical functions and duties of clerical staff.
2. Maintains all budgetary records of money allotted and expenses incurred.
3. Keeps Superintendent informed as to the availability of funds.
4. Responsible for the official Personnel File and records of all employees.
5. Responsible for the Detention Home payroll and verifies all computation as to its accuracy.
6. Supervises and maintains all record keeping pertaining to the purchasing of supplies and equipment, requisitions, purchase orders, invoices, etc.
7. Verifies as to accuracy all daily and monthly expenditures and unappropriated balances.
8. Participates in the annual budget preparation, develops data, computes and compiles costs and statistics for use in preparation.
9. Initiates correspondence independently on matters relating to the clerical unit.
10. Performs other related work as required.

## OFFICE MANAGER (Cont'd)

### QUALIFICATION STANDARDS

#### Education and Experience

Completion of two (2) years of college plus two (2) years of clerical experience of increasing responsibility. Experience should have been in bookkeeping and/or accounting methods; or

Completion of one (1) year of an accredited business school with courses in bookkeeping and/or accounting, plus two (2) years of clerical experience of increasing responsibility. Experience should have been in bookkeeping and/or accounting methods.

#### Knowledge and Skills

Thorough knowledge of office methods and procedures. Considerable knowledge of modern practices of business management; including accounting practices, office management and general budgetary and fiscal controls. A working knowledge of bookkeeping and routine auditing principles.

Ability to supervise a clerical staff engaged in performing a variety of general clerical duties and to carry out brief general instructions of a superior effectively and with dispatch. Superior ability to maintain harmonious and effective working relationships with other employees and the general public; to prepare relatively complex clerical and financial reports; to exercise judgment in evaluating situations and making decisions.

## CLERK-ACCOUNTANT

Distinguishing Features of the Work

Positions in this Class require the performance of a variety of clerical tasks under general supervision of the Office Manager or Superintendent, depending on the size of the facility. Duties are varied and complex and are performed with minimal direction and guidance, and generally only non-routine tasks are reviewed. Employees in this position should have an aptitude for, or a working knowledge of bookkeeping and accounting practices involving the maintenance of financial accounts and records. Public contacts are frequent and require both providing and securing information according to established detention home policies. These positions may be established in all facilities, except Commission operated homes with a capacity of 29 beds or less, employing an Office Manager.

Examples of Work

1. Maintains daily census record on all children admitted and released.
2. Responsible for daily, monthly, and annual statistical records maintained on all children admitted and released.
3. Prepares for submission to the State Department of Corrections various required data on children detained and committed to the State Board.
4. Maintains annual leave records for all detention home employees.
5. Handles all in-coming mail and phone calls.
6. Types correspondence and performs various other clerical duties assigned by the Superintendent and Office Manager.
7. Responsible for accounts receivable for those children detained for other localities.
8. Computes charges and issues monthly statements for payment.
9. Initiates correspondence relative to non-payment of accounts receivable.
10. Develops data and statistics for preparation of the annual budget.
11. Responsible for and performs all duties of the clerical office in the absence of the Office Manager.
12. Performs other related work as required.

## CLERK-ACCOUNTANT (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Completion of one (1) year of an accredited business school with courses in bookkeeping and/or accounting, plus one (1) year of clerical experience of increasing responsibility, preferably in bookkeeping and/or accounting methods; or

Graduation from high school plus two (2) years of clerical experience of increasing responsibility, preferably in bookkeeping and/or accounting methods.

Knowledge and Skills

Clerical and arithmetic aptitude, mental alertness, and ability to function independently. Some knowledge of bookkeeping or accounting practices. Considerable knowledge of office procedures and simple statistical terms. Ability to analyze and interpret data, and to understand and follow oral and written instructions, of a general nature without specific guidance.

## HOUSE MANAGER

Distinguishing Features of the Work

An employee in this Class, under direction, has charge of and is responsible for the ordering, preparing and cooking of food; the ordering of clothing, janitorial and household supplies; the facilities laundry procedure; and supervises the food service and custodial personnel, in the performance of their duties. This position may be established in multi-unit detention homes having a capacity of 30 beds or more.

Examples of Work

1. Coordinates and supervises the daily performance of the food service and custodial personnel.
2. Trains kitchen personnel on preparation of food as to quantity, seasoning, cooking methods and proper utilization of left-overs.
3. Prepares menus.
4. Estimates food needs and prepares weekly and monthly orders.
5. Prepares order for kitchen and cleaning supplies.
6. Responsible for food storage rooms, verifies items and supplies received and maintains food inventory.
7. Assists in any area of the food service process as needed.
8. Orders and maintains inventories on children's clothing, bed linen, etc.
9. Handles requests for time off for food service and custodial personnel, utilizing part-time kitchen staff to assure proper coverage.
10. Responsible for the detention home laundry procedure and determines when clothing, bed linen etc. should be mended or replaced.
11. Performs other related work as required.

