

Juvenile Detention Center Inspection Checklist

Knox County JDC

Wendy Steck
1319 E. 5th St
Galesburg, Illinois 61401

Chief Judge

Judge David Vancil
130 S. Lafayette Ste. 30
Macomb, Illinois 61455

Circuit Clerk

Kelly Cheeseman
200 S. Cherry St.
Galesburg, Illinois 61401

County Board President

Pamela Davidson
200 S. Cherry
Galesburg, Illinois 61401

Sheriff

David Clague
152 S. Kellog St.
Galesburg, Illinois 61401

County Clerk

Scott G. Erickson
200 S. Cherry
Galesburg, Illinois 61401

Date of Inspection: 11-02-2018

Officials (and titles) Interviewed:

Officials	Titles
<u>Wendy Steck</u>	

Date Building Constructed: 1991

Date Renovated: N/A

Capacity:	Male	Female	Total
Population on Inspection Date:	<u>15</u>	<u>02</u>	<u>17</u>
Number of Detention Rooms:	Single	Double	Other
	<u>39</u>	<u>0</u>	<u>0</u>
Number of Employees Assigned Full-time Detention Duties:	Male	Female	
Number of Employees Assigned Part-time Detention Duties:	<u>19</u>	<u>10</u>	
	<u>0</u>	<u>0</u>	

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702.10 ADMISSION POLICY

	YES	NO	N/A
1. Is the court's admission policy in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Had a qualified intake officer been appointed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are 24-hour intake services provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the officer presenting a youth to the court's intake officer submit a detailed written report of the alleged charge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have admissions been maintained at or below center capacity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are neglected minors, dependent minors, minors otherwise in need of supervision, and status offenders prohibited from being confined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is each delinquent minor brought before a judicial officer within 40 hours, exclusion of Saturdays, Sundays, and court designated holidays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is each minor released from custody at the expiration of 40 hours if not brought before a judicial officer within that period?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is a written order issued by a judge, his designee, or petition placed on file if a youth is further detained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are youth prohibited from being committed in excess of 30 days as a form of sentence?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.20 ADMINISTRATION

	YES	NO	N/A
1. Does the superintendent have full responsibility and accountability for secure custody management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are purpose of supervision, guidance, and treatment clearly stated in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff members fully aware of these objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a program that provides orientation, staff development, and in-service training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do staff members with direct contact of detainees receive a minimum 40 hours in-service training each year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff members familiar with the Illinois County Juvenile Detention Standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has an operational manual been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a copy of the manual furnished to each staff member?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are emergency procedures (evacuations, fires, riots, escapes, bomb threats, and natural disasters) a part of the manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there comprehensive, written duty descriptions of each detention position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the copy issued to each employee performing the function?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all required records maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do staff members have access to a library providing professional literature dealing with detention-related fields?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.30 PERSONNEL

	YES	NO	N/A
1. Are sufficient personnel assigned to provide adequate supervision of youth 24 hours a day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a superintendent been appointed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the superintendent qualified to supervise youth and staff, by training and experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has an assistant superintendent been designated for this facility, if rated for more than 25 or more capacity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the assistant superintendent qualified to supervise youth and staff, by training and experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a female staff member on duty any time a female youth is in custody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are three persons on duty per shift?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do staff members have a thorough knowledge of the rules and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.	Are staff members thoroughly acquainted with all security features and emergency equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>702.30 PERSONNEL Continued</u>		YES	NO	N/A
7.	Are appropriate numbers of professional persons assigned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the professional staff possess appropriate qualifications as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.40 RECORDS

		YES	NO	N/A
1.	Has a complete and accurate face sheet and personal record file been established for each youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does it contain the required data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are face sheet data and police record information prohibited from being made public without court authorization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the monthly population report properly submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are extraordinary or unusual occurrences properly reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are youth who have been detained continuously for more than 30 days brought to the attention of the presiding judge of the juvenile court?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.50 ADMISSION PROCEDURES

