

Title 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE
DETENTION FACILITIES

CHAPTER 4 - PERSONNEL

001 Twenty-four Hour Supervision. The facility shall be staffed by facility employees awake and on duty on a twenty-four hour basis when juveniles are being housed.

002 Staffing. The facility shall have sufficient staff to perform all functions relating to security, supervision, services and programs and as needed to operate the facility in conformance with these Standards. The facility administrator shall prepare and/or update a staffing plan annually. The plan shall detail staff assignment in the facility and the number of full and part-time positions.

003 Minimum Coverage. There shall be a minimum of two (2) facility employees on duty at all times in the facility who are responsible for direct supervision of juveniles being detained. At least one of the facility employees on duty shall be female when females are housed in the facility and at least one shall be male when males are housed in the facility.

004 Qualifications. At the time of employment, all newly hired facility employees working in positions involving direct and continuing contact with juveniles shall meet the following requirements:

004.01 Be at least nineteen (19) years old;

004.02 Be a citizen of the United States;

004.03 Be free of any convictions of crimes punishable by imprisonment in a federal or state penitentiary for a term of one (1) year or more from which a pardon has not been received. At the time of employment, new employees shall be fingerprinted and a search made of local, state, and national fingerprint files for disclosure of any criminal records;

004.04 Have graduated from high school or possesses a certificate which certifies an educational development of at least high school level;

TITLE 83
CHAPTER 4

005 Personnel Manual. The facility shall have a written personnel manual, a copy of which is made available to each employee and which is explained to new employees at orientation. Each new employee shall be required to sign a statement acknowledging review or receipt of the manual and his or her responsibility for being aware of its contents. Any revisions, additions, or deletions to the personnel manual shall be conveyed to all facility employees when they occur. When the personnel manual is revised, a copy of the applicable sections of the manual being replaced shall be kept on permanent file.

006 Employee Disciplinary Process. The facility shall have a written disciplinary process that ensures the basic due process rights of employees in any adverse personnel actions.

007 Employee Grievance Procedure. The facility shall have a written grievance procedure that indicates the procedure for employees to follow in filing a grievance. The procedure shall, at a minimum, identify the hearing body and provisions for appeal.

008 Personnel Record. The facility or governing body shall maintain a current, accurate and confidential record for each employee. Employees shall have access to information maintained in their own personnel file.

009 Contract Employees. The facility may use consultants and/or contract personnel to provide certain services and programs. Such personnel shall be required to abide by the facility's policies and procedures, where applicable. Prior to assignment, each contract employee shall be required to complete an orientation and training program appropriate to the nature of the program or services for which he or she has been contracted to provide.

010 Volunteers. The use of volunteer services to enhance and improve services or program offerings is encouraged. Where volunteer services are utilized, the facility shall have written policies and procedures which address at a minimum the following:

010.01 The roles and types of job assignments for which volunteers may be utilized;

010.02 Recruitment, screening, selection, and assignment criteria;
and

010.03 Lines of authority, responsibility, and accountability for the volunteer services program.

TITLE 83
CHAPTER 4

Volunteers shall be required to abide by the facility's policies and procedures, where applicable. Prior to assignment, each volunteer shall be required to complete a training and orientation program appropriate to the nature of the assignment.

Effective: August 8, 1993