## HOUSE MANAGER (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Graduation from high school plus five (5) years of successful experience in preparation and cooking of food on a large scale, two (2) years of which should have been in responsible charge of such work. Any equivalent combination of education and experience.

Knowledge and Skills

Thorough knowledge of materials, methods and equipment used in preparing food on a large scale. Working knowledge of principles and practices of large-scale kitchen management. Working knowledge of food value and nutrition. Ability to plan, coordinate and supervise others in preparation of meals in accordance with prepared menus. Ability to estimate food needs in advance and to keep food use records.

Knowledge of laundry operations and skilled in cleaning and maintaining large living quarters. Some knowledge of purchasing clothing and bed linens on a large scale desirable.



## CUSTODIAN - MAINTENANCE

### Distinguishing Features of the Work

Under supervision performs various custodial and maintenance chores. Custodial duties are performed in these areas not occupied by the children, mainly food service and outside grounds. Maintenance responsibility consist of checking, cleaning and servicing the larger appliances and equipment; performing minor repairs on damaged furniture, locks, etc., and checking plumbing malfunctions and attempt to correct before seeking outside assistance. May also accompany Nurse to clinics or hospital emergency room if Youngster needing treatment is considered an escape risk; and on occasions uses the detention home vehicle to pick up various items and supplies from vendors.

### Examples of Work

1. Conducts scheduled inspections of motors of large appliances, cleaning and oiling as needed.
2. Repairs tables, chairs, etc. damaged by the children.
3. Repairs or replaces worn out locks or those damaged by the children.
4. Attempts to free clogged up plumbing before seeking outside assistance.
5. Assists with the heavy cleaning in kitchen and food storage area.
6. Stores delivered supplies in store room and replenishes items on shelves as needed.
7. Performs various landscaping chores on detention home grounds.
8. Uses detention home vehicle to transport Nurse and children to clinics, etc. if health facilities are available.
9. Picks up various items and supplies from vendors as needed.
10. Submits orders for janitorial and cleaning supplies.
11. Performs other related work as required.

## CUSTODIAN - MAINTENANCE

### QUALIFICATION STANDARDS

#### Education and Experience

High school graduation or its equivalent, and two (2) years of responsible custodial and maintenance related experience. Additional experience may be substituted for education on an equivalent time basis, up to a maximum of two (2) years.

#### Knowledge and Skills

Possess mechanical aptitude, and some knowledge of cleaning and servicing motors of large appliances and equipment. Sufficient woodworking knowledge to perform minor repairs on damaged furniture. Thorough knowledge of cleaning methods, material and equipment and possess supervisory ability. Neatness in appearance and work; reliable and of high moral character. Licensed to operate a motor vehicle in the State of Virginia.

## JANITOR

Distinguishing Features of the Work

Under supervision performs various janitorial duties in areas of the detention home not occupied by the children, mainly in the administrative and kitchen areas, and assist with maintenance chores as needed. Performs outside grounds work in conjunction with the Custodian - Maintenance person, and in his absence assumes his duties insofar as possible. This position may be established in facilities having a capacity of 30 beds or more if there is a large outside area to be maintained, and if detention home personnel provides transportation for the children's clinic and hospital visits, while detained.

Examples of Work

1. Responsible for the cleanliness of an assigned area, mainly administrative, clerical, and areas used by the public, visiting workers, and police officers.
2. Sweeps, mops and waxes floors.
3. Dusts tables, chairs, desks and other furniture and equipment.
4. Washes windows and walls, as necessary, in areas not occupied by the children.
5. Gathers and disposes of refuse from administrative and kitchen areas. Replace light bulbs.
6. Scrubs and clean lavatories in administrative and public area. Replenishes and reports need for supplies.
7. Clean grounds, outside walks and steps. Cuts grass and trims shrubbery.
8. Assists with heavy cleaning in kitchen and food storage area.
9. Replenishes stock on storeroom shelves as needed.
10. Insofar as possible, assumes the duties of the Custodian-Maintenance person, during his absence.
11. Performs other related work as required.

## JANITOR (Cont'd)

QUALIFICATION STANDARDSEducation and Experience

Elementary school education or possession of an equivalency and some paid experience in cleaning and janitorial work.

Knowledge and Skills

Working knowledge of cleaning methods, materials and equipment. Some knowledge of landscaping methods and equipment. Mechanical aptitude, desirable. Neatness in appearance and work; reliable, and of high moral character. Licensed to operate a motor vehicle in the State of Virginia.

