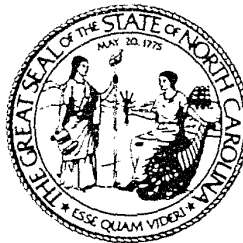


North Carolina

MINIMUM STANDARDS FOR
THE OPERATION OF
JUVENILE DETENTION FACILITIES

30580



NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES

1973

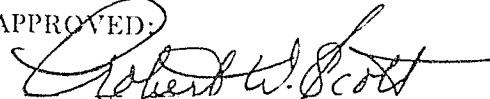
MINIMUM STANDARDS FOR THE OPERATION
OF
JUVENILE DETENTION FACILITIES

North Carolina Department of Human Resources

July 19, 1968

Revised December 6, 1972

APPROVED:


Governor of North Carolina

December 8, 1972
Date

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FOREWORD

Since 1868, by constitutional mandate, the responsibility for inspection and supervision of local confinement facilities has been vested with the North Carolina Board of Social Services. Enactment of legislation in the 1967 General Assembly set new program goals and broadened the responsibilities of the Department of Social Services in the area of local confinement. The 1967 mandate to develop and publish standards for the operation of local confinement facilities was accompanied by the authority to establish a jail and detention service unit to coordinate agency services with the needs of local governmental units in this area. A program of inspection, consultation and comprehensive training in the local confinement settings was thus initiated to facilitate compliance with requirements and guidelines inherent in the minimum jail standards. Minimum jail standards, embracing juvenile detention as an integral part of local confinement activities, were approved by the State Board of Social Services in July, 1968 and were signed into law on November 6, 1968 by Governor Dan K. Moore.

In keeping with a commitment to continuing improvement of facilities and care of those children in local custody, the State Board of Social Services has recognized the specialized nature of detention of minors and has sought to revise the minimum standards with a view to better serving this function. Every effort has been made to fulfill the 1967 legislative mandate where standards for confinement are concerned, while offering a broadened medium for meeting the unique challenge to confinement concepts that is experienced with detention of the very young. It is to this end that these standards were reviewed and approved by the State Board of Social Services in December, 1972 in accordance with G. S. 153-52.



Chairman
State Board of Social Services

Date 12/6/72

Note on recent statutory amendments:

The 1973 General Assembly repealed Chapter 153.

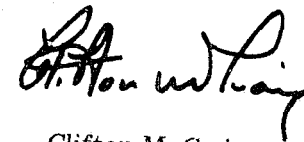
The portions dealing with the Jail and Detention Services were codified in Article 10, G. S. 153-A.

INTRODUCTION

The custody control and care of the accused, defendant, or sentenced in confinement facilities impose a grave responsibility. These standards are means to the effective discharge of our official responsibilities and represent an aid to the conscientious administrator.

A copy of these standards should be accessible for the information of any interested person.

In preparation of these standards the Department of Social Services received valuable advice and assistance from the representatives of the North Carolina Association of County Commissioners, North Carolina League of Municipalities, North Carolina Sheriffs' Association, North Carolina Police Executives Association, North Carolina Department of Correction, State Board of Health, Department of Mental Health, the Insurance Department, and Community Colleges for which we express our appreciation.



Clifton M. Craig
Commissioner

SECTION I. LEGAL BASE

The following compendium of appropriate statutes is presented for reference purposes and to identify the breadth and scope of state responsibility in the preparation and administration of minimum standards for juvenile detention. It should be emphasized that every attempt in this writing has been to cover only minimum standards and these guidelines should not be interpreted as an attempt to embrace the full range of detention care. The realization of progressive and responsive administration of individual detention facilities should remain the goal and objective of administrators and detention services staff to best meet the varying needs of children in detention.

Local Confinement Facilities

§ 108.79. Inspection.—The Department of Human Resources shall, as authorized by G.S. 153-51, inspect regularly all local confinement facilities as defined by G.S. 153-50 (4) to determine compliance with the minimum standards for local confinement facilities adopted by the Social Services Commission. (1868-9, c. 170, s. 5; Code, s. 2335; Rev., s. 3917; 1917, c. 170, s. 1; C. S., s. 5008; 1957, c. 86; 1961, c. 186; 1969, c. 546, s. 1; 1973, c. 476, s. 138.)

Editor's Note: 1973 Session Law Chapter 822 repealed 153-51; and the provisions of 153-51 are now codified as 153A-220. 153-50 is now codified as 153A-217.

§ 108-80. Approval of new facilities.—The Department of Human Resources shall, as authorized by G.S. 153-51, approve the plans for the construction or major modification of any local confinement facility. (1868-9, c. 170, s. 5; Code, s. 2335; Rev., s. 3917; 1917, c. 170, s. 1; C. S., s. 5008; 1957, c. 86; 1961, c. 186; 1969, c. 546, s. 1; 1973, c. 476, s. 138.)

§ 108-81. Failure to provide information.—If the board of commissioners of any county, the chief of police of any municipality, or any officer or employee of any local confinement facility shall fail or refuse to furnish to the Department of Human Resources any information about any local confinement facility which is required by law to be furnished, or shall fail to allow the inspection of any such facility, such board or individual shall be guilty of a misdemeanor. (1869-70, c. 154, s. 3; Code, s. 2341; 1891, c. 491, s. 2; Rev., s. 3566; C. S., s. 5013; 1957, c. 100, s. 1; 1969, c. 546, s. 1; 1973, c. 476, s. 138.)

CHAPTER 110 - CHILD WELFARE

Article 2.-Juvenile Services

§ 110-24. Detention homes.—It shall be unlawful for any child, coming within the provisions of Article 23 of Chapter 7A to be placed in any jail, prison or other penal institution where such child will come into

contact with adults charged with or convicted of crimes, except as herein provided.

Children who are alleged or adjudicated to be delinquent or undisciplined and who require secure custody for the protection of the community or in the best interest of the child may be temporarily detained in a juvenile detention home, which shall be separate from any jail, lockup, prison or other adult penal institution. A juvenile detention home shall be located in a building designed to provide secure custody and shall have such personnel as may be necessary to provide for the supervision and safety of the children being detained. A detention home shall be operated as a family home according to the standards applicable to juvenile detention facilities adopted by the Social Services Commission under G.S. 153-52 and under the supervision of the judges exercising juvenile jurisdiction in the district. Personnel employed in a detention home may be appointed by the unit of government which operates the program, except that such appointments shall be approved by the Department of Human Resources. The program of a detention home shall be designed as far as possible to provide wholesome activities in the best interest of the children placed therein.

If there is no detention home available, the judge may arrange for the care of a child requiring secure custody in a private home, a foster home or in any other available child-care facility. When the judge finds there is a pressing need that a child be held in secure custody and there is no juvenile detention home available to the judge, the judge may order the temporary detention of such child in any section of a local jail which is so arranged that the child cannot converse with, see or be seen by the adult population of the jail while being detained, provided that the jailer or other personnel responsible for administration of the jail shall provide close supervision of any child so detained for the protection of the child. (1919, c. 97, s. 10; C. S., s. 5048; 1957, c. 100, s. 1; 1967, c. 1207; 1969, c. 911, s. 1; 1973, c. 476, s. 138.)

Editor's Note: 1973 Session Law Chapter 822 repealed 153-52 and the provisions of 153-52 are now codified as 153A-221.

