

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-1 MISSION
			Pages: 2
Policies and Procedures Manual	Topic: Overview of Detention and Mission Statement		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 210.04; ACA 3-JDF-1A-03, 1A04		
Authorization: Sean Brown	Issue Date:		Effective Date:

SOUTHWEST IDAHO JUVENILE DETENTION CENTER
(hereafter known as “SWIJDC”, “Center”)

**Supporting youth’s
Well-being by
Incorporating their
Journey in
Developing competency,
Community protection and Accountability for a renewed future**

OVERVIEW OF DETENTION

Based on the Definition of Detention as adopted by the National Juvenile Detention Association, October 14, 2007

Juvenile detention, as part of the juvenile justice continuum, is a process that includes the temporary and safe custody of juveniles whose alleged conduct is subject to court jurisdiction who require a restricted environment for their own and the community’s protection while pending legal action. Juvenile detention may range from the least restrictive community based supervision to the most restrictive form of secure care.

The critical components of juvenile detention include:

- Screening to ensure appropriate use of detention,
- Assessment to determine the proper level of custody, supervision and placement,
- Policies that promote the safety, security and well-being of juveniles and staff,
- Services that address immediate and/or acute needs in the educational, mental, physical, emotional and social development of juveniles.

(Idaho Code also allows the use of secure detention as a dispositional alternative.)

MISSION STATEMENT

The mission of the Southwest Idaho Juvenile Detention Center is to inspire positive change in detained youth through secure, rehabilitative measures, promoting responsible choices, life skills, and successful community reintegration with fairness, compassion, and accountability.

SWIJDC is committed to uphold and follow the guidelines of the Juvenile Justice and Delinquency Prevention Act which are contained in the four core requirements, which are:

- Deinstitutionalization of Status Offenders
- Jail Removal
- Sight and Sound Separation of Juvenile from Adult Offenders
- Disproportionate Minority Contact

SWIJDC is also committed to support the tenets of the “Balanced Approach,” upon which the Idaho Juvenile Corrections Act is based. Those are:

- Community Protection,
- Accountability, and
- Competency Development.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-2
			Pages: 1
Policies and Procedures Manual	Topic: Goals of the Southwest Idaho Juvenile Detention Center		
	Related ID Code, IDAPA, or ACA Standards:		
Authorization: Sean Brown	Issue Date:		Effective Date:

The Goals of the Southwest Idaho Juvenile Detention Center can be grouped into the following three main categories:

- Community Protection, which includes, but is not limited to:
 - Safety of staff
 - Safety of public
 - Safety of juveniles
 - Preservation of Center facilities and County property
 - Preservation of the security and order of the Center

- Competency Development, which includes, but is not limited to:
 - Providing a safe environment which fosters learning and positive individual change
 - Provide, in partnership with the Caldwell School District, an effective education program which meets the diverse individual needs of juvenile within the Center
 - Providing creative and innovative experiences which build personal character, skills and interests
 - Providing an effective disciplinary process which is easily understood and fairly and firmly administered to teach that positive rewards follow positive behavior

- Accountability, which includes, but is not limited to:
 - Furnishing opportunities for juveniles to serve community service hours
 - Furnishing secure detention to satisfy any court decree
 - Providing opportunities to ‘give back’ to the community

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-3 POLICY MANUAL
			Pages: 2
Policies and Procedures Manual	Topic: Policies and Procedures Manual		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 210.05, ACA 3-JDF-1A10, 1A21, 1A22		
Authorization: Sean Brown			
	Issue Date:	Effective Date:	

I. Policy

The facility administrator is responsible for overseeing the formulation and implementation of a policies and procedures manual. Employees are responsible for knowing and abiding by the contents thereof.

II. Procedure

A. Rights of juveniles

1. Policy and procedures of the SWIJDC are in place to safeguard the basic rights of juveniles and protect the juveniles from discrimination based upon sex, race, creed, religion, national origin, disability, or political belief.

B. Practices

1. The purpose of the policies and procedures of the SWIJDC is to establish practices that are consistent with fundamental legal principles, sound correctional practices, and humane treatment.

C. Availability

1. The SWIJDC's Policy and Procedure Manual (hereafter known as "the Manual.") shall be made available to every employee, upon hire with the SWIJDC. Employees shall read and become familiar with the contents of the Manual as soon as possible after receiving it.
 - a. Regular employees shall be required to sign a receipt form upon the issuance of the Manual and any subsequent updates.
 - b. Periodic testing of employees may be used to evaluate employee understanding of the Manual.
2. The Manual and any updates shall be made available to all employees, the Canyon County Prosecuting Attorney's Office and the Canyon County Board of Commissioners.
 - a. When needed, the Manual will be made available for participating and contracting counties.

D. Review and Approval

1. The Manual and any updates shall be submitted to the Canyon County Prosecuting Attorney's Office for review and be approved by the Board of

County Commissioners as needed.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-4 FISCAL MANAGEMENT
			Pages: 1
Policies and Procedures Manual	Topic: Fiscal Management		
	Related ID Code, IDAPA, or ACA Standards: ACA 3- JDF-1B01 to1B18		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To provide adequate resources for the operation of the Center, and to ensure that the accounting procedures meet established rules, laws and practices.

II. Procedures

1. The Administrator of the Center shall comply with the policies, procedures, practices, memorandums, requests, etc., of the Canyon County Clerk's Office which are based on accepted accounting procedures and the laws of the State of Idaho.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-5
		Pages: 5
Policies and Procedures Manual	Topic: Personnel and Staff Development	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 05.01.02, ACA 3-JDF-1D01 to 09, 1C08, 09, 13, 14	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To promote sound employment and staff development practices at the Southwest Idaho Juvenile Detention Center.

II. Procedures

A. Hiring

1. The Center shall adhere to guidelines established by and in conjunction with Canyon County, the Canyon County Human Resources Department, and the Canyon County Prosecuting Attorney's Office.
2. All applicants will be hired based on those procedures outlined in Policy 1-16.

B. Training and staff development plan.

1. Field Training Program

- a. Each newly hired employee shall be assigned to a Field Training Officer immediately upon hire.
- b. Field Training Officer will have responsibility to train according to Policies and Procedures of the Center
- c. Field Training Officer will complete daily Trainee Observation Reports to provide feedback on new employee's progress.

2. Field Training Manual.

- a. Regular personnel shall complete the Field Training Manual within 180 days of hire date under the direction and supervision of their appointed supervisor or his/her designee.
- b. Part-time/ personnel shall complete the Field Training Manual within one year of their hire date.
 1. Field Training Manuals shall be issued to all part-time personnel, and shall sign a receipt documenting issuance of Field Training Manual.
- c. The Field Training Manual shall address, at a minimum, security procedures, ethics, sexual harassment, interaction with juveniles, physical contact with juveniles, supervision of juveniles, key control, physical force guidelines, report writing, juvenile rules of conduct, rights and responsibilities of juveniles, fire and emergency procedures, information system procedures,

- searches, mail, visitation, telephone usage, fingerprinting, photographing, intake and release procedures, restraints, disciplinary actions, meals, control room procedures, medical procedures, Canyon County Personnel Rules and other issues.
- d. Employees may be required to complete the Field Training Manual at times other than during their introductory period for remedial purposes based on recommendations from their supervisor.
3. First Aid/CPR
 - a. The Center shall furnish First Aid/CPR training for all employees pursuant to applicable standards.
 - b. Valid certification shall be maintained by all regular Direct Care Personnel.
 1. First Aid/CPR certification shall be obtained by regular Direct Care Personnel as soon as possible after hire date.
 2. Any employee who misses any First Aid/CPR training furnished by the Center and allows their First Aid/CPR certification to lapse shall be required to contact the Training Coordinator to reschedule such training to receive valid certification.
 4. All regular employees must participate in an orientation session organized by the Canyon County Human Resources Department and engage with other Canyon County Departments as necessitated by their employment promptly following their hire date.
 - a. Part-time employees shall read and understand the Canyon County Personnel Rules as soon as possible after hire.
 5. All employees shall be issued the Center's Policy and Procedures manual and shall be required to sign a form indicating that he/she shall read, is familiar with, and agrees to abide by the rules contained therein.
 - a. All employees shall be required to take and pass a test on the Center's Policy and Procedures Manual within 180 days of hire date.
 6. The Center shall furnish training in other areas that may be deemed necessary by the Director, Canyon County, or the State of Idaho.
 - a. All regular employees shall earn the Idaho P.O.S.T. Basic Juvenile Detention Officer Certification as required by the Idaho Administrative Procedures Act section 11.11.02
 - b. All part-time employees shall earn the Idaho P.O.S.T. Part Time Juvenile Detention Officer Certification as required by the Idaho Administrative Procedures Act.
 - c. Training deemed mandatory by the Director shall be attended by all regular employees unless legitimate reason exists and employee's absence is approved in advance by the Director or Deputy Director, or in the case of an emergency.

7. Other Training

- a. Training shall include, but not be limited to, formal classroom instruction, on the job training, meetings and conferences which include a training agenda recognized by a competent authority and the Director.
- b. Training curriculum shall be related to the needs of the facility and the juveniles served, and may include, but is not limited to, the following topics:
 1. Human interpersonal relationship skills.
 2. Communication skills.
 3. Special needs of juveniles.
 4. Facility philosophy, policies and procedures.
 5. Emergency procedures, such as medical, fire, etc.
 6. First Aid, CPR and life sustaining functions.
 7. Rights and responsibilities of juveniles.
 8. Staff rights and responsibilities.
 9. Safety and security procedures.
 10. Supervision of juveniles and behavior management.
 11. Suicide prevention.
 12. Use of force and restraints.
 13. Report writing.
 14. Fire and emergency procedures.
 15. Key, tool and utensil control.
 16. Fundamental counseling techniques.
 17. Detecting and reporting child abuse.
 18. Fingerprinting, photographing and identification techniques.
 19. Sexual harassment.
 20. The Prison Rape Elimination Act of 2003 and accompanying standards.
 21. Inappropriate interaction with juveniles, verbal, nonverbal, or physical.
 22. Searches.
 23. Any other topic that is determined to be useful in the Center.
- c. Training records:
 1. Training records shall be maintained for each staff member. These records shall include, but not be limited to:
 - a. Staff members name.
 - b. Date hired
 - c. Annual training hours.
 - d. Current, up to date list of all training completed.

8. PREA Training

- a. The SWIJDC shall also train all employees who may have contact with residents on:
 1. Zero-tolerance policy for sexual abuse and sexual harassment;
 2. How to fulfill the responsibilities of sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
 3. Juveniles' right to be free from sexual abuse and sexual harassment;
 4. The right of juveniles and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
 5. The dynamics of sexual abuse and sexual harassment;
 6. The common reactions of juvenile victims of sexual abuse and sexual harassment;
 7. How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between juveniles;
 8. How to avoid inappropriate relationships with juveniles;
 9. How to communicate effectively and professionally with juveniles, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming residents; and
 10. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities;
 11. Searches, including restrictions on conducting searches of intersex juveniles and cross-gender pat down searches.
 12. Relevant laws regarding the applicable age of consent.
 - b. Training needs shall consider the needs and attributes of the juveniles in custody.
 - c. PREA training shall be done on an annual basis.
 - d. All employees shall sign and document that they have received training on PREA and that they understand said training.
9. Physical Intervention Certification Proficiency
- a. All juvenile detention officers will be required to be trained in the Idaho Approved Defensive Tactics (ARCON) for juvenile detention as soon as possible following hire.
 - b. All juvenile detention officers must undergo a comprehensive eight (8) hours of defensive tactics training, demonstrating a proficient level of skill as evaluated by a P.O.S.T. certified ARCON instructor annually.
 1. Two sets of Defensive Tactics (ARCON) classes will be

held annually.

- a. Each set of classes will consist of two sessions usually held within a one-two week time period to accommodate all teams.
 - b. Two teams will be assigned to each class.
2. If an officer must miss a set of defensive tactic classes due to a medical excuse or any reason that is excused by the Director or Deputy Director, that officer must attend and satisfactorily complete the next defensive tactics class to which his/her team is assigned to attend.
 3. If an officer is not able to satisfactorily complete a defensive tactics class, the trainer shall assign another officer/trainer to work with that person to satisfactorily complete the defensive tactics class prior to or at the next set of defensive tactics classes.
 4. Failure to attend two sets of defensive tactics classes could result in termination.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-6
		Pages: 3
Policies and Procedures Manual	Topic: Facility Information Systems	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 2 415, 217; ACA 3-JDF-1A06, 1E-01 to 08. 1F-01, 02,	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

The Center shall maintain an information system that will promote the accurate recording, confidentiality, accessibility, retention, storage, and disposal of information compiled.

II. Procedures

A. Types of Records

1. Facility Records consist of information regarding the maintenance and operation of the facility, including but not limited to:
 - a. correspondence,
 - b. memorandums,
 - c. complaints regarding the facility,
 - d. daily activity logs,
 - e. security and fire safety checks,
 - f. head counts, health,
 - g. fire and safety inspection records,
 - h. use of physical force records,
 - i. use of restraints records.
2. Juvenile Records consist of information concerning an individual's delinquent, criminal or personal behavior and activities while in custody, including but not limited to:
 - a. booking and intake records, including commitment papers and documentation of authority to hold,
 - b. records of court appearances including court orders and detainers,
 - c. probation officer or caseworker, if assigned,
 - d. itemized inventory forms for all clothing, property, money, and valuables taken from the juvenile,
 - e. records of deposits/withdrawals from the juvenile offender's account,
 - f. classification records,
 - g. Records of participation in programs and services,
 - h. disciplinary infractions and actions taken,
 - i. grievance reports including dispositions,
 - j. release records,

- k. juveniles' personal information and emergency contact information,
 - l. medical history and documentation of a completed admission medical screening,
 - m. visitor records,
 - n. incident reports,
 - o. photographs,
 - 3. Medical Records in the possession of the Detention Center shall be maintained separately from the juvenile's file. Medical records are confidential and shall be made available only to persons granted access by the court or other persons as provided by law.
- B. Accuracy of Information.
 - 1. Information pertinent to the incarceration of any individual shall be reasonably verified, and hard copies shall be filed in the juvenile's file.
 - a. Detention orders, warrants, release information, bond notices, special orders from the courts, and any other papers dealing with custody.
 - 2. Any information may be verified as deemed necessary by detention staff.
- C. Security, confidentiality and accessibility.
 - 1. Juvenile records shall be kept confidential.
 - 2. Juvenile records shall be made accessible to:
 - a. Judges and prosecuting attorneys
 - b. law enforcement officers when necessary for official business
 - c. probation officers
 - d. any other agency or individual with court orders for access or as provided by law.
 - 1. Access to juvenile records during inspections or audits shall be on a "view only" basis for the purpose of confirming that necessary information is being maintained as required by law or rule.
- D. Maintenance, retention and disposal of records
 - 1. Facility Records shall be kept in accordance with Idaho Code 31-871.
 - 2. All records shall be disposed of in accordance with Idaho Code 31-871.
- E. Release of information
 - 1. Prior to a release of any information to agencies or individuals not listed above in section C.2, a written release of information shall be obtained from the juvenile's parent or legal guardian or through a court order with a copy of that release being placed in the juvenile's records.
- F. Access to Juvenile Records by Parents of Juveniles and/or Legal Representatives
 - 1. Parents of juveniles and/or legal representatives shall be permitted reasonable access to juvenile records under appropriate supervision to information in their own files and records.
 - a. Parents of juveniles and/or legal representatives must apply in writing for access to juvenile's file.

- b. Written request shall be specific as to what information is needed.
 - c. All requests for records shall be completed through the public records request form on the canyon county website
 - d. Requests will be forwarded to the to the Canyon County Prosecuting Attorney's Office for ruling.
 - e. The SWIJDC will furnish copies of specifically requested information within 72 hours of receipt of authorization to release records from the Canyon County Prosecuting Attorney's Office, excluding weekends and holidays.
2. The facility administrator may restrict access to certain information, or provide a summary of that information when its full disclosure presents a threat to the safety and security of the facility or may be detrimental to the best interests of any juvenile.
 - a. If any access to records is denied, documentation that states the reason for the denial shall be maintained by the facility.
 3. The Canyon County Prosecuting Attorney's Office may be consulted for advice in handling any other requests for records.
 4. Copies of photographs may be made available for the following reasons:
 - a. To law enforcement agencies for identification purposes.
 - b. To previously released juveniles when positive identification can be made.
 - c. To any bonding agency that has posted a bond for and in behalf of a juvenile and requests photo for apprehension purposes.

G. Reports

1. On a regular basis, or as needed, reports may be generated, used and distributed as necessary.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-7 INCIDENT REPORTS
	Pages: 2		
Policies and Procedures Manual	Topic: Incident Reports		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 225,227		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote accurate documentation of all extraordinary incidents that occur regarding the Center. Accurate Incident Reports shall be completed as necessary.

