

Bibliography

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ILLINOIS STANDARDS AND GUIDES FOR THE DETENTION OF JUVENILES



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FOREWORD

Illinois Standards and Guides for Juvenile Detention are designed to aid local authorities in dealing with the youthful offender. Their nature reflects the current attitude of dealing with youth in a positive manner, not punitively, accenting that the use of confinement in physically restricting surroundings is considered only as a last resort.

Juvenile detention facilities are a part of the justice system. Often, offenders receive their first confinement experience in such a facility and the type of care and treatment they receive has strong influence on their subsequent attitudes and adjustments. Humane custodial care and treatment that protects civil and legal rights and recognizes their qualities as a human being is therefore required and anything less is counterproductive to detention purposes.

Three conditions of detained status are recognized. The first, supervision without resorting to confinement; second, detention in a facility independent from a jail; and third, as the law allows, confinement in a lockup or jail facility. The standards included in this manual are addressed primarily to the latter two.

Two types of information are presented. The first is basic and constitutes the least acceptable conditions for the nature of the facility being used.

The second type of information is suggestions or recommendations aimed at assisting in the development of operations to exceed the minimum.

Statutory requirements whether cited in the standards or not, are treated as standards.

The Department of Corrections through its Bureau of Detention Standards and Services is vitally concerned with providing all reasonable consultation and help to local authorities and detention administrators. Requests for assistance are solicited.

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TABLE OF CONTENT

LEGAL AUTHORITY TO SET STANDARDS viii

INTRODUCTION 1

DETENTION IS HARMFUL 1

HOW NECESSARY IS DETENTION 1

ALTERNATIVES TO DETENTION 2

DETENTION NEEDS 3

STANDARDS--PURPOSE 5

DIVERSION OR ALTERNATIVE SERVICES PROGRAM DESIGNS 7

 PARENTAL OR GUARDIAN REINFORCEMENT 7

 IMPLICIT SUPERVISION 7

 YOUTH ADVOCATE 8

 HOME DETENTION 8

 SURROGATE HOMES 9

 GROUP HOME--CONTRACTED 9

 GROUP HOME--AGENCY OPERATED 9

 SHELTER CARE 9

 VOLUNTEER SERVICES 10

ADMISSIONS CONTROL 12

LENGTH OF STAY 13

OBJECTIVES OF DETENTION CARE 14

SCHOOL 15

ACTIVITIES 16

CLINICAL SERVICES 17

PLANNING, DESIGNING, EQUIPPING 18

TERMS USED IN THE STANDARDS 19

INDEPENDENT FACILITIES

POLICY SETTING 22

 Statement of Admission Policy 22

 Initial Detention Authorization 22

 Detention By Law Enforcement Officer 22

 Law Enforcement Officer's Report 22

 Detention Hearing 22

 Detention--Commitment To 22

 Daily Detention Population Report 22

 Detention and Court Hearings 22

Detention--Over Thirty Days	22
Average Stays	22
Situation Change	22

ADMINISTRATION AND MANAGEMENT

Detention Policies	24
Superintendent--Responsibilities	24
Superintendent--Alternative Services	24
Superintendent--Management Performance	24
Staff Services and Job Descriptions	24
Staff Selection and Appointment	24
Staff and Youth Contact	24
Certificates, Licenses, Registration	24
Staff Coverage	24
Staff Development	25
Staff Library	25

ADMISSIONS PROCEDURES

Admissions--Injury or Illness	27
Admissions--Interview	27
Admissions--Parental Notification	27
Admissions--Personal Property	27
Admissions--Personal Clothing	27

PHYSICAL CARE: ADMISSIONS, FOLLOW-UP

Admissions--Shower	29
Admissions--Clothing	29
Admissions--Bedding and Linens	29
Admissions--Medical Examination	29
Recommendations and Treatment	30
Emergency Notification	30
Medication Prescribed--Staff Control	30

PHYSICAL CARE: ON-GOING

Meals	32
Meals--Staff	32
Sleep and Rest Periods	32
Cleanliness and Order	32

SCHOOL

Administration	34
Objectives	34
Curriculum	34
Class Size	34

Classrooms	34
School Communication	34
Activities--School Exempted	34

ACTIVITIES

Objectives	36
Variety	36
Materials	36
Individual Choice	36
Co-education and Co-recreation	36
Television and Radio	36
Work Assignments	36
Creative Activities	36
Vigorous Activities	36
Library	36
Music and Dramatics	36
Religious Services and Counseling	37
Activity Planning--Youth Participation	37
Visiting	37
Mail	37
Telephone Usage	37

SUPERVISION, GUIDANCE, TREATMENT

Objectives	39
Casework and Group Work	39
Staff Functions	39
Orientation	39
Personal Grooming	39
Individual and Group Supervision	40
Isolation--Use of	40
Corporal Punishment	40
Staff Safety	41
Favoritism	41
Abscondence	41

CLINICAL SERVICES

Objectives	43
Clinical Study--Detention For	43
Special Facilities, Use of	43
Regional or Contractual Clinical Services	43

STATISTICAL RECORDS

Face Sheet Record	45
Population Reports--Daily	45
Monthly Statistics	46
Statistics Reporting--Service	46

RECORDS---SOCIAL, INCIDENTAL, MISCELLANEOUS

Confidentiality 48
Report to Court 48
Fingerprinting and Photographing 48
Group Supervisor Log 48
Record, Visitor 48
Report, Incident and Accident 48
Reports to the Bureau 49

BUILDING, DESIGNING, EQUIPPING

Departmental Approval 51
Detention Study and Survey 51
Approval of Construction Plans 51
Compliance with Local Ordinances 51
Site Selection--New Facility 51
Rated Capacity 52
Remodeling Existing Buildings 53
Architect--Selection 54
Building Types 55
Court, Probation, Detention Relationship 55
Accessibility 55
Outside Activity Area 55
Fire Resistive Construction 55
Fire Control 56
Units--One Floor 56
Unit Rooms--Ground Level or Above 56
Stairs and Elevators 56
Disturbed Youth Unit 57
Control--Visual and Auditory 57
Building Security 57
Glass 57
Soundproofing 57
Paint and Color 57
Storage 58
Janitor Closets 58
Toilets, Showers, Washrooms 58

Admissions and Administration

Admissions Area 59
Administrative 59

Group Living Unit

Sleeping Area 60
Individual Rooms 60
Temporary Isolation Room 62
Shower and General Toilet Facilities 62
Unit Living Area 63

Indoor Activity Centers

Food Service	64
School Rooms	64
Inside Play Area or Gymnasium	64
Special Crafts Rooms	64
Religious Services	65

Furnishings and Equipment

Individual Sleeping Rooms	66
Living Areas	66
School	66
Food Preparation and Service	66
Laundry	67
Repair and Maintenance	67
Outside Activity Area	67

Miscellaneous

Floors	68
Stairs	68
Heating	68
Exposed Hardware	68
Vermin Control	68
Emergency Lighting	68
Firearm Storage	68

Other Standards Setting Agencies

Agencies	69
Local Ordinances	69

DETENTION IN MUNICIPAL JAIL OR LOCKUP FACILITIES

Juvenile Court Act, Section 702-8(1)	71
Minors Under 16 Detention Room	71
Supervision	71
Minimum Detention Room Standards	71
Location	72
Food	72
Municipal Jail and Lockup Standards	72
Minors Under 17 Detention	72

DETENTION IN COUNTY JAIL FACILITIES

Juvenile Court Act, Section 702-8(1)	74
Minors Under 16	74
Jail Detention Admission	74
Supervision	74

Cells and Rooms	75
Food Service	75
Personal Hygiene	75
Activities	75
Visiting	75
Records	75
Minors Under 17	75
COMMENTS AND RECOMMENDATIONS	77

LEGAL AUTHORITY TO SET STANDARDS AND
EXERCISE SUPERVISION OVER JUVENILE DETENTION

ILLINOIS REVISED STATUTES, CHAPTER 38, SECTION 1003-15-2. STANDARDS AND ASSISTANCE TO LOCAL JAILS AND DETENTION FACILITIES.

(a) The Department shall establish for the operation of county and municipal jails and houses of correction and juvenile detention facilities minimum standards for the physical condition of such institutions and for the treatment of inmates with respect to their health and safety and the security of the community and to make recommendations to such institutions to assure compliance with the requirements of such minimum standards.

(b) At least once each year, the department shall inspect each such facility for compliance with the standards established and the results of such inspection shall be made available by the Department for public inspection. If any detention or correctional facility does not comply with the standards established, the Director of Corrections shall give notice to the county board and the sheriff or the corporate authorities of the municipality, as the case may be, of such noncompliance, specifying the particular standards that have not been met by such facility. If the facility is not in compliance with such standards when six months have elapsed from the giving of such notice, the Director of Corrections may petition the appropriate court for an order for the closing of that facility or for other appropriate relief.

(c) The Department shall provide consultation services for the design, construction, programs and administration of detention and correctional facilities and services for children and adults operated by counties and municipalities and shall make studies and surveys of the programs and the administration of such facilities. Personnel of the Department shall be admitted to these facilities as required for such purposes. The Department may develop and administer programs of grants-in-aid for correctional services in cooperation with local agencies. The Department shall provide courses of training for the personnel of such institutions and conduct pilot projects in the institutions.

INTRODUCTION

Every year, tens of thousands of Illinois youth, male and female, under the age of 17 are arrested. Between fifteen and twenty thousand of these are held for various periods of time in detention centers, jails, and jail-like facilities. More would be except the Bureau of Detention Standards and Services has declared some local lockups as unfit and prohibit their use for juveniles. Restrictive controls have been placed on others. Astounding, yet such facts do not reveal the fullest extent of the situation. Consider that a large number who are confined do not require being held in physically restricted custody in the first place!

DETENTION IS HARMFUL

A secure custody detention experience, temporary care in physically restricted facilities, is a destructive one that can produce deleterious effects. First, it forces the youth to associate with other delinquents and this can intensify any existing antagonistic and hostile attitudes he may hold toward society. In turn, his status with delinquent peers is raised. Second, detention confinement can intensify a youth's sense of rejection. A feeling of being abandoned is easily developed due to being separated from home and familiar surroundings. A sense of being abandoned creates attitudes of rejection and lowers the level of self-esteem, a quality vital and cogent in delinquency control. Third, being in detention emphasizes failure and withholds a youth's opportunity to demonstrate responsibility, under close supervision, for his own behavior in the community while he waits for the court to adjudicate and dispose of his case.

Being detained is a negative encounter and, even under optimal conditions, detention staff cannot completely neutralize it. It can, through maximum program planning, furnish relevant diagnostic information; but detention is not to be considered a treatment center. If a treatment center is needed in the community, one should be established as a separate and independent facility.

HOW NECESSARY IS DETENTION?

When a community provides adequate alternatives to detention, five percent or fewer of youth alleged to have committed a delinquent act require secure custody.¹ Based on reasonable local police-to-court referrals, a minimum of 300 detention admissions a year is required to justify the construction and operation of the smallest practical facility. In some few cases, there is evidence that a youth will almost surely leave the jurisdiction or endanger others unless contained by locked doors and secured windows. These infrequent instances should not create local consternation. There are options for dealing with them.

¹Ten percent was formerly accepted as the upper limit for numbers of youths requiring secure custody. In areas that have developed and skillfully used diversionary services, that ten percent level has been safely and profitably cut in half.

The rationale most frequently cited for using secure custody is to provide protection for the child and the community. The community does have a right to immediate protection and the youth has the right to constructive treatment. But, investigation reveals that the real reason is more than likely one or more of the following:

1. To guarantee a youth's availability for the convenience of authorities.
2. To provide officials with protection from criticism if the youth runs away or commits another offense.
3. To nourish good relationships between court officials and law enforcement agencies. ("They're back on the street before I get back to my beat.")
4. To shock the youth before adjudication--assured punishment.
5. Lack of suitable alternatives.

ALTERNATIVES TO DETENTION

There are several alternatives which are more productive and less expensive than that of maintaining a secure custody facility. A wide range of social services and a concerted effort to deter potential delinquents is the first step, PREVENTION. The National Advisory Commission on Criminal Justice Standards and Goals¹ recommends several elements to effect this essential action. Not all inclusive of the commission's suggestions but of particular importance to juvenile crime prevention are:

1. Participation by every citizen in local community crime prevention and existing community organizations exploring ways they can relate their activities to crime prevention.
2. City governments should establish neighborhood service centers allocated to neighborhoods on the basis of need.
3. Youth service bureaus in every town as the basic referral and coordinating agency for juveniles in trouble with guidelines for referral formulated and referrals voluntary.
4. Schools should guarantee that every child can obtain a job after leaving school and alternative educational experiences should be provided to students who cannot benefit from classroom instruction.
5. Multi-modality drug treatment systems, including prevention programs, and development of constructive alternatives, must be developed.

¹National Advisory Commission on Criminal Justice Standards and Goals, 1973.

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Second, INTENSIVE PROBATION SERVICES between apprehension and disposition is required. This service must be one that assists parents and the youth to assume responsibility for his actions and behavior while awaiting court action. Effective probation is the most important at hand diversion for secure custody that a community can provide. It is more productive than detention in its service delivery and is much less expensive.

Third, establishment of TEMPORARY HOMES, group or individual, and without the usual secure custody accouterments, for use when a youth cannot stay in his own home while awaiting court action is needed. Detention is a condition, a state of being. Sure, but not secure, custody can be provided for many without having to resort to formidable brick, mortar and hardware.

Fourth, development of or arrangements made to purchase the services of SPECIAL GROUP HOMES, mental hospitals or other child care facilities which specialize in dealing with emotional disturbance, mental retardation or mental illness is essential. Youth with serious problems such as these should not be admitted to secure custody facilities.

DETENTION NEEDS

Especially designed detention facilities are, nevertheless, selectively required. Some youth are so lacking in self-control and are so resistive to supervision that short-term severe physical restraint is appropriately called for and must be provided pending court action. Local authorities who think that one is needed in their community should first call on specialists to study the considered need. There are other ways of dealing with local detention requirements and asking for help can save much money.

There is no model detention home. All sorts of obstacles are encountered which are difficult to surmount--youth storage concepts, inadequate budgets, unqualified personnel, poorly designed buildings, over-burdened court dockets. Yet, advancement is being made, improvement shown and obstacles overcome.

Just as there is, with time, change in many things, ideas and concepts of detention services undergo modification. No longer is a detention facility considered appropriate for housing dependent and truant children as specified in the Child Protection Act. The "all purpose" institution is frowned upon--maybe forbidden. New knowledge and understanding generated by behavioral science research have exercised considerable influence on the justice system. Even the attitude toward temporary court control of alleged delinquents has modified dramatically.

Six major developments in dealing with the detention of alleged delinquents have emerged:

1. A Broader Concept of Being Detained. Originally, detention was defined strictly in terms of confinement in physically secure custody. Restrictions on a youth's independent decision making imposed by the

juvenile court and, at the same time, diverting him from secure custody to some community based placement or service, including parental custody, is now considered as being detained. A secure custody facility is regarded as only one (hopefully the last one) of several possible choices for temporary supervision and control.