CHAPTER 7A - JUDICIAL DEPARTMENT

Article 23. Jurisdiction and Procedure Applicable to Children

G. S. 7A-286. Disposition.—In the case of any child who is alleged to be delinquent or undisciplined and where the court finds it necessary that such child be detained in secure custody for the protection of the community or in the best interest of the child before or after a hearing on the merits of the case, the court may order that such child be detained in a juvenile detention home, as provided in G. S. 110-24, or if no juvenile detention home is available, in a separate section of a local jail which meets the requirements of G. S. 110-24, provided the court shall notify the parent, guardian or custodian of the child of such detention. In order to provide authority for approval of detention care when the district court is not in session, the chief district judge or the district

judge having primary responsibility for hearing juvenile cases in the district may delegate the court's authority to detain by administrative order which shall be filed in the office of the clerk of superior court. Such administrative order shall specify which judicial officials shall be contacted for approval of detention care in the following order: any available district judge; the chief juvenile probation officer or any juvenile probation officer; or the clerk or assistant clerk of superior court. No child shall be held in any juvenile detention home or jail for more than five calendar days without a hearing to determine the need for continued detention under the special procedures established by this Article. If the judge orders that the child continue in the detention home or jail after such a hearing to determine the need for continued detention, the court order shall be in writing with appropriate findings of fact.

CHAPTER 153-A - COUNTIES

§ 153A-218. County confinement facilities.—A county may establish acquire, erect, repair, maintain, and operate local confinement facilities and may for these purposes appropriate funds not otherwise limited as to use by law. (1868, c. 20, s. 8; Code, s. 707; Rev., s. 1318; 1915, c. 140; C. S., s. 1297; 1973, c. 822, s. 1.)

§ 153A-219. District confinement facilities.—(a) Two or more units of local government may enter into and carry out an agreement to establish, finance, and operate a district confinement facility. The units may construct such a facility or may designate an existing facility as a district confinement facility. In addition, two or more units of local government may enter into and carry out agreements under which one unit may use the local confinement facility owned and operated by another. In exercising the powers granted by this section, the units shall proceed according to the procedures and provisions of Chapter 160A, Article 20, Part 1.

(b) If a district confinement facility is established, the units involved shall provide for a jail administrator for the facility. The administrator need not be the sheriff or any other official of a participating unit. The administrator and the other custodial personnel of a district confinement facility have the authority of law enforcement officers for the purposes of receiving, maintaining custody of, and transporting prisoners.

(c) If a district confinement facility is established, or if one unit contracts to use the local confinement facility of another, the law-enforcement officers of the contracting units and the custodial personnel of the facility may transport prisoners to and from the facility.

(d) The Department shall provide technical and other assistance to units wishing to exercise any of the powers granted by this section. (1933, c. 201; 1967, c. 581, s. 2; 1969, c. 743; 1971, c. 341, s. 1; 1973, c. 822, s. 1.)

Part 2. Local Confinement Facilities

§ 153A-216. Legislative policy.—The policy of the General Assembly with respect to local confinement facilities is:

- (1) Local confinement facilities should provide secure custody of persons confined therein in order to protect the community and should be operated so as to protect the health and welfare of prisoners and provide for their humane treatment.
- (2) Minimum statewide standards should be provided to guide and assist local governments in planning, constructing, and maintaining confinement facilities and in developing programs that provide for humane treatment of prisoners and contribute to the rehabilitation of offenders.
- (3) The State should provide services to local governments to help improve the quality of administration in local confinement facilities. These services should include inspection, consultation, technical assistance, and other appropriate services.
- (4) Adequate training of the personnel of local confinement facilities is essential to improvement of the quality of administration of those facilities. The State should provide this training and the training should be required as a condition of employment in a local confinement facility. (1967, c. 581, s. 2; 1973, c. 822, s. 1.)

§ 153A-217. Definitions.—Unless otherwise clearly required by the context, the words and phrases defined in this section have the meanings indicated when used in this Part:

- (1) "Commission" means the Social Services Commission.
- (2) "Secretary" means the Secretary of Human Resources.
- (3) "Department" means the Department of Human Resources.
- (4) "Governing body" means the governing body of a county or city or the policy-making body for a district or regional confinement facility.
- (5) "Local confinement facility" includes a county or city jail, a local lockup, a regional or district jail, a juvenile detention home, a detention facility for adults operated by a local government, and any other facility operated by a local government for confinement of persons awaiting trial or serving sentences.
- (6) "Prisoner" includes any person, adult or juvenile, confined or detained in a confinement facility.

- (7) "Unit," "unit of local government," or "local government" means a county or city. (1967, c. 581, s. 2; 1969, c. 981, s. 1; 1973, c. 476, s. 138; c. 822, s. 1.)

Editor's Note: Pursuant to Session Laws 1973, c. 476, s. 138, "Commission" has been substituted for "Board" and "Social Services Commission" has been substituted for "State Board of Social Services" in subdivision (1), "Secretary" has been substituted for "Commissioner" and "Secretary of Human Resources" has been substituted for "State Commissioner of Social Services" in subdivision (2), and "Department of Human Resources" has been substituted for "State Department of Social Services" in subdivision (3) of this section as enacted by Session Laws 1973, c. 822, s. 1. Standard Interpretation of definition of confinement facilities is referred to in G. S. 153A-217, Paragraph 5;

Detention for Children - (Juvenile Detention Homes) A facility designed and designated for exclusive confinement of juveniles under provisions of G. S. 110-24. Said detention facilities shall be operated according to standards applicable to juvenile detention facilities in accordance with G. S. 153A-221.

§ 153A-220. Jail and detention services.—The commission has policy responsibility for providing and coordinating State services to local government with respect to local confinement facilities. The Department shall:

- (1) Consult with and provide technical assistance to units of local government with respect to local confinement facilities.
- (2) Develop minimum standards for the construction and operation of local confinement facilities.
- (3) Visit and inspect local confinement facilities; advise the sheriff, jailer, governing board, and other appropriate officials as to deficiencies and recommend improvements; and submit written reports on the inspections to appropriate local officials.
- (4) Review and approve plans for the construction and major modification of local confinement facilities.
- (5) Provide for training of personnel of local confinement facilities.
- (6) Perform any other duties that may be necessary to carry out the State's responsibilities concerning local confinement facilities. (1967, c. 581, s. 2; 1973, c. 476, s. 138; c. 822, s. 1.)

§ 153A-221. Minimum standards.—(a) The Secretary shall develop and publish minimum standards for the operation of local confinement facilities and may from time to time develop and publish amendments to the standards. The standards shall be developed with a view to providing secure custody of prisoners and to protecting their health and welfare

and providing for their humane treatment. The standards shall provide for:

- (1) Secure and safe physical facilities;
- (2) Jail design;
- (3) Adequacy of space per prisoner;
- (4) Heat, light, and ventilation;
- (5) Supervision of prisoners;
- (6) Personal hygiene and comfort of prisoners;
- (7) Medical care for prisoners;
- (8) Sanitation;
- (9) Food allowances, food preparation, and food handling;
- (10) Any other provisions that may be necessary for the safekeeping, privacy, care, protection, and welfare of prisoners.

(b) In developing the standards and any amendments thereto, the Secretary shall consult with organizations representing local government and local law enforcement, including the North Carolina Association of County Commissioners, the North Carolina League of Municipalities, the North Carolina Sheriffs' Association, and the North Carolina Police Executives' Association. The Secretary shall also consult with interested State departments and agencies, including the State Department of Social Rehabilitation and Control, the Department of Human Resources, and the Department of Insurance.