II. Procedures

A. Incidents requiring Incident Reports include, but are not limited to, the following:

1. Any criminal act,
2. Any use of force by a staff member,
3. Any use of force against a staff member,
4. Any occasion when restraints are used except when used during transports,
5. Any abnormal emotional or mental condition, physical injury, serious illness or the death of a juvenile or staff member,
6. Any attempted suicide,
7. Escape, attempted escape or unauthorized absence,
8. Fire, bomb threat, power failure,
9. Property loss or damage,
10. Any damage to the facility,
11. Any incident when a juvenile is placed under room restriction for more than a 24 hour period,
12. Any commission of a Class A Violation,
13. Any time reasonable suspicion or other circumstance warrants a strip search,
14. Any body cavity search,
15. Any cross-gender pat search due to emergency circumstances,
16. Any incident involving the loss of any utensil or tool,
17. Any incident involving the loss of a razor,
18. Any incident deemed serious enough to disrupt or disturb the security, safety, orderly operation or well-being of the Center, the staff of the

Center, the juveniles housed within the Center, or public, and
19. Any other incident about which a permanent record or documentation should be made.

B. Whenever possible, Incident Reports shall be on a standard form approved and adopted by the Center.

C. Incident reports shall be written prior to, or immediately following the involved juvenile detention officer's assigned shift, unless extraordinary circumstances exist.

D. The form shall be signed, and copies shall be routed to the following places as appropriate, including but not limited to:

1. Juvenile's file (if juvenile involved in incident),
2. Facility Records (if incident deals with operation of the Center),
3. Incident report board in Control Room,
4. The Director,
5. Juvenile Probation Department of the appropriate county, and/or
6. The Canyon County Prosecuting Attorney's Office.
7. Medical Authority
8. Juvenile Detention Clinician

E. Accuracy of Incident Reports

1. Any staff member that knowingly falsifies any Incident Report may be subject to disciplinary action up to and including termination, in accordance with the Canyon County Personnel Manual.
2. Falsification shall include, but not be limited to, the following:
 - a. Omission of relevant or necessary information
 - b. Falsification of any information.
3. Incident Reports regarding use of force shall include facts and details outlined in the F.O.R.C.E. F.A.C.T.O.R. template.

Southwest Idaho Juvenile Detention Center	Chapter #1 Administration	Policy # 1-8
		Pages : 6
Policies and Procedures Manual	Topic: Staffing and Staff Duties	
	Related ID Code, IDAPA, or ACA Standards: IDAPA; ACA-3-JDF-1C04, PREA	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To enable the Center to run in an efficient, safe and orderly manner, to ensure that juveniles have access to staff, programs, and service, and to promote adequate staffing of the Center and performance of appropriate staff duties.

II. Procedures

A. Staffing:

1. The facility shall be staffed on a twenty-four hour basis when juveniles are being housed.
2. At least one of the facility employees on duty should be female when females are housed in the facility and at least one of the facility employees should be male when males are housed in the facility.
 - a. If this requirement cannot be met, the on-duty supervisor shall endeavor to contact a male/female staff member to be available on an on-call basis.
 - b. Canyon County Sheriff's Office, Caldwell Police Department, Canyon County Dispatch or Jail may be contacted in an emergency to arrange for an appropriate gender law enforcement officer to report to the Center to conduct same sex searches of male/females, or deal with male/female juveniles, if assistance is needed before the on-call staff member can respond.
3. The SWIJDC has adopted a staffing plan that provides the following:
 - a. A maximum effort to comply with Idaho Secure Juvenile Detention Standards suggested 1:8+1 staff ratio for waking hours and 1:16 for sleeping hours, except in exigent circumstances.
 1. Only security staff that are, or have to be, P.O.S.T. certified shall be included in these ratios.
 - b. Adequate levels of staffing to:
 1. Provide supervision and observation of juveniles sufficient to protect the physical and mental health of the detainees,
 2. Handle all routine and irregular incidents and activities, and

3. To protect residents against sexual abuse.
4. The Staffing Plan developed per PREA Standard 115.313 is as follows
 - a. Day Shift
 1. Mandatory posts:
 - a. Supervisor
 - b. Control Room
 - c. Security Check
 - d. Kitchen/Rover
 2. Non-mandatory posts
 - a. Classroom (for each classroom in operation)
 - b. Court/Admissions Officer
 - c. Other as needed to ensure compliance with 1:8+1 ratio.
 - b. Night Shift
 1. Mandatory posts
 - a. Supervisor
 - b. Control Room
 - c. Security Check
 2. Non-mandatory posts
 - a. Laundry/Clean Up
 - b. Other as needed to ensure compliance with 1:16 ratio.
 - c. Posts labeled mandatory shall not be eliminated, however, a supervisor may be assigned to any other post, if necessary.
 - d. Support staff such as Court/Admissions Officer, Recreation Officer and/or Training Coordinator may be assigned to any post as needed.
 - e. Part-time staff may be utilized when necessary to adhere to the staffing plan.
 - f. Overtime may be approved by the Deputy Director or Director when necessary to adhere to the staffing plan.
5. The SWIJDC shall comply with the staffing plan except during limited and discrete exigent circumstances, and shall fully document deviations from the plan during such circumstances.
6. SWIJDC staff will document all information necessary to determine instances where the Center is out of compliance with the suggested staffing ratio, including, but not limited to:
 - a. Staff coming on or going off duty
 - b. Juveniles admitted to or released from the facility
7. Annually, and preferably during the first supervisor's meeting of each year, the staffing plan and prevailing staffing patterns will be evaluated and changes or suggestions will be made, documented, evaluated and implemented, if they are deemed beneficial or necessary to comply with the PREA Standards.

- a. If the reviewing staff members deem that changes are absolutely necessary to ensure the safety of the juveniles and compliance to the PREA Standards, SWIJDC shall consult with the Canyon County Board of Commissioners and the Canyon County Prosecuting Attorney's Office in order to commit necessary resources to do so.
- B. Staff ratio and PREA Compliance (PREA 115-313)
1. Between the hours of 0600 and 2000, the following procedure shall be followed to ascertain compliance with PREA 115.313(c):
 - a. At 0600 hrs., the beginning of each shift, at each time that a juvenile is admitted to or released from the Center, and when a staff member comes on or goes off duty during the shift, the Control Room Officer, or the officer admitting or releasing a juvenile, under the direction of the on-duty supervisor shall record the following information on the Daily Activity Log:
 1. The number of juveniles in custody,
 2. The number of staff on duty, and
 3. Whether or not the number of staff on duty is higher or lower than the number of juveniles divided by 8, rounded up to the next whole number.
 4. The circumstances surrounding any situation if the number of staff on duty is lower than the number of juveniles divided by 8, rounded up to the next whole number.
 2. Between the hours of 2000 and 0600, the following procedure shall be followed to ascertain compliance with PREA 115.313(c)
 - a. At 2000 hrs., each time that a juvenile is admitted to or released from the Center, and when a staff member comes on or goes off duty during the shift, the Control Room Officer, or the officer admitting or releasing a juvenile, under the direction of the on-duty supervisor shall record the following information on the Daily Activity Log:
 1. The number of juveniles in custody,
 2. The number of staff on duty, and
 3. Whether or not the number of staff on duty is higher or lower than the number of juveniles divided by 16, rounded up to the next whole number.
 4. The circumstances surrounding any situation if the number of staff on duty is lower than the number of juveniles divided by 16, rounded up to the next whole number.
 3. At any time when juveniles are in school, gym, or any programming area separated from the main area surrounding the control room, said juveniles shall be supervised under a 1:8 ratio.
 - a. If juveniles are separated into two or more groups, each group shall be supervised under a 1:8 ratio.

1. The number of juveniles and the number of staff in the classroom or programming areas may be combined if they are in two or more groups for the purpose of maintaining the 1:8 ratio as long as the correct number of staff are immediately supervising the entire classroom or programming area with immediate access through open doors or have immediate visual access to the entire area.
 4. At any time when SWIJDC is out of compliance with the above sections 1, 2, or 3, the supervisor shall record on the Daily Activity Log the reason for the deficiency.
- B. Staff duties and responsibilities are including, but not limited to the following:
1. Treat all juveniles, staff, visitors, contractors, volunteers, parents, officers and others with respect at all times, especially when dealing with individuals that do not show that same respect in return
 2. Read, understand and follow all rules outlined in the Canyon County Personnel Rules.
 3. Read, understand and follow all procedures set forth by the Policy and Procedures Manual of the Center and bring any erroneous or outdated portions of the Manual to the attention of a supervisor or the Director.
 4. Read, understand and follow all directives of the Director, or Deputy Director and Board of County Commissioners dealing with the Center.
 5. Follow the legal orders or instructions of their supervisors.
 6. Carry out the day to day duties and responsibilities of the Center, and complete all necessary tasks in the Center.
 7. Attend all training sessions designated as mandatory training.
 8. Complete any mandatory training courses within the specified period of time.
 9. Act within the scope and color of your job and follow principles outlined in training
 10. Report to work in a timely manner, meaning that you must be at your assigned position and assume your responsibility at the time specified for you to start working.
 11. Follow the Idaho Juvenile Detention Officer Code of Ethics as administered during the P.O.S.T. Basic Juvenile Detention Officer Academy.
 12. Refrain from inappropriate language including profanity, obscene or off-color jokes at all times
 13. Refrain the disclosure of any personal information or personal information of any other staff member, including inadvertent disclosure through casual conversations with other staff even if juveniles are not in the immediate vicinity
 13. Actively “Challenge the Process” at the Center and bring ideas, suggestions and solutions to supervisors and/or Deputy Director, or Director in a continuing effort to improve the Center

14. Respect the Chain of Command in reporting problems or concerns.

C. Deputy Director

1. Supervises operations of the Southwest Idaho Juvenile Detention Center (SWIJDC); Supervises staff and performs work related to the administration of and compliance with Federal, State and County acts, statutes, codes, rules and ordinances as relating to juvenile; performs related work as required. Assumes responsibilities for all aspects of the Juvenile Detention Center and its operations in the absence of the Administrator.

D. Supervisors

1. Those employees who are designated supervisors in the Center have the responsibility of carrying out supervisory duties, which include, but are not limited to, the following:
 - a. See that the policies and procedures contained herein are followed, make sure employees follow any rules, regulations, applicable laws, or standards as established by the Department of Juvenile Corrections, the County of Canyon, the State of Idaho or the United States of America.
 - b. Regular evaluations as defined by the Canyon County Personnel Manual, of each of the employees assigned to work under his/her supervision.
 - c. Inform subordinates of substandard or unsatisfactory work performance.
 - d. Inform the Deputy Director or Director when an employee fails to carry out any duty assigned or is performing in a substandard manner.
 - e. Handle intake calls from law enforcement agencies.
 - f. Make sure all dayshift and nightshift duties are completed in a timely manner to include checking intake files.
 - g. Manage by walking around.
 - h. Document weekly performance of all staff.
 - i. Make sure all PREA regulations are followed.
 - j. Carry out any other duties assigned by the Deputy Director or Director or by the policies and procedures set forth in this manual or the Canyon County Personnel Manual.
 - k. Schedule employees on their team for work.
 1. Contacting part-time employees to fill in for regular employees when the regular employee will be absent. This may be delegated to a regular employee, but is not to be delegated to any part-time employee.
 - l. Supervisors shall report to duty fifteen (15) minutes prior to their shift for a briefing session with the outgoing supervisor.
 1. Time will be noted on time sheets and paid to employee.
 - m. Attend regularly scheduled supervisor's meetings unless excused.

- n. Set positive example for all employees through professionalism.
- E. Assistant Supervisors
 - 1. Those employees who are designated assistant supervisors in the Center have the responsibility of carrying out supervisory duties, which include, but are not limited to, the following:
 - a. Carry out all duties of supervisor in the supervisor's absence.
 - b. Attend regularly scheduled supervisor's meetings unless excused.
 - c. Set positive example for all employees through professionalism.
- F. Supervisory personnel absences
 - 1. Supervisors shall endeavor to see that their team's supervisor and assistant supervisor are not absent at the same time.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-9
		Pages: 2
Policies and Procedures Manual	Topic: Daily Activity Log, or Day Sheet	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 216; ACA 3-JDF-3A09	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To maintain accurate documentation of activities, incidents and operations occurring in the Center.

II. Procedures

- A. Documentation of the operations of the Center shall be kept on the Daily Activity Log, or Day Sheet.
- B. Documentation kept on the Daily Activity Log shall include, but not be limited to, the following items:
 1. Personnel on duty;
 - a. Entries must be specific, listing time, name of the person coming on duty or going off duty.
 - b. Each staff member coming on or going off duty shall have a separate entry.
 2. Time and results of security or well-being checks and head counts;
 3. Names of juveniles received or discharged with times recorded;
 4. 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 reasons and times recorded;
 5. Time of meals served;
 6. Times and shift activities, including any action taken on the handling of any routine incidents;
 7. Notation and times of entry and exit of all visitors, including physicians, attorneys, volunteers and others;
 8. Notations and times of unusual incidents, problems, disturbances, escapes;
 9. Notations and times of any use of emergency or restraint equipment;
 10. Notations of all drills;
 11. Notation and times of Perimeter Security Checks;
 12. Notations and times of the commencement and completion of scheduled

- events such as school, exercise, visitation, religious services, etc.
13. Notations and times of requests for any emergency service, such as the fire department, paramedics, emergency request for the doctor, request for mental health, request for nurse, etc.
 14. Any other incident, information that a supervisor or detention officer may deem necessary to record.
- C. In most cases, entering information onto the Daily Activity Log shall be the responsibility of the staff member assigned to the Control Room at that time.
1. Other staff members not assigned to the Control Room may also enter information on the Daily Activity Log when situations allow.
- D. Only accurate information shall be entered.
- E. Only information pertinent to the activities of the Center shall be entered.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-10
		Pages: 1
Policies and Procedures Manual	Topic: Workplace Accident	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that workplace accidents are reported after any incident involving possible injury to staff, volunteers, teachers, or other employees.

I. Procedure

- A. Incident involving injury to staff, volunteers, teachers, or other employees.
 1. After any incident in which staff, volunteers, teachers, or other employees were injured, or may have been possibly injured, the shift supervisor will make sure canyon county policy 9.03 (Accident/Illness Reporting), 9.05.02.02 (Post-Accident Testing), and 9.05.07.02 (Post Accident) are followed.
 2. If injured, Supervisors shall call the workplace injury reporting line at 1-866-453-5216 to speak with the triage nurse with the injured worker as soon as possible after the injury from a quiet, private space.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-11
		Pages: 1
Policies and Procedures Manual	Topic: Chain of Command	
	Related ID Code, IDAPA, or ACA Standards: ACA 3-JDF-1A11, 1C01,	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To outline the chain of command in the Center.

II. Procedures.

A. Chain of Command

1. The Canyon County Board of Commissioners are the Elected Officials having jurisdiction over the Juvenile Detention Department.
2. The Juvenile Detention Director has been appointed as the administrator of the Center.
 - a. The Director has authority over all aspects of the operations of the Center.
3. The Juvenile Detention Center Deputy Director has been appointed as the assistant administrator of the Center.
 - a. The Deputy Director has authority over all aspects of the operations of the Center in the absence of, and as the designee of the Director.
4. The appointed supervisors of the Center are designated to act in behalf of the Director and the Deputy Director in their absence.
 - a. The supervisor on duty has the authority to make any decisions pertaining to the operations of the Center as far as those decisions are within the scope of the Center's Policies and Procedures Manual and the Canyon County Personnel Rules.
 - b. Other supervisors, the Training Coordinator, the Deputy Director, the Director, the Prosecuting Attorney, the Canyon County Human Resources Director or the Chief Operating Officer may be consulted by the shift supervisor for guidance in any situation.
5. In the absence of a shift supervisor, a designated assistant supervisor shall act for the shift supervisor.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-12
			Pages: 1
Policies and Procedures Manual	Topic: Confidentiality and Release of Information		
	Related ID Code, IDAPA, or ACA Standards:		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To protect confidentiality of juveniles and staff.

II. Procedure

- A. Confidentiality of staff information.
 - 1. Information concerning personnel shall be treated as confidential.
- B. Confidentiality of juvenile information.
 - 1. Information concerning juveniles shall not be disclosed to anyone other than those listed in Policy 1-6.
- C. News releases
 - 1. News releases shall be issued only by the Director, the Canyon County Constituent Services Department or the Board of Commissioners.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-13
			Pages: 1
Policies and Procedures Manual	Topic: Outside, Employment, Self-Employment, Outside Certification, Titles, Authorizations, or Appointments		
	Related ID Code, IDAPA, or ACA Standards: Employee Handbook		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. To prevent conflicts of or the appearance of conflicts of interest.