## COOK

Distinguishing Features of the Work

Employees in this Class, under supervision, are responsible for the preparation and cooking of meals in the detention home. Work is performed according to an established procedure as outlined by the House Manager, or in homes with a capacity of less than 25 beds, by the administrative personnel to whom the responsibility has been assigned. Also in detention homes of this size, a person in this position would prepare and submit food orders to the designated person for implementation.

Examples of Work

1. Prepares food for cooking, cleans and peels vegetables, cuts and trims meats, etc.
2. Bakes breads, pastries and desserts. (In the larger facilities, especially where the State's Commodity Distribution Service is utilized----Federal Surplus Food Items----, an employee in this Class may be designated a baker to perform these chores.)
3. Cleans kitchen equipment such as ranges, ovens and cooking utensils.
4. Records daily food withdrawals from storage area, necessary for day's meals.
5. Receives food deliveries and stores properly.
6. Maintains sanitation standards as required by the local Health Department.
7. In homes not employing a House Manager, assists in planning menus and in the preparation of food orders.
8. Performs other related duties as required.

## QUALIFICATION STANDARDS

Education and Experience

Elementary school education or equivalent and two (2) years experience in the preparation and cooking of food in large quantities.

## COOK (Cont'd)

Knowledge and Skills

Knowledge of large scale food preparation and cooking methods. Knowledge of the operation and maintenance of modern kitchen equipment. Ability to understand and follow oral and written directions. Ability to follow recipes and some knowledge of the basic nutritional value of food. Neatness and cleanliness in personal appearance and working habits; and in good physical health.

## COOK'S HELPER

Distinguishing Features of the Work

Under immediate supervision, assists the Cook in the preparation and cooking of food and performs a variety of routine duties in a large kitchen operation. A position in this Class may be established for each full-time Cook's position, except for the one that may be assigned strictly baking duties.

Examples of Work

1. Assists in the preparation and cooking of meats, vegetables and breads as indicated.
2. Prepares or assists in the preparation of soups, salads, sandwiches, desserts.
3. Assists in serving or preparing plates for the children.
4. May be required to clean tables and floors in Children's dining area.
5. Prepares dishes for washer and operates same; cleans counter units, working tables, sinks and food equipment.
6. Sweeps and mops floors.
7. Performs other related work as required.

## QUALIFICATION STANDARDS

Education and Experience

Elementary school education or equivalent and one (1) year of experience in a large kitchen operation, desirable.

Knowledge and Skills

Some knowledge of various cleaning tasks performed in a large kitchen operation. Working knowledge of operating a commercial dishwasher. Some knowledge in the operation of other modern kitchen equipment. Familiar with cleaning materials and methods for kitchen use. Ability to understand and follow simple oral and written directions. Neatness and cleanliness in personal appearance and working habits; and in good physical health.

## LAUNDRESS

Distinguishing Features of the Work

An employee in this Class, under immediate supervision, is responsible for the cleanliness and general condition of all detention home clothing, bed linens, wash clothes and towels. May also, as the need arises, wash the children's personal clothing when unusually dirty or in need of fumigation. This position may be established in multi-unit detention homes having a capacity of 40 beds or more.

Examples of Work

1. Verifies count made by Children's Supervisor of all clothing item, bed linen, wash clothes and towels received, that are to be washed, repaired or replaced.
2. Notifies House Manager (or in facilities with a capacity of 29 or less, the individual designated this responsibility) of clothing and other items designated for repair or replacement, for her decision.
3. Mends all clothing and bed linens as instructed by the House Manager (or in facilities with a capacity of 29 or less, the individual designated this responsibility) after they have been washed. Replaces buttons, zippers, etc.
4. Sorts and folds all clothing and bed linens to be returned to the Children's area.
5. Folds items according to identification markings if a marking system is used.
6. Verifies count, including all newly issued items approved by the House Manager (or in facilities with a capacity of 29 or less, the individual designated this responsibility) to make certain the same amount and sizes of each items are returned to the Children's area that was received.
7. Periodically washes a group of the detention home's tennis shoes, not in use.
8. Performs other related work as required.



## LAUNDRESS (Cont'd)

## QUALIFICATION STANDARDS

Education and Experience

Elementary school education or equivalent. Some laundry and seamstress experience desirable.

Knowledge and Skills

Some knowledge of laundry methods and procedure. Ability to make simple mathematical computations. Possess some skills as a seamstress and in the operation of a sewing machine. Ability to understand and follow simple oral and written instructions.

X. DESIGN AND CONSTRUCTION OF THE FACILITY

The standards in this section on Design and Construction are intended for all new construction of Detention Homes; existing Detention Homes shall be brought up to these standards within a reasonable time in every instance where the State Department of Corrections is willing to provide the necessary funds.