(c) Before the standards or any amendments thereto may become effective, they must be approved by the Commission and the Governor. Upon becoming effective, they have the force and effect of law. (1967, c. 581, s. 2; 1973, c. 476, ss. 128, 133, 138; c. 822, s. 1.)

§ 153A-222. Inspections of local confinement facilities.—Department personnel shall visit and inspect each local confinement facility at least semiannually. The purpose of the inspections is to investigate the conditions of confinement and treatment of prisoners and to determine whether the facility meets the minimum standards published pursuant to G. S. 153A-221. The inspector shall make a written report of each inspection and submit it within 30 days after the day the inspection is completed to the governing body and other local officials responsible for the facility. The report shall specify each way in which the facility does not meet the minimum standards. The governing body shall consider the report at its first regular meeting after receipt of the report and

shall promptly initiate any action necessary to bring the facility into conformity with the standards. (1947, c. 915; 1967, c. 581, s. 2; 1973, c. 822, s. 1.)

§ 153A-223. Enforcement of minimum standards.—If an inspection conducted pursuant to G. S. 153A-222 discloses that a local confinement facility does not meet the minimum standards published pursuant to G. S. 153A-221 and, in addition, if the Secretary determines that conditions in the facility jeopardize the safe custody, safety, health, or welfare of persons confined in the facility, the Secretary may order corrective action or close the facility, as provided in this section:

- (1) The Secretary shall give notice of his determination to the governing body and each other local official responsible for the facility. The Secretary shall also send a copy of this notice, along with a copy of the inspector's report, to the senior regular resident superior court judge for the judicial district in which the facility is located. Upon receipt of the Secretary's notice, the governing body shall call a public hearing to consider the report. The hearing shall be held within 20 days after the day the Secretary's notice is received. The inspector shall appear at this hearing to advise and consult with the governing body concerning any corrective action necessary to bring the facility into conformity with the standards.
- (2) The governing body shall, within 30 days after the day the Secretary's notice is received, initiate appropriate corrective action or close the facility. The corrective action must be completed within a reasonable time.
- (3) If the governing body does not within the 30-day period either initiate corrective action or close the facility, or does not complete the action within a reasonable time, the Secretary may order that the facility be closed. The Secretary shall by registered mail give notice of his order of closure to the governing body and each other local official responsible for the facility and to the senior regular resident superior court judge. The order shall provide for its effective date.
- (4) The governing body may appeal an order of the Secretary to the senior regular resident superior court judge. The governing body shall initiate the appeal by giving by registered mail to the judge and to the Secretary notice of its intention to appeal. The notice must be given within 15 days after the day the Secretary's order is received. If notice is not given within the 15-day period, the right to appeal is terminated.
- (5) The senior regular resident superior court judge shall hear the appeal. He shall cause notice of the date, time, and place of the

hearing to be given to each interested party, including the Secretary, the governing body, and each other local official involved. The judge shall conduct the hearing without a jury. The Secretary, the governing body, and each other local official may give any evidence the judge finds appropriate. The issue before the court shall be whether the facility continues to jeopardize the safe custody, safety, health, or welfare of persons confined therein. The court may affirm, modify, or reverse the Secretary's order. (1947, c. 915; 1967, c. 581; s. 2; 1973, c. 476, s. 138; c. 822, s. 1.)

§ 153A-224. Supervision of local confinement facilities.—(a) No person may be confined in a local confinement facility unless custodial personnel are present and available to provide continuous supervision in order that custody will be secure and that, in event of emergency, such as fire, illness, assaults by other prisoners, or otherwise, the prisoners can be protected. These personnel shall supervise prisoners closely enough to maintain safe custody and control and to be at all times informed of the prisoners' general health and emergency medical needs.

(b) In a medical emergency, the custodial personnel shall secure emergency medical care from a licensed physician according to the unit's plan for medical care. If a physician designated in the plan is not available, the personnel shall secure medical services from any licensed physician who is available. The unit operating the facility shall pay the cost of emergency medical services.

(c) If a person violates any provision of this section, he is guilty of a misdemeanor. (1967, c. 581, s. 2; 1973, c. 822, s. 1.)

§ 153A-225. Medical care of prisoners.—(a) Each unit that operates a local confinement facility shall develop a plan for providing medical care for prisoners in the facility. The plan

- (1) Shall be designated to protect the health and welfare of the prisoners and to avoid the spread of contagious disease.
- (2) Shall provide for medical supervision of prisoners and emergency medical care for prisoners to the extent necessary for their health and
- (3) Shall provide for the detection, examination and treatment of prisoners who are infected with tuberculosis or venereal disease.

The unit shall develop the plan in consultation with appropriate local officials and organizations, including the sheriff, the county physician, the local or district health director, and the local medical society. The

plan must be approved by the local or district health director, upon a determination that the plan is adequate to protect the health and welfare of the prisoners, and must be adopted by the governing body.

(b) If a prisoner in a local confinement facility dies, the medical examiner and the coroner shall be notified immediately. Within five days after the day of the death, the administrator of the facility shall make a written report to the local or district health director and to the Secretary of Human Resources. The report shall be made on forms provided by [State Board of Health, and the Board of Health] shall develop and distribute these forms.

(c) If a person violates any provision of this section (including the requirements regarding G. S. 130-97 and 130-121), he is guilty of a misdemeanor. (1967, c. 581, s. 2; 1973, c. 476, ss. 128, 138; c. 822, s. 1.)

Editor's Note: Pursuant to the Executive Organization Act of 1973, Session Laws 1973, c. 476, s. 138, "Secretary of Human Resources" has been substituted for "Commissioner" at the end of the second sentence of subsection (b) of this section as enacted by Session Laws 1973, c. 822. In the last sentence of subsection (b), the words "State Board of Health, and the Board of Health" have been retained, in bracket, because of the 1973 act is unclear whether the Department of Human Resources and/or the Commission for Health Services shall provide, develop and/or distribute the forms.

§ 153A-226. Sanitation and food.—(a) The Commission for Health Services shall adopt rules and regulations governing the sanitation of local confinement facilities, including the kitchens and other places where food is prepared for prisoners. The rules and regulations shall cover such matters as cleanliness of floors, walls, ceilings, storage spaces, utensils, and other facilities; adequacy of lighting, ventilation, water, lavatory facilities, bedding, food protection facilities, treatment of eating and drinking utensils, and waste disposal; methods of food preparation, handling, storage, and serving; adequacy of diet; and any other item necessary to the health of the prisoners or the public.

(b) The [Commission for Health Services] shall prepare a score sheet to be used by sanitarians of local or district health departments in inspecting local confinement facilities. The sanitarians shall inspect local confinement facilities as often as may be required by the Commission for Health Services. If an inspector of the Department finds conditions that reflect hazards or deficiencies in the sanitation or food service of a local confinement facility, he shall immediately notify the local or district health department. The health department shall promptly cause a sanitarian to inspect the facility. After making his inspection, the sanitarian shall forward a copy of his report to the Department and to the unit operating the facility, on forms prepared by the [Department]. The report shall indicate whether the facility and its kitchen or other

place for preparing food is approved or disapproved for public health purposes. If the facility is disapproved, the situation shall be rectified according to the procedures of G. S. 153A-223. (1967, c. 581, s. 2; 1973, c. 476, s. 128, c. 822, s. 1.)