2. Control of Admissions is attracting much more attention. Legal controls, particularly in regard to age and use of jail facilities, have been made. Local practices are excluding others. Definition of delinquent behavior has narrowed and many acts, formerly prohibited, discarded as cause. Large numbers of youths, erstwhile detention shoo-ins, now are diverted to other services.

It has been repeatedly demonstrated that serious offenders (but not dangerous ones) can be managed safely and effectively under supervision in the community and at much less expense.

3. A New Type Architecture with functionally attractive building design to provide secure custody has developed. No longer are bleak and austere surroundings considered satisfactory. Modification of an existing structure built for some other purpose is not recommended. Design now takes into account the youth's needs and safety as well as those of the staff. The building must provide necessary areas and be equipped so as to aid the staff in reaching youth service objectives.

A shortcoming of this new and highly specialized style of building is its expense for (1) initial construction and, (2) for ongoing maintenance and operation.

Communities should develop a variety of other services diversionary to detention usage before considering construction of a detention facility.

4. Objectives Redefined. Requirements for care and custody, formerly the only considered function of secure custody, have expanded to provide positive programming elements including casework, social group work, clinical services, academic assistance, health services and a variety of recreational activities. These additions recognize that secure custody previously limited to physical control without regard to the youth does, in fact, include the social and psychological needs of the detainee.

5. Improved Staff Quality to meet the expanded objectives of secure custody has occurred. Group supervisors, especially, are moving rapidly toward professional status. The retired, the physically infirmed, the "mom and pop" all purpose team can no longer supply the essential program and supervision which today's youth care methods demand. Vigorous, healthy, and young adults--

many with higher education credentials--are accepting the challenge of group work as a career. Management, in turn, is providing improved staff development and in-service training programs.

6. Regional Detention is gaining ground. Existing county supported detention capabilities are being sold to other counties and the Illinois Department of Corrections encourages more of it be done. Additionally, the Department subscribes to the practicalness of multiple county cooperation in operating a regional facility and encourages establishing them in those areas where the need is obvious. This position thus leaves local communities to develop much less costly community based resources and services without the expense burden of providing secure custody.

STANDARDS--PURPOSE

There are four categories of minors, designated by the Juvenile Court Act, who are handled through the juvenile court system:

1. Delinquent Minor--Those who are delinquent include any minor who prior to his 17th birthday has violated or attempted to violate, regardless of where the act occurred, any federal or state law or municipal ordinance.

2. Minor in Need of Supervision--Those otherwise in need of supervision include (a) any minor under 18 years of age who is beyond the control of his parents, guardian or other custodian; (b) any minor subject to compulsory school attendance who is habitually truant from school; (c) any minor who is an addict, as defined in the "Drug Addiction Act"; and (d) on or after January 1, 1974, any minor who violates a lawful court order made under the Juvenile Court Act.

3. Neglected Minor--

(1) Those who are neglected include any minor under 18 years of age

(a) who is neglected as to proper or necessary support, education as required by law, or as to medical or other remedial care recognized under State law or other care necessary for his well-being, or who is abandoned by his parents, guardian or custodian, or

(b) whose environment is injurious to his welfare or whose behavior is injurious to his own welfare or that of others.

4. Dependent Minor--

- (1) Those who are dependent include any minor under 18 years of age (a) who is without a parent, guardian or legal custodian; (b) who is without proper care because of the physical or mental disability of his parent, guardian or custodian, or (c) who has a parent, guardian or legal custodian who, with good cause, wishes to be relieved of all residual parental rights and responsibilities, guardianship or custody, and who desires the appointment of a guardian of the person with power to consent to the adoption of the minor under Section 5-9.
- (2) This section (of the Juvenile Court Act) does not apply to a minor who would be included herein solely for the purpose of qualifying for financial assistance for himself, his parents, guardian or custodian.

Only those youth defined by Category 1 are to be considered as possibly eligible for temporary placement in a secure custody facility while awaiting court hearing.

These standards are drawn and defined to assist those who must maintain this kind of detention facility; maintain it in a creditable, positive and productive setting for those youth temporarily held. They also serve to deter some localities from bolting into constructing a new secure custody building or enlarging an existing one.

To the Bureau of Detention Standards and Services, these standards serve as a measure whereby it carries out its functional obligation to inspect, evaluate and make recommendations to local authorities managing this highly specialized form of youth care.

DIVERSION OR ALTERNATIVE SERVICES PROGRAM DESIGNS

Despite discussion for many years that physical restraint of alleged delinquent youth is an extreme course and an expensive one, communities persist in looking first to a formidable building to detain youth. Experience in many localities has demonstrated time and again that most youth do not require locked facility care. Supervised support to the family will almost surely supply sufficient safeguards to the youth and to the community pending court appearance. In those instances when fractured family relationships are a critical factor in a case of delinquency and may have even created the crisis, youth frequently show their ability to adjust successfully in a surrogate home placement. Most delinquents have the ability for positive interchange with other youth and adults as well as to participate in regular community activities with no further difficulties. They recognize that a demonstration of self-control responsibility is often considered by the court at the time of the disposition decision.

Programs utilizing minimal restraint rather than secure custody are encouraged by the Illinois Department of Corrections. Minimal restraint involves allowing a youth to remain in the community, under approved supervision, in a setting most nearly natural for him. Alternative placements or service delivery, diverting from secure custody, supplied as community services are of three basic types:

I. Parental or Guardian Reinforcement

- A. Implicit Supervision
- B. Youth Advocate
- C. Home Detention

II. Surrogate Homes

- A. Group home--contractual
- B. Group home--agency operated
- C. Shelter care

III. Volunteer Services

I. Parental or Guardian Reinforcement

Implicit Supervision: When a youth is taken into custody and referred to court, the most logical place for him to remain during the waiting period is in his own home. Even though delinquency is often an indicator of family relationship breakdown, creditable assistance by the probation officer or someone else designated by the court can restore equilibrium to the family. Bail is unnecessary for the less affluent. Recognizance is encouraged and recommended.

During the time awaiting court, most youth can function within the community in an acceptable fashion. One knows he is under authority supervision support to the family and that the same supervision source will help solve family differences that may arise. The value of this service is the youth's position to demonstrate with family support, his capability to accept reasonable responsibility for and control of his behavior.

At the same time, daily living costs, as they should be, are borne by the family. Public fund expenditure, otherwise earmarked for the maintenance of an institution, can be shifted to support more productive personal services, to purchase less expensive contractual services or to be eliminated altogether.

Youth Advocate: A youth advocate program allows a person to remain at home with a concerned adult, the advocate, devoting a specified time allotment attending him. There are no set office hours, administrative duties and minimal paper work. The advocate represents the youth's interests in the home and with agencies, institutions or services.

Advocates receive a specific weekly subsidy a part of which may be used to pay for the youth's expenses. The advocate functions with two primary responsibilities: to deter the youth from involvement in further difficulties and to assure the youth's appearance in court at the appropriate time.

Persons serving in the advocate role must be carefully selected and trained prior to assuming assignments. Skill to relate to the youth is primary followed closely by relationship capability with the home and the community. Following assignment, advocates must maintain on-going contact with court personnel.

Volunteers may well serve in this role. Doing so opens the way to allow a youth to help select his advocate.

Advocacy programs are less expensive than secure custody or surrogate home placements. A practical weekly stipend to an advocate should not be found to exceed two days of per diem cost in a residential placement.

Home Detention: Home detention is a combination of parental reinforcement and youth advocate procedures. Workers, paid at the same rate as a detention facility worker, assists the family and the youth in whatever way necessary to achieve the goals of the program. Goals are two-fold: assure the youth's appearance in court at the appointed time and to keep the youth trouble free in the interim. Trouble free means that the youth does not engage in activity considered criminal if committed by an adult.

Experimentally, this type of program demonstrated a 70% cost advantage over one of secure custody.

II. Surrogate Homes

Group Home--Contracted: A group home is a household that provides temporary, short term, placement for youth if the court or its designate determines the person cannot be detained in the family home.

Some youth have such badly damaged family relationships that temporary removal from parent or guardian supervision is advisable, particularly during the peak of the crisis. Otherwise, the youth poses no threat to himself or to the community and can function in a relatively normal fashion.

A group home may accomodate a single youth or several. Such facilities are paid a stipulated modest monthly fee augmented by an occupancy per diem payment as assurance that placement service is available at any time. A fixed per diem rate limited to days of occupancy is a variation.

The group home must provide a secure, warm and homelike atmosphere. A stipendiary parent training program is essential preparation for this youth care service.

Group Home--Agency Operated: An agency operated group home is one managed by the jurisdiction using it, usually the county. The property is purchased, leased or rented; furnished and equipped by the agency and staffed by agency personnel.

Function, method and service expectations are of the same quality required of a contracted home.

Operational costs and needs for group homes vary according to area and usage demand. Details and recommendations for the establishment and management of a group home program are available from the Bureau of Detention Standards and Services and consultation assistance in their implementation.

Regular visits by a court representative to both types of group homes is recommended to monitor procedures and assure quality service.

Shelter care: Shelter care is the purchase of temporary non-secure youth care services from an existing facility. This most often involves a private organization although such care may be arranged through a public facility dealing primarily with dependent or neglected youth. Placement by the court or its designate is recommended.

Private organization shelter care facilities may or may not have affiliation with a religious denomination. If so, caution is required to assure that controversial demands are not made of the youth.

Shelter care facilities are often self-sufficient in that they provide their own school program and supply other supportive services. Life style is more nearly institutional in nature.

Unless otherwise determined, youth care costs are per diem based. Regular visits to shelter care facilities by a court representative is recommended to monitor procedures and assure quality services.

III. Volunteer Services

A cadre of volunteers available to the court provides several features:

1. Volunteers are inexpensive. Carefully and properly used, volunteer program costs may well be restricted to minimal administrative ones. Precaution must be exercised, however, to assure that use of volunteers do not substitute for essential professional staff.

2. Volunteers can be recruited who have a broad range of special skills which can supply very valuable individualized supportive services. A volunteer able to provide support in almost any problem situation a delinquent youth encounters can be found.

3. In large areas, especially cities, volunteers can assist professional staff to understand and deal with subculture phenomena.

4. Volunteers involve the community as a whole.

5. Volunteers affect a youth's attitude by showing that the community is interested in him and that people help others for reasons other than financial ones.

6. Volunteers reflect benefits that they themselves receive from relationships with youth.

Civic organizations dedicated to community service are a source for services. Agencies and organizations exist which recruit and train volunteers as a primary function. Many persons within a community are more than willing to give of their time but do not know what skills are wanted or where to go to volunteer. Today, many persons wish to become involved in community life services and with slight encouragement will make themselves available for supportive supervision and individualized help.

Colleges and universities are a rich source and often a profitable two-way result develops. Assistance to delinquent youth gives the student first hand experience in human relationships and provides entry into useful,

constructive didactic community enterprise. The university student may be "big brother" or "big sister" and the youth frequently finds it easier to relate to someone more nearly his own age.

Volunteers are often viewed as a threat by the professional worker. Court administrators need to create intensive staff development training to offset this attitude. Emphasized must be the volunteer's role of supporting the professional worker in a manner which leaves the worker free to devote attention to necessary problem solving and decision making. A friendly working bond between the professional staff and the volunteer corps, accenting trust and security, is essential.

Selection of volunteers must be accomplished with the same degree of care that is used in choosing professional staff. Training programs require the same care and attention. Volunteers must be of high quality and have a firm grasp of understanding human relations and be able to exercise good judgement.

ADMISSIONS CONTROL

Delinquent behavior is a very complex biosocial condition. It is bred in the home, at the school, on the streets. Causes are legion and their characteristics vary; vary in existence, in degree, and in intensity. Each may occur from simple to complicated, hidden to obvious, acute to chronic. Taken as individual values they are inconsistent, misleading and contradictory. They seldom appear single or isolated but endure in multiples interlaced but not necessarily inter-related.

While the police may take a youth into custody, question him and bring him to the designated place for court intake interview and/or detention, it is not their function to designate his confinement status. Admissions to the detention facility is solely the responsibility of the court. Progressive judges--personification of the court--recognize that most delinquents do not require detention. Socially hygienic storage is, by nature, expensive and more often than not psychologically unproductive.

Conceptually, the detention experience by law definition has emphasized protection and treatment, not incarceration and punishment. All too often, concept and reality are not reconciled. But, an option is open.

Quality of care while being detained is generally unspecified by the law except for the special instances of physical care and custody. Thus, detaining procedures and programs can be directed by the juvenile court judge using:

1. Knowledge concerning delinquent youth.
2. A variety of behavior control services.
3. Diversion from secure custody and utilizing alternatives in the community which have a less devastating effect on a person.

The court has wide latitude to determine the desirable conditions for detaining each case pending adjudication and directing their use. The juvenile court judge can draw a code of detention admissions and designate who will be, very selectively, admitted to the detention facility.

1. The nondangerous offender should not be admitted.
2. Ninety-five, or more, of one hundred youth will respond favorably to implicit supervision.
3. Detention staff is not equal to dealing with all behavior, especially that which requires persons with specialized competence.
4. Many cases within the jurisdiction of the court are of a nature which precludes official action due to nonexistence of a valid delinquency allegation.

The best intentioned judge cannot devote his time to screening each individual prospective detainee, nor should he. Detention admissions is a 24 hour-a-day, seven day-a-week assignment. He should first clearly specify in writing his detention admissions and restrictions policy. Second, he should delegate the responsibility and accountability for enforcement.

The probation department, investigative and fact presenting social service arm of the court, is the logical designate.

LENGTH OF STAY

Being deprived of freedom and placed in detention is a wretched and tormenting experience. Attention to admissions control has its corollary in systematic attentiveness to the duration of confinement--length of stay.

When detention admissions are well controlled, lengths of stay should generally be from ten to fourteen days. This is the usual amount of time required to prepare for a court hearing.

Excessive stays in detention can spring from the practice of delaying the start of social history investigation until after the adjudicatory hearing. Such practice may cause an extension of up to two weeks in the time necessary to reach a disposition decision. Based on the premise that jurisdiction over a youth is not established until the adjudicatory hearing and therefore provides protection from a personal rights violation, this procedure is legally correct but is not always in the best interest of the youth. Some parents willingly waive this protection and do not contest the case. With this, there is no need for the additional time delay and case material gathering should proceed. Of course, if parents do not consent to the gathering of social history or they do contest the case, this work must be deferred.

Social history investigation material should not be made available to the judge prior to completion of the adjudicatory hearing. In the event of a youth's exoneration, the case history material must be totally destroyed.

A detention program is designed for short-term care. Youth who remain confined beyond three weeks no longer benefit from the experience and, in fact, will lose those benefits they may have gained. Their presence often dilutes the value of program for other youth.

There is the opposite end to the time factor which must also be considered. A large percentage of youth released to their parents following an overnight to three day detention period usually means admission-release procedures need review. Most youth who experience such short lengths of stay should have been given over to parental custody in the first place. If a question of parental competency requires resolution, a detention period of under three days indicates the absence of detention diversion resources.

Youth with multiple apprehensions and very short detention confinements soon lose any respect they might have gained from a detention experience. There is the danger that being detained in secure custody may become a status symbol.