		YES	NO	N/A
1.	Are Notices of Rights in the English and Spanish languages conspicuously posted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do intake personnel determine the legality of detention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the identity of a youth verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are seriously injured, ill, or unconscious youth given a medical examination by a licensed physician prior to admittance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Are parents, guardians, or other responsible persons notified of a youth's admission within one hour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are youth given a strip search consistent with law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are strip searches conducted in privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are strip searches conducted by a person of the same sex?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the personal clothing searched?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are receipts issued for all personal items taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does the receipt contain signatures of the receiving staff member and the youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the original receipt filed with the youth's records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are personal items fully described?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is personal property securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• If personal property has been released to a third party, do receipts contain necessary signatures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a system, established in writing, for strict accountability to ensure personal property security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the receiving staff member inquire and examine the youth for obvious injuries, medical tags, rashes, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are referrals made to health care personnel immediately for youth having physical or mental distress?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is medication in a youth's possession at admission labeled and withheld, until examined by a physician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the examination and determination made within eight hours, or within the time interval specified for administration of medication on the prescription container, whichever is less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is immediate treatment given upon detection of body pests or vermin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are all youth required to take an admitting shower or bath?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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* Mandatory Items	Yes	No	Number	How often cleaned, or issued?
Towel	X		1	week
Bath Soap	X		1	As needed
Toilet Tissue	X		1	As needed
Mattress	X		1	Checked weekly
Blankets	X		1	Week
Sheets	X		2	Week
Pillow	X		1	Checked weekly
Inst. Uniform	X		1	Week
Footwear	X		2	Checked weekly

12. Are youth routinely issued the above items?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the items in satisfactory condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is each youth given a copy of rules and regulations at time of admission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are youth prohibited from being routinely placed in isolation at admission, pending a routine medical examination or observed by staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are mattresses flame retardant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is an orientation given to each youth at time of admission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does it include all required information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the orientation information in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are non-English speaking youth given interpretive assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.60 RELEASE PROCEDURES

	YES	NO	N/A
1. Is positive identification of each youth made prior to discharge, transfer, or release?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a record made as to date, time, and authority of each release?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is each youth given a physical inspection and a record made of wounds or injuries?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are youth searched prior to release?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all personal property items inventoried and returned to the youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are copies of itemized and signed receipts maintained by the detention center as a permanent record?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are youth transferred to the custody of the Illinois Department of Corrections with appropriate documentation, in accordance with Illinois Revised Statutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.70 SEPERATON, SEGREGATION

	YES	NO	N/A
1. Are female youth living areas separated from auditory and visual contact with male youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do disturbed youth requiring special treatment receive immediate examination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are such youth transferred to an appropriate facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are clinical services available for youth with suicidal tendencies or serious mental distress?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are drug abusers given proper medical care?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are youth placed in disciplinary or administrative segregation kept in room confinement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is room confinement directed for no more than 36 hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are youth visited daily by the superintendent, or designated representative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are a record of the visits maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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702.80 HOUSING

Floors of detention: 01

Cleanliness Rating:	GOOD	FAIR	POOR
• Showers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Corridors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
1. Does each detention room provide at least 80 square feet of floor space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are detention rooms designated single occupancy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are youth provided at least 80 square feet of floor space in multiple occupancy rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Are detention rooms equipped with:			
• A rigidly constructed bed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A washbasin with piped hot and cold water?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
• A toilet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sufficient illumination to ensure a comfortable reading level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Disposable drinking cups (if not bubbler equipped)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are light fixtures in detention rooms recessed and tamperproof?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are detention rooms located above ground level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do living areas provide at least 30 square feet of floor space per youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are living areas equipped with tables, chairs, radio, television, bulletin board, drinking fountain, and one shower head for each six occupants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are items adaptable for use as weapons inaccessible to youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.80 HOUSING Continued