Editor's Note: Pursuant to the Executive Organization Act of 1973, Session Laws 1973, c. 476, s. 128, "Commission for Health Services" has been substituted for "State Board of Health" in the first sentence of subsection (a) and in the first and second sentences of subsection (b), and "Department" has been substituted for "State Board of Health" at the end of the fifth sentence of subsection (b) of this section as enacted by Session Laws 1973 c. 822, s. 1. In the first and fifth sentences of subsection (b), the substitutions have been made in brackets, because the intention of the 1973 act as to the duties imposed by these two sentences is unclear.

§ 153A-227. Training of personnel.—(a) The Secretary shall provide for a training program for supervisory and administrative personnel of local confinement facilities. These personnel include the sheriff and other elected or appointed officials. The Secretary shall develop the training program in consultation with the State Department of Social Rehabilitation and Control, the North Carolina Sheriffs' Association, the North Carolina Association of County Commissioners, the North Carolina League of Municipalities, the North Carolina Police Executives' Association. To the extent feasible, the training should be provided through the existing educational resources of the State.

(b) Except on a temporary or probationary basis, no person (including elected officials) may serve as jailer or administrator of a local confinement facility unless he has successfully completed an approved program of training established pursuant to subsection (a) of this section. No person may serve on a temporary or probationary basis for longer than one year. (1967, c. 581, s. 2; 1973, c. 476, s. 138; c. 822, s. 1.)

Editor's Note: Pursuant to Session Laws 1973, c. 476, s. 138, "Secretary" has been substituted for "Commissioner" in this section as enacted by Session Laws 1973, c. 822. No Portion of This Statute is Repealed by the 1971 Legislation Creating the Criminal Justice Training Standards Council.—See opinion of attorney General to Mr. Woodburn C. Williams, Chief, Jail and Detention Services, N. C. Department of Social Services, 41 N. C. A. G. 603(1971).

§ 153A-228. Separation of sexes.—Male and female prisoners shall be confined in separate facilities or in separate quarters in local confinement facilities. (1967, c. 581, s. 2; 1973, c. 822, s. 1.)

SECTION II. CONCEPTS OF DETENTION

A. DETENTION

Detention is the act of keeping under restraint children brought to the attention of certain law enforcement officials because of social behavior and who are awaiting court disposition or transfer to another jurisdiction or agency. Children may be "held" in their own homes, in a foster home or in open setting group homes. They are "detained" when placed in a facility with restraints or restrictions (closed setting). If detention is used properly, children so detained must have committed delinquent acts requiring secure custody for their own or the protection of the community.

A detention facility is any temporary care facility with locked outer doors, a high fence or wall, and screens, bars, detention sash, or the window obstruction designed to deter escape. If a substantial part of the building is used for detention, as defined, it is a detention facility no matter how flimsy these restricting features may be.

The Juvenile Court is responsible for determining policies and procedures governing conditions under which a child may be placed in temporary care. A jail or police lockup must not be used except as provided in G. S. 110-24. The court bears the responsibility ultimately for the authoritative removal of a child from his home and his protection and care once he has been removed. If the child does not require such secure custody, other temporary shelter or foster home care should be found for him.

B. USE OF DETENTION

Children needing detention are generally disturbed adolescents who have been apprehended for a serious violation of the law. Detention facilities require specially designed, physically secure, fireproof buildings for the specific purpose of containing the child considered to be a security risk, when it is neither safe for the child or society to leave him in his own home during the brief period pending court disposition. Detention care should be used only when there is reason to believe that unless the delinquent (or alleged delinquent) child is removed from his home there will be:

1. Serious risk of his committing an offense dangerous to himself or society.
2. Substantial probability of his leaving the jurisdiction or not being available when summoned for interview or court appearance.

Children who should not be placed in a detention facility are:

1. Those who are unlikely to run away or to commit other offenses before court disposition.

2. Neglected, dependent and non-delinquent emotionally disturbed children and delinquent children who do not require secure custody.
3. Those held as a means of court referral.
4. Those held for police investigation or social investigation who do not otherwise require secure custody.
5. Those placed by parents or left in detention by the court as a corrective or punitive measure.
6. Psychotic children and those who need clinical study and treatment and do not otherwise need detention.
7. Those placed in detention because of school truancy.
8. Those who are material witnesses. (Children who are material witnesses may be detained if there is strong indication physical harm may come to them if left in the open community.)

C. PURPOSE OF THE DETENTION CENTER

1. To offer protection to the child against his own uncontrolled actions; protection from parents and others who would reject him along with his behavior; and provide him with activities challenging to his interests. Give group and individual guidance to help him use the detention experience to better understand himself so that he can come to grips with his problems. Provide contact with persons in authority who are as concerned with his well being as with his living within the law, thus introducing him to a new concept of authority.
2. To assure the court that the more disturbed child will have secure custody, will be available for interviews and hearings, and provide a short-term report of his conduct to assist in the probation social investigation if requested by the Court and properly trained staff is available for making such reports. Written reports must be prepared for the court prior to hearings to assist the judge in determining a constructive disposition.
3. To assure the community of immediate protection from those children whose behavior has endangered and, at the time, appears likely to continue to endanger the safety and property of others. Parents and all who come in contact with the detention home will profit from the experience by being made aware of sound methods of handling children with behavior problems.
4. To provide care that will offset the danger inherent in

confinement, enable observation and study, and enhance any later treatment.

D. OBJECTIVES OF DETENTION CARE

For those juveniles who are in need of detention care, four objectives should be sought in any facility (NCCD - Standards, p. 36);

1. Secure custody which minimizes the damaging effects of detention and physical care which fosters growth. This implies a soundly designed physical plant which minimizes security features and a staff with positive attitudes about children in detention.
2. A well balanced and constructive program of activities for detained children including indoor and outdoor recreation, school work, and creative endeavors. Qualified staff should be able to guide group discussions to meet individual needs.
3. Individual guidance must be provided in order to help the child develop a positive self-image and to enable him to use the detention experience constructively so as to better understand his problems.
4. Observation and study of the child to provide screening for possible physical and mental conditions which may influence behavior. This information should be reported and interpreted to the court.

It is of utmost importance that detention be a corrective rather than a hardening experience for the child, as this period may influence his future attitudes toward all authority. The period of detention can and should be used to begin a program aimed at improving the child's concept of himself and of his own worth, and to provide guidance and aid to the child in areas of weakness. Detention is not to be mere custodial care of a child; but must aim at achieving positive goals with the children detained.

The objectives of detention may be fulfilled by careful attention to program, staff, and to the physical plant. Standards guaranteeing adequate detention care must, therefore, focus on these areas.

E. The Following Relevant Definitions are Taken From - RULES OF PROCEDURE APPLICABLE TO CHILDREN IN THE DISTRICT COURT.

1. "Child" means any minor under 16 years of age, and any minor 16 years of age and upward as to whom the court is exercising jurisdiction acquired before his attainment of that age.

2. "Court" means the District Court Division of the General Court of Justice, or, as the context may suggest, the judge of that court.
3. "Judge" means the district judge or judges assigned to the hearing of children's cases in the county of the district in which the case is pending.
4. "Delinquent Child" includes any child who (a) has committed any criminal offense under State law or under an ordinance of local government, including violation of the motor vehicle laws, or (b) has violated the conditions of his probation under Article 23, Chapter 7A of the General Statutes, entitled, "Jurisdiction and Procedure Applicable to Children."
5. "Undisciplined Child" includes any child who (a) is unlawfully absent from school, or (b) is regularly disobedient to his parents or guardian or custodian and beyond their control, or (c) is regularly found in places where it is unlawful for a child to be or (d) has run away from home.