A delay in transfer once the court has ordered disposition implies the absence of appropriate placement facilities and is cause to demand community based resources development to fill needed gaps.

All youth in secure custody do not require a comprehensive clinical evaluation of intelligence, personality characteristics and educational attainment. Some do. Judicious screening of admitted youngsters by qualified personnel will reveal those youth who may need such professional attention. Clinical evaluation may require a slightly longer period of confinement. (Detention admission should not be permitted solely for the purpose of clinical evaluation.) Following the adjudicatory hearing, schedules for diagnostic appraisal of those youth requiring it may be set and earlier disposition hearing dates set for those who do not.

Frequency of court hearings and the efficiency of court procedures have a bearing on lengths of stay. Often, delays in moving detained youth can be overcome through administrative tightening up and fund shifting. Funds to provide high quality probation services (with the clerical help to support them) are much better spent than on per diem costs to maintain a youth in secure custody.

OBJECTIVES OF DETENTION CARE

The objectives of detention care are not new. Implicitly recognized for many years, they were formally stated and popularly publicized in 1958; STANDARDS AND GUIDES FOR THE DETENTION OF CHILDREN AND YOUTH, National Council on Crime and Delinquency.¹ They were subsequently repeated in the second edition of the same publication, 1961.²

Recognized as valid, they are repeated here as a basis for standards in the State of Illinois.

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 activities indoors and out, including school, quiet, active, and creative pursuits, and, in addition, professionally 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. INDIVIDUAL GUIDANCE THROUGH SOCIAL CASEWORK AND SOCIAL GROUP WORK to handle problems within the institution nonpunitively and to help the child

¹ STANDARDS AND GUIDES FOR THE DETENTION OF CHILDREN AND YOUTH, N.C.C.D., 1958.

² STANDARDS AND GUIDES FOR THE DETENTION OF CHILDREN AND YOUTH, N.C.C.D., 1961.

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 probation department and the court regarding the child's strong points, weaknesses, and needs as observed by the detention staff and interpreted by the detention social worker and the clinic staff attached to the detention facility or the court. (Observation and study are invalid without constructive and satisfying activities and are a natural outgrowth of individual and group guidance.)

Instead of being merely a "waiting period" detention should begin the process of reintegrating a youth with society and lay the ground work for later treatment whatever its nature or type. Above all, the detained youngster should feel in the staff a warm acceptance of himself and rejection only of his antisocial behavior. (Juvenile offenses should only be identified as such if the same action by an adult is an offense.) The staff's belief in the child must be belief in his best characteristics and, on the basis of this belief, in his capacity for change. Although the detention facility is not a training school, staff attitudes can and should begin the training process.

SCHOOL

Insistence on compulsory school attendance until adolescence and the demand of American business for employee literacy in any job makes it imperative that worthwhile detention care adopt a school program based on a sound philosophy of education. Too, it is essential that the court and the probation services be made aware of a youth's academic achievement level. Detention facility academic programs carry an additional requirement.

It is generally acknowledged that learning is not only intellectual; emotional factors are conceded to play an important role in the learning process. Learning includes self-exposure to not knowing and facing up to the fear of failure, tolerating the frustrations of grouping, enforced attention and participation in exercises at the expense of pet fantasies or more favored activities. Added is the lackluster repetition of effort which precedes mastery and self-satisfaction.

During the time of confinement a teacher must associate himself with the youth's apprehensiveness and uneasiness. Detained youth go to school with passive resistance, if not fang-bared hostility, due to fear of more social and academic failure.

The detention facility school teacher should find himself teaching interpersonal relationships and youth self-appreciation ahead of subject matter. The primary need of a student who has experienced persistent failure is a need to feel he is important as a person, is accepted and liked. Doing so, the teacher will find himself in a better position to evaluate objectively a youth's educational

strengths and weaknesses and to provide him with better help in beginning to overcome his academic deficiencies.

The objectives of a detention school program must be aimed at the individual youth. Six factors provide the desirable features of a functional and practical school intention.

1. To furnish structure to an important element of a youth's day through the use of guided activity with academic-vocational value which partially offsets the negative characteristics of detention.
2. To extend an introduction to academic or career areas which may have been missed or denied.
3. To determine alternative methods of instruction which may be better suited to a youth's learning capabilities.
4. To offer a painless chance to learn well and attain a sense of achievement in contrast to the years of painful failure and only partial achievement which most detained youth have undergone.
5. To permit a youth to keep pace with his home school classes whenever possible.
6. To explain through individual reports to the court and his own school a youth's school problems (or nonproblems) and his interests.

ACTIVITIES

Programmed activities in a detention facility are the life and breath of a youth's experience there. Because it is innately a negative condition the short but vivid impact of secure custody can be constructive only when a great deal of energy is put into positive programming. The intensity of a stimulus is more effective than is its duration.

Program planning must be based on objective behavioral sciences research findings. These are valid and reliable. Professional application must be used to provide the greatest assurance that the selected activities are most apt to produce the results desired. Any other approach can only be considered as a form of social exorcism, overly brutal or ineffectively mawkish. A tranquilized youth cannot be expected to reenter society ultimately if our system operates in any manner other than from sound humanistic techniques. Secure custody staffs must adopt viewpoints and approaches to the selection and execution of program activities as a profession, not a cause.

Detained youth present the full range of problem behavior. Those of the same age differ widely in size, social, intellectual, and emotional development. An activities program must be created that is varied, satisfying and geared to many levels of interests and abilities. The object must not be abbreviated--a

youth is doing something--but the measure must be what the doing of it does to him and what it tells observers about him.

Just as important as the program content is the scheduling of it. Staff who work a five day, 40 hour week with holidays or compensatory time off are prone to forget that while in detention a youth is involved in a seven day, 168 hour week. With 56 hours off for sleeping, there is still plenty of time requiring constructive occupation. Scheduling must be heavily weighted for after school hours, evenings, weekends, and holidays. Daily "meat hour" activities do help break up the day and consume time, but other time is just as important to a confined youth. All activities must be used in a total time schedule to reveal sportsmanship, ability to participate as a team member, leadership qualifications, coordination, anger threshold, acceptance by peers and other personal characteristics.

Program, and scheduling of it, must provide for a staff-child relationship which will help explain and interpret authority to a youth even when authority has a coercive advantage--custody control.

CLINICAL SERVICES

All youth do not require clinical evaluation or treatment during the period of detention confinement. In the development of the social history, the probation officer often finds creditable and recent material perfectly usable. Schools, mental health offices, and other community services frequently have fresh information negating the need for detention time evaluation. For those youth when such information is not current or not available, the detention caseworker should quickly determine what is needed (also not needed) and in cooperation with the probation officer, make arrangements for acquiring it.

By all means, the concept that all youth require a complete clinical evaluation and each youth administered a basic battery of tests, should be discarded. The so-called "medical model" clinical service system is archaic in a detention setting. It can even be harmful.

Symptoms of underlying problems are revealed through a youth's detention behavior. He also reveals many of his positive characteristics. The staff's observations, alertness, and sensitivity quickly identifies these mannerisms, reports them and sets in motion a formal treatment program or exposes potentialities upon which to build youth self-confidence and self-esteem.

Detained youth are often the most disturbed ones awaiting court action. Astute staff recognition and clinical team work supplies several functions.

1. Probation officer notification of formal treatment needs to counteract negative personality or mental health conditions.

2. To bring to immediate attention those youth with serious mental or emotional instability and to assist in arranging for their transfer as quickly as possible to an appropriate hospital or residential treatment facility.

3. To identify those youth whose poor social adjustment is associated with a physical defect and to assist in arranging a referral to an appropriate specialist or service capable of correcting the defect, wholly or in part.

4. Contributes to the staff's understanding of individual behavior and to prescribe techniques of handling the individual so as to solve problems rather than to create more of them.

PLANNING, DESIGNING, EQUIPPING

Most communities envision the solution to their delinquency problem as raising, or remodeling, a building and operating it as a detention facility. This may have been a satisfactory solution decades ago but today it is not.

In these times, delinquency is recognized as a social problem with an individual's involvement rather than an individual's actions creating a social problem. Delinquency is no longer limited or restricted to local characters, our mobility has seen to that. Areas which formerly contended with only a few local delinquencies each year are now faced with a growing number of involvements, many by nonresidents.

The former accepted practice of housing all manner of youth in common quarters is today known to give positive delinquency potential to currently nondelinquent youth or to those offenders who have committed mild or minor offenses. With the understanding of human action-reaction to situational conditions, knowledge furnished to us by behavioral sciences research, the citizens are learning that the action of temporarily removing a youth from the social mainstream does not provide the results they desire. Restricting most youth's movements for a short time does little for him. It does provide a convenience for the performance of an immediate legal task and it does cost a lot of money.

As indicated earlier, emphasis today is given to community services to divert youth from lockup. Yet, there are many communities who contemplate juvenile detention facilities because they think one is needed. It is not satisfactory to plan for a detention facility based on previous numbers of detention, an increase in juvenile "arrests" or a projected growth in population. Rarely does a geographic area with less than 250,000 population need a detention facility nor can it support one properly.

The Bureau will provide study and consultant service to assist in the determination of secure custody needs, local, or in cooperation with other areas. When it is determined that a facility is advisable, standards and guides for the structure are called for.

In the following standards, specifications for certain details of a detention building are described. Planning must never proceed with these as the one guide and without the aid of specialists. Consultation with the Bureau even during the preliminary stages of planning is recommended.

TERMS USED IN THE STANDARDS

Admission(s) shall mean the physical acceptance of a youth into secure custody following a probation department, intake division, decision.

Alternative shall mean a temporary placement, including the family home, approved by the juvenile court judge or his designate for holding youth pending adjudication and disposition, and the use of which diverts the youth from secure custody.

Bureau shall mean the Bureau of Detention Standards and Services of the Department of Corrections.

Child shall mean the same as youth.

Children shall mean the same as youths.

Community services shall mean supportive activities or services available from non-court related agencies or, more specifically, alternative systems available to and used by the court to divert youth from secure custody.

Community resources shall mean the same as community services.

Department shall mean the Illinois Department of Corrections.

Detained shall mean the temporary restriction placed on a youth by the court or its authorized representative while in a court approved placement, including the family home, pending adjudication for alleged delinquency or while awaiting disposition following adjudication.

Detention shall mean the temporary confinement of a youth in a detention facility. It is not used to describe those youth who are referred by the police, received at the detention facility and briefly held in a system where the intake function is not clearly separated from admissions.

Detention facility shall mean one characterized by and utilizing physically restricting construction, hardware and procedures.

Divert shall mean to turn aside from the use of secure custody.

Employee, unless otherwise identified, shall mean the same as staff member.

Intake shall mean the probation department, intake division, function of accepting, reviewing, and temporarily determining the detained status of a youth following police referral.

Jail shall mean any county or municipal lockup facility for the containment of detained or sentenced persons.

Juvenile shall mean the same as youth, especially, minors under seventeen years of age.

Secure custody shall mean ordered confinement by the court or its designate within a detention facility.

Short-term shall mean the same as temporary care.

Staff shall mean persons employed as detention staff but not including probation officers or other court related personnel.

Staff member same as staff.

Temporary care shall mean a period of not more than 30 days.

Teenager same as juvenile or youth.

Youth shall mean any person under the jurisdiction of the juvenile court, specifically, minors under seventeen years of age.

INDEPENDENT FACILITIES

THE LEGAL AUTHORITY FOR DETENTION ADMISSIONS OR RELEASES IS THE JUVENILE COURT JUDGE OR HIS DELEGATED AUTHORITY.

- 1.01 STATEMENT OF ADMISSION POLICY: The judge shall carefully define in writing the court's detention admissions policies. These should be periodically reviewed with the chief of probation services, law enforcement officials, the detention superintendent and others concerned. He should provide whatever other directives are necessary to implement them.
- 1.02 INITIAL DETENTION AUTHORIZATION: A well qualified probation officer shall be appointed to screen referrals to the court intake service and control detention admissions. Special arrangement shall be made for 24-hour intake coverage.
- 1.03 DETENTION BY LAW ENFORCEMENT OFFICER: No child shall be placed in detention by a law enforcement officer without authorization by the judge or his appointed designate.
- 1.04 LAW ENFORCEMENT OFFICER'S REPORT: The officer presenting a youth to the court's intake officer for possible detention admission shall submit a report covering the details of the alleged offense.
- 1.05 DETENTION HEARING: Unless sooner released, no youth shall be detained beyond 36 hours, exclusive of Sundays and legal holidays, without a written order by the judge or his designate or unless a petition has been filed.
- 1.06 DETENTION--COMMITMENT TO: No youth shall be committed to a detention facility for any period of time as a form of sentence or in lieu of commitment to another institution or training school.
- 1.07 DAILY DETENTION POPULATION REPORT: A daily detention population report shall be supplied to the judge and the chief of probation services by the detention superintendent. The report shall include the name of each child, day admitted, accumulated days of stay, assigned probation officer, date of adjudicatory hearing, and any other information the judge might request to assist him to control admissions.
- 2.01 DETENTION AND COURT HEARINGS: The use of detention pending completion of court hearing must comply with the Juvenile Court Act, 704-2 with intensive consideration given to 704-7.
- 2.02 DETENTION--OVER THIRTY DAYS: Any youth who has been detained continuously for more than thirty days must be reported by the detention superintendent, in writing, to the Bureau and brought to the attention of the presiding judge of the juvenile court having jurisdiction in the case.
- 2.03 AVERAGE STAYS: Detention confinement should not ordinarily exceed two weeks when probation services are adequate and no special work is required in preparing for adjudication and disposition.
- 2.04 SITUATION CHANGE: A youth shall be released from detention when a change in the situation which necessitated detention occurs and the need for secure custody is no longer justified.

ADMINISTRATION AND MANAGEMENT

- 3.01 DETENTION POLICIES: The judge of the juvenile court is responsible for detained youth no matter what administrative body operates the detention facility.
- 3.02 SUPERINTENDENT--RESPONSIBILITIES: The Superintendent must be given full responsibility and accountability for secure custody management.
- 3.03 SUPERINTENDENT--ALTERNATIVE SERVICES: In the interest of well developed community based services for dealing with delinquency, the superintendent shall exert leadership in advocating and assisting in the establishment of alternative detention services.
- 3.04 SUPERINTENDENT--MANAGEMENT PERFORMANCE: In performing management responsibilities for secure custody operations; the superintendent must state the objectives; create, in writing, all internal policies and procedures including emergency plans and safety procedures; calculate and justify his own budget; establish the staff organization; prepare job descriptions as well as personnel guidelines and evaluations; plan and execute a staff development program, coordinate with other agencies and departments including school administration; organize volunteer services; and provide for a public relations program.
- 3.05 STAFF SERVICES AND JOB DESCRIPTIONS: All staff services and jobs associated with each must be in writing, clearly identified and defined by responsibility assigned to each.
- 3.06 STAFF SELECTION AND APPOINTMENT: All personnel should be selected on a merit basis including a predetermined and stated probationary period. Except for job qualification, all should experience a common process with equal limitations or benefits.
- 3.07 STAFF AND YOUTH CONTACT: Selection of a potential staff member whose job responsibility, regardless of its nature, requires immediate and direct contact with detained youth shall include attention to such characteristics as emotional maturity; physical stamina; sense of humor; imagination; freedom from hostility; attitudes toward racial, ethnic, and religious differences; skills suitable for use in dealing with disturbed youth, and special experience.
- 3.08 CERTIFICATES, LICENSES, REGISTRATION: Duties which require possession of a current certificate, license or registration as evidence of special competence to perform those duties shall not be assigned to or purchased from a person or persons who are not so certified.
- 3.09 STAFF COVERAGE: Youth in detention must be under constant and careful supervision. At no time, even in the smallest facility, shall only one person be left on duty or on call.
- 3.091 Twenty-four hour coverage by nonresident staff shall provide group supervision adequate to assure 24-hour coverage for each position, 365 days a year.