II. Procedure

- A. Employee Handbook 8.15 states guidelines that shall be followed when seeking outside employment, self-employment, and volunteer service, including the obtaining of written approval of outside employment by the Elected Official
1. The "Ethics in Government Act" can be found in the Idaho Code, Title 74, Chapter 4.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-14
		Pages: 1
Policies and Procedures Manual	Topic : Internet, Email and Cell Phone Usage	
	Related ID Code, IDAPA, or ACA Standards: Canyon County Electronic Mail and Internet Policy	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To govern the use of the Internet and Electronic Mail systems.

II. Procedures

- A. All Employees of the Southwest Idaho Juvenile Detention Center must comply with the Canyon County Electronic Mail and Internet Policy.
- B. If, at any time, an employee accidentally opens or goes to a page or site on the Internet that is not acceptable, he/she shall IMMEDIATELY notify the supervisor on duty at that time. That supervisor shall make note of the date and time of the incident, close the appropriate web browser and notify the Director in writing. (Email notification is acceptable.)
- C. Personal laptop computers are prohibited in the Center.
- D. Cell phone and mobile devices.
 - 1. Canyon County policy states that the Department Head (Director), at his or her discretion, has the authority to prohibit the use of mobile devices at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-workers, contractors, and/or to the general public and private property. Since the nature of work here in the SWIJDC is or may be, inherently dangerous, cell phones are prohibited except under the following circumstances:
 - a. The Director, Deputy Director, training coordinator, supervisors and assistant supervisors are approved to carry their cell phones and to use them only for approved business while on duty.
 - b. All staff may use cell phones during their recognized break time.
 - c. During day shift (0600-1800), cell phones can be kept on the person or VIP room. Cell phones will not be used unless in the VIP room.
 - d. During night shift (1800-0600), cell phones are to be kept on the person or VIP room until all juveniles are asleep, and the cell phone does not impede an employee’s duties.
 - e. At no time will cell phones be out when supervising juveniles.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-15
		Pages: 3
Policies and Procedures Manual	Topic: Appearance Standards	
	Related ID Code, IDAPA, or ACA Standards: Canyon County Employee Handbook Rule 8.03	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To assure that employees present a professional appearance to the public, wear attire that does not cause undue safety hazards or prevents them from completing tasks, and conveys a spirit of modesty and restraint to those juveniles detained in the Center.

II. Procedures

A. General Clothing Rules

1. Clothing worn while on duty as juvenile detention officer shall meet the following guidelines, including, but not limited to:
 - a. In good condition.
 - b. No frayed cuffs or holes.
 - c. No stains.
 - d. No militaristic attire.
 - e. No dresses or skirts.
 - f. No objectionable material, advertising, logos, etc.
 1. No alcohol advertisements.
 2. No tobacco advertisements.
 3. No drug oriented material.
 4. No sexually oriented material.
 5. No material that encourages any type of law violations.
 - g. No clothing of any kind should impede the wearer in doing any of the duties of a detention officer, including restraining juveniles.

B. Shoes

1. Shoes must be comfortable and must not hinder running, jumping, ascending or descending steps.
2. No open toes or open heels.
3. No high heels or heels more than 1 ½” thick.
4. No cleats, metal taps or other metal objects.
5. No extremely pointed toes or metal toe pieces.

C. Pants.

1. No excessively tight, revealing or form fitting pants.
2. No cut offs.
3. No cut outs.
4. No leather or simulated leather.
5. No coveralls.

6. No excessively baggy pants.
 7. Pants shall be worn high enough to prevent exposure of underwear or skin when bending over.
 8. Pants shall not be sagged or worn low.
 9. If shorts are worn, they must be knee length and may be worn on night shifts, weekends, and holidays.
 10. Pant legs are not to be bloused into boots to resemble military attire.
- D. Belts
1. No loose metal ornamentation or fringe.
- E. Shirts
1. Shirts may be a golf, polo or Henley type shirt, pocket-tee shirt or full buttoned dress type shirt.
 - a. Full buttoned dress-type shirts shall be worn with a t-shirt.
 2. No excessively tight, revealing, sheer or form fitting shirts.
 3. No short shirts, belly shirts, sleeveless shirts, tank-tops or muscle shirts.
 4. No fringe or beaded ornamentation.
 5. Tee shirts may be worn on night shifts, weekends and holidays.
- F. Necklaces
1. No more than one should be worn unless special circumstances exist.
 2. No large pendants should be worn.
 3. No choker style.
 4. No large link chain or hemp.
 5. Necklace to be worn inside of shirt.
 6. Chain should be secure, but should be of such a nature that it will break if grabbed or twisted.
- G. Jewelry
1. No spiked watch bands or other accessories.
 2. Stud earrings are preferred for safety reasons, and in no case are earrings to hang more than 1” from bottom of ear lobe.
 3. Other than earrings on ear lobe, no other visible piercings are permitted.
 4. Rings or bracelets must be tight enough to be secure on hand, wrist or ankle, and not pull off easily.
- H. Tattoos
1. No tattoos on face or neck.
 2. No gang oriented tattoos or tattoos with obscene gestures, words or pictures.
 3. No tattoos depicting alcohol, tobacco, drugs, sexually oriented material
 4. No tattoo that encourages any type of law violations.
- I. Hair, including wigs
1. Hair must not inhibit vision in any position.
 - a. Hair may be pulled back or kept short.
 2. No unnatural hair colors including but not limited to, blue, green, purple.
 3. No ‘extreme’ cuts, such as Mohawks, spikes.
 4. No names, numbers, figures may be shaved into sides, back or top.
 5. No clip-on hair extenders.
 6. Wigs may be worn when medical reasons exist.

7. Hair ties/accessories are not to be large, ornamental or dangling.
8. Facial hair must be kept neat and trimmed.
9. Mustaches must not cover the upper lip.

J. Hats

1. Hats, if worn, must be clean and well maintained, with no stains or frayed brims.

K. Accessories

1. No scarves or neckerchiefs.
2. No neckties, bowties, bolo ties, except for administrative personnel.
3. No suspenders.
4. No fringed items.
5. Chains securing wallets, watches or keys must be securely attached.
6. No backpacks are to be worn while on duty.

L. Perfume and Cologne

1. Perfume and cologne should not be worn.

M. Fingernails

1. Fingernails must be kept neatly trimmed.
2. No ornamentation, decals,-studs or false fingernails.

N. Hygiene

1. Officers shall observe good hygiene habits in order to maintain a high level of professionalism and to present a good example for juveniles.

O. Miscellaneous

1. Employees under subpoena shall dress appropriately for court, including business attire for men and women.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-16 HIRING
			Pages: 6
Policies and Procedures Manual	Topic: Hiring Procedures and Requirements		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 11.11.01, 11.11.02, PREA		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To insure that the Center hires staff that are able to meet the requirements set by the Prison Rape Elimination Act (PREA), the Idaho Peace Officer Standards and Training (hereafter referenced as “P.O.S.T.”) and earn the P.O.S.T. Basic Juvenile Detention Officer Certification as required in the Idaho Administrative Procedures Act (hereafter known as “IDAPA”), Chapter 11.

II. Procedures

A. PREA Requirements

1. The Center shall not hire or promote anyone who may have contact with residents, and shall not enlist the services of any contractor who may have contact with residents, who—
 - a. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997) or while acting in any position where supervising other individuals was a part of the duties of the position, such as probation/parole officer, law enforcement officer.
 - b. Has been convicted of, or has been civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
2. The Center shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with residents.
3. Before hiring new employees who may have contact with residents, the Center shall:
 - a. Perform a criminal background records check.
 - b. Consult any child abuse registry maintained by the Idaho Department of Health and Welfare.
 - c. Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

4. The Center shall also perform a criminal background records check, and consult applicable child abuse registries, before enlisting the services of any contractor or volunteer who may have contact with residents pending service they provide and level of contact they have with residents.
5. Material omissions or failure to report information regarding previous misconduct including items outlined in this policy, section II, A, 1, a & b, criminal history, or the provision of materially false information, shall be grounds for exclusion from hiring or termination.

B. P.O.S.T. Requirements

1. Applicants must meet the minimum standards for employment and training as provided in IDAPA 11.11.01, including the following:
 - a. Applicants must have a high school diploma or a G.E.D.
 - b. Applicants must be a citizen of the United States
 - c. Applicants must be at least 21 years old.
 - d. Applicants who have been discharged from any branch of the military must have been discharged in an honorable fashion
 - e. Applicants shall disclose all convictions that exist in their criminal background.
 1. The term “conviction” shall include:
 - a. Any conviction in a federal, tribal, state, county or municipal court;
 - b. A voluntary forfeiture of bail, bond, or collateral deposited to secure a defendant’s appearance in court as a final disposition;
 - c. The payment of a fine;
 - d. A plea of guilty, nolo contendere; or
 - e. A finding of guilt regardless of whether the sentence is imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction is set aside or withdrawn, or the case or charge is pardoned, dismissed or reduced, or the record expunged under Section 19-2604, Idaho Code, or any other comparable statute or procedure, where the setting aside of the plea or conviction, or dismissal or reduction of the case or charge, or expungement of the record is based on lenity or the furtherance of rehabilitation rather than upon any defect in the legality or factual basis of the plea, finding of guilt, or conviction.
 2. No person with a felony conviction will be eligible for P.O.S.T. certification, and thereby will not be considered for employment.
 - a. A felony conviction shall continue to be considered a felony conviction regardless of whether the

conviction is later reduced to a misdemeanor conviction under Section 19-2604, Idaho Code, or any other comparable statute or procedure, where the reduction is based upon lenity or the furtherance of rehabilitation rather than upon any defect in the legality or factual basis of the felony conviction.

3. Misdemeanor convictions may be considered based on the nature of the charge, length of time since conviction and the rules governing the granting of waivers by the P.O.S.T. Council.
 4. No person who has illegally used or possessed marijuana during the previous (1) year will be considered for P.O.S.T. certification.
 5. No person who has used any illegal substance other than marijuana during the previous three (3) years will be considered for P.O.S.T. certification.
 6. No person who has used any type of illegal substance during a period of employment with any law enforcement agency will be considered for P.O.S.T. certification.
- f. Applicants shall disclose any driver's license suspensions. Applicants will be subjected to a comprehensive background investigation.
- g. Applicants shall complete any other paperwork, application forms, questionnaires or other requested items deemed necessary by P.O.S.T., SWIJDC or Canyon County.

C. Hiring process

1. Applicants will be subjected to a video-based or written test.
 - a. Applicants will be scored based on the applicant's answers to the test questions, the applicant's use of grammar, vocabulary and other written language skills.
 - b. Results of the video-based or written test will be used to determine which applicants advance to the next stage in the hiring process.
2. Applicants will be subjected to a task-based physical agility test.
3. First oral interview.
 - a. All applicants will be asked the same questions during this panel-style interview.
 1. Questions may be repeated by the interviewer, but the interviewer may not elaborate further.
 2. The original interview panel will be made up of between three (3) and six (6) people.
 - a. The interview panel will be made up of the same people during the entire first interview.

- b. If, during the course of conducting the first interviews, an interviewer cannot continue sitting on the panel, his/her scores for all applicants will be discounted.
 - b. Applicants will be scored based on the applicant's answers to the interview questions and also on the applicant's punctuality, communication skills, motivation/general attitude, thought process and presentation.
 - c. Results of the oral interview will be used to determine which applicants advance to the next stage in the hiring process.
- 4. If selected through prior testing and interviews, applicants may be invited to participate in a second oral interview.
 - a. This interview may explore applicant's answers to any question on the written test, oral interview, results of physical test or any information covered on applicant's application. The interviewer should consider personal attributes such as personal appearance, demeanor, attitudes that are relevant to the law enforcement mission, judgment, maturity, resourcefulness, and ability to communicate.
 - b. The format of this second interview does not necessarily follow a scripted list of questions.

D. Job offer

- 1. Based on the results of the hiring process, an applicant(s) may be given a job offer at the Center.
- 2. The prospective employee will then be required to undergo a physical/medical examination at the provider chosen by the Center to ascertain if the prospective employee meets the physical/medical requirements for the job, which have been validated by a job task analysis commissioned by the Idaho Juvenile Training Council as being relevant to the job of Juvenile Detention Officer. The SWIJDC approved medical form will be supplied to each prospective employee to take to the medical provider.
 - a. If the prospective employee does not meet the requirements, the job offer may be rescinded.
 - 1. The Center may consider prospective employees that do not meet the requirements for hearing, sight or condition based on the following:
 - a. The deficiency is not significantly below the requirement; and
 - b. The examining medical professional is of the opinion and certifies that an applicant's deficiency should not jeopardize or impair the applicant's ability to perform the duties of a juvenile detention officer.

3. The prospective employee will also submit to a thorough background check as required by P.O.S.T. IDAPA Rules section 11.11.01 and PREA Standard 115.317.
 - a. A thorough criminal history check will be completed.
 - b. A child abuse registry check will be completed.
 - c. A background check will be completed in which searching questions will be asked about the applicant's use of intoxicants, narcotics and drugs, physical, mental, and emotional history, family problems, moral outlook and habits, morality, integrity, reputation, honesty, dependability, qualifications, experience, associations, emotional stability, prejudice, loyalty and financial transactions.
 - d. Consistent with existing laws, all of the applicant's prior institutional employers may be contacted for information regarding the following:
 1. The applicant's involvement in any substantiated allegation of sexual abuse,
 2. Termination for involvement in substantiated sexual abuse incident,
 3. Resignation in lieu of termination for any substantiated sexual abuse incident,
 4. Resignation during the course of any pending investigation of a sexual abuse incident.

E. Continuing employment and promotion requirements

1. The Center shall conduct criminal background records checks at least every five years of current employees, volunteers and contractors who may have contact with residents, as may be required by the service they provide and level of contact with residents.
2. The Center shall also ask all applicants and employees who may have contact with residents directly about previous misconduct described in section II.A.1, 2 of this policy in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees.
3. All employees MUST report to the Director of the Center within 24 hours of any allegations or investigations of misconduct described in section II.A.1, 2 that they may be the subject of, or any convictions, either criminally, civilly or administratively of such conduct.
4. Material omissions or failure to report to the Director regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

F. Reporting to other employers regarding former employees

1. As allowed by law, the Center shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for

whom such employee has applied to work and an authorization to investigate and release information which is signed by the former employee and notarized.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-17
		Pages: 1
Policies and Procedures Manual	Topic: Physical Agility Program	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 11.11.01,	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To help maintain employee wellness, minimize staff injuries, and attempt to ensure that employees can withstand the rigors of restraints and other necessary duties of a juvenile detention officer.

II. Procedure

A. Initial testing prior to hire.

1. All applicants will be required to participate in the task-based physical agility program prior to hire.

B. Ongoing physical agility program.

1. Employees will be required to participate in the physical agility program, which will be administered twice per year with a task-based physical test.

C. Doctor's excuse for ongoing testing.

1. An employee may be excused from physical testing by a doctor's written medical excuse.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration	Policy # 1-19
		Pages: 2
Policies and Procedures Manual	Topic: PREA Data Collection, Aggregation and Review	
	Related ID Code, IDAPA, or ACA Standards: PREA	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

The Center shall collect accurate, uniform data for every allegation of sexual abuse, review data collected and aggregated pursuant to this section in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, and make such data available to the public.

II. Procedures

A. Data collection, storage, publication and destruction (PREA § 115.387, 115.389)

1. The SWIJDC shall collect accurate, uniform data for every allegation of sexual abuse using the standardized instrument known as the Survey of Sexual Violence (SSV)
 - a. If the SSV data collection is not conducted by the Bureau of Justice Statistics, the following data shall be collected:
 1. The number of incidents that met the definition of sexual abuse as outlined in the PREA Standards,
 2. The area where the incident occurred,
 3. The time of the incident
 4. The victim’s age, ethnicity, and sex,
 5. The type of abuse or injury
 6. How the incident was reported,
 7. If the incident was youth on youth, staff on youth, or youth on staff,
 8. The perpetrator’s age, ethnicity, and sex,
 9. The nature of the incident,
 10. Sanctions imposed on the perpetrator.
2. The data shall be collected, reviewed and maintained on an ongoing basis as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.
3. The data collected pursuant to this section shall be securely maintained and retained for at least 10 years after the date of its initial collection.
4. Upon request, all such data from the previous calendar year shall be forwarded to the Department of Justice no later than June 30.
5. All aggregated sexual abuse data, including any from private facilities with which the SWIJDC may contract with, shall be made readily

available to the public at least annually through the website located at www.canyonco.org.

- a. Before making aggregated sexual abuse data publicly available, the SWIJDC shall remove all personal identifiers and any other specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, but must indicate the nature of the material redacted.