(See G. S. 7A - 278 (2) through (5).)

RULE 7. DETENTION IN SECURE CUSTODY*

"Any child who is alleged in a petition or adjudged to be delinquent or undisciplined may be detained in secure custody upon a finding by a judge that such detention is necessary for the protection of the community or to serve the best interest of the child. Detention shall be in a juvenile detention home, or if no juvenile detention home is available, in such private or foster home as the judge may designate, or if the need for detention is pressing and no other facility is immediately available, in a section of a local jail so arranged that the child cannot converse with, see, or be seen by adult inmates.

Orders for detention shall be issued by the judge exercising jurisdiction in children's cases, or if such judge is unavailable, by any judge of the district, and shall be in writing or reduced to writing and served at the earliest practicable time after issuance, and shall recite appropriate findings of fact.

If the order for detention is issued before the adjudicatory hearing, it may, when reduced to writing, be served or may be attached to and served with a summons notifying the child, his parents, custodian or guardian, of the time and place of an adjudicatory hearing of the petition or motion for review, a copy of which shall also be served. The time of such hearing shall be within five days after the child has been placed in detention. If the hearing is not held within that time, the judge shall order the release of the child."

COMMENT

Detention of children, especially before adjudication, should not

*FROM: "Rules of Procedure Applicable to Children in the District Court"

be regarded as routine procedure, but should be used only when the behavior of a child is such that his temporary control is essential for protection of the community or of the child himself. No one except the judge may order detention, and it may not be extended beyond five days without a full hearing on the merits and the findings of justifying facts from competent evidence. The jail may be used only if (a) there is a "pressing need" for detention, (b) no detention home or other facility is immediately available, and (c) the physical facilities at the jail meet the statutory requirements for segregation of the child from adult inmates. If any one of these three elements is lacking, the judge is without legal authority to order the detention of a child in jail. In case of jail detention, the jailer or other personnel responsible for administration of the jail shall provide close supervision of any child so detained for protection of the child.

Detention, detention homes, jails and other detention facilities are dealt with in Sections 7A-286 (3) and 110-24 of the General Statutes.

F. PERSONAL HYGIENE AND COMFORT

Upon admission to a detention facility, each child shall take a shower and be given clean clothing as needed. His own clothes shall be laundered and stored, ready for his court appearance or release. Admitting personnel shall examine the child's body for lice, bruises, abrasions, unusual marks and symptoms of any communicable diseases; the finding shall be recorded; and abnormal findings shall be called to the doctor's and the probation officer's attention. The child's personal property shall be removed, signed for and safely stored for him until his release. Seasonable appropriate clothing shall be provided: Clean sheets, as needed, a pillow case, and towels shall be issued to each child on admission and as needed thereafter. Clean underwear and outerwear shall be issued as needed. Generally personal clothing should be issued daily. All bedding and mattress covers shall be laundered or cleaned as needed. Each child should be given the opportunity to shower or bathe daily. Needs of the children shall take precedence over convenience for the staff in daily scheduling of meals, activities and sleeping hours. Provision shall be made for an individual activity or rest period during the day. Formal rules and regulations governing the behavior of the detained children shall be as few in number as possible. Although detained children shall be given as many opportunities to make responsible choices as possible, they shall not be allowed to sit in judgement on each other or have authority transferred to them by the staff. If a child's attitude is not conducive to group interaction and especially if he is combative or in danger of becoming combative, he may be placed in isolation. It shall be made clear to the child that the reason for removing him from the group is due to his behavior. Close supervision shall be offered during the use of isolation. Isolation should not normally be for a period of time longer than 12 hours (excluding sleeping time). If longer than 12 hours, it shall be reported immediately to the Chief, Jail and Detention

Section, State Department of Human Resources, and justification of this isolation shall be given. At anytime any child is isolated for over twelve consecutive hours, during his entire stay in detention, it shall be reported and approval for this isolation received from the Chief, Jail and Detention Section. The time a child is normally in his room asleep shall not be counted in determining the twelve-hour period of isolation. A written policy statement regarding discipline of children held in the detention facility shall be developed and adhered to by staff members. This will promote consistency in instances where disciplinary action is necessary. If isolation is deemed necessary (all other efforts have failed) it should be made clear that this treatment is not retaliatory or indicative of rejection; but is directly related to behavior in the group and meant as a "cooling off" period. (A fifteen minute period of isolation may be just as effective as several hours.) A staff member shall talk with the child about his attitude and behavior which resulted in the isolation period immediately. Isolation shall not be used as punishment for minor infractions of rules and regulations, and shall only be used when all efforts to deal with the deviant behavior within the group have failed. The use of corporal punishment is prohibited; however, physical force may be used within reason for self-protection, protection of the children, or to enforce discipline.

G. DESIGN AND CONSTRUCTION OF DETENTION FACILITIES.

Basic areas which shall be provided in plans for all facilities.

1. Administration and Intake. A public waiting-reception room, office space for staff members, and an area for admission of juveniles shall be provided, with sufficient space allocated for maximum work-flow situations.
2. Sleeping Areas. Individual sleeping rooms shall be provided of not less than 60 square feet finished dimensions. Heating, cooling, and ventilation shall be maintained at a functional comfort level throughout the seasons. Sufficient light, provided by institutional type fixtures with indestructible lenses or protective lens covers, shall be provided to assure close supervision capabilities. Night lighting shall be incorporated into the prime illuminating fixture or provided in separate installation, and control switch for both sources of illumination shall be on the outside corridor wall. Each sleeping room shall be equipped with an approved combination lavatory-closet-drinking fountain unless individual fixtures are provided to fulfill the same functional purposes. Sleeping rooms shall be equipped with securely fastened appropriate institutional type bunks. All fixtures provided, including ducts, diffusers, shelves, hooks, cabinets, shall be institutional type hardware immune to deformation or destruction by ordinary means. Doors to sleeping rooms shall be hollow-metal with a sound deadening agent inside (glass wool, etc.) or solid wood-core doors equipped with a viewing panel of wire

glass, acrylic, or polycarbonate clear sheeting, and shall be equipped with a multiple tumbler or electro-mechanical institutional lock, without snap locking feature, keyed to corridor side with no door pull on inside of door. The swing of sleeping room doors shall be inward with hinges inaccessible to inmates. Windows shall be institutional security type sash, provided with security screening to prevent damage to the units or introduction of contraband.