- 3.092 At no time shall it be necessary for staff to leave detained youth unsupervised or to abandon even temporarily the regular program to attend to other responsibilities.
- 3.093 No detention facility shall have fewer than three persons on active duty or on immediate call.
- 3.094 Immediate supervision by a female group supervisor is required at any time a female youth is in custody.
- 3.10 STAFF DEVELOPMENT: The superintendent or director shall be responsible for arranging a regular and continuing staff development program involving all personnel.
- 3.11 STAFF LIBRARY: A staff library of professional literature dealing with detention and related fields shall be maintained.

ADMISSIONS PROCEDURES

ADMISSIONS PROCEDURES

- 4.01 ADMISSIONS--INJURY OR ILLNESS: A youth obviously ill or evidently injured shall not be admitted to detention until examined by a licensed physician. A written record of diagnosis, treatment and medication prescribed shall accompany the youth if detention admission approval prevails.
- 4.02 ADMISSIONS--INTERVIEW: Each newly admitted youth shall be interviewed by a staff member to gain certain information pertinent to detention records or to verify data forwarded with the youth from intake screening.
- 4.03 ADMISSIONS--PARENTAL NOTIFICATION: Detention staff shall immediately notify the parents or other responsible persons of the youth's presence in the facility.
- 4.04 ADMISSIONS--PERSONAL PROPERTY: A carefully itemized inventory of all property in the possession of a youth shall be permanently recorded with a duplicate receipted to him.
- 4.041 Contraband items, officially confiscated or disposed of, shall be shown on the inventory and the youth's signature obtained.
- 4.042 (a) Items of personal property subsequently added shall be recorded on the inventory and the youth's signature obtained.
- (b) Items subsequently released shall be noted on the inventory record and the youth's signature obtained.
- 4.043 (a) Personal property shall be properly identified and stored in a secure place pending its return at the time of release.
- (b) Special attention shall be given to the storage of money and other valuables in a safe container.
- 4.044 A system of strict staff accountability to assure personal property safety shall be established and maintained.
- 4.05 ADMISSIONS--PERSONAL CLOTHING: Items of personal clothing which are not permitted to be worn during detention shall be carefully inventoried and suitably stored pending return to the youth.
- 4.051 Subsequent additions, withdrawals or exchanges of personal clothing items shall be suitably recorded.
- 4.052 Personal clothing shall be laundered or dry cleaned, as appropriate, before storage and made ready for a youth's court appearance, release or approved use during the detention period.

PHYSICAL CARE
ADMISSIONS FOLLOW-UP

PHYSICAL CARE - ADMISSIONS - FOLLOW-UP

5.01 ADMISSIONS--SHOWER: Each youth shall shower or bathe at time of admission.

5.011 During the period of detention a youth shall be permitted to shower or bathe as needed or desired but in no event shall required bathing be less than three times each week.

5.02 ADMISSIONS--CLOTHING: Each youth shall be issued a complete change of clean clothing except for shoes if personal clothing is not permitted. Use of personal footwear is left to the discretion of the facility.

5.021 During the period of detention a youth should be provided with a complete change of clean clothing daily, but in no event shall clean outer clothing be issued less than three times each week and clean underwear shall be issued daily.

5.03 ADMISSIONS--BEDDING AND LINENS: Each youth shall be issued bedding appropriate to the season and at least one towel.

5.031 Clean bed linens shall be provided at least once each week.

5.032 Clean towels shall be provided as needed but in no event shall this be less than three times each week.

5.033 Blankets and mattress covers must be laundered or dry cleaned, as appropriate, following usage and before being re-issued.

5.04 ADMISSIONS--MEDICAL EXAMINATION: Each youth shall receive a medical examination soon after admission performed by a licensed physician or, subject to accepted medical practice, a licensed nurse.

In the event that a doctor is not present at the time of admission, an examination for bruises, injuries, unusual marks and symptoms of any communicable disease shall be performed immediately by a nurse or group worker. Findings shall be recorded and brought to the attention of the physician.

5.041 Routine isolation while awaiting a medical examination by doctor or nurse is psychologically unsound and medically unnecessary and shall be avoided.

Twenty-four hour initial isolation ostensibly as a medical protection but actually practiced as a "cooling off period" is condemned.

5.042 A medical history shall be obtained from a youth during the admissions physical examination. The history may be completed at the time of the parents' first visit or from information supplied by the probation officer.

5.043 Routine examination procedures which require laboratory analysis to complete may be omitted at the discretion of the examining physician or when a youth's behavior history strongly suggests they are not required.

5.05 RECOMMENDATIONS AND TREATMENT: Only emergency or short-term medical treatment is to be provided during the detention period.

5.051 A permanent record of all treatment provided and medicine prescribed and administered shall be maintained with a copy placed in the youth's personal record file.

A youth's treatment and medication program shall be a part of the detention summary to the probation officer.

5.052 Medical recommendations of the detention facility physician shall be reported to parents or guardians in writing through the probation officer.

5.06 EMERGENCY NOTIFICATION: Parents, probation officer and the court shall be immediately notified in case of a youth's serious illness or accident.

5.07 MEDICATION PRESCRIBED--STAFF CONTROL: Staff members other than medical personnel shall not prescribe medication, including aspirin, for a detained youth.

PHYSICAL CARE

ON-GOING

PHYSICAL CARE - ON-GOING

- 6.01 MEALS: Three complete and balanced meals shall be prepared and served each day.
- 6.011 Meals shall be attractively served and conducted in a group setting with an atmosphere of controlled socialability.
- 6.012 Menus shall provide basic dietary requirements and reflect cultural and ethnic differences in food tastes.
- 6.013 Schedule of meals shall be timed to the needs of youth rather than convenience to the staff.
- 6.014 No more than fourteen hours shall elapse between the serving of any two meals.
- 6.0141 A light snack prior to bed time is recommended.
- 6.015 Food shall never be withheld as a punishment.
- 6.016 Abundance without waste shall determine the quantity of food served to each youth.
- 6.017 Written menus shall be prepared and maintained on file for a minimum of three months.
- 6.02 MEALS--STAFF: Food served to staff shall be no different in quality, quantity, or menu than that served to the youth.
- 6.03 SLEEP AND REST PERIODS: Rest and sleep periods shall be scheduled according to youth needs.
- 6.031 Daily supervised rest periods in individual rooms are not usually required by teenagers.
- 6.04 CLEANLINESS AND ORDER: For the sake of good physical hygiene and the morale of staff and youth, cleanliness and order normal for a varied group of active adolescents shall be maintained, but not overemphasized.

SCHOOL

SCHOOL

- 7.01 ADMINISTRATION: A detention facility shall operate its own school with specially qualified teachers provided until such time as the public school system assumes responsibility.
- 7.011 Teacher personnel shall be qualified by training, preferably in special education, and experience in dealing effectively with difficult or disturbed youth at various grade levels.
- 7.012 The school shall be operated twelve months a year.
- 7.02 OBJECTIVES: The objective of each programmed school activity shall be clearly defined in writing with its value and diagnostic qualities identified.
- 7.03 CURRICULUM: The curriculum must supply instruction, remedial if required, in the basic subjects. It must be broad, flexible and adapted to provide for various grade levels of achievement, interest levels and areas of curiosity.
- 7.031 A collection or library of material in regard to career requirements and opportunities shall be available.
- Many youth express interest in various vocational fields. Even though they may not yet be ready for serious vocational counseling and consideration, career information supplies a response to their interest.
- 7.04 CLASS SIZE: Class size must be rigorously controlled and shall never exceed fifteen.
- 7.041 Remedial classes shall be limited to a maximum of five students.
- 7.05 CLASSROOMS: Classrooms shall be designed for a maximum of fifteen students with slightly more space per student than is ordinarily allowed.
- 7.051 Unless specially designed rooms are available, classroom design shall take into account space and equipment for academic work, arts, crafts, music, and other school related activities.
- 7.06 SCHOOL COMMUNICATIONS: A youth's own school shall be immediately notified of his detention status. Detention school attendance is credited on the youth's attendance record.
- 7.061 A summary report describing a youth's school strengths, weaknesses, accomplishments, and adjustment shall be forwarded to the probation officer for inclusion as a part of the social study.
- 7.07 ACTIVITIES--SCHOOL EXEMPTED: Separate activities for school exempted youth shall be programmed.

ACTIVITIES

ACTIVITIES

- 8.01 OBJECTIVES: The activities program shall be clearly directed toward diagnostic and treatment goals for individuals and the entire group.
- 8.02 VARIETY: Program must be diversified so as to include appeal elements for varied youth interests and abilities.
- 8.03 MATERIALS: Each activity area must be well supplied with equipment and materials appropriate for its purposes.
- 8.04 INDIVIDUAL CHOICE: Each youth must be given frequent choices of activities or projects as is consistent with his state of mind, emotional control and the group's welfare.
- 8.041 Programmed activities must take ethnic and cultural differences into account. Program elements to suit ability must be designed from the background of the youth rather than that of the staff.
- 8.05 CO-EDUCATION AND CO-RECREATION: Co-education and co-recreation activities must be programmed and conducted under competent supervision.
- 8.051 Separate activities appropriate to the different needs of male and female youth shall also be scheduled.
- 8.06 TELEVISION AND RADIO: Television viewing and radio listening are popular youth activities. Use of such equipment requires control and shall not be substituted for other more constructive activities which require staff time, preparation and involvement.
- 8.07 WORK ASSIGNMENTS: Detained youth shall not be expected to replace janitors or other caretaking staff or to clean outside the institution itself, such as courtrooms and probation offices.
- 8.08 CREATIVE ACTIVITIES: Many arts and crafts activities of varied levels of difficulty and conducive to creative expression shall be provided.
- 8.09 VIGOROUS ACTIVITIES: Vigorous games and sports, indoors and out, shall be an essential part of the daily program. Low-organization games which rely on limited team play must be emphasized but not to the exclusion of such sports as court games where population of the detention facility makes it possible.
- 8.10 LIBRARY: A well stocked diversified library of books, magazines, newspapers, records and pictures shall be available, exclusive of school time, to all youth.
- 8.101 Choice of reading material shall not be seriously restricted and shall reflect racial and ethnic tastes and interests.
- 8.11 MUSIC AND DRAMATICS: Many delinquent youth have talents in music and self-expression. Group singing, or individual performance skill shall be provided for as a part of every planned detention program.

- 8.12 RELIGIOUS SERVICES AND COUNSELING: Compulsory attendance to religious services shall not be programmed. However, rituals for those youth who wish to participate in religious services shall be provided.
- 8.13 ACTIVITY PLANNING--YOUTH PARTICIPATION: Youth shall be used in the planning of the detention facility program.
- 8.14 VISITING: Visiting regulations; especially by parents, shall be flexible, encouraged and liberal.
- 8.141 No restriction shall be placed on visits by attorney or minister.
- 8.142 Visits shall be securely but not intimately supervised.
- 8.15 MAIL: Youth should be encouraged to write and permitted to send a reasonable number of letters during the period if they so desire. Severe limitation as to who these letters may be sent to shall not be made.
- 8.151 Three letters per week is recommended as the maximum number of letters for which the facility shall provide postage. Postage for additional letters should be provided by the youth.
- 8.152 Neither incoming nor outgoing mail shall be censored.
- An inspection for contraband is reasonable, but censorship shall not be practiced.
- 8.153 Privileged communication with his attorney or the judge shall be established.
- Youth shall be permitted to direct letters to their attorney or to the judge without inspection or censorship by detention staff.
- 8.16 TELEPHONE USAGE: A youth shall be permitted to contact his attorney by telephone in the event that such contact is needed.

SUPERVISION, GUIDANCE, TREATMENT

SUPERVISION, GUIDANCE, TREATMENT

- 9.01 OBJECTIVES: The purposes of supervision, guidance, and treatment shall be clearly stated in writing and each staff member made fully aware of them.
- 9.02 CASEWORK AND GROUP WORK--COORDINATION OF AND FUNCTIONS: There shall be one trained group or social worker, who is not a member of the probation staff, for a facility with a rated capacity of 20 or less. One group or social worker shall be added for each additional 35 in the rated capacity.
- 9.021 A youth shall be assigned to a group or social worker immediately following admission and told how to contact the worker.
- 9.03 STAFF FUNCTIONS: The job description of each staff member with the primary duty of youth contact and/or supervision must be clearly defined in writing.
- 9.04 ORIENTATION: An initial orientation interview by the case worker or a member of the group supervisor staff shall be conducted as soon as possible after admissions.
- 9.041 "Rights of Persons" posters shall be displayed within easy view of all detained youth.
- 9.05 PERSONAL GROOMING: The best possible personal grooming shall be encouraged by the staff. Care in providing well fitting clothing is very important with the necessary items for beauty culture provided the girls; combs, shampoo, hair dressing, and shaving equipment for boys.
- This standard could properly be placed in the section dealing with physical care. However, a person's appearance and attention to it by others is so important, especially to youth, that it is deemed more appropriate to consider it as a treatment factor.
- 9.051 Cultural differences in personal grooming must be recognized and suitable supplies to accomodate them provided.
- 9.052 Male youth shall not be required to have a hair cut or to have it shortened except that it must be kept clean at all times.

9.06 INDIVIDUAL AND GROUP SUPERVISION: Full use of the latest and newest techniques of group and individual supervision shall be used.

9.061 Group punishment for the malbehavior of one or two group members is punitive and creates unhealthy anger and hostility and is to be avoided.

9.062 No youth shall be delegated staff control or authority over another.

9.063 Conditions approved for the use of removal from the group shall be specified in writing by the superintendent, or his designate, specifying maximum time limit allowed and stipulation of reinstatement as a guide toward consistency and the best interest of the youth.

9.07 ISOLATION--USE OF: Room confinement, special confinement or isolation, alone or with others, without any means of immediate communication with at least one staff member is prohibited.

9.071 Youth in room confinement must be viewed visually no less than once each ten minutes. Each check shall be recorded in a log designating the time of the check and condition of the youth.

9.08 CORPORAL PUNISHMENT: Corporal punishment of any nature on a youth by a staff member is prohibited. Use of corporal punishment in any form is justifiable grounds for employee dismissal.