702.90 MEDICAL

	YES	NO	N/A
1. Are required medical and mental health services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do youth have access to psychiatric and/or psychological services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a medical examination room?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all youth confined for more than seven days given a medical screening by a medical doctor, registered nurse, or physician's assistant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a scheduled daily sick call? (If not, explain in Comments.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are names of those reporting to sick call recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do emergency complaints receive prompt attention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do only medical personnel prescribe medication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Who dispenses prescribed medication to youth? <u>Nursing and facility Staff Members. If a youth is presented for admission and might be injured or under the influence of any mood altering substance, the committing officer must have a release from a hospital verifying the health of the youth.</u>			
• If non-medical staff members dispense any form of over-the-counter medication, is there written approval by the facility physician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is a medical treatment log maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are medications and first aid supplies securely stored under lock and key?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do procedures ensure youth actually ingest medication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has at least one staff member on each shift completed a recognized course in first aid, including cardiopulmonary resuscitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12.	Are recommendations of the facility physician reported to parents or guardians in writing through the probation officer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are serious illnesses or injuries reported to parents, guardians, the probation office, and the court?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are diabetics and epileptics closely supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are they seen regularly by the physician?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.100 CLOTHING, PERSONAL HYGIENE, GROOMING

		YES	NO	N/A
1.	Are adequate supplies and equipment provided for cleaning personal clothing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is institutional clothing changed at least three times weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are underclothing and socks changed daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are combs or hairbrushes furnished to youth without funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is bathing or showering required at least three times weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are barber and beautician services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are necessary articles provided for grooming and hygiene?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.110 FOOD SERVICES

		YES	NO	N/A
1.	Are meals of sufficient nutritional value?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Indicate meal and beverage menu on the day of inspection: Breakfast: _____ Lunch: _____ Dinner: _____			
2.	Is the use of food as a reward or punishment prohibited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does food quantity appear sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are meals served at reasonable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• If not, serving times are: Breakfast <u>8:00am</u> Lunch <u>12:00am</u> Dinner <u>5:30pm</u>			
	• Meals are prepared by: An Employee Cook: <input checked="" type="checkbox"/> Catered: <input type="checkbox"/>			
5.	Are three complete and balanced meals served each 24 hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is a drink other than water available with each meal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is milk served for at least two meals each 24 hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are special diets served as prescribed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are menus preplanned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Retained for at least three months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Diversified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are records maintained of catered meals served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are the jail cook and kitchen staff familiar with security aspects of the jail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Do youth assigned to food service duties undergo a physical examination for communicable diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are assigned youth inspected regularly for personal cleanliness?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are assigned youth required to bathe daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Are assigned youth provided with clean clothing daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Are insulated or heated carts utilized to transport food from the kitchen when a significant distance is involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Does delivered food maintain its temperature?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are good and drink protected from contaminants during preparation and delivery?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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14.	Does the kitchen have a:			
	• Mechanical dishwasher or three-compartment stainless steel sink?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are water temperatures within proper range?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are utensils drain dried?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are dry goods properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are fresh fruits, raw vegetables, dairy products, meats, and frozen goods properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are all refrigerators and freezers equipped with an accurate thermometer or temperature gauge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are refrigerated and frozen foods maintained at the proper temperature?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are staff members served the same menu youth are served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are toilet and washbasin facilities available to food service personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is a light snack available to youth prior to bedtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Are fresh fruits and juices served frequently?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Is apportioning of food by youth supervised?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25.	Are youth prohibited from storing food in rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.120 SANITATION