3. Educational, Dining and Activity Areas. A combination activity area shall be provided to include not less than 100 square feet of inside area for each child. Equipment for combination dining, study and group activities need not be of institutional steel type. No open and unprotected glass expanses shall be included in such construction.
4. Professional Service. Separate, secure rooms shall be available for medical examinations, interviewing, counseling, visiting and testing although one single room may be equipped as a multipurpose room to provide two or more of the above needs. The interview and/or visiting room should allow privacy, yet permit visual supervision of staff.
5. Service and Maintenance. Separate areas for mechanical equipment shall be provided in inaccessible locations insofar as the children are concerned. Areas for maintenance supplies shall be provided with adequate storage area for the activities of the facility. Little thought is usually given to the storage requirements involved in a juvenile detention home operation. The result is that few juvenile homes have adequate provisions for storing supplies and equipment necessary for their daily operations. Shelf and hanger space is necessary for personal clothing and locked drawer space is needed to store money and other valuables. Such necessary storage space may be in a detention living unit or centrally located in the receiving area of the home. In either case, provisions should be made to assure that storage space is secure but accessible at all times to staff having responsibilities for intake or release of the child. Adequate room is also needed for general storage of new clothing, athletic equipment, bedding, personal supplies, paper products, dishes, utensils, etc. A minimum allowance of 12 square feet of floor area per child should be planned for storage. Additional storage space could probably be utilized and should be considered. All such areas shall be provided with locking devices and shall be inaccessible to the children.
6. Outdoor Play Area. A minimum of 200 feet by 200 feet of enclosed or fenced outside play area shall be provided and shall be situated so that control and visual supervision can be maintained from a location within the facility and close to

the working station of the counselor-in-charge. There should be adequate paved area for basketball, volleyball, and similar games; and a large grass area for softball, football, etc. A 16-foot chain link fence shall be used for perimeter security. The top six feet of fence should be covered on the inside with heavy-gauge, close-mesh hardware cloth. This fence should extend above the facility building if the building is less than sixteen feet tall. All fence posts and braces should be set on the outside of the enclosed play area.

7. Bathrooms. Separate and adequate bathrooms shall be provided for both sexes, with not less than one shower for each eight children and approved combination lavatory-commode-drinking fountains or separate approved fixtures including urinals in an equal number.

H. SUPERVISION

Pursuant to the provisions of G. S. [153A-224], a staff member must be on duty at all times when children are being detained. Intercom units shall be installed in all individual sleeping rooms. Being under direct supervision at all times more adequately assures the child's safety, protects them from one another, and minimizes further delinquency contagion. A woman shall supervise the admission of girls and a man shall supervise the admission of boys.

I. MEDICAL CARE

Pursuant to the provisions of G. S. [153A-225], a written plan for providing medical care for detained children shall be developed.

J. FOOD ALLOWANCES, FOOD PREPARATION AND FOOD HANDLING

Food shall be properly cooked and attractively served in compliance with rules and regulations adopted by the State Board of Health pursuant to provisions of G.S. [153A-226]. Menus shall take account of cultural differences in food tastes and basic dietary requirements. Meals shall be served three times a day and food shall never be withheld as a punishment. Neither will denying a child desserts nor serving him smaller portions of any food be employed as a disciplinary measure. Abundance, without waste or over indulgence, shall be a special aim to meet the needs of growing adolescents who, during a time of anxiety, may require more food than other youngsters do. Provision shall be made for the feeding of children who have been without food for some time and are admitted after the kitchen is closed for the day.

K. RECORDS AND REPORTS

Each detention home shall maintain records on their activities and on each detained child. A Monthly Statistical Report shall be submitted to the Jail and Detention Services of the State

Department of Human Resources each month. A copy of this report is presented in the Appendix. Also, an individual record shall be maintained on each detained child. This record shall include the documents (or copies) which authorize detention and release from detention, identifying information and a brief social history, dates of admission and release, clothing and other personal property inventories, a summary report prepared by the detention or probation worker which would include information on the child's adjustment in the detention home, and copies of any correspondence and medical, educational, psychological, psychiatric and other reports which are prepared or received regarding the detained child. (Only the Monthly Statistical Report shall be submitted to the State Department of Human Resources; other records are to be kept by the detention home only.)

L. MISCELLANEOUS

- (a) Visiting privileges: Each detention facility shall develop written policies regarding visits to children in detention. Policies shall likewise specify how letter writing and receiving will be supervised, as well as other privileges which may be given to the children.

- (b) Runaways from detention: Escape from a detention facility shall be reported immediately to the child's family (where possible) and probation officer.

Written procedures shall be developed for the notification of appropriate law enforcement agencies in the event of an escape from detention. Upon the child's return to the detention home, punitive actions and attitudes shall be avoided. A written report for the records shall be made when a child runs away from detention including relevant observations on the child's attitudes and reasons for this behavior.

- (c) Probation officer and attorney visits: Detention facility policy shall be such that probation officer's visits and attorney visitation shall be facilitated.

- (d) Runaways from correctional schools: When a runaway from one of the training schools is apprehended and immediate transportation back to that school is not possible, detention care shall be provided in accordance with the standards set forth for detention care. Detention care shall be provided where necessary for juveniles who have run away from other states and who require secure custody pending transportation.

M. TRAINING

Under G. S. [153A-227] the Secretary of the Department of Human Resources is directed to provide a training program for all

personnel involved with local confinement facilities. It is further specified that no person shall be employed as a jailer, supervisor, or administrator of a local confinement facility (which includes detention facilities) unless he has successfully completed an approved training program. A twelve month probationary period is granted for the completion of such training for new employees.

In addition, detention facilities having five or more staff members (excluding custodial, food handling and clerical personnel) shall make written provisions for a program of in-service training. (The Jail and Detention Services may be called upon for assistance in developing these in-service training programs). It is a further requirement that persons who have been convicted of a felony or of a misdemeanor which resulted in an active sentence of six months or more, provided that such sentence occurred within the preceding five years, shall not be employed to supervise or administer a juvenile detention facility.

N. SERVICES TO OTHER COUNTIES

When a detention home has excess capacity for meeting the county's needs, acceptance of children from other counties is recommended. There shall be a fixed per diem and the arrangement for temporary care shall be confirmed in writing.

O. SANITATION AND PERSONAL HYGIENE

(a) Statutory requirements: The statutory requirements of G. S. [153-53.4] and rules and regulations adopted pursuant thereto shall govern sanitation and health inspection criteria for all local confinement facilities.

(b) Rules and regulations governing the sanitation of local confinement facilities adopted by the Commission for Health Services and reports of sanitarians shall be enforced under provisions outlined in G. S. [153A-223].

(c) Standard requirements

1. Clean and adequate bedding, mattresses, sheets and blankets will be supplied to each child except those children not housed overnight.
2. Children shall be provided safety equipment for shaving, if needed.
3. Children shall be provided necessary towels and soap for bathing purposes.
4. Tempered water shall be made available for shaving and bathing purposes.

(d) Adequate Diet

1. The following amounts and kinds of foods shall be offered daily to every child. Three meals shall be served, so spaced so that there will be no more than 14 hours between the last meal of one day and the first meal of the following day.
CHILDREN

3 cups	Milk for drinking
2 servings	Lean beef, poultry, fish, lean pork, cheese, egg or 1 cup cooked dry beans or peas
3 servings	Fruits and vegetables

Every other day, serve one of the following vegetables: carrots, collards, kale, mustard, yellow squash, sweet potato, tomatoes, turnip greens or spinach.

1 serving	Tomato, tomato juice, cabbage, grapefruit juice, orange juice or orange base drink
4 or more	Bread, grits, rice, oatmeal, corn-bread, or other cereals. These foods in addition to potato may be used as fillers.

Desserts, sugar, gravy, bacon, coffee or tea When available

One serving shall consist of the following:

- 8 ounces milk
- ½ cup of fruit or vegetable
- 3 ounces, lean meat or fish, no bone
- 1 cup cooked dry beans or peas
- 2 ounces yellow cheese
- 2 eggs

If skim milk and butter milk are used exclusively, at least one teaspoon of margarine shall be served at each meal.

Dry skim milk may be used cooked as in cocoa.

When these foods are served in combination dishes, the amounts must be as specified. The above diet is included for use as a minimum guide only, and any diet prepared and/or approved by a qualified nutritionist is an acceptable substitute.