9.081 Corporal punishment is defined as: 1) slapping, pinching, kicking, arm twisting, hair pulling, or any other act intended to result in physical pain to the youth. This includes standing in line for long periods, cold tubbings, hosing, or any prolonged action which causes great physical discomfort; 2) any measure which markedly degrades, such as shaving the head, marking the body, requiring youths to wear stripes or clothing designed as a mark of degradation or shame; 3) forcibly laying hands on a youth other than in self-defense, to prevent escape or harm from youths, or to gain control of a youth where all other measures fail; 4) use of violent, profane, or abusive language; and 5) any other action on the part of an employee toward a youth which would be injurious, including deliberate neglect, or failure to respond to his respective needs.

9.0811 This in no way prohibits the use of force by a staff member as necessary in self-defense, to prevent injury to another staff member or youth or to prevent property damage or runaway.

9.082 An incident of corporal punishment shall be reported to the Bureau as an unusual incident.

- 9.09 STAFF SAFETY: Training in techniques, for personal safety and secure custody methods shall be given to staff.
- 9.10 FAVORITISM: Each youth shall be treated without favoritism but according to his needs.
- 9.101 Race, ethnic group, or creed shall not influence the granting of or withdrawal of announced youth rights and privileges.
- 9.11 ABSCONDENCE: Written procedures for abscondence emergency shall be developed and staff familiarized with them.
- 9.111 An abscondence or an attempted one shall be reported to the Bureau as an Unusual Incident.
- 9.112 Each youth involved in an abscondence shall count as one.

CLINICAL SERVICES

CLINICAL SERVICES

- 10.01 OBJECTIVES: Clinical services contribute to staff development, furnish detention staff guidance in dealing with individual youths and provides prompt consultation service in emergencies.
- 10.02 CLINICAL STUDY--DETENTION FOR: Youth who otherwise are not in need of secure custody shall not be detained for diagnostic evaluation.
- 10.03 SPECIAL FACILITIES, USE OF: Detention confined youth shall receive priority consideration and be speedily transferred when their disturbed condition is so obvious that study and treatment by persons with special competence is called for.
- 10.04 REGIONAL OR CONTRACTUAL CLINICAL SERVICES: Arrangements to transfer to a detention facility with clinical services shall be made, or a private practitioner with special competence contracted, when a youth requires clinical assistance but not mental hospital study and local agencies or the juvenile court clinic cannot provide these services.

STATISTICAL RECORDS

STATISTICAL RECORDS

Statistical data serves as a basis for evaluating current practice while planning and giving direction to future operations. Such data serve to reveal areas where adjustments in current operations and procedures may be required--admissions control, for example.

11.01 FACE SHEET RECORD: Face sheet data shall include all essential identifying information that may be required to provide reasonable information for responsible youth secure custody and supervision.

11.011 All face sheet data is confidential and shall not be disclosed to unauthorized person or persons or to the public except by order of the court.

11.012 Face sheet data required:

(A) Personal data: (1) name; (2) nickname, (3) sex; (4) birthdate; (5) age; (6) date and time of admission; (7) date and time of release; (8) race, ethnic or national background; (9) religion; (10) grade placement and school; (11) employer.

(B) Family data: (1) name, address, telephone number of mother, father, or nearest relative; (2) name, address, telephone number of foster parent; (3) name, address, telephone number of person with whom youth was living at time of admission; (4) person to notify in case of emergency; (5) siblings; age, and sex.

(C) Custody data: (1) referring agency. Identify law enforcement jurisdiction by name; (2) charges; (3) reason for not leaving in parental or responsible person custody; (4) diversion services considered but rejected; (5) legal status: delinquent or non-delinquent; (6) date and time of court detention order; (7) date of petition filing; (8) assigned probation officer and probation status; (9) dates of previous admissions and releases; (10) date of adjudicatory and/or dispositional hearing including continuances; (11) name of person removing youth from detention and disposition destination.

11.0121 It is sometimes necessary for a detained youth to be temporarily removed from secure custody with full knowledge that he will be returned. These shall not be counted as additional admissions or releases.

11.02 POPULATION REPORTS--DAILY:

11.021 Each calendar day or a fraction thereof including day of admission and day of release shall be counted for calculating length of stay.

11.03 MONTHLY STATISTICS: Statistical data is necessary in order that the Bureau can gather and maintain statewide detention information. To assure receiving uniform data, designated summaries are required monthly from each facility.

11.031 Number of first time admissions; by age and sex.

11.032 Number of readmissions; by age and sex.

11.033 Number of admissions--delinquent; by age and sex.

11.034 Number of admissions--non-delinquent; by age and sex.

11.035 Age distribution; separated by status as defined in 11.033 and 11.034.

11.036 Lengths of stay distribution; separated by status as defined in 11.033 and 11.034 (number of days).

11.037 Number released within 36 hours; by sex.

11.038 Number of youth detained in excess of 30 days.

11.039 Average daily population.

11.04 STATISTICS REPORTING--SERVICE: The Bureau shall supply each facility with the statistical reporting forms required.

11.041 Each month's statistics must be forwarded to the Bureau by no later than the fifteenth day of the succeeding month.

RECORDS

SOCIAL, INCIDENTAL, MISCELLANEOUS

RECORDS

SOCIAL, INCIDENTAL, MISCELLANEOUS

- 12.01 CONFIDENTIALITY: Any and all information or records, formal or informal, in regard to an individual youth is to be treated as confidential. Limited access to case information by detention staff members shall be practiced so as to assure that personnel not immediately responsible for youth care and treatment shall be restricted to only information needed in the performance of their duties.
- 12.011 No record information or knowledge, written or oral, shall be shared with an unauthorized person or persons, law enforcement agency, social agency, or the public except as ordered by the court.
- 12.02 REPORT TO COURT: The written report which summarizes the needs, personal and social problems, strengths and other pertinent findings as revealed in the various detention activities and services shall be forwarded to the probation officer and to the court also upon request. (See Juvenile Court Act, Article V, section 705-1.)
- 12.021 The detention report shall not replace the probation officer investigation; it shall be a part of it.
- 12.03 FINGERPRINTING AND PHOTOGRAPHING: It is illegal for any person, agency or law enforcement officer to knowingly transmit any fingerprint or photograph relating to a minor who has been arrested or taken into custody before his 17th birthday unless so authorized by the court.
- 12.04 GROUP SUPERVISOR LOG: A log or shift diary shall be maintained by each group supervisor of each group unit. It should record the activities of the tour, observations of the group's behavioral state and of individuals. Special employee assignments should also be logged and the time of action recorded. (Ten minute checks on a particular youth, for example.)
- 12.05 RECORD, VISITOR: A record of all visitors, personal and professional, shall be maintained showing date, time in and time out.
- 12.06 REPORT, INCIDENT AND ACCIDENT: A written record of unusual incidents, accident, or serious illness involving a youth shall be maintained.

12.061 Parents or other person responsible for a youth, the probation officer and the court shall be notified of any unusual incidents, accidents, or serious illness of a detained youth.

12.07 REPORTS, TO THE BUREAU: Complete and accurate reports to the Bureau of Detention Standards and Services shall be communicated as required or requested.

BUILDING, DESIGNING, EQUIPPING

GENERAL REQUIREMENTS

Department Approval Site Selection Rated Capacity

- 13.01 DEPARTMENT APPROVAL: A secure custody facility shall not be used for children before it has been approved and sanctioned by the Department of Corrections--Bureau of Detention Standards and Services.
- 13.011 A juvenile detention facility for youth fifteen years of age or younger must be located separate and apart from any existing county or municipal structure and all established minimum standards must be met.
- 13.012 A detention facility for youth sixteen years of age or older may be located as a part of or within an existing county or municipal building provided all established minimum standards are met.
- 13.02 DETENTION STUDY AND SURVEY: The Bureau shall be contacted and arrangements made for a professional study and survey before a county or municipality finally determines that a new juvenile secure custody facility must be built or an existing one expanded.
- 13.03 APPROVAL OF CONSTRUCTION PLANS: Plans for a new facility or for the modification of an existing one must be submitted to and approved by the Bureau before construction is started.
- 13.031 A complete set of final plans and specifications shall be filed with the Bureau. This includes subsequent change orders.
- 13.04 COMPLIANCE WITH LOCAL ORDINANCES: The Department will withhold approval of a site or building design not meeting the requirements of or having the approval of local zoning boards, county or municipal governing bodies or commissions, or other responsible local bodies.
- 13.05 SITE SELECTION--NEW FACILITY: The site for a separate and specially designed juvenile detention facility shall meet the following minimum standards.
- 13.051 The site selected shall avoid a depressed area, industrial tract or general shopping section.
- 13.052 Proximity to a jail, or contiguity to any building except the juvenile court shall be avoided.

13.053 The site shall be: (a) large enough to assure that children in outside recreation area are prevented from seeing or being seen by passers-by except at a remote distance.

(b) Assure privacy and insure against intrusion by future new construction on adjacent property.

(c) Permit possible future expansion of detention or erection of juvenile court facilities.

(d) Permit adequate space for parking of staff and visitors' cars.

(e) Is reasonably accessible by available public transportation.

13.06 RATED CAPACITY: The rated capacity of each detention facility shall be established at the time it is approved by the Department for use. No child shall be admitted to a detention facility when such admission will result in exceeding the rated capacity.

14.01 REMODELING EXISTING BUILDINGS: A building remodeled into a detention facility or a building partially remodeled into detention facilities shall be required to meet the same standards for fire, safety, and other established codes as for new construction.

COMMENTS AND RECOMMENDATIONS

Remodeling an existing building is virtually as expensive as building a new one. When completed, it shows the compromises in good design and the makeshift characteristics which infringe upon good program planning.

15.01 ARCHITECT--SELECTION: The architect should be selected for his resourcefulness and experience in the design of institutional type buildings, especially public schools.

15.011 The architect shall be immediately informed of the Department of Corrections consultation services available to him.

COMMENTS AND RECOMMENDATIONS

Before the architect makes preliminary drawings, he needs full information regarding size, capacity, nature, staffing pattern, staff duties, and program activities. The philosophy of detention care must be interpreted to him as this basic but intangible factor wields significance in the physical design.

16.01 BUILDING TYPES: A detention building shall be attractive, secure, but nonjail-like. It must be adequately spacious to provide for a varied indoor and outdoor activities program, and allow for possible future expansion if required.

16.011 A single unit facility is one designed for a maximum capacity of fifteen youth of the same sex or not to exceed twenty of both sexes. When housing both sexes, separate sleeping and bathing areas are required, but mutually-used living areas are utilized. Supervision by female staff must be provided whenever female youth are present.

16.012 A multi-unit facility is a group of self-contained units as in 16.011 with additional centralized areas for use by all.

16.02 COURT, PROBATION, DETENTION RELATIONSHIP: Detention facilities should be developed to include space for probation offices and a hearing room.

Design must assure that essential functions do not interfere with the business of the others. Court hearings must be free from external and extraneous noise; probation conferences require privacy; detained youth must have active and noisy activities.

16.03 ACCESSIBILITY: Detained youth must be completely protected from public view.

16.04 CUTSIDE ACTIVITY AREA: A level well drained area of no less than 200 feet by 200 feet adjacent to the building shall be provided for outdoor activities. A portion of this area shall be hard surfaced.

16.041 Facilities with a rated capacity exceeding 60 shall provide no fewer than two areas as described in 16.04.

16.042 Drinking and toilet facilities shall be accessible off the play area.

16.05 FIRE RESISTIVE CONSTRUCTION: Fire resistive construction, Type A, National Building Code; National Board of Fire Underwriters, shall be used throughout.

16.051 Cement block, cinder block, ceramic tile and brick are recommended building materials. Glass block, appropriately used, is acceptable.

16.052 Wooden floors (except for gymnasiums), trim, studding, and joists are not acceptable.

- 16.06 FIRE CONTROL: The building shall be classified as a jail only for the purpose of fire classification as all outside exit doors must be kept locked.
- 16.061 Fire control devices shall be tamper-proof.
- 16.062 A smoke detector system is required.
- 16.063 Combustible materials such as drapes, curtains, rugs shall be flameproofed as recommended by the National Fire Protection Association.
- 16.064 National Fire Protection Association, Building Exits Code for penal institutions shall apply.
- 16.065 Local codes or ordinances which exceed the standards described by the Bureau shall have precedence.
- 16.07 UNITS---ONE FLOOR: Each unit shall be located on one floor.
- 16.071 Individual rooms may face directly onto the general living area or may be located off a single corridor which is contiguous to the general living area.
- 16.072 Cross view between units shall be avoided, especially units housing members of the opposite sex.
- 16.0721 Units for use by opposite sex shall not be designed one above the other.
- 16.0722 Design conducive to interunit communication by plumbing, conduit or duct system must be avoided.
- 16.08 UNIT ROOMS--GROUND LEVEL OR ABOVE: No individual room used in any way as youth sleeping quarters shall be located below or partially below ground level.
- 16.09 STAIRS AND ELEVATORS: Stairs and elevators shall be as close to the activity areas of two or more units as possible. Accessibility to each unit by all staff must be as quick and easy as possible.
- 16.091 A facility of three or more levels, shall be elevator equipped. Basement is considered one level.
- 16.092 All elevators shall be key operated.
- 16.093 Elevator cars shall be large enough to enable the movement of a unit group intact and without crowding.

- 16.094 Stairways shall be designed for maximum visual control from one level to another.
- 16.095 Elevators with two opposed access ways shall be arranged so that when one is open the other remains secured.
- 16.10 DISTURBED YOUTH UNIT: In facilities capacity rated at 60 or more, a special unit for extremely disturbed youth shall be designed with a maximum capacity of six. These units shall be similar in design to regular units but so located that noise or other disturbing activity does not interfere with other units.
- 16.11 CONTROL--VISUAL AND AUDITORY: Maximum visual and auditory control of all areas must be designed. Straight line vision shall be emphasized. Corridors and passageways shall be held to a minimum with few turns. Blind spots of any nature are to be avoided.
- 16.12 BUILDING SECURITY: The entire building shall be secure, including those rooms and areas not generally used by youth.
- 16.121 Detention screen of stainless steel on all windows, locked outer doors and tamper-proof security of all ducts, openings, plates and fixtures are recommended to enable staff to concentrate on program without security anxiety.
- 16.13 GLASS: All unprotected glass shall be at least wire reinforced, heavy safety or high tempered.
- Close attention must be given to assure proper installation of all glass.
- 16.14 SOUNDPROOFING: Areas used for living, activity, and sleeping shall be soundproofed.
- 16.141 Hard tamperproof acoustical material shall be used in individual rooms.
- 16.15 PAINT AND COLOR: A variety of colors and color combinations shall be used throughout the building.
- 16.151 Paint shall be flame retardant.

16.16 STORAGE: Conveniently located storage space shall be designed for each unit. Additional space of ample proportions should be designed for reserve supplies and stocks.

16.161 Walk-in or unlocked storage areas shall not be designed into living unit areas.

16.162 Storage areas requiring shelf space shall be equipped with adjustable shelf space.

16.17 JANITOR CLOSETS: Each principal area shall be provided with well ventilated closets for the storage of cleaning supplies and equipment.

16.171 Closets are best located so that staff will not be required to be separated from the group while seeing that equipment is obtained or properly stored.

