

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

CHAPTER 6 - FACILITY INFORMATION SYSTEMS

001 Written Policy and Procedure. The facility shall have written policy and procedure to govern the collection, management, and retention of information pertaining to juveniles and the operation of the facility. Written policy and procedure shall address, at a minimum, the following:

001.01 Accuracy of information, including procedures for verification;

001.02 Security of information, including access and protection from unauthorized disclosure;

001.03 Content of records;

001.04 Maintenance of records;

001.05 Length of retention; and

001.06 Method of storage or disposal of inactive records.

002 Release of Information. Prior to release of information to agencies other than criminal justice authorities or other agencies with court orders for access, a written release of information shall be obtained from the juvenile's parent or legal guardian involved with a copy placed in the juvenile's file folder.

003 Juveniles' Access to Records. Juveniles shall be permitted reasonable access under appropriate supervision to information in their own files and records. The facility administrator may restrict the juvenile's access to certain information, or provide a summary of the information, when its disclosure to the juvenile presents a threat to the safety and security of the facility or may be detrimental to the best interests of the juvenile. If a juvenile's access to records is denied, documentation that states the reason for the denial shall be maintained by the facility.

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004 Detention Facility Register. The facility shall maintain an accurate record of all persons admitted to the facility, including the detainee's name, address, date of birth, date and time of admission, cause and authority for admission, time and date of discharge, and authority for discharge.

005 Shift Log. The facility shall maintain documentation on each shift in which includes the following, at a minimum:

005.01 Personnel on duty;

005.02 Time and results of checks and head counts conducted in accordance with Chapter 8-001 and 003 respectively;

005.03 Names of juveniles received or discharged with times recorded;

005.04 Names of juveniles temporarily released or returned for such purposes as court appearances, work/education releases, furloughs, or other authorized absences from the facility with times recorded;

005.05 Time of meals served;

005.06 Shift activities, including any action taken on the handling of any unusual or routine incidents;

005.07 Entry and exit of all visitors, including physicians, attorneys, volunteers and others;

005.08 Notations of problems, disturbances, escapes; and

005.09 Notations of any use of emergency or restraint equipment.

006 Temporary Confinement Log. The facility shall maintain documentation of juveniles placed in temporary confinement away from the general population. The documentation may be combined with that required in paragraph 005 above. The following information, at a minimum, shall be recorded:

006.01 All incidences where juveniles are placed in temporary confinement, including time and date;

006.02 All visits to juveniles housed in temporary confinement;

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006.03 Any services or programs provided to juveniles housed in temporary confinement;

006.04 Any disciplinary action taken on juveniles housed in temporary confinement; and

006.05 Any deprivation or removal of an authorized item, with the reason noted.

007 Housing Assignment Roster. The facility shall maintain a master file or roster board indicating the current housing assignment and status of all juveniles detained.

008 Incident Reports. Facility employees shall promptly prepare written reports of all incidents resulting in physical harm to any individual or the facility, or threatening the safety of any individual or security of the facility, for review by the facility administrator.

009 Food Service Records. The facility shall maintain an accurate record of all meals served to juveniles as provided in Chapter 9-006.

010 Visitor's Register. The facility shall maintain a visitor's register in which the following will be recorded:

010.01 Name of each visitor;

010.02 Time and date of visit;

010.03 Juvenile to be visited; and

010.04 Relationship of visitor to juvenile.

011 Record of Initial Telephone Calls. The facility shall maintain a record of the initial telephone calls made by the juvenile upon admission to the facility as provided in Chapter 15-008.

012 Individual File Folder. The facility shall maintain an accurate and current file folder for each juvenile detained. The file folder shall contain, at a minimum, the following:

012.01 Booking and intake records;

012.02 Record of court appearances;

012.03 Documentation of authority to hold;

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012.04 Probation officer or caseworker, if assigned;

012.05 Itemized inventory forms for all clothing, property, money and valuables taken from the juvenile;

012.06 Record of deposits/withdrawals from the juvenile's account;

012.07 Classification records;

012.08 Records of participation in programs and services;

012.09 Rule infraction reports;

012.10 Records of disciplinary actions;

012.11 Grievances filed and their dispositions;

012.12 Incident reports involving the juvenile; and

012.13 Release records.

013 Medical Files. The facility shall maintain a separate file for each juvenile's medical records. The medical file shall contain, at a minimum, the following:

013.01 Medical screening form;

013.02 Any mental health screening form;

013.03 Any subsequent health appraisal forms;

013.04 Any requests for medical attention;

013.05 All records of medical encounters, including time, date and provider of the services;

013.06 All findings, diagnoses, and treatments;

013.07 Copy of all prescriptions and records of dispensing;

013.08 Any release of medical information forms completed; and

013.09 Any consent or refusal of medical services forms completed.

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014 Access to Medical Files. The facility administrator, in conjunction with the facility physician, shall establish procedures to determine access to medical files.

015 Records Maintenance. The retention and disposition of all records maintained by the facility pursuant to these Standards shall conform to applicable retention schedules established by the State Records Administrator.

Updated: 6/28/99