The minimum food allowances will supply approximately 1,300 calories which are only about one-half as many as are needed for an adult man. The additional calories can best be given in additional servings of bread and cereal.

Increase the milk allowance to three cups for all pregnant girls or give one additional ounce of lean meat without bone. Teenagers need considerably more calories than the adult

man. Serve them larger servings of all foods. Serve at least three cups of milk and three servings of meat each day.

2. Food Records

Dated invoices or bills indicating all foods served to children shall be kept by the month. These food invoices should show specific kinds and amounts of food purchased. This rule also applies when food is purchased from a local grocery. These records shall be kept for one year.

In those detention homes where it is necessary to purchase meals for children from an outside agency, a written agreement shall be carefully drawn to meet standards of service. Such written agreements shall insure conformance with the minimum standards as stated above.

3. Food Sanitation

All food shall be stored, prepared and served in accordance with sanitary rules and regulations adopted by the State Board of Health pursuant to provisions of G. S. 153A-226.

APPENDIX

FORMS

- A. Report of Prisoner's Death (V. S. 300 - Revised 7/69)
- B. Personal Data Card for Local Confinement Facilities (DHR-JDS-2 - Revised 7/69)
- C. Monthly Report on Detention Homes (DHR-JDS-3 - Revised 9/1/69) Monthly reports for juvenile detention homes will be completed and forwarded to reach the State Department of Human Resources no later than the tenth of the following month.
- D. Suggested forms for use in detention facilities.

REPORT OF PRISONER'S DEATH

(G.S. 153A-225)

To be filed within 5 days of the death of an inmate of a local confinement facility. Send original copy to: Local or District Health Director. Send second copy to: Secretary of Human Resources, Jail and Detention Services, P.O. Box 12200, Raleigh, North Carolina 27605

1. Name of prisoner _____			
(Last)	(First)	(Middle)	
2. Prisoner's date of birth _____		3. Race _____	4. Sex _____
(Month)	(Day)	(Year)	
5. Name of local confinement facility _____			
6. Address of local confinement facility _____			
(County)		(City or Town)	
(Street address or RFD No.)		(Zip Code)	
7. Place of death _____			
8. Date of death _____		9. Time of death _____ A.M. _____ P.M.	
(Month)	(Day)	(Year)	
10. Name of medical examiner or coroner _____			
11. Was a physician in attendance when death occurred? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Date of report _____

Signature of Jailer or Supervisor of Local Confinement Facility _____

N. C. State Board of Health
V. S. 300 Revised 7/69

DHR-JDS-2
(7-1-69)

PERSONAL DATA CARD FOR LOCAL CONFINEMENT FACILITY SUPERVISORS (N. C. G. S. 153A-227)

Mr. _____

1. Mrs. _____

Miss _____ (Last) (First) (Middle)

2. Mail Address (Home) _____

(P. O. Box, Rural Route or Street) (City) (State) (Zip Code)

3. Age _____ Race _____

4. Name of Facility _____

5. Present Position _____ Date of Appointment _____

Average Monthly Salary _____

Permanent: Yes ___ No ___ Temporary: Yes ___ No ___ Part-time: Yes ___ No ___

6. Total Years Experience in Law Enforcement Work _____

7. Formal Education (circle highest grade completed)

Elementary 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4

8. List courses in jail administration or supervision:

1. _____

2. _____

3. _____

(Use back for comments or additional information.)

MONTHLY REPORT ON DETENTION HOMES

(Submitted in accordance with requirements of Section 108-81, General Statutes and in accordance with Regulations adapted under G.S. 153A-22)

Name of Juvenile Detention Home _____ Month of _____ 19____

Submitted by: (Name) _____ (Title) _____

1. Summary of Activity

Present on first day of month

Admissions

Total cared for during month

Remainder on last day of month

Number of children from reporting jurisdiction

Number of children from other jurisdictions

2. Data on Children in Care During Month

Data on children in care during month
(The number of children listed must agree with the total shown as cared for during the month.)

Question: How many people are there in the world?

[illegible]

(Please continue Data on Children on additional sheets if necessary. Submit report to the Jail and Detention Services, State Department of Human Resources P.O. Box 12200 Raleigh, N.C. 27605, by the 10th of the month following the month of the report.)

DETENTION MEMORANDUM

DATE ENTERED: _____ TIME: _____

NAME: _____ BIRTHDATE: _____ RACE: _____ SEX: _____

PARENTS OR PERSON RESPONSIBLE FOR CHILD:

ADDRESS: _____ TELEPHONE: _____

PHYSICAL DESCRIPTION:

REFERRED BY:	REASON FOR REFERRAL
--------------	---------------------

SIGNIFICANT FACTORS OF OFFENSE:

SIGNIFICANT SOCIAL FACTORS NECESSITATING DETENTION:

JUVENILE COURT STATUS:

ACADEMIC DATA: SCHOOL: GRADE PLACEMENT:

PERTINENT INFORMATION:

CENTER REPORT FOR EVALUATION REQUESTED _____ IF YES, WHAT SPECIFIC INFORMATION WOULD BE HELPFUL? WHAT, IF ANY ARE THE PROJECTED PLANS FOR THE CHILD:

SIGNIFICANT EMOTIONAL OR PHYSICAL HEALTH DATA:

OTHER SIGNIFICANT INFORMATION:

SUMMARY ATTACHED (YES OR NO) OTHER MATERIALS: _____

SIGNED: JUVENILE COURT COUNSELOR

(ENVELOPE)

NAME: _____
NO: _____

DATE ADMITTED: _____
ADMITTING SUPERVISOR: _____
DATE RELEASED: _____
RELEASING SUPERVISOR: _____

INVENTORY:

ADDITIONAL INVENTORY:

RECEIVING SUPERVISOR:

DATE RECEIVED:

CHECK-IN SHEET

NAME: _____ DATE: _____ TIME: _____

CLOTHING INVENTORY

A _____ D _____ HAT	A _____ D _____ COATS	A _____ D _____ SOCKS
A _____ D _____ SHIRTS	A _____ D _____ BELTS	A _____ D _____ HOSE
A _____ D _____ PANTS	A _____ D _____ BLOUSES	A _____ D _____ SHOES
A _____ D _____ SKIRTS	A _____ D _____ UNDERSHIRTS	A _____ D _____ BOOTS
A _____ D _____ BRAS	A _____ D _____ UNDERPANTS	A _____ D _____ SWEATER
A _____ D _____ SLIPS	A _____ D _____ DRESS	A _____ D _____

A _____ SIGNED _____ D _____ SIGNED _____

SUPERVISOR

SUPERVISOR

SHOWER CHECK

FRESH OR OPEN CUTS, BRUISES OR SORES ? _____ LOCATION _____

INDICATIONS OF BODY LICE _____ OTHER SKIN DISEASES _____

INITIAL CHECK-IN IMPRESSIONS: _____

COMPLAINTS OF ILLNESS: _____

REMARKS: _____

CHECK OUT SHEET

NAME _____ CASE NO. _____

DATE	PROBATION COUNSELOR	DESTINATION	TO BE RETURNED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INVENTORY SHEET

NAME: _____ DATE: _____

RECEIVED: _____ RELEASED: _____ MONEY: _____

CLOTHING: _____

TOILET ARTICLES: _____

OTHER: _____

RECEIVER: _____

SUPERVISOR: _____

DAILY ROOM CHECK

DATE: _____

BOY'S WING

ROOM	OCCUPANT	TIME OF CHECK	STAFF MEMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

ROOM	OCCUPANT	TIME OF CHECK	STAFF MEMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
COMMENTS: _____			

NAME: _____

MEDICATION PRESCRIBED: _____

PRESCRIBED BY: _____

INSTRUCTIONS FOR GIVING MEDICATION:

DATE	TIME						SUPERVISOR
	A.M.			P.M.			