16.172 Floor drains shall be oversized.

16.173 Design of features and equipment must prevent secreting of contraband.

16.174 Janitor closet doors shall be equipped with a sturdy lock.

16.18 TOILETS, SHOWERS, WASHROOMS: Each living area shall be equipped with toilets, washbowls, and mirrors. Each living unit shall be equipped with bathing facilities; one shower head for each six occupants.

ADMISSIONS AND ADMINISTRATION

- 17.01 ADMISSIONS AREA: The Admissions area shall be accessible by separate entrance and entering youth must not be visible from public areas.
- 17.011 Admission area shall include facilities for clothing changes; storing youths' personal effects; to provide a supply of institutional clothing; toilets, shower, and/or bathing fixtures; and interview offices.
- 17.012 Admission area traffic shall not cross or be crossed by traffic from other areas.
- 17.013 Medical examining rooms in smaller facilities shall be located close to or be part of the admissions area but directly accessible to general living areas.
- 17.014 A safe or other maximum safety container shall be provided in the admissions or administrative area for storage of money, and especially valuable personal items.
- 17.02 ADMINISTRATIVE: An ample but not spacious area for administrative and business operations located near the admissions area is advised, particularly in small or medium sized facilities.
- 17.021 Office space for case work interviews, conferences with attorneys and other private consultations shall be provided.
- 17.022 Permanent offices for State's Attorney and public defenders is optional.
- 17.023 A youth visiting area or room, comfortable and furnished in residential decor, shall be provided. This room shall provide privacy but without interfering with required supervision.
- 17.024 Separate staff washroom, shower, and locker areas shall be provided. These are best located in the vicinity of youth living units but not within the unit.

GROUP LIVING UNIT

- 18.01 SLEEPING AREA: The sleeping area consists of individual rooms, shower room with toilet facilities and storage closets. Rooms are usually located off a central corridor but other practical arrangement or design is possible.
- 18.011 When central corridor design is used, the corridor must be no less than eight feet wide. It must be without turns, blind spots, well lighted and sound dampened.
- 18.012 Individual room doors shall be arranged along the corridor in a staggered fashion to avoid doors opening directly across from each other.
- 18.013 Doors shall swing open into the corridor.
- 18.014 The corridor shall provide direct entrance to the general living area from the sleeping area.
- 18.015 The shower room also serves as a general toilet and washroom area. It should be located at the juncture of the corridor and general living area but in the sleeping section. Doors into each, control traffic.
- 18.02 INDIVIDUAL ROOMS: Individual sleeping rooms are required. Multiple occupancy rooms are not approved.
- 18.021 Each room should be equipped with toilet and washbasin and be at minimum 8' x 10' x 8' to provide 640 cu. ft. of air space. Without individual toilet and washbasin, individual rooms shall be no less than 7' x 9' x 8', to provide 504 cu. ft. of air space.
- 18.022 Square feet of floor space in toilet-washbasin equipped rooms shall not be less than 80 sq. ft. In non-equipped rooms, square feet of floor space shall not be less than 63 sq. ft.
- 18.023 Remote, individual cut-off valves to washbasin and toilet in plumbing chases are recommended but not required. If used, installation behind a locked access door rather than an access plate is required.
- 18.024 Washbasin with slow drain ($\frac{1}{2}$ " drain leading into $1\frac{1}{2}$ " drain) feature is recommended.
- 18.025 Push-button type faucets are required in rooms washbasin equipped with hot water thermostatically controlled.

- 18.026 Toilet bowls obviously not of prison design shall be used. School type equipment is recommended. Fastening to the wall and to the floor is desirable.
- 18.027 Single unit toilet-washbasin fixtures are not recommended.
- 18.028 Proper heating and ventilation must be provided with exhaust device covers that do not create supervision problems.
- 18.029 There shall be no exposed plumbing, conduit lines, pipes, or tubing.
- 18.0210 Projections and/or ledges are to be avoided.
- 18.0211 Covers and plates shall be of sturdy construction, mounted with tamperproof anchors. Unit receptacles, such as light fixtures shall be recessed.
- 18.0212 Light fixtures must provide for a dim night light as well as for standard illumination.
- 18.0213 Electric light switches shall be in the corridor. Key operated ones are recommended.
- 18.02131 There shall be no electrical wall outlets inside the room.
- 18.0214 Window shall be mid-chest high at its lowest point. Jalousied type with six inch sections are acceptable. It is recommended that movable frames be restricted to a maximum angle of 40° when opened.
- 18.0215 Window area shall be covered with stainless steel mesh detention screen, minimum 800 psi (12 strands per inch), spring mounted with lock controlled frame mounted flush with the inside wall.
- 18.0216 Windows are best operated with a fixed crank or screw manufactured with sufficient strength to prevent breakage. A handle or turn knob shall not project beyond the frame.
- 18.0217 Doors shall be either 14 gauge hollow metal filled with sound absorbing insulation or solid hard wood, firmly metal covered and attractively finished.
- 18.02171 Door knobs shall be on the corridor side only, with solid metal non-projecting finger pull on the room side.
- 18.0218 Door jambs shall be hinged to metal frames set securely in the walls. Hinges shall be concealed, tamperproof mounted, and hinge pins tamperproof and unremovable.

- 18.0219 (a) A door window of no less than 100 square inches with the minimum dimension not less than three inches is required. Shape and placement should provide maximum visual range. One-fourth inch tempered glass is recommended.
- (b) Peep holes, one-way vision mirrors and similar devices are prohibited.
- 18.0220 Each door shall have a foolproof built-in ventilating feature unless air conditioning is provided.
- 18.0221 Locks shall be tamperproof and exposed screwheads shall also be tamperproof--spanner head or better.
- 18.0222 Electric locks are acceptable. Desirable feature characteristics are available from the Bureau on request.
- 18.0223 All unit individual room keys shall be identical.
- 18.0224 All individual rooms shall be continuously monitored from a control area by an intercom monitoring device.
- 18.03 TEMPORARY ISOLATION ROOM: Temporary isolation rooms, separate ones for males and females, may be desired. Extreme care must be exercised in this decision and stringent control placed on using such a facility if it is designed into the building. It is easily overused and becomes a regularly used punishment or punitive tool rather than being restricted to use as originally intended.
- 18.031 All furniture must be securely fastened to the floor.
- 18.032 Access to a toilet and a washbasin is required but these must not be installed within the room itself.
- 18.04 SHOWER AND GENERAL TOILET FACILITIES: Shower rooms and general toilet area must be designed to permit good external supervision but without complete exposure of occupants.
- 18.041 Showers shall be thermostatically regulated, preferably with remote water controls.
- 18.042 There shall be no fewer than one shower head per six youth, unit capacity rated.
- 18.043 Units that are not equipped with individual room toilet and washbasin shall design the general toilet area with toilets and washbasins, one each per four youth, unit capacity rated.
- 18.044 Mirrors shall be provided.

- 18.05 UNIT LIVING AREA: Each unit shall be designed with a group living area to allow for on-unit activities. Side rooms, easily supervised visually, for quiet activities may be desired.
- 18.051 (a) In smaller facilities, especially single unit ones, the group living area shall provide no less than 100 square feet of floor space (not to include individual room area) per youth, unit capacity rated.
- (b) In larger facilities, especially multi-unit ones, which provide gymnasium and other activity areas or facilities, no less than 100 square feet of floor space based on all areas exclusive of individual rooms shall be provided, unit capacity rated.
- 18.052 Radio and television equipment is required.
- 18.053 A small area is required as the group supervisor's office. Telephone and intercom equipment must be provided and additional safety equipment is optional.
- 18.054 Each group living area shall be equipped with an exhibition or bulletin board, minimum 24" x 36".
- 18.055 Locked drawers and shelves for storage of games, craft materials and small table game equipment are essential.
- 18.056 Each unit shall be provided with a cold water drinking fountain.
- 18.057 Window screening shall be as specified for individual rooms.

INDOOR ACTIVITY CENTERS

- 19.01 FOOD SERVICE: Food service style, centralized or decentralized, shall be determined by local administration.
- 19.011 Meals must be prepared and served in accordance with standards of sanitation, balanced diet, ethnic and religious differences consideration, cultural biases, and existing codes, rules or direction of other agencies having jurisdiction in food storage, preparation, and service.
- 19.02 SCHOOL ROOMS: When planning schoolrooms, it is recommended that qualified local school personnel be consulted.
- 19.021 Space allotment shall not be less than 160 square feet for the teacher and 28 square feet per student per room.
- 19.022 Toilet facilities in or near the classroom are required.
- Location as related to problems of staff supervision must be considered.
- 19.023 If capacity size determines the need for only a single schoolroom, it shall be equipped with extra shelf and storage space, counter space, and a sink with hot and cold running water.
- 19.024 Equipment and supplies shall not be of lesser quality or quantity as provided in similar public school facilities.
- 19.03 INSIDE PLAY AREA OR GYMNASIUM: A small gymnasium--or a room no less than 20' x 40'--appropriately equipped shall be provided in small or medium sized facilities. A standard size gymnasium shall be designed into facilities of 60 or more rated capacity.
- 19.031 Adjoining showers, locker rooms and disrobing areas are not required.
- 19.04 SPECIAL CRAFTS ROOMS: Many smaller arts and crafts activities may be performed in the group living area. Others which require special equipment of medium to large size--pottery, woodshop--shall be especially designed.
- 19.041 Secured and locked storage areas for tools, supplies and unfinished projects must be provided.
- 19.042 Special safety precautions must be exercised to protect youth from burns, cuts, and other injury.

19.05 RELIGIOUS SERVICES: A separate chapel for religious services is ideal. When found to be economically infeasible or space sacrifice from other important activities cannot be avoided, utilization of multi-purpose areas provide a satisfactory solution.

FURNISHINGS AND EQUIPMENT

- 20.01 INDIVIDUAL SLEEPING ROOMS: Fixtures and furnishings shall be durable, tamperproof and reasonably attractive. Furniture with painted surfaces is not satisfactory and causes serious maintenance problems.
- 20.011 (a) The bed shall be fastened securely to the floor.
- (b) Beds equipped with coil or laced springs are not recommended.
- 20.012 Bunk beds shall not be used in individual rooms.
- 20.013 Wall hung bunks are condemned.
- 20.014 A small open shelf storage receptacle shall be provided. Rods and hooks are to be avoided.
- 20.015 Mattresses shall be flame retardant. Use of pillows is optional. If used, covers shall be flame retardant.
- 20.016 A small table, with adequate writing surface area shall be provided.
- 20.02 LIVING AREAS: Living areas shall be attractively decorated and furnished.
- 20.021 At least one chair per youth and staff member shall be provided.
- 20.022 Several tables shall be provided.
- 20.023 Each living unit shall be supplied with a cold water drinking fountain.
- 20.024 Shower room and central toilet area shall be mirror equipped.
- 20.03 SCHOOL: (See 19.024)
- 20.04 FOOD PREPARATION AND SERVICE: Food must be properly cooked, maintained and attractively served.
- 20.041 Labor saving equipment and devices shall be provided.
- 20.042 Dish and utensil washing equipment shall meet Department of Public Health established standards of sanitation.
- 20.043 Adequate, 30 day supply, dry storage area must be provided and refrigeration units equipped with appropriate temperature controls with thermometers accurate to $\pm 2^{\circ}$ Fahrenheit.

20.05 LAUNDRY: An automatic washer and dryer for urgent daily needs shall be provided. This equipment may also be considered for use in washing a youth's personal clothing.

20.051 A detention facility providing its own laundry services will require commercial equipment.

20.052 A detention facility providing its own laundry services must meet all standards of sanitation.

20.06 REPAIR AND MAINTENANCE: An area, properly equipped, for minor repairs and storage of maintenance and repair supplies is essential.

20.07 OUTSIDE ACTIVITY AREA: (See 16.04)

MISCELLANEOUS

- 21.01 FLOORS: Floors throughout the building should be concrete. A good grade of tile, vinyl, asphalt, or other easily cleaned, mar resistant and non-slippery material is acceptable as cover in most areas. Carpeting may be used in some areas.
- 21.011 Floor coverings must be firmly fixed in place especially at seams or junctions.
- 21.012 Exposed concrete used as exposed floor shall be colored.
- 21.02 STAIRS: Steps shall be equipped with a durable non-slip finish or covering especially along the leading edge.
- 21.03 HEATING: Radiant floor or ceiling heating is approved and recommended for all areas especially in sleeping and general living areas. Baseboard heating in other areas is approved.
- 21.031 No heating elements or fixtures shall be accessible to youth.
- 21.04 EXPOSED HARDWARE: Durable and sturdy hardware, without jail appearance, shall be used throughout. Tamperproof fasteners, anchors, screws, and bolts shall be used whenever exposed.
- 21.05 VERMIN CONTROL: Each facility shall provide for a continuous and effective program of vermin control.
- 21.06 EMERGENCY LIGHTING: Each facility shall provide a system of emergency lighting.
- 21.07 FIREARM STORAGE: A secure container, with locking mechanism, shall be provided for the storage of law enforcement or similar personnel firearms. Firearms of any nature shall not be permitted in areas used or frequented by youth in secure custody.

OTHER STANDARDS SETTING AGENCIES

- 22.01 AGENCIES: Several agencies or departments, local and state, are directed or empowered to perform inspections to assure compliance with standards which have been established by law or by themselves as directed.
- 22.011 The Bureau will honor and give aid in enforcing other responsible agency standards as they relate to youth detention facilities.
- 22.012 The Bureau shall request such other agencies to inspect and make recommendations in relation to detention facilities that will assist it in the performance of maintaining standards of safety, sanitation, security and general health.
- 22.02 LOCAL ORDINANCES: The Bureau will honor appropriate local ordinances, laws, or controls which equal, exceed, or are in addition to the standards herein specified or not described.

DETENTION IN MUNICIPAL JAIL OR LOCKUP FACILITIES

MUNICIPAL JAIL OR LOCKUP

30.01 The JUVENILE COURT ACT, Section 702-8 (1) specifies:

"No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 years of age must be kept separate from confined adults and may not at any time be kept in the same cell, room, or yard with adults confined pursuant to the criminal law."

30.011 Two classifications of youths are identified.

30.0111 Minors under 16 years of age are those youths who are less than 16 years of age.

30.0112 Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

30.02 MINORS UNDER 16 DETENTION ROOM Minors under 16 may be detained on a strictly temporary basis, pursuant to identification and being taken into custody, in a police station when confinement is in a room, not a cell, that is completely separate and independent from any other area of confinement in the same building.

30.021 Emphasis is on psychological restriction rather than physical.

30.022 Temporary shall mean not to exceed four hours.

30.03 SUPERVISION Constant supervision of minors under 16 shall be maintained.

30.031 Male and female youths shall not be confined in the same room.

30.032 A female jail officer or other trained female employee shall provide all supervision of female detainees confined in the detention room.

30.04 MINIMUM DETENTION ROOM STANDARDS The minimum size of each detention room designed to confine minors under 16, shall be six feet wide by eight feet long by eight feet high (6 x 8 x 8).

