

Juvenile Detention Center Inspection Checklist

St. Clair County JDC

Don Schafer
Superintendent
9006 Lebanon Road
Belleville, IL 62223

Chief Judge

Judge Andrew Gleeson
#10 Public Square
Belleville, IL 62220

Circuit Clerk

Kahalal Clay
#10 Public Square
Belleville, IL 62223

County Board Chairman

Richard Watson
#10 Public Square
Belleville, IL 62220

County Sheriff

Mark Kern
#10 Public Square
Belleville, IL 62220

County Clerk

Thomas Holbrook
#10 Public Square
Belleville, IL 62220

Date of Inspection: 12/13/2018

Officials (and titles) Interviewed:

Table with 2 columns: Officials, Titles. Includes entries for Mr. Schafer, Superintendent and Lisa Fleming, Asst. Superintendent.

Date Building Constructed: 1980

Date Renovated: 2000

Table with 3 columns: Capacity, Population on Inspection Date, Number of Detention Rooms, Number of Employees Assigned Full-time Detention Duties, Number of Employees Assigned Part-time Detention Duties. Includes sub-columns for Male, Female, Total, Single, Double, Other.

**Juvenile Detention Center Inspection Checklist****702.10 ADMISSION POLICY**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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, dependant 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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"/>

**Juvenile Detention Center Inspection Checklist**

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

**702.40 RECORDS**

		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Has a complete and accurate face sheet and personal record file been established for each youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Does it contain the required data?	X	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are face sheet data and police record information prohibited from being made public without court authorization?	X	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the monthly population report properly submitted?	X	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are extraordinary or unusual occurrences properly reported?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>

**702.50 ADMISSION PROCEDURES**

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

**Juvenile Detention Center Inspection Checklist**

* Mandatory Items	Yes	No	Number	How often cleaned, or issued?
Towel	X		01	week
Bath Soap	X		01	daily
Toilet Tissue	X		01	daily
Mattress	X		01	once
Blankets	X		01	week
Sheets	X		02	week
Pillow	X		01	week
Inst. Uniform	X		02	week
Footwear	X		01	month

12. Are youth routinely issued the above items?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are the items in satisfactory condition?	X	<input type="checkbox"/>	<input type="checkbox"/>
13. Is each youth given a copy of rules and regulations at time of admission?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
15. Are mattresses flame retardant?	X	<input type="checkbox"/>	<input type="checkbox"/>
16. Is an orientation given to each youth at time of admission?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Does it include all required information?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is the orientation information in writing?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are non-English speaking youth given interpretive assistance?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is a record made as to date, time, and authority of each release?	X	<input type="checkbox"/>	<input type="checkbox"/>
2. Is each youth given a physical inspection and a record made of wounds or injuries?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Are youth searched prior to release?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all personal property items inventoried and returned to the youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Are copies of itemized and signed receipts maintained by the detention center as a permanent record?	X	<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?	X	<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"/>

**Juvenile Detention Center Inspection Checklist****702.80 HOUSING**Floors of detention: 01

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

**702.80 HOUSING Continued**

	YES	NO	N/A
• A toilet?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Sufficient illumination to ensure a comfortable reading level?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Disposable drinking cups (if not bubbler equipped)?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Are light fixtures in detention rooms recessed and tamperproof?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Are detention rooms located above ground level?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Do living areas provide at least 30 square feet of floor space per youth?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Are items adaptable for use as weapons inaccessible to youth?	X	<input type="checkbox"/>	<input type="checkbox"/>

**702.90 MEDICAL**

	YES	NO	N/A
1. Are required medical and mental health services available?	X	<input type="checkbox"/>	<input type="checkbox"/>
2. Do youth have access to psychiatric and/or psychological services?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a medical examination room?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a scheduled daily sick call? (If not, explain in Comments.)	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are names of those reporting to sick call recorded?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Do emergency complaints receive prompt attention?	X	<input type="checkbox"/>	<input type="checkbox"/>
6. Do only medical personnel prescribe medication?	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Who dispenses prescribed medication to youth?			
Nurse _____			
_____			
• If non-medical staff members dispense any form of over-the-counter medication, is there written approval by the facility physician?	X	<input type="checkbox"/>	<input type="checkbox"/>
8. Is a medical treatment log maintained?	X	<input type="checkbox"/>	<input type="checkbox"/>
9. Are medications and first aid supplies securely stored under lock and key?	X	<input type="checkbox"/>	<input type="checkbox"/>
10. Do procedures ensure youth actually ingest medication?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
12. Are recommendations of the facility physician reported to parents or guardians in writing	<input type="checkbox"/>	<input type="checkbox"/>	X