A. Procedural Guidelines

1. Jurisdictions interested in the construction of secure detention facilities shall contact the appropriate Regional Youth Services Office for information and assistance. (Code of Virginia 16.1-201 is reproduced in Appendix, page 88, for convenience of Detention Home planners and staff.)
2. A Superintendent should be hired at least six months prior to completion of the home. He should be available even earlier to advise the architect and builder. He shall act as receiving agent when equipment and supplies are delivered and be responsible for recruiting and hiring of the detention staff.

B. Basic Requirements

1. The design of a secure detention building shall promote the maximum visual control of detainees consistent with human dignity.
2. Construction shall provide security and safety and be of fire resistant materials. Preferred construction materials are brick or brick on block for outer walls, prestressed concrete roof decks, block interior partitions, and the facility should be built on grade concrete slab.
3. Old buildings shall not be remodeled for use as secure detention facilities.
4. A secure detention home shall include an administrative section, a central activities section, quiet rooms, academic classrooms, a kitchen-dining-storage area, a mechanical room and two or more sleeping wings--at least one for males and one for females.
5. Adequate land area shall be incorporated into the design to provide sufficient space for outdoor physical activities and for parking.
6. No new secure detention facility shall be constructed with less than twenty or more than thirty beds unless special circumstances indicate otherwise. Special consideration, on an individual need basis, will be given to the construction of larger detention facilities. These will be no more than 60 bed total capacity and will be designed on a modular style of construction.

C. Site

1. A secure detention home shall be accessible to primary roads and close to population centers.
2. Utilities--water, sewage, and electric power--shall be available.
3. Sufficient setback lines shall be maintained so that children in outdoor play areas are not in direct contact with passers-by; exposure at windows is minimized; and passing of contraband is discouraged.
4. There shall be adequate parking space for staff and visitors.
5. A secure detention home shall not be built adjacent to a jail or other building used for similar purposes.
6. A minimum site of three to five acres shall be required.
7. The site shall include a playground no smaller than 200' x 200'.
  - a. The playground shall have a hard-surfaced area large enough for shuffle board, basketball, volleyball, and similar sports.
  - b. The playground shall include a layout for a softball diamond.
  - c. Drinking fountains and restrooms shall be directly accessible to the playground.
8. A security-type fence shall enclose the outdoor playground area.
  - a. If necessary to prevent contact with the public, the fence shall be shielded by planting or other screening devices.
  - b. The fence shall be of gauge galvanized chain link construction with a minimum height of 12 feet. (See specifications in Appendix, page 88.)
  - c. All corners should consist of two 45° angles.
  - d. The upper inside six foot portion of the fence shall be covered with heavy galvanized woven wire with approximately 3/8 inch openings. This woven wire shall be attached with metal strippings and bolted to the inside of the chain link material. Colorbond Non-climbable Maximum Security Fence, vinyl or resin clad, in 3/8" fabric weave may be substituted for the 2" mesh fence with upper 6 ft. covering of 3/8" galvanized woven wire.
  - e. The lower section of the fence shall be attached to a fixed horizontal base pipe and shall follow the terrain.

- f. All posts, gate supports and similar items shall project to the outside of the fence.
  - g. At all points where the fence joins the building, and along the building, additional fencing shall be mounted to bring the overall level up to the minimum twelve foot height.
  - h. All gutters and similar installations shall be located at points where they may not be used for climbing.
  - i. A gate or gates shall be located in the fence for entry of service trucks or emergency exits.
9. Landscaping of the site shall include grass, trees, and shrubs. Trees shall be located so as not to interfere with recreation or aid in escape.

#### D. Facility

##### 1. Administration area

This section shall be composed of:

- a. Office space for administrative and service personnel
- b. A public waiting room and toilets
- c. Interview rooms
- d. Intake area
- e. Health clinic
- f. Control room which shall be located so as to afford maximum visual and physical access to the activities and living areas.

##### 2. Activity Areas

- a. The main activities area is identified as the large central section of the building joining administration, dormitories, kitchen-dining-etc. It shall include:
  - (1) One large room for small games, arts and crafts, and similar activities.
  - (2) Two quiet T.V. areas adjoining the large room
  - (3) Two or more academic classrooms

### 3. Dining, Kitchen, and Storage Area

This area shall include:

- a. Dining room
- b. Kitchen
- c. Food service and food storage facilities
- d. Space for an outside garbage can room
- e. Mechanical room as indicated by building design
- f. Outside storage area

### 4. Sleeping area

- a. The basic design of a secure detention home shall provide for separation of detainees only in the sleeping area.
- b. Each child shall be assigned to a single room no smaller than 7' x 10'.
- c. Each room shall be equipped with an institutional tamper-proof lavatory, security-type beds bolted to the floor and/or wall, and recessed shelving.
- d. All construction must be designed so that projections, fixtures, grills, conduits, etc. are concealed or flush-mounted to prevent the possibility of children harming themselves.
- e. Night light units shall be provided in the rooms.
- f. Window sills shall be no lower than 4'6" above the floor.
- g. Adequate provision shall be made for showers conveniently near the bedrooms.
- h. Space for storage of linens and clothing shall be near the bedrooms.
- i. A janitor's closet shall be located in the sleeping area corridors.
- j. Flush-mounted lockers shall be located in the corridors.
- k. A laundry room shall be located in or adjacent to sleeping area.