B. Data review for corrective action (PREA § 115.388)

1. The SWIJDC shall review data collected and aggregated pursuant to this section in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:
 - a. Identifying problem areas;
 - b. Taking corrective action on an ongoing basis; and
 - c. Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole.
 1. Such report shall include a comparison of the current year's data and corrective actions with sexual abuse.
2. The SWIJDC's report shall be approved by the Director and made readily available to the public through its website.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-20
			Pages: 1
Policies and Procedures Manual	Topic: Attendance at Mandatory Meetings, Training Sessions		
	Related ID Code, IDAPA, or ACA Standards: Employee Handbook 8.0. 5.11		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure attendance of those required at mandatory training sessions, meetings, supervisor’s meetings, or other meetings.

II. Attendance at mandatory meetings and/or training sessions

A. Employees that are designated to attend mandatory meetings or training sessions are required to attend.

1. If an employee cannot attend a designated mandatory meeting or training session, s/he must contact the Director, Deputy Director or Training Coordinator prior to the opening of the meeting.
 - a. Failure to do so will be dealt with as outlined in the employee handbook section 8.02, 5.11.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-21
			Pages: 1
Policies and Procedures Manual	Topic: Video Surveillance Policy		
	Related ID Code, IDAPA, or ACA Standards: Employee Handbook 8.0		
Authorization: Sean Brown	Issue Date:		Effective Date:

Policy

I. To ensure proper handling of video data obtained through surveillance cameras located throughout the SWIJDC.

II. Secure storage of video data

A. On-going data feed.

1. The video cameras throughout the SWIJDC shall gather data which will be stored securely per Information Technology Department protocol.
2. Stored data shall not be permanent, but shall be stored only as long as storage capacity permits.
 - a. Target storage length is approximately 21-28 days.

B. Critical incident video data

1. Stored data may be downloaded and saved for a longer period of time for the following reasons, including but not to be limited to:
 - a. Use of Force incidents,
 - b. Abuse incidents or allegations, including physical or sexual abuse,
 - c. Grievances,
 - d. Any incidents requiring a review of available video data for any purpose, including clarification or investigation,
 - e. Training purposes.
2. Downloaded video data involving specific incidents, allegations or for investigative purposes shall be kept securely on Canyon County computers.
3. Downloaded video data used for training purposes shall be carefully screened to reduce or eliminate as much as possible any information regarding the identity of the resident(s).

III. External access of video

- A. Video data, if available, shall be available to appropriate legal representatives upon submission of a valid subpoena.
- B. Although video data is exempt from disclosure through the Freedom of Information Act per Idaho Code 74-105(2), formal FOIA requests may be directed through the Canyon County Prosecuting Attorney's Office.
- C. Video data may also be furnished to law enforcement investigators, the Human Resources Department, the Canyon County Prosecuting Attorney's Office, internal investigators or others as approved by the Canyon County Prosecuting Attorney's Office.

Southwest Idaho Juvenile Detention Center	Chapter # 1 Administration		Policy # 1-22
			Pages: 1
Policies and Procedures Manual	Topic: Volunteer and Contractor Background Checks		
	Related ID Code, IDAPA, or ACA Standards:		
Authorization: Sean Brown	Issue Date:		Effective Date:

Policy

I. To ensure that contractors and volunteers are appropriately vetted.

II. Definitions

- A. Contractor means a person who provides services on a recurring basis pursuant to a contractual agreement with the SWIJDC. Contractual agreement may be a written contract or verbal agreement.
- B. Volunteer means an individual who donates time and effort on a single or recurring basis to enhance the activities and programs of the SWIJDC.

III. Procedure

- A. The SWIJDC will ensure that all volunteers and contractors who have contact with residents have been trained on the following:
 - a. Their responsibilities under the agency’s sexual abuse and sexual harassment prevention, detection, and response.
- B. The level and type of training provided to volunteers and contractors shall be based on the services they provide and their level of contact with residents.
 - a. Volunteers and contractors who seldomly come into the facility and who are accompanied by staff at all times shall:
 - i. Be informed of the agency’s zero-tolerance policy regarding sexual abuse and sexual harassment and informed of how to report such incidents.
 - b. Volunteers and contractors who frequently come into the facility and who may be alone with the juveniles shall:
 - i. Successfully complete and pass a background check.
 - ii. Successfully complete and pass the Idaho child abuse and neglect central registry check.
 - iii. Complete an extended PREA training.
 - c. The SWIJDC shall maintain documentation confirming that volunteers and contractors understand the training they have received.
- C. Background checks shall be completed every five years.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-1 SAFETY
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center, the facility shall have written policies and procedures which address emergency procedures, other safety-related practices, and the facility's plans for responding to emergency situations. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

- A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:
 1. The primary concern is the safety and welfare of the juvenile residents and staff.
 2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.
 - a. Deviation from any policy to ensure the safety of staff or juveniles will be documented as soon as possible and reported in accordance with Policy 1-07.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-2 BOMB
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures for Bomb Threat		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a bomb threat. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

- A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:
 1. The primary concern is the safety and welfare of the juvenile residents and staff.
 2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.
- B. Bomb Threat
 1. At the notification of a bomb threat, the Detention Officer receiving the call shall fill out the questionnaire provided by Canyon County.
 2. Notify and request assistance from the Caldwell Police Department, the Canyon County Sheriff's Office, Canyon County Juvenile Probation Department, and Juvenile Courts.
 3. Evacuate first the area where the bomb is reported to be and continue evacuation of the Center as per Policy 2-11.
 4. To the greatest extent possible, communication should be accomplished by intercom or telephone. Radio use should be curtailed.
 5. Head count shall be conducted when arriving at the safe area.
 6. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security	Policy # 2-3 DEATH
		Pages: 2
Policies and Procedures Manual	Topic: Safety and Emergency Procedures Involving the Death of an Individual	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a death of an individual in the Center. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

- A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:
 - 1. The primary concern is the safety and welfare of the juvenile residents and staff.
 - 2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.
- B. Death of individual
 - 1. All reasonable emergency medical procedures should be followed to maintain the juvenile's life.
 - 2. The Caldwell Police Department, the Canyon County Sheriff's Office and the Canyon County Coroner shall be called to investigate.
 - a. Every attempt should be made by staff members to preserve and protect evidence.
 - 3. A detailed Incident Report shall be prepared, which shall include;
 - a. Date and time of death.
 - b. Cause of death, if known.
 - c. Any incidents related to the death.
 - d. Description of all procedures followed for obtaining medical assistance, the time of call and the time of arrival.
 - e. The names of all staff members or residents who were associated with or in close proximity to the death.
 - f. A copy of any pertinent admissions information.
 - g. A copy of this report and copies of any admission information shall be delivered to the investigating agency.
 - 4. Parent or guardian should be notified as soon as possible, and that fact noted in the Incident Report
 - 5. The Director and Deputy Director of the Detention Center shall be notified immediately.

6. Incident reporting procedures shall be followed per policy 1-7 and forwarded to the Canyon County Prosecuting Attorney's Office, Canyon County Coroner, Caldwell Police Department, Canyon County Sheriff's Department or any other agency having jurisdiction in the incident.
7. Counseling may be sought for all juveniles and staff in the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-4 ELECTRIC
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures for Loss of Power		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a power failure. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Loss of Electrical Power

1. In the case of loss of electrical power, the auxiliary generator should automatically take over power needs for essential operations of the center.
2. In the case of auxiliary generator failure, detention staff shall obtain flashlights from the Control Room, Kitchen, Laundry Room and/or Admissions.
3. Juveniles shall be returned to their sleeping rooms.
4. A head count shall be immediately conducted.
5. If power is interrupted for a period long enough to affect pneumatic door locks, a designated staff member shall be authorized to carry the exterior door key as per Policy 2-11.
6. Canyon County Maintenance Department shall be notified.
7. Incident reporting procedures shall be followed per policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-5 ESCAPE
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures in Situations Involving Escape		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of an escape from the Center. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Escapes

1. In the case of an escape, attempted escape or suspected escape from the Center, all remaining juveniles shall be returned to their sleeping rooms.
2. A head count shall be immediately conducted to ascertain if an escape actually occurred, and if so, to determine how many juveniles escaped, and the identity of the escapee(s).
3. The Caldwell Police Department, Canyon County Sheriff's Office, Director and Deputy Director shall be contacted and informed of the escape.
4. If the juvenile's escape is witnessed and the identity of the juvenile is known, or as soon as the identity of the juvenile is determined, the Caldwell Police Department and the Canyon County Sheriff's Office shall be contacted and informed of the identity of the escapee and any known circumstances regarding the escape.
5. If it is ascertained that the juvenile has left his room or assigned area and may be within the confines of the building, such as in an access area or ceiling service area, Caldwell Police Department or Canyon County Sheriff's Office will be requested to patrol the perimeter of the building.
6. The sallyport gate shall also be closed.
7. To the greatest extent possible, evidence shall not be moved, touched, or tampered with in any way until the Canyon County Sheriff's Office Crime Lab personnel have conducted their investigation.
8. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-6 FIRE
			Pages: 2
Policies and Procedures Manual	Topic: Safety and Emergency Procedures in Situations Involving Fire		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a fire. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Fire Alarm

1. Upon the sounding of an alarm the Control Room Officer shall check the fire alarm panel in the control room, and notify all other officers on duty of the location of the source of the alarm.
2. All available officers shall search the area(s) that the control room has identified and then they shall search the remaining facility for fire and/or smoke.
3. If no fire or smoke is found, a head count shall be conducted and all information shall be documented.
4. If fire or smoke is found, the Control Room Officer shall notify Canyon County Sheriff's Office Dispatch immediately, and the responding officer/officers may attempt to extinguish the fire if deemed safe to do so.
5. The Control Room Officer shall also notify all juveniles to initiate a Standing Count in order to facilitate evacuation, if necessary.
6. The Center's staff shall commence with necessary procedures to ensure the safety of both juveniles and staff, including evacuation per Policy 2-11.
7. The Control Room Officer shall be extremely alert to the exterior door cameras; in particular those designated as primary entrances for emergency service personnel.
8. If safety permits, the Control Room Officer shall remain in the control room until the evacuation has been completed and the Fire Department has

arrived. At that time, the Control Room Officer shall take the set of keys that includes the exterior door key and exit the building through a safe area.

9. After a fire alarm has sounded, and if it has been determined that there is an actual fire, a detention staff member should meet the fire department at the Sallyport door or other entrance.
10. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-7 HOSTAGE
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures for Hostage Situations		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a hostage situation. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Hostage Incident

1. Detention Officers must realize that they should not expect that any demands, deals or agreements be made for their safety while a hostage situation exists.
2. The Control Room Officer and any available officer shall immediately notify the Caldwell Police Department, the Canyon County Sheriff's Office, Director and the Deputy Director.
3. The Hostage Negotiator from CCSO or other law enforcement agency shall be given ultimate jurisdiction over the situation.
4. No doors are to be unlocked, with the exception of allowing the responding law enforcement agencies to enter the building and at the instructions of the Hostage Negotiator.
5. No attempt to forcefully gain the release of the hostage shall be made until sufficient assistance is available.
6. Officers shall use the reasonable amount of force necessary to regain control of the situation.
7. If there is a weapon or instrument capable of serious injury or death, attempts at negotiation may be made and lethal force may be used only at the discretion of the responding law enforcement agencies.
8. If no release is gained, the Director and/or the responding law enforcement agencies shall make the decision on further action to be taken.
9. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-8 MEDICAL
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures Involving Medical Emergencies		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a medical emergency. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Medical Emergency

1. Medical Staff shall be notified immediately.
 - a. Staff shall check the medical informed consent form related to the juvenile.
2. If Medical Staff is unavailable, paramedics shall be called.
 - a. The juvenile shall be transported to the medical facility if deemed necessary by the medical staff and/or paramedics.
 - b. In most cases, if the paramedics have been summoned, and the juvenile needs to be transported, the juvenile will be transported by ambulance.
 - c. If the paramedics have not been summoned, but the Medical Staff determines that the juvenile should be transported to the medical facility, the Medical Staff shall contact the Canyon County Sheriff's Office or the paramedics to perform the transport.
3. Deputies or detention staff shall remain with the juvenile until further arrangements are made.
4. The juvenile's parents/guardians shall be notified of the incident.
5. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-9 RIOT
			Pages: 1
Policies and Procedures Manual	Topic: Safety and Emergency Procedures Involving Riots or Disturbances		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a disturbance or riot. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Disturbance or riot.

1. Control Room Officer shall notify the Canyon County Sheriff's Office, Caldwell Police Department, the Director and, if necessary, Caldwell Fire Department.
2. All areas not involved in the disturbance shall be locked down.
3. All doors leading into or out of the disturbance area shall remain closed and locked. The officer should not attempt to quell the disturbance until sufficient assistance is obtained.
4. Detention officers, Sheriff's Deputies, local law enforcement officers and/or other responding officers may use the reasonable amount of force necessary to stop the disturbance.
5. Incident reporting procedures shall be followed per policy 1-7, and a copy of any such reports shall be forwarded to the Canyon County Prosecuting Attorney's Office.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-10 SUICIDE ATTEMPT
	Pages: 2		
Policies and Procedures Manual	Topic: Safety and Emergency Procedures Involving a Suicide Attempt or Mental Health Emergency		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223.01; ACA-3JDF-3B11, 12, 13		
Authorization: Sean Brown	Issue Date:	Effective Date:	

I. Policy

To promote the safety of staff and juveniles in the Center in the event of a suicide attempt or other mental health emergency. These policies and procedures cannot cover every scenario but are a guideline on how to handle the more common situations.

II. Procedures

A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the following principles:

1. The primary concern is the safety and welfare of the juvenile residents and staff.
2. Strict compliance with these rules is not always required when the circumstances reasonably dictate different action be taken.

B. Attempted suicide, mental health-emergency or serious self-injury.

1. Control room duties during any medical emergency or any of the above incidents are outlined in Policy #2-25.
2. Shift Supervisor, Mental Health Clinician and Medical Staff shall be notified immediately, and if necessary due to seriousness of any injury or the unavailability of medical staff, paramedics should be called.
 - a. The juvenile may be transported to the medical facility if deemed necessary by the medical staff and/or paramedics.
3. All reasonable emergency medical procedures should be followed to maintain the juvenile's life.
4. To the greatest extent possible, evidence shall not be moved, touched, or tampered with in any way until the responding investigators have conducted their investigation.
5. The detention staff shall call the Center's on-duty or on-call clinician to evaluate the juvenile after each instance of attempted suicide.
6. Juvenile shall be placed on the appropriate Safety Watch as outlined in Policy 6-16.
7. All items that may be used to inflict self-injury shall be removed from the room as outlined in Policy 6-16.
8. The Director and Deputy Director shall be notified as soon as possible.
9. The juvenile's parents/guardians shall be notified of the incident.

10. Extra visitation or phone calls may be approved by the clinician, medical staff or supervisor.
11. Incident reporting procedures shall be followed per Policy 1-7.
12. Counseling may be sought for all juveniles and staff in the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-11 EVACUATION PLAN
	Pages: 2		
Policies and Procedures Manual	Topic: Evacuation Plan		
	Related ID Code, IDAPA, or ACA Standards: IDAPA, 223.01; ACA 3JDF-3B01, 02, 10, International Fire Code 404		
Authorization: Sean Brown	Issue Date:	Effective Date:	

I. Policy

The SWIJDC’s Evacuation plan is designed for the safety and welfare of the juveniles and staff in the detention center. The safety and welfare of the juveniles and staff in the detention center is that of first priority.

II. Procedures

- A. All persons immediately responsible for the safety and welfare of juvenile residents shall make decisions based upon the principles outlined in Policy 2-1.
- B. In-house/pre-evacuation
 1. Because of the existing safety features of the Center, in-house or pre-evacuation of juveniles may be accomplished in certain circumstances.
 2. In order to assemble juveniles together at a central point away from any danger, in-house or pre-evacuation may occur to an area with access to an exterior door. These areas include the inside recreation area, outside recreation area, sally-port area, or admissions area.
 - a. Staff should never evacuate juveniles into an area with no exterior exit away from the fire.
 3. A Head Count shall be completed as soon as possible after in-house or pre-evacuation.
 4. In the case of a Bomb Threat, no in-house or pre-evacuation will be allowed.
- C. Evacuation
 1. If necessary, juveniles may be evacuated completely from the building into one of the following areas or other area suitable for evacuation.
 - a. Dale Haile Detention Center sally-port.
 - b. SWIJDC Sally-port
 - c. Fenced area surrounding SWIJDC
 - d. SWIJDC outside recreation area
 2. At the discretion of the shift supervisor, any exit may be used for evacuation.
 - a. Care must be taken not to restrict access to the Center by the Caldwell Fire Department.

3. Depending on the urgent nature of the emergency, restraints may or may not be used during evacuations.
 - a. Leg irons shall not be used during any evacuation.
4. A Head Count or Standing Count shall be completed as soon as possible after evacuation.

D. Notification

1. Canyon County Sheriff's Department, Dispatch Division shall be notified immediately of the decision to evacuate.
 - a. Control Room Officer shall request assistance at that time.
2. Assistance should be requested from the Canyon County Juvenile Probation Department, Canyon County Jail.
3. After evacuation or any other emergency measures are taken, the Director and Deputy Director shall be notified as soon as possible.