TREATMENT PRESCRIBED: _____ PRESCRIBED BY: _____

DATE	TIME TREATMENT GIVEN						SUPERVISOR
	A.M.			P.M.			

SICKNESS REPORT

COMPLAINT: _____

SYMPTOMS: _____

MEDICATIONS GIVEN OTHER THAN THAT PRESCRIBED ABOVE:

DATE	TEMP.	TIME	SUPERVISOR'S INITIALS	DATE	TEMP.	TIME	SUPERVISOR'S INITIALS

STAFF OBSERVATION REPORT ON _____

DATE ADMITTED _____ REPORT NO. _____ DATE: _____

SUPERVISOR: _____

RELATIONSHIPS

WITH _____ actively seeks new friends _____ friendly and tolerant of time
OTHER _____
CHILDREN _____ annoys and picks on others _____ "tattles" on others for personal gain
_____ withdrawn _____ indifferent to rights and feelings of others

WITH _____ accepts staff _____ respects staff _____ hostile _____ tolerant
STAFF _____ withdrawn What changes have been noted in child's
relationship with you ? _____

WITH Has child verbalized desire to see mother ? _____ father ? _____
VISITORS Other ? _____
How was child affected by visit? _____

WITH Has child verbalized desire to see counselor ? _____ How do visits
COUNSELOR from probation counselor seem to affect child? _____

ACCEPTANCE _____ popular _____ usually part of the crowd _____
BY GROUP
shunned by the group _____ is ridiculed or pushed around
Reasons for group's attitude: _____

ATTITUDES _____ abides by rules and regulations? _____ readily ?
_____ grudgingly? _____ openly defies rules and
regulations? _____ disregards rules and regulations when
supervision is withdrawn?

ATTITUDES

TOWARD WORK? RECREATION? STUDY?
ACTIVITIES
PROGRAM RELIGION? QUIET HOURS? SCHOOL?

DOES CHILD PARTICIPATE READILY? WHICH ACTIVITIES?

CHILD HAS SPECIAL TALENT IN:

DOES CHILD SEEM TO ENJOY COMPETITION?

BEHAVIOR HAS THIS CHILD'S BEHAVIOR BEEN ACCEPTABLE?

UNACCEPTABLE? WHAT CHANGES HAVE BEEN NOTED IN

BEHAVIOR?

WHAT, IN YOUR OPINION, ARE THE CAUSATIVE FACTORS AFFECTING SUCH

CHANGE?

CHECK ALL ITEMS THAT YOU FEEL PERTAIN TO CHILD DURING YOUR PERIODS OF OBSERVATION

THIS CHILD: IS KIND AND CONSIDERATE FRIENDLY CHEATS

TRUSTWORTHY LIES FREQUENTLY LIE OCCASIONALLY

STEALS WETS THE BED IS A BULLY IS A LEADER

IS A FOLLOWER IS RESPONSIBLE IS IRRESPONSIBLE

IS SLOPPY IN PERSONAL HABITS IS NEAT IN PERSONAL HABITS

HAS A POSITIVE INFLUENCE ON THE GROUP A NEGATIVE INFLUENCE

USES PROFANE LANGUAGE OTHERS AS FOLLOWS:

DISCIPLINE

HAVE YOU HAD TO TAKE ANY DISCIPLINARY ACTION AGAINST THIS CHILD?

FOR WHAT REASON?

NATURE OF ACTION?

WITH WHAT EFFECT?

GROUP COUNSELOR:

JUVENILE ATTENDANT:

GROUP ACTIVITY REPORT FOR: (DATE) NUMBER IN GROUP:

DEVOTION

PREPARATION?

TOPIC?

TYPE?

RESPONSE?

RECREATION (OUTDOORS)

ACTIVITY?

GROUP RESPONSE?

INDIVIDUAL PROBLEMS?

CRAFTS

TYPE?

PREPARATION?

RESPONSE?

INDIVIDUAL PROBLEMS?

SUPERVISOR'S CHOICE

ACTIVITY?

PURPOSE?

INDIVIDUAL PROBLEMS?

BUILDING AND GROUND MAINTENANCE

ACTIVITY?

RESPONSE?

GROUP ACTIVITY REPORT

INDOOR ACTIVITIES PERIOD

ACTIVITY?

PREPARATION?

RESPONSE?

INDIVIDUAL PROBLEMS?

GROUP DISCUSSION

DISCUSSION TOPIC?

GOAL?

GROUP PARTICIPATION?

STUDY PERIOD

MATERIALS USED?

INDIVIDUAL PROBLEMS?

READING AND LETTER WRITING

NUMBER PARTICIPANTS WRITING LETTERS: _____

NUMBER PARTICIPANTS READING: _____

EDUCATIONAL BOOKS _____ FICTION _____ MAGAZINES _____

INDIVIDUAL PROBLEMS?

USE BACK FOR ADDITIONAL REMARKS

ISOLATION ROOM REPORT

NAME: _____ DATE: _____

TIME PLACED IN ISOLATION: _____ BY: _____

TIME REMOVED FROM ISOLATION: _____ BY: _____

REASON FOR USING ISOLATION: _____

WAS THERE ANY COUNSELING DONE IN CONNECTION WITH USE OF ISOLATION? _____

BEFORE? _____ AFTER? _____ DURING? _____

TIMES OF VISUAL CHECK:

<u>1st SHIFT</u>	<u>2nd SHIFT</u>	<u>3rd SHIFT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(SIGNED) _____	(SIGNED) _____	(SIGNED) _____
1st SHIFT SUPERVISOR	2nd SHIFT SUPERVISOR	3rd SHIFT SUPERVISOR

HOW WAS CHILD AFFECTED BY ISOLATION? (CHANGE) _____

REMARKS: _____

_____ COUNTY JUVENILE DETENTION HOME

ACCIDENT AND/OR INJURY REPORT

NAME: _____ TIME: _____ DATE: _____

WHERE DID ACCIDENT HAPPEN? _____

NATURE OF INJURY: _____

TREATMENT GIVEN: _____

HOW WAS INJURY INCURRED? _____

HOW DID ACCIDENT OCCUR? _____

OTHERS INVOLVED: _____

REMARKS: _____

SUPERVISOR

_____ COUNTY JUVENILE DETENTION HOME

RUN - AWAY REPORT

NAME: _____ DATE: _____ TIME: _____

METHOD OF ESCAPE: _____

RUNAWAY DESTINATION (IF KNOWN): _____

RETURNED BY: _____

TREATMENT UPON RETURN: (TO BE FILLED IN AFTER THE RETURN OF THE CHILD)

CONDITIONS (REASONS) RESPONSIBLE FOR RUNAWAY (FACTUAL INFORMATION AND CONJECTURE):

WHAT DO YOU, AS GROUP SUPERVISOR, FEEL THAT YOU COULD HAVE DONE TO PREVENT
RUNAWAY? _____

SUPERVISOR'S SIGNATURE

INVESTIGATION REPORT: (TO BE FILLED IN BY THE DIRECTOR)

END