	YES	NO	N/A
1. Has a cleaning schedule been established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors swept and mopped at least daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are insect screens installed in windows that can be opened?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is ventilation sufficient to admit fresh air and remove disagreeable odors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are walls clear of etchings, drawings and writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are walkways and corridors free of litter and trash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are cleaning implements and equipment cleaned, dried, and securely stored after use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are youth cleaning details supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are toilets, washbasins, showers, and sinks cleaned daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash and garbage containers equipped with tight fitting covers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are drinking fountains provided in the indoor recreation area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Rate general appearance of the kitchen:	GOOD	FAIR	POOR
• Are floors of all rooms where food or drink is stored, prepared, or served clean?	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Are utensils stored in a clean, dry place and protected from contaminants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the plumbing system adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are range cooking surfaces clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are hoods, vents, and filters clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are windows, walls, and woodwork clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
14. Are frequent inspections of the facility conducted for pests, vermin, and rodents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.130 SUPERVISION

	YES	NO	N/A
1. Are sufficient staff members present, awake, and alert at all times to provide supervision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are supervisory checks made of each youth at least once every 30 minutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the checks recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a shift log maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are youth prohibited from exercising control over other youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5.	What is designated lights out time? According to level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are youth protected from public view? (If not, explain in Comments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are detention room doors provided with an observation window of at least 60 square inches?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the glass wire reinforced, heavy safety type or high tempered, measuring at least ¼ inch thick?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.140 SECURITY

	YES	NO	N/A
1. Are youth searched prior to leaving and re-entering the detention home?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are detention personnel trained in security measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are detention locks and doors frequently inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they operable and in good working condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are living unit doors kept locked, except to permit entry or exit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are detention room doors and storage rooms locked when not in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are light switches located in corridors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they key operated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are detention windows that can be opened covered with stainless steel mesh security screening?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are shakedowns conducted of detainees and their living quarters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.140 SECURITY Continued

	YES	NO	N/A
• Document Frequency:			
7. Are tools and equipment accounted for on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they securely stored after use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the kitchen cutlery listed and inventoried daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is damaged or nonfunctioning security equipment promptly repaired?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are youth prohibited from handling or possessing facility keys of any type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is youth prohibited access to personnel records of staff or youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a head count taken at least for times daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does it include counts at shift change and lockup?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are head counts recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are detention keys securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there at least one full set of detention keys, separate from those in use, securely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are persons with weapons denied entrance to the detention area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are weapons securely stored outside the security area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are detention room searches conducted with the youth observing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are searches recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are youth denied unsupervised access to windows?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there a master population or location board in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are population spot checks taken at least hourly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are keys inventoried daily at the beginning of each shift?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are shadow boards used for tool control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is an emergency electrical power source available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.150 SAFETY

	YES	NO	N/A
1. Are there an adequate number of fire extinguishers available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they inspected at least once annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the inspection tag contain the inspection date and initials of the inspector?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff members familiar with the operation of all types of extinguishers in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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• Are fire drills for staff personnel conducted quarterly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all emergency exit doors properly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are door keys immediately available to the detention staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there two exits from each floor of detention?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are youth assigned to vocational tasks given a safety orientation prior to participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are combustible materials, i.e., drapes, curtains, and rugs, flame proofed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are floors and other walking surfaces free of hazardous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are safety lectures held periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are smoke detectors installed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.160 DISCIPLINE

	YES	NO	N/A
1. Are youth provided with written rules?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are rules explained to illiterate youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is special assistance given to non-English speaking youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are written reports submitted on disciplinary violations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is group punishment prohibited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are disciplinary violations investigated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is corporal punishment prohibited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.160 DISCIPLINE Continued

	YES	NO	N/A
7. Are restraint devices used properly and written reports made?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are psychotropic medicines prohibited for use as a disciplinary device or control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are restraint devices prohibited from being displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.170 EMPLOYMENT OF YOUTH

	YES	NO	N/A
1. Are youth assigned housekeeping tasks? (If outside their living area, explain in Comments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.180 MAIL PROCEDURES