E. Documentation

1. Incident Reporting procedures shall be followed per Policy 1-7 following any evacuation.
2. All steps of any evacuation procedure shall be entered into the Daily Activity Log.

F. Employee evacuation.

1. The Control Room Officer should remain in place until all juveniles and other employees are safely evacuated from the building.
2. Evacuation of the control room employee may be accomplished through regular exterior doors, if possible, or through the emergency hatch.
3. Control room person will make sure the exterior door key is available for emergency personnel to enter the building.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-12 SECURITY
			Pages: 4
Policies and Procedures Manual	Topic: Security and Control		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 224.01; ACA 3JDF-3A01		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure that security and control is maintained by staff at all times in the Center.

II. Procedures

- A. All exterior doors which provide access to the secure detention center shall remain closed and locked until it is necessary to open them for admitting authorized persons.
1. Except in the case of an emergency, no line staff member shall carry keys which operate exterior doors.
 - a. In the case of a pneumatic lock failure or other failure in which the locks will not operate without a key, a designated staff member shall be authorized to carry the exterior door key.
 - b. During the time the exterior door key is being used by the authorized staff member, that staff member shall not actively supervise juveniles until the exterior door key is returned to the Control Room.
 2. All exterior doors which provide access into the secure detention center shall be monitored, either by visual electronic surveillance, intercom, radio or personal observation. Staff members as well as visitors are subject to security control.
 - a. The Control Room staff shall not open any exterior door without verification of the identity of the person requesting to leave or enter. No unidentified person will be permitted entry to the detention center.
 - b. In the case of a malfunction of monitoring systems, a staff member shall be available to verify the identity of any individual requesting entrance or exit.
 3. The following combinations of exterior doors shall not be opened at the same time, except in the case of emergency or at the discretion of the shift supervisor:
 - a. Doors #1 and 2.
 - b. Doors #2 and D42.

- c. Doors #4 and 5.
 - d. Doors #5 and 6.
 - e. Doors #9 and 6.
 - f. Doors #9 and 4.
 - g. Doors 23 and the outside recreation area maintenance door.
 - h. Doors 25 and the outside recreation area maintenance door.
4. The following exterior doors shall not be opened except in the case of emergency or at the discretion of the supervisor:
- a. Door # A40.
 - b. Door # A41.
 - c. Door # A42.
 - d. Door # A43.
 - e. Door # B40.
 - f. Door # B41.
 - g. Door # B42.
 - h. Door # B43.
 - i. Door # C40.
 - j. Door # C41.
 - k. Door # C42.
 - l. Door # C43.

B. Interior Doors

- 1. Cell doors.
 - a. Cell doors shall remain closed and locked any time a juvenile leaves his/her room.
 - b. Cell doors should remain closed and locked any time juvenile occupies cell.
 - 1. Staff may elect to leave individual doors open only when juvenile is experiencing emotional or health problems such as claustrophobia, with increased observation to provide security.
 - c. During sleeping hours and when detention staff is at a minimum, cell doors should be opened only when deemed appropriate by the on-duty supervisor.
 - 1. Cell doors should be opened only after adequate staff members are present.
 - 2. Control room should monitor cell continually while staff has cell door open.
 - 3. Backup security, Canyon County Sheriff's Office, should be notified of emergency if necessary.
- 2. Interior doors excluding cell doors.
 - a. Interior doors excluding cell doors should remain closed and locked unless beneficial to detention center programming, activities, staff/juvenile interaction, personal observation, school

- programming, or other reason.
 - b. Interior doors excluding cell doors shall remain closed and locked if necessary to maintain security and control.
 - c. Control room door may be propped open after all juveniles are placed back in their cells during sleeping hours, but must be closed at any time a juvenile's cell door is opened.
- C. Staff and visitor entrance and exit
- 1. Detention staff and Probation Officers should normally use the combination lock on the South side of the building nearest the kitchen, but may, under other circumstances, use any entrance to the Center.
 - 2. During the times which the Probation Department is open, Monday through Friday, 8:00 a.m. to 12:00 and 1:00 p.m. to 5:00 p.m., parents picking up a juvenile, visitors, attorneys, clergy, and others should report to the front main entrance.
 - 3. During the times which the Probation Department is closed, parents picking up a juvenile, visitors, attorneys, clergy, and others shall report to Door #1.
 - 4. Deliveries after hours should be accepted at Door #1 unless other arrangements have been made.
- D. Individuals Authorized to enter the Secured Area of the Center upon presentation of picture ID or through visual recognition by staff:
- 1. Probation Officers and Probation staff.
 - 2. Detention staff members.
 - 3. Health and Welfare Caseworkers.
 - 4. Juvenile's Attorneys of record and their representatives.
 - 5. Medical staff, mental health workers, private physicians.
 - 6. Law enforcement officers.
 - 7. Ministers and religious program volunteers.
 - 8. Other program volunteers.
 - 9. Canyon County maintenance staff and repairmen.
 - 10. Canyon County Prosecuting Attorneys and their staff.
 - 11. Other persons may be allowed to enter upon receiving permission from the Director, Deputy Director or shift supervisor, including, but not limited to tours, teachers, etc.
 - 12. Approved visitors.
 - 13. Spouses of staff members.
 - 14. In all cases, juvenile confidentiality must be considered and safeguarded.
- E. Admittance to the Control Room
- 1. Only detention staff, Probation staff, maintenance and repair workers and those persons who are authorized by the Director, Deputy Director or shift supervisor are to be admitted to the Control Room.
 - 2. Any detention staff shall request all visitors to immediately leave the Control Room if their presence creates any problem or hindrance to the

efficient operations of the Center.

F. Perimeter Security Checks

1. Perimeter checks shall be completed according to Policy# 2-29.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-13 SECURITY CHECKS
			Pages: 3
Policies and Procedures Manual	Topic: Security Checks, to include Juvenile Movement, Juvenile Supervision, Opposite Sex Supervision		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 224.02, 224.03; ACA 3JDF-3A07, 14, 3C07, 3E04, Public Law 108-79 (PREA)		
Authorization: Sean Brown	Issue Date:		Effective Date :

I. Policy

To ensure that juveniles are observed on a regular basis, that juvenile movement and supervision is regulated and that supervision of juveniles reasonably respects their privacy.

II. Procedures

A. Security Checks

1. All juveniles in their cells shall be observed by staff doing security checks at intervals averaging 12 minutes, but not to exceed 20 minutes, at least five (5) times per hour, with no minimum amount of time between checks.
 - a. Results of security checks shall be entered on the Daily Activity Log.
 - b. More frequent checks shall be performed as required by medical staff, mental health staff, shift supervisor, Deputy Director or Director.
 - c. Personal observation shall not be replaced by electronic/video monitoring devices.
2. Staff performing the security check shall visually see enough to determine that the juvenile is present and living, including, but not limited to:
 - a. Breathing or other movement of body,
 - b. Uncovered head or face.
3. At the completion of an officer's assigned security checks, he/she shall advise the next officer scheduled to perform security checks the time of the last completed check and receive confirmation via radio from the officer taking over security checks.

B. Juvenile Movement

1. The detention officers should be aware of the location of each juvenile in his/her care at all times.
2. Any juvenile movement in the detention center must be after a detention officer has approved that movement, and is confident that this movement

can be made while maintaining adequate supervision.

C. Juvenile Supervision

1. Ongoing staff supervision is intended to improve security, and to promote a positive, mentoring relationship between staff and juveniles as the primary means of control.
2. Shift Supervisors should know the exact number of juveniles in detention, and keep up to date on new residents and discharges.
3. Juvenile detention officers should know at all times the number of juveniles under their immediate supervision.
4. During the entire admissions process, the juvenile shall remain in visual contact with the detention officer, except when showering and changing clothing.
 - a. If the juvenile is uncooperative or because of other conditions the admissions process can't be completed, he/she may be placed in a holding area until the admission process can be completed.
 1. Belts, shoes, socks, jewelry shall be removed from the juvenile before placing juvenile in a holding cell.
 2. The juvenile shall be asked questions pertaining to suicidal ideation including the Columbia-Suicide Severity Rating Scale before being placed in a holding cell.
5. Juveniles outside of cells shall never be left unattended in unlocked areas without at least visual observation. If a juvenile is in an Interview Room, the officer doing security checks shall observe the juvenile as part of their security check.
6. Except in an emergency situation, detention staff shall not accompany juveniles into any area that cannot be observed by either the control room or by passing staff via a window or other visual means. This prohibits staff from taking juveniles into visually obstructed areas such as closets, storage rooms, and offices that do not contain unobstructed windows or cameras.

D. Opposite Sex Supervision

1. Opposite Sex supervision shall be carried out in a manner which accomplishes the mission and goals of the Center and at the same time affords the juvenile the highest degree of privacy possible.
2. Detention staff shall not observe juveniles of the opposite sex in shower, clothing exchange, toilet areas or any other areas in which juveniles normally are in some state of undress unless such observation is incidental to routine security checks, searches, emergencies or other job functions.
3. Detention staff shall announce their presence in areas where juveniles of the opposite gender are housed. Due to the constant nature of opposite sex supervision in all areas of the SWIJDC, this announcement shall be made at the beginning of each shift, at meals and other times, and every announcement shall be documented.

4. Staff shall maintain opaque obstructions on video monitoring devices in the Control Room which will preserve the privacy of juveniles while using the bathroom in any observation cells, and so that officers will not be able to view a juvenile's buttocks, breasts or genitalia. However, since the main function of observation cells is to house combative and suicidal juveniles, the opaque obstructions must still allow officers to view the juvenile in the cell to detect any suicidal actions of other abnormal behavior.

E. PREA Unannounced Administrative Rounds (PREA § 115.313)

1. Administrators, supervisors and assistant supervisors in the SWIJDC shall conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment.
 - a. Such rounds shall be conducted approximately 4 times per each 12-hour shift both day shift and night shift.
 - b. It shall be prohibited for staff to alert other staff members in any way that these supervisory rounds are occurring, either verbally or through any type of communication, unless such announcement is related to some legitimate operational function.
 1. Control room staff shall not announce the presence of the Director or Deputy Director in the building at any time.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-14 COUNTS
			Pages: 1
Policies and Procedures Manual	Topic: Counts		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 224.04; ACA 3JDF-3A13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To adequately and systematically count or account for all juveniles, including juveniles on work release, educational release, or other temporary leave status who may be absent from the facility for certain periods of the day.

II. Procedure

A. Head Counts

1. At least three (3) documented head counts shall be conducted every twenty-four (24) hours.
 - a. At least one (1) head count shall be conducted each shift.
 - b. There should be at least four (4) hours between each mandatory head count.
 - c. Additional head counts are encouraged and should be completed after any disturbance in the detention center.
 - d. Two (2) head counts that are completed in conjunction with the serving of meals to the juveniles may be counted toward the mandated three (3) head counts per day.
2. Head count documentation.
 - a. Head counts shall be documented in the daily activity log.
 - b. Completed head count forms and reports shall be forwarded to the Deputy Director or Director and treated as facility records.

B. Meal Counts

1. A current head count form will be used when serving breakfast and lunch.
 - a. Each juvenile's name will be checked off as they receive a tray.
 - b. Date, arrival time, arrival temperature of hot food item, number of meals (including milk) served, officer's name and completed time meal tray service ended will be documented on the form.
 - c. Completed meal head count forms and reports shall be forwarded to the Deputy Director or Director and treated as facility records.
 - d. Meal counts shall be documented in the daily activity log.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-15 EMERGENCY DRILLS
			Pages: 2
Policies and Procedures Manual	Topic: Frequency and Documentation of Emergency Drills		
	Related ID Code, IDAPA, or ACA Standards: International Fire Code ACA 3-JDF-3B-10, IDAPA 220.02		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy:

To insure that staff practices regularly and is familiar with emergency procedures so that they may react appropriately in emergency situations.

II. Procedures

A. Frequency of drills.

1. Fire Drills are to be held at least quarterly on each team.
2. Smoke/Fire Hood practice shall be completed at least annually by every staff member, including donning and doffing the Smoke/Fire Hood.
3. Other Emergency Drills should be conducted on a biannual basis by supervisors to test various skills of staff members, including but not limited to mock suicide drills, mock medical emergency drills, mock sprinkler head drills etc.
4. Bomb Threat Drills shall be held on an annual basis.

B. Documentation.

1. All Drills shall be logged in the Daily Activity Log.
2. Drills shall also be emailed to the Training Coordinator for further documentation.
3. Emergency evacuation drill logs shall include the following information:
 - a. Identity of the person conducting the drill
 - b. Date and time of the drill.
 - c. Details surrounding initiation of the drill.
 - d. Staff members on duty and participating.
 - e. If occupants are evacuated, also document the following information:
 1. Number of occupants evacuated.
 2. Special conditions simulated.
 3. Problems encountered.
 4. Weather conditions when occupants were evacuated.
 5. Time required accomplishing evacuation.
 6. Final evacuation point.

C. Special Circumstances

1. Drills may include mock evacuations of juveniles to a point inside the secure perimeter of the facility, but only to the degree that such an event

would not jeopardize the safety, security and well-being of the Center, juveniles and staff.

- a. Actual evacuation of juveniles from the secure perimeter shall be excluded from any drill.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-16 USE OF FORCE
			Pages: 1
Policies and Procedures Manual	Topic: Physical Intervention		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 225.01; ACA 3JDF-3A26, 27, 30		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To control and guide the use of physical intervention within the center, to limit use of physical intervention to what is reasonable under the circumstances, and to reduce the possibility of injury to staff and juveniles.

II. Procedures

- A. Physical intervention may be utilized after authorization is obtained from the Supervisor, Deputy Director or Director.
 - 1. In an emergency where prior authorization is not possible, a staff member may use reasonable physical intervention ~~foree~~-within these guidelines.
- B. Physical intervention may be used only as a means of control, and only to the degree necessary to restore order, to stop escapes, prevent or stop self-injury or injury to other juveniles or staff, prevent serious destruction of county property, jeopardize or disrupt the safety, security and/or order of the facility, or for medical reasons under the direction of medical staff.
- C. Physical intervention is not intended and shall never be used as a means of punishment.
- D. Incident reporting procedures shall be followed after every incident involving the use of physical intervention as per policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security	Policy # 2-17 RESTRAINTS
		Pages: 6
Policies and Procedures Manual	Topic: Use of Restraints	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 225.02, 225.03; ACA 3JDF-3A16, 18	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To control and guide the use of restraints by detention center staff, and to reduce the possibility of injury to staff and juveniles.

II. Procedures

- A. Mechanical restraints shall be defined as, but not limited to, metal handcuffs, metal leg irons, metal belly chains, humane restraint chair or any other approved restraint device used to limit the movement of the person to which they are applied. Soft restraints are devices used for the same purpose but are made of either a cloth, plastic, leather or other material.
- B. Restraint use while transporting juveniles to or from court
 1. The use of restraints during outside movement to court appearances is handled by the Canyon County Sheriff's Department, another County's Sheriff's Department which is transporting the juvenile to Canyon County, and shall be determined by that County's policy and procedural requirements.
 2. In an emergency, if it becomes necessary for detention staff to transport a juvenile to court, handcuffs and leg irons are to be utilized. Handcuffs must be used for all transports at a minimum.
- C. Restraint use while transporting juveniles to hospitals or other emergencies
 1. The use of restraints during outside movement to a hospital, medical center or any other emergency transports is handled by the Canyon County Paramedics or Sheriff's Department and shall be determined by that department's policy and procedural requirements.
 2. Under the direction of the medical provider, if it is decided that an immediate transport to a hospital or medical center is absolutely necessary in order to preserve the life and health of a juvenile, and it also becomes necessary for detention staff to transport the juvenile due to the inability of the Canyon County Paramedics, Sheriff's Office or other emergency personnel to respond and transport, belly chains and leg irons are to be utilized, unless such restraints would further jeopardize the health of the juvenile..
 - a. Leg irons shall not be utilized on pregnant females.
 - b. Restraints shall not be attached to limbs that are suspected of being broken or sprained.
- D. Restraint use while at hospitals, medical centers or other emergency facilities
 1. While confined to a hospital, a juvenile shall not be left alone at any time, unless

under the effects of anesthesia immediately prior to, during, or immediately after a medical procedure. If the officer needs to leave the room for a short period of time for any purpose, hospital staff may be asked to observe the juvenile, or a replacement officer may be summoned from the Center, if necessary.

2. Due to the non-secure nature of any hospital facility and the ready access to medical equipment, it is recommended that the juvenile be subject to at least one form of restraint if they have the ability to be mobile. This may include, but not be limited to:
 - a. Leg irons applied in usual fashion.
 - b. Leg iron secured to bed.
 - c. Handcuff secured to bed.
3. A juvenile does not have to be restrained if any of the following exist, including, but not limited to:
 - a. The juvenile is not able to walk due to an injury or medical procedure
 - b. The juvenile is unconscious.
 - c. Medical personnel request that restraints be removed during treatment.