30.041 Each detention room shall be supplied and equipped with:

30.0411 A rigidly constructed metal bed securely anchored to the floor or wall.

30.0412 A suitable mattress and mattress covering.

30.0413 A toilet and washbowl (in new jail design and planning) or access to each in existing facilities.

30.05 LOCATION No detention room designed to confine minors under 16 shall be located on an upper floor or in a basement except that such location is immediately adjacent to the office of the jailer responsible for the supervision and care of detainees.

30.06 FOOD A meal shall be provided to a minor under 16 detained if the period of confinement includes usual breakfast, lunch or dinner hours.

30.07 MUNICIPAL JAIL AND LOCKUP STANDARDS Record keeping, safety, sanitation and other appropriate practices or conditions required by jail and lockup standards, Department of Corrections, shall apply to areas used to confine minors under 16.

30.08 MINORS UNDER 17 DETENTION Minors under 17 may be confined in cells, rooms or yards in a jail or place ordinarily used for confinement of prisoners at a police station, but these cells, rooms or yards for the minors must be separate and distinct from the cells, rooms or yards in which adults are confined.

This does not preclude the temporary very brief use of entrances, corridors, stairways, elevators and booking areas prior to or following actual confinement.

30.081 Separate and distinct shall include lack of any auditory and/or visual contact or communication.

DETENTION IN COUNTY JAIL FACILITIES

COUNTY JAIL

30.01 The JUVENILE COURT ACT, Section 702-8 (1) specifies:

"No minor under 16 years of age may be confined in a jail or place ordinarily used for the confinement of prisoners in a police station. Minors under 17 years of age must be kept separate from confined adults and may not at any time be kept in the same cell, room, or yard with adults confined pursuant to the criminal law."

31.011 Two classifications of youths are identified.

31.0111 Minors under 16 years of age are those youth who are less than 16 years of age.

31.0112 Minors under 17 years of age are those youth who are older than 16 but under 17 years of age.

*31.02 MINORS UNDER 16 Minors under 16 may be detained temporarily in a county jail if the place of confinement is a separate floor or section exclusively designated for minors under 16.

31.021 The designated separate floor or section shall be clearly and prominently labeled above each entrance to the section or floor so designated.

31.022 Male and female youth shall not be confined in the same area or within auditory and/or visual range of each other.

31.03 JAIL DETENTION ADMISSION Only youth charged with the alleged commission of a delinquent act shall be confined in a county jail.

31.031 Minors under 16 who are dependent, neglected or a minor in need of supervision and not charged with an alleged delinquent offense shall not be confined.

31.04 SUPERVISION Constant supervision of minors under 16 shall be maintained with visual contact with each youth no less than once every fifteen minutes.

31.041 Supervisory staff, distinct from regular jail officer staff, must be provided.

31.042 A female jail officer or other trained female employee shall provide all supervision of female detainees confined in the detention section.

*Based on existing legal opinion and subject to change on superceding interpretation.

- 31.043 LOGS A shift log, in ink, shall be maintained.
- 31.05 CELLS AND ROOMS Jail cells and detention rooms shall, at minimum, comply with standards as defined in Illinois Jail Standards, Department of Corrections.
- 31.06 FOOD SERVICE Food preparation, service and meal schedules shall conform to Illinois County Jail Standards, Department of Corrections.
- 31.07 PERSONAL HYGIENE Clothing changes, showers, shaving and other personal hygiene activities shall conform, at minimum, with Illinois County Jail Standards.
- 31.08 ACTIVITIES Each youth shall have a minimum of eight hours per day of non-cell or detention room confinement.
- 31.081 Appropriate reading material, table games, radio and/or television shall be provided. Out-of-doors activities shall be scheduled when such facilities exist.
- 31.082 Reasonable sleeping hours, in accordance with actual needs, shall be established.
- 31.09 VISITING A liberal visiting schedule shall be established including morning, afternoon and evening hours several days each week, and including all holidays.
- 31.091 Visits from attorneys, ministers or priests, social workers and probation officers shall be permitted during non-scheduled visiting hours.
- 31.10 RECORDS Records shall be maintained in accordance with Illinois County Jail Standards to include admission, medical and specially required for particular individuals.
- 31.101 Records of adults must be kept, filed and stored separate from those of minors under 16.
- 31.102 Records of juveniles are confidential and are not to be made public except as ordered by the court.
- 31.11 MINORS UNDER 17 Minors under 17 may be confined in cells, rooms or yards in a jail or place ordinarily used for confinement of prisoners at a county jail, but these cells, rooms or yards for the minors must be separate and distinct from the cells, rooms or yards in which adults are confined.

This does not preclude the temporary very brief use of entrances, corridors, elevators and booking areas prior to actual confinement.

31.111 Separate and distinct shall include lack of any auditory and/or visual contact or communication.

COMMENTS AND RECOMMENDATIONS

- 1.01 All admission policies should reflect the nature of detention as temporary short term secure custody based on the philosophy that removal from the community is necessary for a youth's own or the community's protection.
- 1.02 A decision to detain report should include alternatives considered, reason for their rejection and, aside from the offense itself, why secure custody was approved.
- 1.03 A detention staff member should not be the court's designate.
- 1.04 The law enforcement officer's report should, whenever possible, include (1) complainant or victim identification (2) facts supporting allegation of offense or condition (3) justification of request for detention (4) certify that he has complied with the notice provision of the Juvenile Court Act (section 3-2) and had the authority to take the youth into custody.
- 1.05 Even though a petition has been filed, a hearing should be scheduled as soon as possible to determine if further detention is required. Parental supervision with probation officer support will usually guarantee sure custody and court appearance.

Hearings should be scheduled as soon as possible, immediately or certainly within a few hours, when a youth denies the alleged act charged and especially when parents question the need for detention. (See Juvenile Court Act, Section 703-5).

RELEASE--AUTHORITY: Once admitted to detention, a youth should be released only by an order signed by the judge or his designate.

The assigned probation officer may be delegated this responsibility. If so, review of each case with the chief of probation services is advisable.

BAIL: Bail should not be required for release from detention. Recognizance should be broadly used to avoid detention.

If the youth resides outside the court's jurisdiction, the judge may wish to require parents or guardians to post security assuring the youth's court appearance.

MATERIAL WITNESSES: A child in secure custody as a material witness in a criminal court case should be attended (a) to verify the necessity of secure custody (b) to shorten the length of stay by scheduling an early hearing of the case (c) to assess the feasibility of utilizing an alternative placement.

The juvenile court judge or his designate should seek the cooperation

of the criminal court judge or State's Attorney to resolve the possibility of action in regard to these options.

RUNAWAYS: Youth who have run away from their own homes, foster homes and, possibly, other institutions need placement in a detention diverting facility except in extreme cases which warrant secure custody.

The mere fact that youth is a run away is insufficient to conclude the need for secure custody.

- 1.07 This report is even more valuable to the judge when referrals for detention who were diverted to other placement are reported daily by the intake officer.
- 1.07 OVERCROWDING: Overcrowding a detention facility should never be tolerated by the court. Arrangements for the release of a detainee should be made if another youth at intake is more in need of secure custody and must be admitted.

Quite a while before a detention facility begins to experience frequent overcrowding, admissions policy should be studied with an aim toward population reduction. Special attention should be directed to the use of detention diversion facilities.

Occasionally, a new building or the expansion of an existing one may be called for. This is rare, however, and should not be considered without benefit of a complete and exhaustive survey. (The Bureau provides consultation services.)

- 2.01 When hearings are scheduled, youth held in detention should receive court hearing priority.
- 3.02 CITIZENS BOARD: A board or committee of influential civic leaders, business men, professionals, and at least one member of the governing body should be appointed as an advisory body to the detention administrator. Each member should become fully familiar with local practices and strive for their improvement. Three major objectives prevail for such a board: (1) To advocate and promote the development of diversionary alternatives to detention for those youth who do not require secure custody, and for those who do; (2) to advise in the operation of the detention facility, and (3) to provide public relations communications to the community.

The facility administrator should work closely with the citizen board but not necessarily be bound by it.

- 3.02 Responsibility and accountability for control of detained youth must rest solely with the detention superintendent or director. Special or specific directives to him must be limited to the physician, psychiatrist

or the judge and then only when restricted to their particular expertise.

- 3.04 In detention facilities of more than one unit the superintendent should not be required to directly supervise the staff, regularly perform group work, or perform youth supervision functions. With larger facilities he should be provided an adequate number of staff to perform the work necessary in reaching stated objectives without interfering with his administrative obligations.
- 3.05 The key to dealing effectively and economically with ninety-five per cent or more of alleged delinquent youth is pre-adjudication and disposition retention, as nearly as possible, in familiar or satisfying surroundings. For the five per cent, or fewer, who may require a more severe secure custody, eight basic services must be provided, either directly supplied by resident staff or through contractual, volunteer or obligatory arrangement.

1. Administrative and management services.
2. Institutional services.
3. Health services.
4. Group work services.
5. School services.
6. Casework services.
7. Chaplaincy services.
8. Psychological and psychiatric services.

- 3.05 Communications, vertically and horizontally, is essential among the staff of the various services at all times. Frequent staff meetings should be scheduled to facilitate communications and periodic reviews made of job functions.

Three types of staff meetings are needed: (1) shift, (2) department, and (3) general.

Especially in types 1 and 2, meetings should provide suggestions for improving procedures, program planning (including modification or alteration to existing program elements) and clearing policies and personal feelings on specific subjects.

- 3.06 Political influence in any form should not prevail at any stage of a detention employment history.

3.07 Group supervisors, especially, must be carefully screened. Statements such as "I've raised six of my own", "I was a Boy Scoutmaster for seven years", or "I just love kids" are not primary objective experiences for job qualification.

PERSONNEL QUALIFICATIONS: Suggested job descriptions and conditions of qualification for each of the various detention positions are available from the Bureau on request.

STAFF RESIDENCE: Resident or live-in staff is not recommended.

Personnel should receive pay and allowances sufficiently high to assure a comfortable status in the community. Living quarters and commissary privileges should not be substituted for an adequate and equitable salary.

SCHEDULE OVERLAP: Work schedules should be arranged so that a minimum of fifteen minutes of shift overlap exists for intershift communication purposes.

3.10 Regular in-service training sessions should be scheduled, provisions made in the budget to permit workshop and conference attendance, and all staff encouraged to take advantage of special grants or funds available for continuing education and/or degree qualification.

Youth who are referred for secure custody are often found to be physically neglected. Many suffer the results of poor nutrition, lack of proper medical-dental attention, and irregular routine. Close attention to the basic responsibility of providing good physical care is an essential feature of the total detention program especially when delivered with acceptance of the individual as a human being.

5.02 Clothing of all sizes, seasonably appropriate, in a variety of colors and conforming to current teenage trends should be provided.

Furnished clothing is recommended because it (1) suppresses personal wardrobe competition; (2) eliminates friction caused by differences in garb; (3) avoids dress inappropriate to group living; (4) stops parental complaints of loss or damage to personal clothing; (5) reduces volume of record keeping.

5.04 Any youth who shows symptoms of contagious disease should be isolated until examined by a trained nurse or physician.

ADMISSIONS--DENTAL EXAMINATION: Dental examinations should be given where possible.

In the absence of a formal dental examination, a visual mouth

check by the physician or nurse may reveal the need for a more extensive dental examination.

A description of needed dental work should be a part of the detention summary to the probation officer.

Only emergency dental treatment need be provided in smaller facilities.

In rated capacity facilities of 60 or more, complete dental equipment and the services of a dentist should be provided.

5.05 Extended medical or dental treatment programs may be viewed as reason for extending a youth's stay in detention unnecessarily.

5.05 MEDICATION--PRESCRIBED: Sedatives to control behavior should be administered only in conjunction with casework counseling. Sedation as a "medicinal strait jacket" serves no long range purpose.

OTHER MEDICAL-DENTAL RESOURCES: Applicable medical-dental resources of the community should be used.

Auditory and/or visual problems determined at the initial examination or during a youth's detention stay should be referred to appropriate community services or professions for further examination and diagnosis.

Professional persons will often provide their expert services for a very nominal fee.

Many civic groups or service clubs will provide eye glasses or hearing aids when a youth's family is unable to do so.

6.013 Usual breakfast, lunch and dinner hours are recommended.

6.015 With properly designed menus the withholding of food, including desserts, results in less than a balanced diet.

6.016 Food provides for a youth's psychological needs as well as physical ones. During periods of anxiety, being detained for example, many youth resort to food intake of seemingly massive quantity. As a weight control measure, diet restriction during secure custody is not recommended.

6.02 Staff members on duty should be required to eat with the youth. As this is a job assignment, meals should not be considered a fringe benefit or as additional compensation. Staff when on duty with youth should not be charged for meals.

- 6.03 Rest periods and bed schedules are often designed more for staff convenience than youth requirements. Flexible scheduling should conform, within reason, to adolescent norms. It is unrealistic to expect older youth to practice early bed hours. It is also unrealistic to allow late morning rising.

Vigorous program activity planning and youth participation in it aids in maintaining a practical rest and sleeping schedule.

- 6.03 Rising and retiring should serve as a program element for observing behavior and should not be supervised as a mechanical or perfunctory exercise.

Rising and retiring schedules should not produce pressures but should allow enough time to assure acceptable hygienic practices, derive physical benefits, and establish emotional composure.

- 6.031 Some individuals may have emotional tensions or physical limitations which do demand rest or a break in personal associations. These few should be appropriately rest scheduled accordingly.

- 6.04 Each youth should be expected to maintain his own room in a clean and orderly condition.

Each youth should be expected to help maintain the cleanliness and orderliness of the areas within his living unit.

Attitudes toward cleaning and straightening up chores vary. So does doing them. Most teenagers require instruction, direction, and patient supervision when engaged in activities such as bed making, floor sweeping, and mopping.

- 6.04 Youth should not be used to maintain supportive activity areas.

Time devoted to menial activities is better applied to planned program designed with the objective of meeting youth needs.

Housekeeping at the expense of program is without sound objective.

- 7.01 The detention facility school should be administered and staffed as a special unit within the jurisdiction and responsibility of the appropriate public school system.

Teachers should be accountable to the public school administration and responsible to the detention superintendent.

- 7.012 Arrangements for temporary or substitute teachers during regular teachers' annual vacation periods is recommended.

Encouragement should be given to detention staff--school staff communications and cooperation to maximize program integration and to assure consistent disciplinary methods.

Free interchange of information between teachers and detention staff aids the youth and leads to the cohesiveness of the program. Overlapping activities as part of the school's planning and partially that of non-school program should be encouraged.

- 7.02 Value objectives should not be restricted to educational philosophy goals. For example, "To give outlet for physical energy" or "Outlet for constructive expression of hostility and aggression" are valid reasons for explaining a school activity.

- 7.03 Special attention must be given to devise teaching units realizable within the limits of short term care. Units which can be started and completed the same day are desirable and merit development.

A wide variety of teaching aids and individualized learning materials including visual aids, radio, and television is recommended.

- 7.04 Co-education is recommended.

- 7.05 Specially designed and equipped rooms for shop activities, cooking, sewing and similar activities are recommended for facilities with a rated capacity of fifty or more.

Girls should be permitted to try shop courses and the boys allowed to try sewing and cooking when such interest is expressed.

- 7.06 A local system of notification by either a member of the detention faculty or the probation department should be devised to avoid unnecessary duplication of effort.