## E. Support Systems

### 1. Security

- a. Outside security - see Section C "Site"; 1, 3, 8, and 9 (page 79 and 80).
- b. Dormitories shall be secured through corridor doors.
- c. All windows must be provided with flush-mounted heavy duty detention screens. (See Appendix, page 88.)
- d. Glass and equal substitutes
  - (1) In the security areas and where glass is not protected by screening, all glass shall be heavy safety or tempered glass.
  - (2) Glass paneling or substitutes shall be used liberally in the interior of the home so that maximum visual control of children is provided--from the control unit through the corridors, into school rooms, the kitchen and dining areas.
  - (3) Security glass paneling, or equal substitute, is also required in quiet rooms and other areas where children can be viewed from central locations.
- e. Locks and Keying Devices
  - (1) Door locks in all security areas shall be of heavy duty deadbolt type with heavy duty cylinder locks.
  - (2) Doors in the sleeping rooms shall be keyed on the exterior only.
  - (3) All locks in other sections of the building shall be tamper-proof and heavy commercial grade.
  - (4) All individual sleeping room doors should be keyed identically.
  - (5) Outside doors shall be keyed under a separate master system.
  - (6) All other interior locks should be keyed to maximize efficiency and security.
- f. Doors
  - (1) In the security areas, doors shall be heavy duty (16 ga. min) hollow metal mounted with non-removable pin-type hinges.

- (2) Doors in administrative wing, kitchen and dining room and similar areas not requiring heavy duty security-type can be of solid core wood or other construction meeting such standards.
- (3) Paneled or light-weight doors of any type shall not be used in the facility.
- (4) No door shall be installed with spring latches in secure areas.
- (5) All door jambs shall be of metal construction and have rounded edges.
- (6) Doors to individual rooms shall be arranged alternately so that they are not directly across the corridor from each other.
- (7) All doors shall open inwardly into the bedrooms.
- (8) Doors to each of the sleeping rooms shall be constructed with an 8" x 4" viewing panel of tempered glass and undercut approximately one inch to provide ventilation. These doors shall not be equipped with louvered ventilation. Flush-mounted finger pulls should be installed on the exterior of these doors.

g. Alarms

Specified heating, cooling, and ventilation systems shall be designed for the secure detention home in accordance with specifications of State and local authorities.

2. Climate Control

Specified heating, cooling, and ventilation systems shall be designed for the secure detention home in accordance with specifications of the Bureau of Engineering of the State Department of Corrections. It shall be designed to be economical as to operation, maintenance and accessibility for replacement.

a. Heating

- (1) Fuels used shall be oil or natural gas, except that electrical energy may be used if designer can demonstrate that operation cost will not exceed that of other fuels.
- (2) Each area of the home shall have its own peculiar type of radiation depending on the use of the area and the degree of security needed against vandalism. Administrative areas shall have radiation normal for office heating.

b. Air Conditioning

Secure detention homes shall be air-conditioned throughout the facility by central units for various areas. Air-conditioning outlets must be protected by security grills against vandalism.

c. Ventilation

Ventilation must be provided in the building in all areas.

- (1) Shower areas shall be wall-vented to remove moisture.
- (2) Roof exhausters, air handling units, etc., are desired and shall be power units.
- (3) Kitchens shall have hoods over equipment producing moisture-laden air and shall be vented by power exhausters. Grease filters must be used to trap grease in the air being removed.
- (4) Rooms containing refrigerating units must have outside air circulated through the room and exhausted by a power exhauster in order to remove heat from refrigeration equipment.

3. Plumbing

- a. Water closets shall be of vitreous china or stainless steel with integral slats and security-type flush valves in all areas used by children. A cast aluminum combination lavatory and water closet unit with an epoxy-finish furnished in colors may be used in rooms.
- b. Lavatories shall be acid-resisting enameled cast iron or substitutes of equal standard.
- c. Lavatories used by children shall have push-button controls.
- d. All water closets or combination units shall be floor-mounted.
- e. All fixtures shall have water stops.
- f. Water lines shall have shock arresting devices properly designed into the distribution system. Air chambers are not acceptable.
- g. Showers shall have fixed flush-mounted shower heads so installed to keep over-spray from falling beyond the shower area.
- h. Shower piping shall include water temperature regulator mixer.