E. Restraint use in the center (excluding transports)

1. Training
 - a. All staff members shall be trained in the proper application of restraints by a qualified staff member or a qualified instructor from a different agency, and training shall be documented in staff training records.
2. Restraints may be used after authorization is obtained from the Supervisor or Director.
 - a. In an emergency where prior authorization is not reasonably possible, a staff member may use restraints within these guidelines.
3. Restraints may be used only under the following circumstances:
 - a. The emotional or physical condition of the juvenile is such that they are uncontrollable and constitute a serious danger to themselves or others.
 - b. The protection against serious property damage by the juvenile.
 - c. The officer reasonably believes an escape attempt is imminent.
 - d. For medical reasons under the direction of medical staff.
 - e. The juvenile is jeopardizing or disrupting the safety, security and/or order of the facility.
4. Restraints are not intended and shall never be used as a means of punishment or convenience.
5. Restraints shall not be attached to a fixed object.
6. Restraints will be utilized in a humane manner; i.e. restraining wrists to sides, wrist to wrist, ankles to ankles, or used with placement in the humane restraint chair or the WRAP.
 - a. Circulation checks of the fingers and toes shall be done every ten (10) minutes.
7. When a juvenile is placed in restraints, medical professionals shall be contacted as soon as possible. The medical professionals may make a visual check of the child to assure that the restraints are properly fastened.
8. A juvenile in restraints shall not be left alone unless other emergencies exist

- within the Center which would require staff to temporarily leave the area.
- a. Even in emergency situations, the juvenile shall not be left alone for more than five (5) minutes at a time.
 - b. If a juvenile is left unattended while in restraints due to an emergency situation, such circumstances shall be documented.
9. If a juvenile does not begin to regain control after being placed in other restraints, detention staff may place juvenile in the humane restraint chair or the WRAP.
10. At no time may any juvenile be placed face down on the floor with leg irons attached closely to handcuffs behind his/her back. (Also known as hog-tied, suitcased, hobbled, etc.)
- a. If a juvenile arrives at the Center in the custody of a police officer restrained in the above noted fashion, hobbles shall be removed prior to allowing the juvenile into the admissions room.
 - b. A juvenile may immediately be placed in the humane restraint chair or the WRAP.
11. Humane Restraint Chair
- a. The Humane Restraint Chair may be used when:
 1. The emotional or physical condition of the juvenile is such that they are uncontrollable and constitute a serious danger to the juvenile or others.
 2. The protection against serious property damage by the juvenile.
 3. For medical reasons under the direction of the medical staff.
 4. The juvenile is jeopardizing or disrupting the safety, security and/or order of the facility
 - b. The Humane Restraint Chair may not be used as a form of punishment, verbal threat or for convenience purposes for the staff.
 - c. The Humane Restraint Chair shall be used within the guidelines of approved training.
 - d. A juvenile in the Humane Restraint Chair shall not be left alone unless other emergencies exist within the Center which would require staff to temporarily leave the area.
 1. Even in emergency situations, the juvenile shall not be left alone for more than five (5) minutes at a time.
 2. If a juvenile is left unattended while in restraints due to an emergency situation, such circumstances shall be documented.
 - e. A juvenile placed in the Humane Restraint Chair shall be released as soon as the juvenile shows that he/she can regain control over their emotions, or until staff is advised by medical staff that the juvenile should be removed from the chair.
 - f. Circulation checks of the fingers and toes shall be done every ten (10) minutes.
 - g. If a juvenile is in the Humane Restraint Chair for 1 hour or longer, all restraint points should be re-checked to assure proper positioning and conduct range of motion maneuvers when safety permits to avoid injury.

- h. A juvenile should not be left in the Humane Restraint Chair for more than 2 hours.
- i. If a juvenile is in the Humane Restraint Chair for 2 hours, an evaluation must be completed by medical, and the Director or Deputy Director must be notified.
- j. When a juvenile is placed in the Humane Restraint Chair, they will be continuously monitored for signs of distress, breathing difficulties and any possible aspiration of vomit.
 - 1. The straps should never be tightened to the point that it interferes with the subject's ability to breath.
 - 2. The straps must be checked frequently for tightness and retightened or loosened as necessary until the juvenile is removed from the Humane Restraint Chair.
 - 3. If the restrained subject complains of or show signs of breathing distress (shortness of breath, sudden calmness, a change in facial color etc.), medical attention should be provided immediately.

12. The WRAP

a. Definition

- 1. *WRAP Safety Restraint*: A temporary restraining device that immobilizes the body and restricts a juvenile's ability to do harm to oneself or others. The devise minimizes the time required to secure a person safely and restrains the subject in an upright position. The WRAP Safety Restraint will also be referred to as the "WRAP".

b. The WRAP may be used when:

- 1. The emotional or physical condition of the juvenile is such that they are uncontrollable and constitutes a serious danger to themselves or others.
- 2. The protection against serious property damage by the juvenile.
- 3. For medical reasons under the direction of the medical staff.
- 4. The juvenile is jeopardizing or disrupting the safety, security and/or order of the facility

c. The WRAP may not be used as a form of punishment, verbal threat or for convenience purposes for the staff.

d. The WRAP shall be used within the guidelines of approved training.

e. A juvenile in the WRAP shall not be left alone unless other emergencies exist within the Center which would require staff to temporarily leave the area.

- 1. Even in emergency situations, the juvenile shall not be left alone for more than five (5) minutes at a time.
- 2. If a juvenile is left unattended while in restraints due to an emergency situation, such circumstances shall be documented.

f. A juvenile placed in the WRAP shall be released as soon as the juvenile

shows that he/she can regain control over his/her emotions, or until staff is advised by medical staff that the juvenile should be removed from the WRAP.

- g. Circulation checks of the fingers and toes shall be done every ten (10) minutes.
 - h. If a juvenile is in the WRAP for 1 hour or longer, all restraint points should be re-checked to assure proper positioning and conduct range of motion options when safety permits to avoid injury.
 - i. A juvenile should not be left in the WRAP and CART for more than 2 hours.
 - j. If a juvenile is in the WRAP for 2 hours, an evaluation must be completed by medical, and the Director or Deputy Director must be notified.
 - k. When a juvenile is placed in the WRAP and CART, they will be continuously monitored for signs of distress, breathing difficulties and any possible aspiration of vomit.
 - 1. The shoulder harness should never be tightened to the point that it interferes with the subject's ability to breath.
 - 2. The leg bands and shoulder harness must be checked frequently for tightness and retightened or loosened as necessary until the WRAP is removed.
 - 3. If the restrained subject complains of or show signs of breathing distress (shortness of breath, sudden calmness, a change in facial color etc.), medical attention should be provided immediately.
13. Once the juvenile has regained control, detention officers shall speak with the juvenile about their behavior and the problems experienced.
- a. Mental health professionals may also be contacted to visit and evaluate the juvenile.
14. Detention staff shall ask any juvenile involved in a restraint if they have been injured in any way.
- a. Juvenile's answer shall be documented and any first aid measures shall be taken if the juvenile has sustained any injuries.
15. Incident reporting procedures shall be followed after every incident involving the use of restraints, per Policy 1-7. The report shall include, but not be limited to, the following:
- a. Officers involved, including specific information regarding names of officers actually applying restraints.
 - b. Juvenile's behavior before, during and after the use of restraints.
 - c. Officer's performance before, during and after the use of restraints.
 - d. Any efforts to control the individual prior to the use of restraints, including, but not limited to, verbal warnings.
 - e. Length of time in restraints.
 - f. Detail any injuries sustained during the incident.
 - g. Specific first aid measures taken to treat the juvenile after the use of restraints, if any.

- h. Time and details surrounding the contacting of medical staff, and response time.
 - i. Time and details surrounding the contacting of mental health staff, if contacted, and response time.
 - j. Final disposition of the juvenile following the incident.
16. The details of any incident involving the use of restraints shall be logged on the Daily Activity Log, including, but not limited to, the following:
- a. Officers involved.
 - b. Time of placement in restraints, and removal from restraints.
 - c. Times of specific first aid measures taken to treat the juvenile after the use of restraints, such as, but not limited to, circulation checks of wrists, etc.
 - d. Time and details surrounding the contacting of medical staff, and response time.
 - e. Time and details surrounding the contacting of mental health staff, if contacted, and response time.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-18 FACILITY SEARCHES
			Pages: 1
Policies and Procedures Manual	Topic: Facility Searches		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 227.01; ACA 3JDF-3A19		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To provide for the safety and security for the staff and other juveniles and control contraband and weapons through unannounced and irregularly timed searches of juveniles' rooms, day rooms, and activity, work or other areas accessible to juveniles and searches of all materials and supplies coming into the facility.

II. Procedures

A. Housing unit search.

1. A housing unit, cell, or any other portion of the Center may be searched periodically, or upon reason or information that a resident may be harboring contraband, or upon reason or information that the contents of a room may endanger the juvenile, staff member, or other residents housed in the detention center.
 - a. Searches of rooms in which strip searches will be performed is covered in Policy 2-19.
2. The resident of the cell searched may be given all new issued items including mattress and bedding, clothes, towel, socks and shoes.
 - a. All removed items shall be thoroughly checked prior to laundering.
 - b. All cells shall be visually checked upon discharge of the resident and before a new resident is assigned.
3. For reasons of security, safety and control, juveniles have no expectation of privacy while in the Center.
4. Disposition of contraband
 - a. Contraband shall be handled as outlined in Policy 2-28.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-19 PERSONAL SEARCHES
			Pages: 7
Policies and Procedures Manual	Topic: Personal Searches		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 227.02, 227.03, 227.04; ACA 3JDF-3A19, 20, 21 Public Law 108-79 (PREA)		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To provide for the safety and security of staff and juveniles, control contraband and weapons through searches of juveniles, including but not limited to, their entry or reentry into the secure facility, after contact with visitors, and at any other necessary times.

II. Procedures

A. General rules applying to searches

1. All searches shall be conducted in private and in a manner, which preserves the dignity of the juvenile to the greatest extent possible and under sanitary conditions.
2. All searches excluding Body Cavity Searches shall be performed by a detention officer of the same gender as the juvenile detainee.
 - a. In any situation when a search is needed, and a juvenile detention officer of the same gender is not available to do the search, the following steps shall be taken:
 1. The supervisor shall switch staff posts to free up any on-duty juvenile detention officer of the same gender as the juvenile needing to be searched, if any.
 2. The supervisor shall contact, or instruct the control room staff to contact the following agencies or individuals (not in any specific order) to request that a sheriff's deputy, police officer or juvenile detention officer of the same gender as the juvenile needing to be searched report to the SWIJDC to perform the search.
 - a. Canyon County Sheriff's Office, Dale Haile Detention Center
 - b. Canyon County Sheriff's Office, Patrol Division (contact through CCSO Dispatch)
 - c. Caldwell Police Department (contact through CCSO Dispatch)

- d. Any off-duty juvenile detention officer
 - e. Any Part-time or Temporary juvenile detention officer.
 - f. Health Authority or Medical Employee
- 3. If no officer of the same gender can immediately report to the SWIJDC to perform the search, the following steps shall be taken:
 - a. The juvenile shall be instructed to remove all items from the pockets, wrist, waist, ankle, neck, fingers, ears and feet, including footwear, coats and jackets, as long as sufficient clothing is worn underneath.
 - b. The juvenile shall be placed in a constant watch situation until a proper search can be completed.
 - c. Handcuffs and leg irons shall not remain on the juvenile while waiting for same gender officer to perform search if said wait is expected to be longer than 10 minutes. Circulation checks are to be performed frequently while handcuffs or leg irons remain on the juvenile.
- 4. Procedures for Body Cavity Searches are outlined in this Policy, section II, B, 5.
- B. Personal Searches are categorized into 5 groups: Clothed Search, Clothing Exchange, Strip Search, Body Scan and Body Cavity Search.
 - 1. Clothed search, or Pat search (Frisk search).
 - a. When conducted:
 - 1. Pat searches shall be conducted at admissions or upon return from court or transports and shall be performed prior to releasing the juvenile from handcuffs and leg irons, if used.
 - 1. If leg irons and handcuffs are used, leg irons are to be released after the pat search, prior to releasing handcuffs.
 - 2. Pat searches upon admission to the Center shall be done before the arresting or transporting officer leaves the building.
 - 1. Any contraband discovered during the admissions pat search shall be turned over to the arresting or transporting officer.
 - b. Pat searches shall be conducted after any type of visit, including but not limited to (parent, grandparent, guardian, probation officer, counselor, clergy, legal representation, etc.)
 - c. Pat searches may be initiated on an unannounced, irregular basis.
 - d. During the pat search, all items shall be removed from the pockets, wrist, waist, ankle, neck, fingers, ears and feet, including footwear.
 - e. Pat search shall be conducted by feeling the clothed body of the juvenile for contraband.
 - f. Special attention should be given to areas of double thickness, including, but not limited to hem areas, pockets, and belt line.
 - g. Systematic procedures should be followed by all detention staff, starting at the

top, examining the head, hair, and working down to the neck, shoulders, arms, back of body, sides of body, front of body, belt line, hips and pockets, front and rear of lower body, groin area, legs, feet.

- h. Shoes and socks shall be removed
2. Clothing Exchange
- a. A clothing exchange will be performed during the admissions process, unless reasonable suspicion is present to warrant a strip search as outlined in section 3 of this policy.
 - b. Clothing exchanges may be performed at any other time during a juvenile's period of incarceration.
 - c. A room search of the clothing exchange area will be performed immediately before allowing the juvenile to enter the area and also immediately after the juvenile leaves the area.
 - d. Procedures for conducting the clothing exchange are as follows:
 - 1. The staff member shall instruct the juvenile to enter the admissions bathroom, and shall secure the lower portion of the "dutch door," with the staff member on the outside of the door.
 - 2. The staff member shall instruct the juvenile to remove and place shirt and pants in the property basket, but to remain clothed in underwear, underpants and bra.
 - a. If the juvenile states that s/he is not wearing underwear, underpants or bra, the staff member shall not require the juvenile to remove the article of clothing which will expose the genitals and buttocks, and/or breasts, if the juvenile is female
 - 3. While the juvenile is in underwear (male), underpants and bra (female), staff shall observe the front and back of the juvenile, looking for tattoos, scars, bruises, piercings, signs of substance abuse or physical abuse, etc.
 - 1. If any of the above are observed, excluding piercings, pictures must be taken.
 - 2. If signs of physical abuse are present, a report must be written in accordance with policy 6-18.
 - 4. The staff member shall furnish the juvenile with a hospital-type gown, instruct the juvenile to clothe his/herself with the gown and then remove all remaining clothing from under the gown, placing clothing in the property basket.
 - 5. The staff member shall furnish the juvenile with hygiene items necessary for the juvenile to take a shower and facility-issued clothing.
 - 6. The staff member shall also instruct the juvenile to take a shower, dress and notify the staff of the completion of those tasks.

- e. Detention officers shall only visually observe the juvenile during the clothing exchange. No physical contact is permitted except in an emergency.
3. Strip Searches
- a. Strip searches of transgender or intersex juveniles shall not be conducted for the sole purpose of determining a resident's genital status.
 - b. Strip searches may be conducted only when there is reasonable suspicion to believe that the juvenile is in possession of a weapon or a controlled dangerous substance which pose a safety and security threat to the Center or if there is reasonable suspicion that a strip search is necessary to confirm the presence of a health condition requiring immediate medical attention.
 - 1. If the offense that the juvenile is being charged with is a weapons-related offense or a drug-related offense, the juvenile shall be strip searched.
 - 2. The following factors may also be considered when determining whether reasonable suspicion exists to conduct a strip search:
 - a. The nature of the offense(s) charged (i.e. escape, burglary, use of a weapon, or narcotics related offenses);
 - b. Juvenile's appearance, demeanor and conduct (i.e. combative, suicidal);
 - c. Juvenile's prior arrest record;
 - d. Possibility that the juvenile may be injured or suffering from a condition requiring immediate medical attention;
 - e. Admitted or known history of current or prior illegal drug use;
 - f. Where there is a documentable reason to believe that the juvenile presents a danger of harm to him/herself or others.
 - g. The juvenile had knowledge of impending incarceration, such as in the case of weekend detention or temporary release/return.
 - h. A room search of the area in which the strip search will be performed shall be conducted immediately before allowing the juvenile to enter the area and also immediately after the juvenile leaves the area.
 - c. Conducting strip searches.
 - 1. Whenever possible, the strip search should be conducted by two officers of the same gender as the juvenile who are positioned to both see the search and hear any conversation during the search.
 - 2. If two officers of the same gender as the juvenile are not available, the officer who is the same gender as the juvenile shall conduct the strip search while being observed by another officer who shall position him/herself in such a way that s/he can observe the officer

conducting the search, but not observe the juvenile, and hear any conversation during the search.