**Juvenile Detention Center Inspection Checklist**

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

**702.100 CLOTHING, PERSONAL HYGIENE, GROOMING**

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

**702.110 FOOD SERVICES**

	YES	NO	N/A
1. Are meals of sufficient nutritional value?	X	<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 type="checkbox"/>	X	<input type="checkbox"/>
3. Does food quantity appear sufficient?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Are meals served at reasonable intervals?	X	<input type="checkbox"/>	<input type="checkbox"/>
• If not, serving times are: Breakfast <u>0730</u> Lunch <u>1130</u> Dinner <u>1630</u>			
• Meals are prepared by: An Employee Cook: <input checked="" type="checkbox"/> Catered:			
5. Are three complete and balanced meals served each 24 hours?	X	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a drink other than water available with each meal?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is milk served for at least two meals each 24 hours?	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Are special diets served as prescribed?	X	<input type="checkbox"/>	<input type="checkbox"/>
8. Are menus preplanned?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Retained for at least three months?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Diversified?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are records maintained of catered meals served?	X	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the jail cook and kitchen staff familiar with security aspects of the jail?	X	<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 checked="" type="checkbox"/>
• Are assigned youth inspected regularly for personal cleanliness?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are assigned youth required to bathe daily?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are assigned youth provided with clean clothing daily?		<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Does delivered food maintain its temperature?	X	<input type="checkbox"/>	<input type="checkbox"/>
12. Are good and drink protected from contaminants during preparation and delivery?	X	<input type="checkbox"/>	<input type="checkbox"/>
13. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges?	X	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the kitchen have a:			

**Juvenile Detention Center Inspection Checklist**

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

**702.120 SANITATION**

	YES	NO	N/A
1. Has a cleaning schedule been established?	X	<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors swept and mopped at least daily?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Are insect screens installed in windows that can be opened?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Is ventilation sufficient to admit fresh air and remove disagreeable odors?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Are walls clear of etchings, drawings and writing?	X	<input type="checkbox"/>	<input type="checkbox"/>
6. Are walkways and corridors free of litter and trash?	X	<input type="checkbox"/>	<input type="checkbox"/>
7. Are cleaning implements and equipment cleaned, dried, and securely stored after use?	X	<input type="checkbox"/>	<input type="checkbox"/>
8. Are youth cleaning details supervised?	X	<input type="checkbox"/>	<input type="checkbox"/>
9. Are toilets, washbasins, showers, and sinks cleaned daily?	X	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash and garbage containers equipped with tight fitting covers?	X	<input type="checkbox"/>	<input type="checkbox"/>
11. Are drinking fountains provided in the indoor recreation area?	X	<input type="checkbox"/>	<input type="checkbox"/>
12. Is an adequate supply of clean clothing, bedding, towels, soap, and cleaning supplies maintained?	X	<input type="checkbox"/>	<input type="checkbox"/>
13. Rate general appearance of the kitchen:	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
• Are floors of all rooms where food or drink is stored, prepared, or served clean?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are utensils stored in a clean, dry place and protected from contaminants?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is the plumbing system adequate?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are range cooking surfaces clean?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are hoods, vents, and filters clean?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are windows, walls, and woodwork clean?	X	<input type="checkbox"/>	<input type="checkbox"/>
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
14. Are frequent inspections of the facility conducted for pests, vermin, and rodents?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
2. Are supervisory checks made of each youth at least once every 30 minutes?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are the checks recorded?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a shift log maintained?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Are youth prohibited from exercising control over other youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. What is designated lights out time? According to level.	X	<input type="checkbox"/>	<input type="checkbox"/>