- i. A curb not less than 4" nor more than 6" shall be built in each shower area at the corridor entrance.
- j. Shower floor drains shall be provided and floors properly sloped to drain.
- k. Floor drains shall be provided in the corridors of the sleeping areas, laundry rooms, kitchens, storage rooms, activities areas and mechanical rooms.
- l. Electric water coolers shall be wall-mounted where feasible.
- m. Any outside plumbing fixtures shall be freeze-proof.

#### 4. Lighting

- a. Lighting levels for the various areas shall be as recommended by the guide to levels of illumination of the Illumination Engineering Society.
- b. Lighting fixtures for detainees' bedrooms shall be security-type units with a security face or a protective guard over the lens, mounted so as to have access to the interior of the unit from the corridor side of the unit. This unit shall have a night light socket of 10 to 15 watts in addition to the 100 to 150 watt light.
- c. Secure protected skylights should be used where practical to light corridors, activity rooms, dining rooms, etc.
- d. All room light switches shall be of security-type and mounted on corridor walls.
- e. Outside lighting shall be designed to provide maximum security during hours of darkness.
- f. Automatic battery-powered emergency lighting shall be provided in all areas occupied by children.

#### 5. Intercommunications Unit

- a. An intercom system shall be installed with a master control station located in the control room and individual security speakers flush-mounted in each of the bedrooms, kitchen, clinic, and quiet areas. Discretion should be exercised in the systems operations consistent with human dignity.
- b. An adequate communications system shall be provided on the playground.

- c. All installations in the bedrooms shall be flush-mounted. The equipment must be covered with security screens, mounted with tamper-proof screws and all conduits concealed.
- d. The conduit for the intercom system shall be installed with pull wires.
- e. Accessories to the intercom system shall be AM/FM radio and automatic record changer.
- f. The control panel shall be arranged to permit checking individual rooms and to supervise the entire building during the night shifts.

#### 6. Emergency Power System

In areas with a history of frequent power failures, provisions shall be made for emergency generated power.

#### 7. Wall Covering and Floor Finish

- a. Walls in the kitchen, pantry storage areas, shower areas, public toilets and corridors shall be finished in a glazed surface. The finished surface shall be durable and suitable for cleaning with water and detergents.
- b. Floors in kitchen and pantry storage areas shall be quarry tile set in a suitable compound.
- c. Shower areas shall have floors of non-slip ceramic tile set in a Portland cement bed and properly grouted.
- d. Bedrooms shall have a trowelled concrete floor treated with a non-dusting hardener; however, tile or suitable epoxy-type floor finishes may be used if properly documented as to show that the wearing capabilities warrant their use.
- e. All other floors in administrative areas, public areas, corridors, living areas, quiet rooms and classrooms shall have resilient tile covering such as vinyl asbestos with minimum thickness of 1/8".

#### F. Equipment, Supplies and Materials

Under authorization of 16.1-201 of the Code of Virginia, (see Appendix page 88), the Department of Corrections has established procedures concerning the reimbursement for equipment and supplies necessary to the operation of a secure detention facility. These materials are broken into three major categories.

1. Attached equipment - part of the building

Equipment that is normally viewed as part of the building by accepted practices in real estate and accounting procedures shall be included in the working drawings of the building and reimbursed by the State. This type of equipment includes such items as heating and electrical equipment, built-in shelving and wall cabinets (general purpose), plumbing, walk-in refrigeration, and similar items. Equipment falling in this category is reimbursable on a 50% basis subject to the limitations established in Section 16.1-201, Code of Virginia.