- 7.06 A brief summary of a youth's school record and any special problems should be requested from his home school.

Every measure should be taken to gain credit at a youth's home school for work accomplished during the detention period.

Many teachers willingly provide lesson assignments to detention faculty representatives for detained youth who are capable of keeping abreast of classmates.

- 7.07 Activities must be scheduled for those youth whose mental or emotional state makes adjustment to school improbable. Presence of such youth in the classroom creates unnecessary tensions and serves only to disrupt those who can profit from the school experience. However, the

disturbed youth must be engaged in constructive activity and never left with unguided deadtime.

- 8.01 Every youth should experience success, positive achievement and legitimate recognition in the course of each day's activities.
- 8.02 The detention population is an ever changing one with quick turnover. Detention staff must be prepared for a wide assortment of likes and dislikes.
- 8.02 Group, individual, organized, unorganized, active, and passive program elements must be planned.

Each element of the youth care staff must be involved in activity program development. Coordination and scheduling should be the responsibility of one individual.

- 8.03 The recreation room should contain such equipment as table tennis, pool, shuffleboard, books, magazines, selected reading materials, table games, puzzles, television, radio. The arts and crafts room must contain those items that will permit unrestricted demonstration of talent; sink, display boards, secure cabinets with a range of paints, ceramics, plastics, all to be used under supervision. Sophisticated equipment such as power tools should be available for use by the instructor and only by the youth when careful and knowledgeable supervision is immediately present.
- 8.041 The most natural approach to a youth is through factors familiar to him. It is not inconsistent, however, to introduce him to new and different activities.
- 8.041 Youth committees, advisory to staff in activity development, are recommended.
- 8.05 Total segregation by sex is a very unnatural situation. Activities involving both sexes reduces many institutional problems that separation creates.

COMMUNITY RESOURCES: Use of some community resources or facilities such as swimming pools is recommended provided careful selection of youth and comprehensive advance preparation is practiced. Exceptionally strong staffing on such outings must be provided.

- 8.06 There is no other time consuming activity as effective as unrestricted televiewing or radio listening nor is there one which contributes less to detention objectives.

There is a place for the use of such equipment but it must be programmed.

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1 OF 2

- 8.08 In addition to diagnostic value, creative activities furnish constructive outlets for emotional problems.

Lack of understanding in how to occupy free time constructively is a major problem of most youth involved in delinquency. Appropriate activities as hobbies and recreation serve as possible delinquency prevention activities when the youth is free in the community. Many youth need guidance as to where reasonable recreation pursuits may be obtained in the community.

- 8.09 Tumbling, weight lifting, and trampoline routines should be undertaken only with skilled recreation leadership.

- 8.09 Boxing and wrestling are inadvisable activities and should be forbidden.

Boxing too often is taken as a way of life rather than a sport. It is also closely associated with the question of masculinity or the lack of it.

- 8.11 Informal dramatics and other types of entertainment which can be created by the youth and do not require long-term preparation should be encouraged.

Dramatics need not be solely directed toward therapeutic role playing. Self-expression is positive when youth create plays and then enact the parts themselves.

Music and dramatics are fertile fields for recruitment of volunteer services.

- 8.12 With careful selection, many youth may attend services at community churches if properly supervised.

- 8.12 The use of local ministerial associations for religious counseling personnel in a youth's declared religious denomination is recommended in lieu of a paid facility chaplain.

- 8.13 Using youth will add their attitude toward realism of the program and youth attitudes toward adult concepts. A youth council serves as a good sounding board in helping staff to keep abreast of changing times, habits, and attitudes.

Committee work, opportunity for airing complaints, assistance in choosing play equipment, preparation of written material, etc., should be encouraged under supervision in order to permit youth to achieve legitimate status in assuming responsibility.

- 8.13 One youth, or a few, shall never be given authority over others or over the entire group. Leadership can be demonstrated without surrendering staff control.

8.14 Visiting may take on a more relaxed attitude when it takes place within the general living area or in the dining room. Separate tables can provide a measure of privacy without reducing effective supervision.

Simultaneously, activities for youth who do not have visitors shall be scheduled elsewhere.

A visiting schedule should include each day of the week with hours varying from day to day to include morning, afternoons and evenings.

8.14 Probation officers should be required to visit detained youth at least three times weekly.

Often times, probation officers may not have information for the youth or need to gain information from a youth, but the visit helps the youth understand that he is not forgotten or abandoned.

8.16 Use of the telephone as a reward goal should be considered.

9.01 Casework and group work are the core of rational supervision, guidance and treatment. Considering them as separate identities fractures their relationship to group care and the informal or unplanned contacts youth have with various staff each day.

9.02 A trained social worker or counselor should aid the Superintendent in coordinating the casework and group work activities, performing casework, and conducting in-service training in facilities capacity rated above 20. An additional group worker or counselor should be added to the staff for each additional 20 beds.

9.02 The group worker should be especially trained for youth group work and should direct or aid in giving direction to treatment activity, planning general staff development and in-service training, staff techniques in dealing with groups of youth, individual youth observation in relation to group dynamics and the recording of it for use in the final report to the probation officer or the court.

9.03 Staff and youth must clearly understand the functional differences between detention, probation, and court responsibilities.

Court	-	adjudicate
Probation	-	social investigation and planning
Detention	-	daily problems <u>during</u> secure custody

9.04 Orientation is an on-going process and should be continued throughout the entire detention stay.

Ease of a youth's understanding and plenty of time for all of his questions are the keynotes.

What is expected of him and what he can expect of the staff is essential for him to learn.

Bulletin boards, posters, decorations, tape recorders, and printed pamphlets all assist in on-going orientation and use of them is strongly recommended.

- 9.062 "Barn boss" concepts shall not be allowed and appropriate staff action taken to prevent its development.
- 9.063 Removal from the group is a relatively easy process; so easy, in fact, that it is commonly over used thus diluting its effectiveness when properly used.
- 9.063 Behavior requiring a youth's removal from the group should be immediately relayed to the social worker or case coordinator and an interview conducted.
- 9.07 A contact with the caseworker should be arranged as quickly as possible.
- 9.07 Isolation without communication with staff is solitary confinement. It violates the requirement of constant supervision, creates a condition for a possible suicide attempt and reinforces the youth seeking delinquency status.
- 9.07 Room segregation for a short period of time, with communication to staff, may serve a positive purpose when coordinated with casework counseling.
- 9.07 Discipline such as room confinement may be required at times for the safety of others, irrespective of the learning experience for the youth.
- 10.02 Youth within the jurisdiction of Juvenile Court are better dealt within an out-patient setting and, if needed, temporary non-secure placement.
- 10.03 Moderately to extremely disturbed youth require intensive attention over a period of time and must be appropriately placed as quickly as possible. Even though persons with competency to deal with such youth are on the staff, they should not be required to commence a therapy program clearly long range. Too, presence of such youth in the detention population creates confusion in program and takes away staff time otherwise advantageous to other youth.
- 10.03 BIZARRE BEHAVIOR: Youth who behave in a bizarre and unusual manner should be referred for psychiatric interview.
- 10.03 Any attempt at suicide should be cause for the youth to be referred for psychiatric interview.
- 10.04 Inter-county agreements to provide such service, per diem, is encouraged.

11.012 Other desirable, but not required, information includes: (1) dates of clinical and diagnostic interviews; (2) detention unit assignment; (3) temporary absences, times, and dates.

11.03 DETENTION--RATE OF: The detention rate is a significant figure in determining the use or misuse of detention. Each community is encouraged to provide a variety of resources and services, including release to parental custody, effective as diversionary to detention placement. The number of youth held in detention should not exceed five per cent (5%) of the total taken into custody, "arrested". A larger number signals the overuse of secure custody incarceration.

The detention rate is obtained by comparing the number of admissions with the number of referrals to the court and/or probation department intake. Local law enforcement jurisdictions can, of course, refer all delinquency cases to the court but generally most refer about half of the youth taken into custody for alleged delinquency. Of these, not more than 10 percent require detention.

Number Youth Apprehended	Rate Law Enforcement to Court Referred	Law Enforcement Referrals to Court	Detention Admissions	Detention Rate
400	5%	20	20	100%
400	10%	40	20	50%
400	25%	100	20	20%
400	50%	200	20	10%
400	75%	300	20	6.6%
400	100%	400	20	5%

Thus, the number of youth requiring secure custody is a constant and when the number of law enforcement referrals climbs the detention rate should descend.

12.01 The youth's probation officer is, of course, authorized to and must receive all information.

12.04 Maintaining shift logs properly provides for excellent communications between shifts and furnishes documentation to job performance accountability.

- 12.05 Staff supervising visits must be provided with a list of unapproved visitors or with any visitation limitation placed on any youth.
- 12.061 Other agencies, law enforcement for example, shall be notified, as appropriate, if the incident is related to their function.

Selection of a site should be without undue publicity and should enlist the support of community leaders, especially those near the site under consideration.

- 13.06 Number of bed spaces is not considered the measure for accurate and reasonable capacity rating. Such other factors as amount of outside area, internal space, staffing pattern, type of equipment and program proposed are evaluated in arriving at a capacity rating.

- 13.06 Overcrowding may indicate a need to reevaluate the court's detention admissions policies.

Overcrowding frequently reveals the need for additional probation personnel and services.

Emphasis on the development of detention alternatives and the diversion of youth to them will reduce the incidence of detention overcrowding.

- 13.06 BUILDING PLANNING: A realistic estimate of the cost for new construction should be determined after a comprehensive study of need has been made and preliminary building plans approved. Appropriations should not be requested or the amount of a bond issue set prior to determining the size of a facility.

- 16.09 Groups of youth moved by elevator should always be accompanied by at least two staff members.

- 16.16 Many facilities must purchase on a quarterly basis. Storage adequate for a ninety day supply is recommended.

- 16.18 At least one bathtub for females and one for males should be provided in each facility.

Some consider bathtubs more essential for girls. One tub for each girls' unit might be considered, but is not required.

- 17.02 At least one staff conference room is recommended. Larger facilities will require additional ones.

- 17.023 Visited youth should be out of sight of those youth not having visitors.

- 17.023 Small alcoves or rooms off the visiting area are recommended for staff-parent interviews.

- 18.024 Stopper or metal unit drain control is not recommended.

- 18.025 The same specifications apply to centralized unit washroom design.
- 18.026 A three foot high semi-partition of reinforced concrete block, or precast, is recommended to screen toilet from the remainder of the room.
- 18.0212 Plastic or safety glass cover, tamper-proof mounted is recommended. Where plastic is prohibited by local fire regulations safety glass must be used.
- 18.0215 A more secure screen; 1600 psi, 10 strands per inch; is recommended when additional security is desired.

Both of these screens can be broken by constant scratching with a sharp object. The screen is vulnerable to corrosion from exposure to urine.

- 18.0221 Extra heavy commercial or specially designed security lock without room side access is recommended. Door latch and keyed dead bolt shall be from corridor side only.

Locks should have safety devices to prevent a staff member being inadvertently locked in an individual room, therefore, snap locks are not recommended.

- 18.03 The temporary isolation room should be used only when a youth's behavior is so beyond control that his proximity seriously disturbs the unit group program or interferes with the group supervisor's function.
- 18.05 A small office for interview use by caseworker, probation officer and similar personnel adjacent to the general living area, but outside of it, is recommended

Such an office decreases traffic and movement of youth and at the same time reduces escort supervision problems.

- 18.052 Radio may be piped in through a general system. Many administrators prefer individual instruments in each unit to enhance unit's choice of station. Others permit youth to have access to their own transistors.
- 18.052 Written control procedures for televiewing or radio listening are essential otherwise these instruments are overused at the expense of other program elements and staff-youth discussions.
- 18.053 This area must provide unobstructed view of the group living area and, if corridor design is used, direct line visual control of it.

- 18.053 The area need not be large, two person--staff and youth--capacity with a small desk area for record keeping and communications equipment.
- 18.054 This item should be much used for posting of activity schedules, menus, announcements, art work, and other material affecting or of interest to youth. Its use should not be for staff matters.
- 18.055 Shelves protected by locked sliding glass panels are recommended for display of individual craft work, unit trophies and similar items.

ACTIVITY AREAS: Indoor activity areas include dining rooms, school rooms, gymnasiums, special crafts rooms, and religious services.

- 19.01 Centralized meal service design, especially in smaller facilities, should consider flexible use of the dining room area; staff meetings, visiting, etc. but not as an area for programmed youth activity.
- 19.01 Considerable attention is required to traffic patterns and access ways in multi-unit facilities to determine the appropriate location of the kitchen-dining room complex.
- 19.023 When several rooms make up the school area, at least one shall be equipped as described.

For maximum use and flexibility the schoolroom should be considered as usable activity area in non-school hours and on weekends.

To restrict materials solely for school use from supplies for non-school activities, separate locked storage areas should be designated.

- 19.024 Local school authorities should be consulted in determining the type of equipment used to furnish the school room.
- 19.03 This area is essential for vigorous big muscle exercise during inclement weather and dark evening hours. Noisy activities are expected here and therefore it must be located away from the general living areas and other programmed activity areas.
- 19.03 This area can also be used flexibly. Chapel services, movies, amateur shows or professional entertainment can be scheduled for use. Some attention to acoustical quality is recommended.
- 19.03 Care must be exercised in selecting equipment. Specialist activities such as weight lifting and trampoline should only be programmed when under the supervision of an expert.
- 19.04 Limiting youth to the use of hand tools is suggested.

20.022 Four place tables are recommended.

A reserve of sturdy folding tables for special activities or individual assignment is suggested.

20.04 Food preparation equipment, some using natural gas and some using electrical energy, should be considered. Thus, a supply loss of either one will not completely curtail meal preparation.

20.05 Contracted laundry service, especially for flat work and linens, is recommended.

20.06 Quick attention to minor damage provides a basis for good preventive maintenance and reduces incentive to further damage.

20.07 FENCE OR WALL: Outdoor security is important for both the containment of youth and the exclusion of unauthorized persons from the grounds.

A minimum height fence should be 16 feet, galvanized chain link with the top six feet of heavy galvanized 3/8" woven mesh.

Use of barbed wire is condemned.

Posts shall be to the outside and sufficiently sunk to prevent bending or falling under weight or in a strong wind.

Three-eighth inch woven galvanized mesh should be used to cover drain pipes, building junctures or other projections.

Roof overhangs should not be permitted if they are less than sixteen feet above the closest foothold.

A fence is a deterrent against runaways or attempts to and cannot be relied upon to provide absolute prevention. Immediate staff supervision is always required when youth are on the outside activity area.

21.011 Detained youth quickly discover flaws in workmanship and will mar, destroy or pull up those items not securely attached.

21.011 MOLDINGS AND BASEBOARDS: Molding finishings at the juncture of walls and ceiling, especially in individual rooms, should be avoided.

Baseboards in individual rooms and general living areas, especially those held in place by adhesive, are not recommended.

21.03 AIR CONDITIONING: Air conditioning throughout the building is recommended.

Consultation with reliable air conditioning engineers is recommended during preliminary planning.

21.03 Consultation with reliable heating engineers during preliminary planning is recommended.