	YES	NO	N/A
1. Can youth receive an unlimited number of letters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is incoming mail opened and examined for contraband or funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are staff members prohibited from routinely reading, censoring, or reproducing incoming mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is mail distributed to the youth the same way it is received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is mail properly handled for youth who are no longer detained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are youth prohibited from handling another's mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are packages opened in the presence of the addressee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Can youth mail an unlimited number of letters as long as they provide postage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are indigent persons given postage for at least three letters per week?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is outgoing mail collected Monday through Friday?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are non-privileged letters submitted for mailing unsealed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are procedures established for processing certified or registered mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the staff aware of procedures for privileged communications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is privileged mail opened only in the presence of the addressee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are mail rights retained, regardless of disciplinary action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are released, transferred, or discharged youth permitted to retain all personal mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is a record maintained of addressee names on privileged outgoing mail for each youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.190 TELEPHONE

	YES	NO	N/A
1. Are procedures established to permit each youth one telephone call weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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• Is at least fifteen minutes allowed for each call?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are calls free from monitoring? (Verification of the party called may be required)	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are calls recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are calls to attorneys separate from allotted calls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are youth allowed to receive telephone calls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.200 VISITING

	YES	NO	N/A
1. Are visiting procedures established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there at least two visiting days per week?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is one of those days a weekend day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are visits at least 30 minutes in duration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is liberal visiting allowed for attorneys and clergymen?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a private area provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are visitors required to sign in?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are visitors subject to search?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a visitor "Search Notice" sign posted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are youth searched after each contact visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.210 SOCIAL SERVICE PROGRAMS

	YES	NO	N/A
1. Are psychiatric, social, and counseling services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are volunteer workers and counselors invited to participate in treatment programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.220 EDUCATION

	YES	NO	N/A
1. Is the schedule of instruction and activities operated twelve months a year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are school program objectives in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the curriculum designed to meet individual needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is communication with a youth's home school maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the library include vocational material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is class size limited to a maximum of 15 students per teacher?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are classes coeducational?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are remedial classes limited to a maximum of five students?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are classrooms of required size?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are toilet and washbasin facilities accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are equipment and material adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there an arts and crafts program?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it located in a special room?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is equipment posted with safety signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are youth given a safety orientation lecture?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are tools secured after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are separate activities programmed for school exempt youth?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

702.230 LIBRARY

	YES	NO	N/A
1. Are library services available to all youth?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the library have up-to-date material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are racial and ethnic interests reflected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a written policy regarding library services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3. Has a staff member been designated library responsibilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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702.240 RELIGIOUS SERVICES

	YES	NO	N/A
1. Are religious services available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is religious counseling available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

702.250 RECREATION AND LEASURE TIME

	YES	NO	N/A
1. Is there a daily scheduled program of vigorous indoor and outdoor activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the area available for physical indoor activities sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the area available to physical outdoor activities sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are drinking and toilet facilities accessible off the play area of exercise rooms and outdoor yard areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is sufficient equipment available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a written policy covering day-to-day exercise activities and schedules?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspector's Comments

The facility is operated in a controlled manner. The sanitation of the building is priority of the administration. The Facility Operations Administrator produced a very rigorous and detailed cleaning schedule that was comprehensive and complete. The staff members in the different areas were well aware of the day's schedule and the operation of the facility as a whole. The disciplinary process in place shows attention to the need for redirection and possible sanction requirements for the choices of the youth. The grievance policy and procedure for the youth is in place. The youth of the facility could talk about the grievance procedure at length. The youth expressed to the inspector that the staff do not usually utilize the official disciplinary systems due to the fact that the youth/staff member daily relationships are strong. The school is administered by the Regional Office of Education System. Each youth is entered into the school system a day or two after arrival. All youth were in an education part of the daily schedule during the inspection. The recreational schedule is vigorous with multiple locations within the facility to recreate. The facility staff members are very engaged with the youth on a daily basis. Facility staff members were vigilant in ensuring the youth was busy throughout the whole day. There was very little down time observed by the inspector.

Juvenile Detention Center Inspection Checklist

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