2. Equipment - free standing

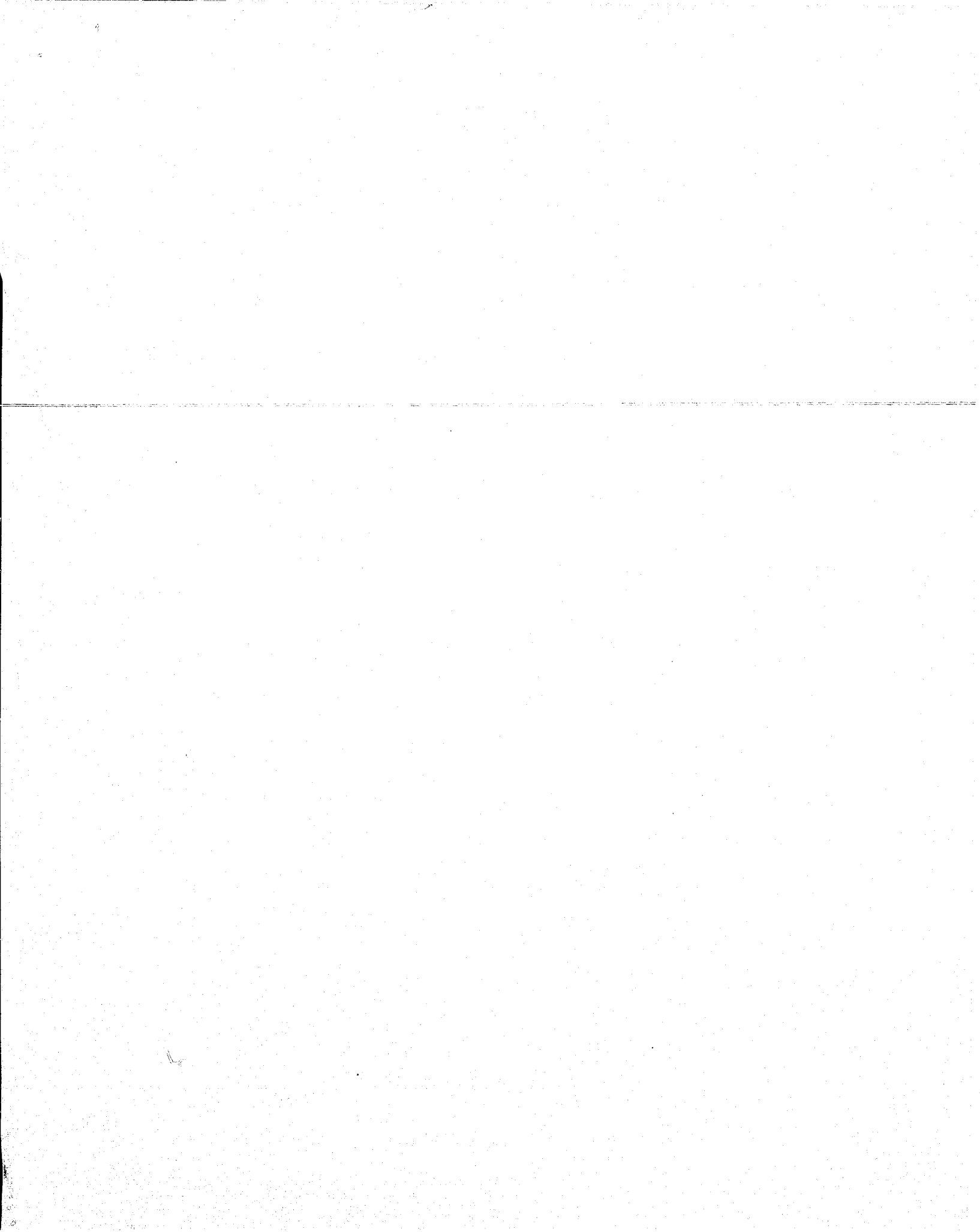
All items of equipment normally considered "free standing" under ~~accepted practices of real estate and accounting procedures~~ shall be viewed not as part of the building and as reimbursable on a 100% basis as set forth in Section 16.1-201, Code of Virginia. Examples of equipment in this category are free-standing refrigeration units, sinks, stoves, tables, chairs, beds, office equipment and furniture, medical equipment, televisions, etc.

3. Supplies and Materials

This category includes a great variety of expendable items which are used in detention homes, an institution, or household. Except in their initial order, these materials may be purchased when needed without prior approval from the Director or his designee and the cost of such items shall be reimbursed to the locality by the State on regular monthly vouchers provided for this purpose. Large initial orders must be cleared with the Department. Items falling in this category include pots, pans, cutlery, similar items for the kitchen, clothing, linen, soaps, cleaning and disinfectant materials, office supplies, arts and crafts supplies, etc.

XI.

SPECIAL FORMS



**CONTINUED**

**1 OF 2**

## XII.

APPENDIXFence Specifications:

Height: 12'

Fabric 2" mesh: 6 ga.

Top rail, Bottom rail

Fabric shall be zinc-coated class II chain link per ASTM specification A-392-68

Fabric shall be connected to line posts with 6 ga. wire clips every 14"; to top rail with 9 ga. wires every 24"; to terminal, corner, and gate posts by integrally weaving into the post or by using 1/4" x 3/4" tension bars tied to the post every 14" with 11 ga. 1" wide steel bands and 3/8" diameter bolts and nuts; to tension wire with 11 ga. hog rings every 24".

Screens:

Recommended screening of 10 x 10 per inch, wire diameter of .047, Alloy 304 Stainless Steel, tensil strength 1600 pounds per linear inch after weaving. Obtainable from Kane Screen Manufacturers.