3. If no officers of the same gender are available, follow procedures contained in this Policy, section II A 2 a.
 - d. When a strip search is conducted, the juvenile shall be instructed to remove all of his/her clothing and a visual check shall be made of the juvenile's body. Staff will instruct the juvenile to turn in a circle with their arms up, lift body parts, (genitals, breast, stomach, etc.) squat and cough
 - e. Detention officers shall only observe the juvenile during the strip search. No physical contact is permitted except in an emergency.
 - f. Incident reporting procedures shall be followed for strip searches per Policy 1.7. The report shall include, but not be limited to, the following:
 1. Officer(s) involved in any activities leading up to a strip search.
 2. The name of the officer(s) making the decision that there is reasonable suspicion to perform the strip search and the information supporting that decision.
 3. Final results of the strip search, along with disposition of contraband.
4. Body Scan
- a. Body scans are performed by using virtual imagery technology.
 - b. Body scan searches of juveniles will be authorized by the Deputy Director or Director when there is reasonable suspicion that a resident is in possession of contraband.
 - c. Relying on the manufacture information, the virtual imagery technology is safe to administer to all persons. Operators have discretion to postpone a virtual imagery scan if they believe a person may not be able to safely stand during the scan.
 - d. As a policy precaution, juveniles who have notified Detention Staff of a known or suspected pregnancy that is documented through an intake disclosure, shall not be subjected to a virtual imagery technology body scan search.
 - e. All body scans on juveniles will be performed in an area that is out of sight and sound from adult inmates.
 - f. Searches are to be performed under sanitary conditions in a manner which protects the dignity of the juvenile to the greatest extent possible
 - g. Body Scan searches shall be performed as follows:
 1. The resident enters the scanner fully clothed while holding footwear in his/her hands;
 2. If the scanned image reveals that the subject is in possession of

contraband, reasonable suspicion may exist to conduct a more thorough search that may include a strip search, medical x-ray or cavity search performed by a licensed physician. This would only be done with authorization from a judge.

3. Detention staff may request the subject to remove anything that reasonably appears to be contraband, if it appears reasonable to remove the suspected contraband without injury to the subject.
4. If the subject refuses to remove the suspected contraband the judge will be notified.
5. If reasonable suspicion exists that the subject is still in possession of suspected hidden contraband after a second clothed search, staff shall notify a supervisor. The supervisor should contact the director who may seek a judge authorizing a search to be completed by a licensed physician.
6. Juveniles who are believed to be in possession of hidden contraband shall be isolated until staff reasonably believes there is no longer a risk the suspected contraband may be introduced into the facility and or compromise facility safety or security.
7. If contraband was removed from a person, a final post-virtual imagery scan search should be conducted to verify complete removal of contraband.
8. Searches are to be performed under sanitary conditions in a manner which protects the dignity of the juvenile to the greatest extent possible.

5. Body Cavity Search

- a. Body Cavity searches shall not be conducted for the sole purpose of determining a resident's genital status.
- b. Body cavity searches shall only be conducted when there is an order or search warrant signed by a judge which has been obtained based on probable cause to believe the juvenile is in possession of weapons, or contraband which jeopardizes the safety or security of the facility or the safety and well-being of any juvenile.
- c. All body cavity searches shall be conducted in private and in a manner, which reasonably preserves the dignity of the juvenile and under sanitary conditions.
- d. All body cavity searches shall be conducted by the Health Authority or Medical Employee.
 1. Health Authority is defined as the physician, health administrator, or agency responsible for the provision of health care services at an

institution or system of institutions; the responsible physician may be the health authority.

2. Medical Employee is defined as a certified person such as nurse, physician's assistant, emergency medical technician who works under the supervision and authority of the Health Authority consistent with their respective levels of training, education and experience.
- e. No persons of the opposite gender of the juvenile shall be present during the body cavity search other than the Health Authority or Medical Employee.
 - f. Incident reporting procedures shall be followed for body cavity searches per Policy 1.7. The report shall include, but not be limited to, the following:
 1. Officer(s) involved in any activities leading up to a body cavity search.
 2. The name of the officer(s) that actually recommends the body cavity search and the information supporting that recommendation.
 3. Information regarding the obtaining of a warrant necessary to conduct body cavity search.
 4. Specific information regarding the contacting of medical staff.
 5. Final results of the body cavity search, along with disposition of contraband.
 - g. Information concerning a body cavity search shall be logged on the Daily Activity Log, including, but not limited to:
 1. Time of search.
 2. Medical officer's name.
 3. Any other officers present.
 - h. Disposition of contraband
 1. Contraband shall be handled as outlined in Policy 2-28.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-20 KEY, BADGE, TOOL CONTROL
	Pages: 2		
Policies and Procedures Manual	Topic: Key and Tool Control		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 228.01; ACA 3JDF-3A22, 23		
Authorization: Sean Brown	Issue Date:	Effective Date:	

I. Policy

To provide for storage, safe usage and control of keys, badge, and tools in the Center.

II. Procedures

A. Exterior Door Keys

1. Except in the case of an emergency, no direct care staff member shall routinely carry keys which operate exterior doors.
 - a. In the case of a pneumatic lock failure or other failure in which the locks will not operate without a key, a designated staff member shall be authorized to carry the exterior door key.
 - b. During the time the exterior door key is being used by the authorized staff member, that staff member shall not actively supervise juveniles until the exterior door key is returned to the Control Room or transferred to another officer.
 - c. Unless otherwise authorized by the Director or Deputy Director, all keys to operate the facility's exterior doors shall be maintained in the Control Room or in a secure location.

B. Interior Door Keys and Badges.

1. Each detention officer shall be issued keys and a Canyon County badge which will open different interior doors.
2. Any lost, broken or misplaced key or badge shall be reported immediately to the Supervisor, Deputy Director, Director, and Maintenance.
3. Keys and badges shall be carried securely.
4. Keys and badges shall never be issued, loaned, or handed to juveniles.

C. Duplication of keys and badges.

1. No Center employee shall duplicate or allow any person to duplicate any key or badge belonging to the Center.
2. The Deputy Director or Director shall coordinate all key-making or duplicating through the Canyon County Maintenance Department.

D. Tool Control

1. Tools shall be counted and accounted for by the maintenance department employee or other worker while working in the Center.
2. Juveniles shall not be allowed into any area where maintenance

personnel are working.

3. All tools shall be removed from any area in which maintenance work was or is being done before juveniles may return to that area.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-21 SECURITY DEVICES
			Pages: 1
Policies and Procedures Manual	Topic: Security Devices		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 228.02		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure proper use of security devices in the Center.

II. Procedures

- A. Facility employees shall use only security equipment on which they have been properly trained and is issued through, or authorized by, the facility administrator.
 1. Security devices include, but are not limited to the following:
 - a. Door lock operating switches
 - b. Intercom
 - c. Visual surveillance equipment.
 - d. Metal detector.
 - e. Keys
 - f. Gates.
 - g. Protection screens
 - h. Locks.
 - i. Two-way radios.
 - j. Lighting control panel.
- B. Certification of proper training of use of security devices shall be kept in facility records.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-22 WEAPONS STORAGE
	Pages: 1		
Policies and Procedures Manual	Topic: Weapons Storage and Use		
	Related ID Code, IDAPA, or ACA Standards: 228.03; ACA 3JDF-3A29		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure safety in the facility by governing the introduction of weapons into the facility.

II. Procedures

- A. No weapons or other items including, but not limited to, firearms, ammunition, knives, back-up weapons, electroshock weapons, etc., shall be allowed in the Secured Area of the Center unless authorized in response to a major disturbance.
 - 1. Weapons may be stored by law enforcement officers in their patrol car or in the secure weapons storage locker provided by the Center.
 - 2. SWIJDC-issued Oleoresin Capsicum shall be stored in the Center's Control Rooms until the use of such is deemed necessary by detention officers.
- B. Staff members are not permitted to bring in, or store any personal weapon or other item including, but not limited to, firearms, ammunition, knives, back-up weapons, electroshock weapons, etc.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-23
			CLASSIFICATION, Behavior Management
Policies and Procedures Manual	Topic: Housing Arrangements, Classification and Behavior Management		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 220.01(g), 255-01, 261.02(b)		
	Authorization: Sean Brown		
	Issue Date:	Effective Date:	

I. Policy

To ensure that juveniles are housed and classified according to their age, charges, risk level, behavior and the Center's policy.

II. Procedure

A. Housing arrangements

1. Both male and female juveniles should not be housed in the same wing or pod area, and under no circumstance shall male and female juveniles occupy the same sleeping room.
 - a. When male and female juveniles are co-mingled in any dayroom, gym, classroom or other area, staff members shall supervise to the extent that order is maintained.
 - b. Cross gender communication is not allowed unless authorized by staff.
2. Classification of juveniles shall be according to the Center's Observation and Orientation Program and the Level system, which has been established to delineate levels of privileges provided to residents based on their charges and also on behavior while in the custody of the Center. (see policy 7-1)

B. Classification

1. For classification information see policy 7-1

C. Behavior Management

1. For behavior management information see policy 7-1

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-24
			TRANSPORTS
Policies and Procedures Manual	Topic: Transportation		
	Related ID Code, IDAPA, or ACA Standards: IDAPA; 225.04; 250.01e ACA 3JDF-3A15		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure the security and safety of juveniles during transports.

II. Procedures

A. Transportation

1. When juveniles are transported by the Sheriff's Department the policy as set down by the sheriff shall be followed.
2. In emergency situations, the ambulance should be utilized.
 - a. Male officers shall accompany male transports, and female officers shall accompany female juveniles.
 1. Cell phone shall be on hand during transports.

B. Restraints

1. Restraint use during transports will be according to Policy 2.17(II)(B)& (C),

C. Clothing

1. Juveniles shall be transported in the Center's clothing unless the juvenile is leaving for one of the following destinations:
 - a. Jury trial or to court to provide witness testimony
 - b. Release or transfer to another jurisdiction
 - c. Court in another county
 - d. At the request of law enforcement agency
 - e. Other destination approved by the supervisor.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-25 CONTROL ROOM
	Pages: 2		
Policies and Procedures Manual	Topic: Control Room Duties		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 216.01		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To maintain the internal security of the facility regarding the communications with staff and the public, and the visual observation relating to the safety of the residents and staff.

II. Procedures

A. Staffing

1. The Control Room shall be staffed twenty four (24) hours per day.
2. All detention center personnel shall be trained in the operation of the Control Room as well as the security required by the facility.
3. No unauthorized person shall be allowed in the Control Room.
4. In no event shall a juvenile resident be allowed in the Control Room.

B. Control Room Responsibilities

1. Maintain a current list of all staff members' telephone numbers.
2. Maintain a list of all necessary emergency telephone numbers.
3. Initiate emergency or other phone calls as directed by the Supervisor or other staff member.
 - a. Emergency calls may be to the Sheriff's Office, Police Department, Fire Department, Ambulance, Probation Officer, Parents, Deputy Director, the Director, etc.
4. Maintain and accurately enter in a timely manner all required log information, and other duties as may be required.
5. Operate the communications and door security systems.
 - a. Monitor intercom system and video system.
 - b. Answer the telephone, respond to or forward calls to the appropriate party.
6. Advise the Supervisor of any problems with any security or monitoring system.
7. Maintain continuous visual, video or audio communication with any area of disturbance.
8. The Control Room Officer shall, on each shift, make log entries regarding

- emergency signal systems which includes;
- a. Smoke alarms, video cameras and monitor, voice communications, radios, Control Room operated doors and gates.
9. Maintain the detention files.
 10. Control all access to and from the facility.
 11. Control access to and from the Control Room.
 12. Control Room Officer shall not open any door which is operated from the Control Room until;
 - a. The person is identified.
 - b. The person is authorized to enter the detention center.
 - c. There is a staff member available to provide escort, when visual monitoring is not adequate through control room video monitors, if necessary.
 13. Maintain an accurate record of all persons entering the Center.
 - a. Record shall also include, on and off duty staff members.
 - b. Medical staff, teachers, volunteer workers, attorneys, etc.
 14. Visually determine that all doors are locked or open as appropriate and other security measures intact.
 15. Maintain and update as needed, a housing assignment roster indicating the following information, which should include, but not be limited to:
 - a. Juvenile's name,
 - b. Room assignments,
 - c. Pending court dates or release dates,
 - d. Staff or juvenile safety information.
 16. Handles other requests and duties as needed.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-26 SMOKE HOODS
			Pages: 2
Policies and Procedures Manual	Topic: Smoke Hoods and Fire Equipment		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 223		
Authorization: Sean Brown	Issue Date:	Effective Date:	

I. Policy

To ensure safe and proper use of the facility's Smoke Hoods and proper inspection of fire equipment.

II. Procedures

- A. Smoke Hoods shall be kept up to date and located throughout the facility.
- B. Training
 - 1. Each regular detention officer shall receive initial training in the use of the Smoke Hoods as soon as possible after hire date but no later than 30 days after hire date.
 - 2. Part-time detention officers shall be trained as soon as feasible after hire date.
- C. Each detention officer shall practice donning and doffing the Smoke Hoods quarterly and practice sessions shall be noted on the individual training record.
 - A. Donning shall consist of the following steps:
 - 1. Quickly tear open the foil bag at the slit marked with a “tear to open” sticker.
 - 2. Take out and unfold the hood
 - 3. With the nose cup and filters facing down towards your body, stretch the neck dam with your thumbs and the back of your hands facing each other.
 - 4. Place the neck dam under your chin and pull the hood over your head, then pull the neck dam down to the bottom of your neck.
 - 5. Using both hands, quickly grab the ends of the straps and pull them tight ensuring that the cup fits snugly.
 - 6. Make sure the hood opening directly touches your neck completely.
 - B. Doffing shall consist of the following steps
 - 1. First lift the tab (protruding end) of one connecting buckle with one hand and with your other hand pull the elastic strap towards the front.
 - 2. Repeat with the second buckle and strap.
 - 3. Pull the I-Evac® over your head.

1. All equipment shall be labeled as per State safety requirements.
2. All fire safety equipment shall be inspected at least once monthly and inspection and results documented.
 - a. Documentation of equipment shall be made on respective log sheet for that equipment.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Safety and Security		Policy # 2-27 SECURITY INSPECTIONS
			Pages: 1
Policies and Procedures Manual	Topic: Security Inspections		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 226.02; ACA 3JDF-3A10, 11,12		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

The Southwest Idaho Juvenile Detention Center shall be maintained in a secure, clean and healthful condition.

II. Procedures

A. Security Inspections

1. The facility administrator or designee shall make inspections at least on a weekly basis to review security conditions.
 - a. The inspector shall inspect all locks, windows, floors, ventilator covers, access plates, glass panels, protection screens, doors, and other security equipment.
2. Any finding of deficiency shall be brought to the attention of the facility administrator.
3. The facility administrator shall take-action to correct the deficiency, and shall document the corrective action taken.
4. Documentation of Security Inspections and the corrective actions taken shall be completed and forwarded to the Director.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-28
			CONTRABAND
Policies and Procedures Manual	Topic: Definition and Disposition of Contraband		
	Related ID Code, IDAPA, or ACA Standards:		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To control the disposition of contraband discovered through area searches of cells, common areas or personal searches of juveniles.

II. Procedures.

- A. Contraband shall be defined as anything not issued or approved by the Center, or anything issued or approved by the Center that has been altered.
 1. Any contraband found shall be protected as evidence until the resolution of any disciplinary proceedings.
 2. Any evidence produced that may result in criminal proceedings being filed in court shall be immediately placed in an evidence locker and turned over to the Caldwell Police Department or appropriate law enforcement agency.
 - a. A report of the incident shall be made as per policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-29 Perimeter Security Checks
			Pages: 2
Policies and Procedures Manual	Topic: Perimeter Security Checks		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 05. 01. 02. 226. 01, ACA 3-JDF-2G-02		
Authorization:			
Sean Brown	Issue Date:	Effective Date:	

I. Policy

To protect and ensure the safety and welfare of all persons inside the facility by preventing or discovering security breaches along the outside perimeter of the building.

II. Procedures

A. Mandatory perimeter security check frequency

1. The Shift Supervisor shall see that at least two (2) mandatory perimeter security checks are completed daily.
 - a. These shall be completed during nightshift.
 - b. These should be at least 4 hours apart.
2. The Shift Supervisor shall see that at least one additional perimeter security check shall be completed during dayshift on weekends and holidays.

B. Additional perimeter security check frequency

1. Additional perimeter security checks may be conducted more frequently if possible and if staff feels that more checks are needed for any reason.
2. Additional perimeter security checks may be conducted at any time of the day.