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6.	Are youth protected from public view? ( If not, explain in Comments)	X	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are detention room doors provided with an observation window of at least 60 square inches?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the glass wire reinforced, heavy safety type or high tempered, measuring at least ¼ inch thick?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
2. Are detention personnel trained in security measures?	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Are detention locks and doors frequently inspected?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are they operable and in good working condition?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are living unit doors kept locked, except to permit entry or exit?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are detention room doors and storage rooms locked when not in use?	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Are light switches located in corridors?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are they key operated?	X	<input type="checkbox"/>	<input type="checkbox"/>
5. Are detention windows that can be opened covered with stainless steel mesh security screening?	X	<input type="checkbox"/>	<input type="checkbox"/>
6. Are shakedown conducted of detainees and their living quarters?	X	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are they securely stored after use?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is the kitchen cutlery listed and inventoried daily?	X	<input type="checkbox"/>	<input type="checkbox"/>
8. Is damaged or nonfunctioning security equipment promptly repaired?	X	<input type="checkbox"/>	<input type="checkbox"/>
9. Are youth prohibited from handling or possessing facility keys of any type?	X	<input type="checkbox"/>	<input type="checkbox"/>
10. Is youth prohibited access to personnel records of staff or youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a head count taken at least for times daily?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Does it include counts at shift change and lockup?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are head counts recorded?	X	<input type="checkbox"/>	<input type="checkbox"/>
12. Are detention keys securely stored?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Is there at least one full set of detention keys, separate from those in use, securely stored?	X	<input type="checkbox"/>	<input type="checkbox"/>
13. Are persons with weapons denied entrance to the detention area?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are weapons securely stored outside the security area?	X	<input type="checkbox"/>	<input type="checkbox"/>
14. Are detention room searches conducted with the youth observing?	X	<input type="checkbox"/>	<input type="checkbox"/>
• Are searches recorded?	X	<input type="checkbox"/>	<input type="checkbox"/>
15. Are youth denied unsupervised access to windows?	X	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there a master population or location board in use?	X	<input type="checkbox"/>	<input type="checkbox"/>
17. Are population spot checks taken at least hourly?	X	<input type="checkbox"/>	<input type="checkbox"/>
18. Are keys inventoried daily at the beginning of each shift?	X	<input type="checkbox"/>	<input type="checkbox"/>
19. Are shadow boards used for tool control?	X	<input type="checkbox"/>	<input type="checkbox"/>
20. Is an emergency electrical power source available?	X	<input type="checkbox"/>	<input type="checkbox"/>

**702.150 SAFETY**

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



**Juvenile Detention Center Inspection Checklist**

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

**702.160 DISCIPLINE**

		YES	NO	N/A
1.	Are youth provided with written rules?	X	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are rules explained to illiterate youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
	• Is special assistance given to non-English speaking youth?	X	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are written reports submitted on disciplinary violations?	X	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is group punishment prohibited?	X	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are disciplinary violations investigated?	X	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is corporal punishment prohibited?	X	<input type="checkbox"/>	<input type="checkbox"/>
	<b><u>702.160 DISCIPLINE Continued</u></b>	YES	NO	N/A
7.	Are restraint devices used properly and written reports made?	X	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are psychotropic medicines prohibited for use as a disciplinary device or control measure?	X	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are restraint devices prohibited from being displayed?	X	<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"/>

**702.180 MAIL PROCEDURES**

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

**Juvenile Detention Center Inspection Checklist**

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

**702.200 VISITING**

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

**702.210 SOCIAL SERVICE PROGRAMS**

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

**702.230 LIBRARY**

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

**Juvenile Detention Center Inspection Checklist****702.240 RELIGIOUS SERVICES**

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

**702.250 RECREATION AND LEASURE TIME**

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

**Inspector's Comments**

The facility seems very large it first impression, however when brought to each living unit and specialized area, the facility is operated in a very detailed and controlled manner. The sanitation of the building is a priority of the facility. This was in evidence by the attention to detail from the staff members that the inspection team encountered during the inspection. 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 youth interviewed stated that the staff members have a positive relationship with the youth and that the facility is quiet. 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 school is administered by the Regional Office of Education System. Each youth is entered into the school system a day or two after arrival. During the inspection, the inspector noticed that many youth had multiple books in their rooms for reading. The recreational schedule is active with multiple locations within the facility to recreate. While completing the inspection, the facility Asst. Superintendent ask the inspector to speak with a transgender youth. The youth expressed concern as to how he will move through the court system with the general public not understanding his true gender. The inspector inquired as to how he was being treated at the JDC. The youth stated that he is being respected and that no one is treating him any different than anyone else. There are no issues at the JDC. The inspector spoke with Asst. Superintendent Fleming about the contact with Court Services. Asst. Superintendent stated that she was going to meet with Court Services prior to the youth's next court date.

**Juvenile Detention Center Inspection Checklist**

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