Code of Virginia: Section 16.1-140 and Section 16.1-201

§ 16.1-140. Purpose and intent.--This law shall be construed liberally and as remedial in character; and the powers hereby conferred are intended to be general to effect the beneficial purposes herein set forth. It is the intention of this law that in all proceedings concerning the disposition, custody or control of children coming within the provisions hereof, the court shall proceed upon the theory that the welfare of the child is the paramount concern of the State and to the end this humane purpose may be attained, the judge shall possess all necessary and incidental powers and authority, whether legal or equitable in their nature.

A child coming within the purview of this law, whose custody the court assumes, shall be for his or her minority subject to such watchful care, custody, discipline, supervision, guardianship and control as may be conducive to the welfare of the child and the best interests of the State. (1950, p. 665; 1952, c. 419; 1956, c. 555)

§ 16.1-201. Construction, maintenance, etc., of detention homes or other facilities charge on counties and cities; reimbursement in part by State.--(a) The responsibility for the construction, renovation, purchase, rental, maintenance and operation of a detention home, group home or other residential care facility for delinquent or alleged delinquent youth established by a city or county or any combination thereof and the necessary expenses incurred in maintaining and operating such detention homes, group homes, or other residential care facilities shall

be a charge upon the county or city, or any combination thereof, as the case may be, and the county boards of supervisors or the city councils or other governing bodies shall make provisions thereof. The Commonwealth shall reimburse the city or county, or any combination thereof, as the case may be, one half of the cost of construction, enlargement, renovation, purchase or rental of a detention home, group home or other residential care facility for delinquent or alleged delinquent youth hereafter constructed or enlarged by, or whose facilities will for a period of at least ten years be available, upon a basis approved by the Board, for use by three or more counties or cities or any combination thereof, and it shall further reimburse the city or county, or any combination thereof, for the entire reasonable cost of food and of the clothing, medicines, medical costs, hospitalization, lights, water, heat disinfectants, beds and bedding, and other necessary equipment and supplies required for the care of children held in detention homes awaiting hearing or disposition or held in group homes or other residential care facilities serving sentence or otherwise confined under the juvenile laws of this State. The Commonwealth shall further reimburse the city or county, or any combination thereof, as the case may be, two thirds of the salaries of officers and employees engaged in the operation and maintenance of detention homes, group homes or other residential care facilities, except that insofar as any fund from the Division of Justice and Crime Prevention of the State of Virginia or from other public fund sources outside of the provisions of this law, are used in compensating one third of the salaries of such personnel, such funds shall not be considered State funds. Provided, however, that no such reimbursement for costs of construction shall be had unless the construction of such detention home, group home or other residential care facility for delinquent or alleged delinquent youth has been approved by the Governor and plans and specifications therefor have been submitted to and approved by him, nor shall any such reimbursement for construction exceed one hundred thousand dollars for any one home during any period of three years. In the event that a county or city requests and receives financial assistance for costs of construction of such detention home, group home or other residential care facility for delinquent or alleged delinquent youth from the Division of Justice and Crime Prevention of the State of Virginia or from other public fund sources outside of the provisions of this law, the total financial assistance and reimbursement shall not exceed the total construction cost of the projected exclusive land and site improvement costs and such funds shall not be considered State funds. Provided, further, that equipment may be purchased only after approval is first obtained in writing from the Department, or it is required by appropriate authority for safety or health. As a condition of reimbursement by the State for the entire reasonable cost of such equipment, the city or county or any combination thereof, as the case may be, shall be obligated to offer such equipment to the Department and obtain its written approval prior to the disposition of same for any reason except for the replacement of obsolete by new, comparable equipment. The Department may withhold its written approval in cases where such equipment may be used elsewhere in the State penal system, industrial schools or institutions for the detention or confinement of juveniles, and it shall be authorized to transfer such equipment wherever it may be so used. Such reimbursement shall be paid in monthly installments by the State Treasurer out of funds appropriated in the general appropriation act for criminal costs.



(b) Any county or city with a population of more than two hundred fifty thousand shall receive the reimbursements hereinabove provided for detention homes and any county or city with a population of more than fifty thousand shall receive reimbursements hereinabove provided for group homes and other residential care facilities for delinquent or alleged delinquent youth, notwithstanding the number of counties or cities, or combinations thereof, which shall use the facility. (1950, p. 685; 1952, c. 419; 1956, cc. 194, 555; 1958, c. 376; 1959, Ex. Sessl, c. 31; 1964, c. 143; 1966, c. 233; 1970, cc. 660, 755, 765; 1972, c. 330; 1973, c. 221; 1974, c. 645)



**END**