C. Conducting perimeter security checks

1. Perimeter Security Checks shall consist of but are not limited to, physically checking all exterior doors, locks, windows, access doors, glass panels, exterior lights, protection screens, other security equipment, generators, office windows, Center's vehicle(s), and any other items that are essential and pertinent to the operations, order and security of the Center.
2. Perimeter security is to include Juvenile Probation area, Juvenile Courts area, and parking area.

D. Reporting

1. Any items that are found to be broken, worn, malfunctioning or otherwise in need of repair shall be reported immediately to the Canyon County Maintenance Department and documented.
2. Any open or unlocked door, gate, window, etc., shall be secured and documented.

3. Any persons occupying vehicles in the parking area after regular business hours or any other suspicious activity shall be reported to Caldwell Police Dispatch and the incident shall be documented.

E. Documentation

1. Perimeter security checks, including times of completion and results, shall be documented in the Daily Activity Log.
2. Documentation of any event as described in Section D of this policy shall be in the form of a Facility Incident Report.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-30
			DEFENSIVE AEROSOL
Policies and Procedures Manual	Topic: DEFENSIVE AEROSOL WEAPONS		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 225.02; ACA 3JDF-3A26, 27, 30		
	Pages: 3		
Authorization: Sean Brown	Issue Date:	Effective Date:	

I. Policy

To control and guide the use of defensive aerosol weapons within the center, and to reduce the possibility of injury to staff and juveniles.

II. Procedures

A. Defensive Aerosol Devices

1. The only defensive aerosol device approved for use in the Southwest Idaho Juvenile Detention Center shall be Oleoresin Capsicum (OC).
2. OC is an inflammatory agent found naturally in cayenne peppers. OC is a less-than-lethal, biodegradable product used in pharmaceutical products as well as food seasonings.
3. OC has been researched and tested by the FBI and it has been proven as a safe alternative with a lower probability of causing injury than the use of physical force, and will not cause long term medical side effects.
 - a. Based on that accepted F.B.I. research and the goal to prevent any injury to the staff, juveniles and others, OC is approved for emergency use as long as it is used in compliance with the following guidelines and approved training materials.
4. Purpose for use
 - a. To control an individual that has demonstrated the ability and intent to cause serious bodily harm to himself/herself or others, or to prevent an individual from causing serious damage within the Southwest Idaho Juvenile Detention Center.
 - b. A mere verbal threat from an individual, stating that he/she may exhibit physical force does not constitute justification for use of OC.
 - c. OC will not be used against a juvenile for simple non-compliance of a detention officer's request.
 - d. Under no circumstances should OC be used for the purpose of punishment.
5. Use
 - a. Only OC issued by the SWIJDC or other responding agency will be used.

- b. OC canisters will be stored in the control room and should not be carried by Detention Officers on a routine basis.
- c. Empty or expired OC canisters shall be exchanged for new ones.
- d. If circumstances reasonably permit, the Canyon County Sheriff's Office may be called for assistance before the use of OC. Mere presence of the deputies may cause the cessation of an unwanted behavior.
- e. Only juvenile detention officers who have completed a user training class taught by a certified instructor for the use of OC may apply it according to established procedure.
- f. If circumstances permit, OC should be applied to subjects from a distance of three (3) feet or more.
- g. In most cases the use of OC should be preceded by at least one clear direct order to the juvenile(s) to stop the undesirable activity. This order shall be a verbal attempt to gain compliance and record of this order shall be included in any report(s).
 - 1. OC will be used without warning when the officer reasonably believes that the juvenile has the intent and the ability to inflict injury to another officer, juvenile, or self.
- h. As outlined in training, OC will only be used to stop a particular action and/or to gain compliance; once that action stops and/or compliance has been gained the use OC will no longer be deemed appropriate.
- i. In no case shall the Detention Officer expose an individual to OC for longer than the absolute minimum length of time required to establish control. Normally, control of a subject can be accomplished with an application of OC to the face lasting approximately one (1) second.
- j. OC shall not be used after a subject is under control.
- k. The Center's medical staff will be called immediately and shall be notified that OC was applied.
- l. The juvenile detention officer who applies the OC (or the juvenile detention officer who is present when the OC is applied by a responding outside law enforcement officer), will be responsible for making every reasonable effort (with due consideration to employee/officer safety) to relieve the recipient offender's irritating physical symptoms by doing the following:
 - 1. Rinsing with cool water
 - 2. Plenty of fresh air
 - 3. Using non-oil based soap and water
 - 4. Do not apply lotion of any kind. (Lotion may trap the resin next to the skin and cause blistering)
 - 5. Ventilate enclosed areas for 30-45 minutes.

m. Reports on use of OC

1. Every use of OC will be reported on an Incident Report Form and copies supplied to the Director. The report will be completed prior to the officer's departure at the end of the shift and approved by the team supervisor. The report will include the following information:
 - a. Officers involved.
 - b. Juvenile's behavior prior to the use of OC
 - c. Officer's specific action(s) prior to the use of OC
 - d. Any efforts to control the individual prior to the use of OC, including verbal warnings.
 - e. Juvenile's specific action(s) and behavior after the use of OC
 - f. Detail any injuries sustained during the incident
 - g. Specific first aid measures taken to treat the juvenile after the use of OC
 - h. Final disposition of the juvenile following the incident.
 - i. The Director and at least one. Certified OC trainer shall review all incidents involving the use of OC and, at his/her discretion, request an investigation of the facts and circumstances surrounding the incident.

Southwest Idaho Juvenile Detention Center	Chapter # 2 Safety and Security		Policy # 2-31
			CELL EXTRACTION
	Pages: 3		
Policies and Procedures Manual	Topic: Cell Extraction		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 225.01; ACA 3JDF-3A26, 27, 28, 30		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

- A. To ensure the safety and security of the juveniles, staff and the Center by providing a process for extracting juveniles from cells to other rooms as ~~safety~~ safely as possible and when necessary. For the purpose of this policy, the word “cells” will be used, but these procedures may be used in any room as necessary.

II. Procedures

A. Cell Extraction

1. The purpose of a cell extraction is to remove from a cell any juvenile that is being non-compliant and/or poses a threat to themselves, other juveniles, staff members, visitors, the safety and security of the center, or for medical reasons under the direction of medical staff. This shall be done by using a reasonable amount of force necessary to gain compliance or to restore order.

B. In the event that a cell extraction is deemed necessary:

1. The Supervisor should immediately be notified of the situation.
2. The Supervisor may order an immediate cessation of other juvenile movement within the facility and order a facility lockdown or lockdown of the affected area within the Center. All juveniles not involved in the extraction should remain supervised and secured at their immediate location including but not limited to: classrooms, gym, day room, dorm room or individual cells.
3. The Supervisor should obtain authorization from the Director or Deputy Director if applicable. In an emergency where the Director or Deputy Director's authorization is not possible, a Supervisor may authorize a cell extraction.
4. The Supervisor should order all available staff members to the assembly area, Control Room or designated area.
5. Staff should create an avenue of approach by securing or opening appropriate doors throughout the Center to restrict juvenile movement.
6. Cell extractions should be documented in the following manner:
 - a. Timeline/ sequence of events on the Daily Activity Log by the Control Room Officer.

- b. Behavioral Incident Report completed by all staff members involved in, and witnessing the incident, as outlined in Policy 1-7.
 - c. Any other documentation necessary.
- C. Preparation
 - 1. Supervisor should ensure that all staff members have been briefed on the situation, and the juvenile's level of non-compliance. Supervisor should ensure that all team members have the following:
 - a. Two pairs of gloves; one worn, one carried.
 - b. Proper restraints in possession of "restraints officers".
 - c. An understanding of their areas of responsibility
 - 2. Medical staff should be notified prior to the execution of cell extraction.
 - 3. Team members shall be assigned duties and responsibilities by the supervisor to ensure the safety and security of the juvenile and staff while conducting a cell extraction.
 - a. Entry team
 - 1. Verbal Officer/Restraint Officer 1: The officer assigned to this position should be the only officer giving verbal commands/ directives during the cell extraction process to limit confusion of any kind. The officer should keep trying to gain compliance. The officer assigned should use Appropriate Use of Force Techniques if the situation escalates.
 - 2. Restraints Officer 2: The officer assigned to this position should assist the "Verbal Officer" by using Appropriate Use of Force Techniques if the situation escalates.
 - 3. Restraints Officer 3: (Wrist and Legs): The Officer assigned to this position should maintain control of the juvenile's wrists and legs by using Appropriate Use of Force Techniques if the situation escalates. The Officer assigned to this position should apply Wrist Restraints and Leg Restraints.
 - b. Additional extraction team members and special circumstances
 - 1. In the case of an emergency where only two entry team officers are available, one officer will be assigned the responsibility of the Verbal Officer/Restraint Officer 1 and the second person will take the responsibility Restraint Officer 1 and 2.
 - 2. The Supervisor should oversee the entire process and should be present at all times during a cell extraction, and may serve as an entry team member if there are not enough other staff members available.
 - 4. The Supervisor should have Oleoresin Capsicum (OC) in his/ her possession, or can direct any other officer to possess or use O.C. as per Policy 2-30.
- D. Execution of Cell Extraction
 - 1. Supervisor should give a verbal directive to the juvenile to attempt to gain compliance.

2. After Supervisor's verbal directive is given to comply, and if compliance is not met, Supervisor should open the door to allow access for the entry team.
 3. Assigned entry team should ensure they have control of their assigned area of responsibility, and ensure the safety and security of the juvenile and all staff present during the process.
 4. Assigned entry team should enter in a controlled manner, and continue to attempt to gain compliance by verbal de-escalation.
 5. If compliance is not gained by verbal de-escalation techniques, Appropriate Use of Force Techniques may be utilized.
 6. Upon application of restraints, the entry team will then transport the juvenile to a more suitable location.
 7. The Supervisor should notify the Control Room when restraints have been applied.
 8. The Control Room Officer should then notify the nurse that restraints have been applied.
 9. Once the juvenile is secured in their final cell, a directive to remain still until the door closes should be given to the juvenile after all restraints are removed. This directive should include the following:
 - a. Hands behind your back.
 - b. Cross your feet/legs.
 - c. Face away from entry team.
 - d. Remain kneeling and do not get up until after the door closes.
 10. The entry team should then exit as one group (not individually), and back out of the cell.
 11. Secure the door.
 12. Ask the juvenile if they are hurt or would like to see medical. Medical staff shall be informed, as necessary.
 13. Continuous monitoring of the juvenile should be implemented for an appropriate period of time after the cell extraction to ensure the safety of the juvenile.
- E. Debriefing
1. All staff should report to the designated area for debriefing by the supervisor.
 2. Incident reporting procedures shall be followed per Policy 1-7.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-1
			FOOD SUPERVISION
	Pages: 1		
Policies and Procedures Manual	Topic: Food Supervision		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 230; ACA 3JDF-4A01		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To see that the Center's food service operation shall be supervised by a designated employee or individual who has experience and/or training in meal preparation, menu planning, staff supervision, ordering procedures, record keeping, health and safety policies, theft precautions, and inventory control.

II. Procedures

- A. If the meals for the Southwest Idaho Juvenile Detention Center are prepared at the Dale Haile Detention Center:
 1. The food service department of the Canyon County Sheriff's Office Detention Center will be responsible for meal preparation, menu planning, food service staff supervision, ordering procedures, health and safety policies, theft precautions, and inventory control.
- B. If the meals for the Southwest Idaho Juvenile Detention Center are prepared at any other establishment, that provider shall abide by all rules and regulations of the Southwest District Health Department, and any other national, state and local organization or agency responsible for setting and enforcing nutritional, health, or sanitation standards applicable to juvenile detention facilities.
- C. If the meals for the Southwest Idaho Juvenile Detention Center are prepared at the Center, the Center will be responsible for meal preparation, menu planning, food service staff supervision, ordering procedures, health and safety policies, theft precautions, and inventory control.
- D. The current guidelines which govern the National School Lunch Program shall guide the preparation of menus to ensure a nutritionally balanced diet.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-2
			FOOD SERVICE
	Pages: 1		
Policies and Procedures Manual	Topic: Special Diets		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 232; ACA 3JDF-4A06, 08		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

Special Diets may be available for religious and medical reasons.

II. Procedures

- A. Provisions shall be made for special diets prescribed by a physician or dentist. Treating physician or dentist's orders shall be followed.
1. Requests for a special diet based on medical needs shall be forwarded to the medical staff, who shall be responsible for proper verification and notify the Food Service Supervisor as soon as possible.
- B. Reasonable provisions may be made for special diets when a juvenile's religious beliefs require adherence to particular dietary practices.
1. Juvenile's parents and juvenile's pastor, rabbi, bishop, minister or other religious leader may be consulted for advice and direction.
 2. Notification of the need for a special diet will be forwarded to the Food Service Supervisor as soon as possible.
 3. The Canyon County Prosecuting Attorney's Office may be consulted with regard to special religious diets.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services	Policy # 3-3
		Pages: 3
Policies and Procedures Manual	Topic: Food Service Procurement	
	Related ID Code, IDAPA, or ACA Standards: 232; ACA 3JDF-4A06, 08	
Authorization: Sean Brown	Issue Date:	Effective Date:

- I. **Policy:** To conduct all food service procurement activities in accordance with Idaho law, federal regulations and policies, and Idaho State Department of Education guidelines.

- II. **Procedures:** All purchases of goods and services associated with the SWIJDC's provision of meals and snacks to the juveniles in its custody shall be conducted so as to ensure a fair, open, transparent, and competitive process.
 - A. **Single Contract:** In order to ensure a comprehensive meal service plan that can be efficiently administered and evaluated, all outside expenditures related to that meal service plan shall be consolidated under a single vendor contract that expressly incorporates all required terms of the current Food Service Management Contract Checklist provided by the Idaho State Department of Education Child Nutrition Program. See Exhibit 1, attached hereto and fully incorporated by reference. The contract must be approved by the Idaho State Department of Education annually.

 - B. **Micro-purchases, small purchases, and noncompetitive purchases of goods and services as defined by 2 CFR 200.320 are expressly disfavored by Canyon County's policy and procedure. However, in the event of a declared emergency that has compromised SWIJDC's ability to rely upon the single vendor contract, such purchases may be made in accordance with Idaho law upon approval of the Idaho State Department of Education.**

 - C. **Contractor Selection:** All contracts for SWIJDC food service activities shall be initially procured by sealed Invitation for Bid (IFB) or Request for Proposal (RFP) process. Although cost is a significant consideration, additional criteria are important to the selection of a food service provider and it is the preference of the Board of County Commissioners to contract with a food service provider following execution of IFB/RFP process, as provided by Idaho Code Section 67-2806A.

1. IFB or RFP details: Using the Legal-approved template, IFB/RFP must include at minimum:
 - execution of publicly-noticed legal notice to be published twice (first at least 14 days before proposals are due; the second at least 7 days before proposals are due) and posted to the County's procurement webpage;
 - clearly defined specifications and evaluation criteria drafted without involvement of any potential contractor, available at no charge on County's procurement webpage;
 - specifications and criteria shall provide that small, minority, and women's business enterprises shall be used when possible;
 - American commodities and products shall be purchased to the extent practicable, with a preference for Idaho commodities and products;
 - Use of brand names in the specifications is allowable only insofar as functional equivalents are expressly acceptable;
 - a pre-proposal conference and opportunity for potential contractors to submit written questions and objections to IFB/RFP procedures;
 - execution of a publicly-noticed written addendum that addresses such questions, posted to County's procurement webpage for public review and distributed to all contractors who submitted questions at least three days before proposals due;
 - a publicly-noticed open meeting by the County Commissioners to acknowledge timely receipt of specific sealed proposals;
 - proposals must include non-collusion statement, and be evaluated by County employees without actual or apparent conflict of interest;
 - only vendors who meet the necessary criteria and demonstrate ability to comply with federal food safety and quality standards will be considered;
 - a written notice of intent to award posted to County procurement webpage and distributed to all proposing contractors, that provides a 7-day objection period for any aggrieved actual proposer to file a written objection for County Commissioner action.
2. IFB or RFP documentation: All records associated with the preparation and distribution of IFB/RFP, including evaluation of whether the IFB/RFP satisfies this protocol, the evaluation of proposals, as well as all objections, decisions, contract, and evaluation of contract performance are subject to Idaho's public records and document retention laws.
3. Ethics in Government: Idaho's ethics in government laws, including those specific to conflict of interest and lawful use of public funds, are

to be strictly construed and applied throughout IFB/RFP and related processes. The Canyon County code of conduct as outlined by its Personnel Manual, as well as the SWIJDC SOPs regarding conduct, must also be strictly construed and applied to all actions associated with food service procurement.

4. 2 CFR § 200.318 statement: Food service procurement activities shall accord with the standards identified in §§ 200.317 through 200.327. See Exhibit 2, attached hereto and incorporated by reference. In the event of conflict between these regulations and Idaho procurement law or the County's standard practice, the most restrictive option is preferred. In addition:
 - unnecessary or duplicative items must be expressly prohibited;
 - a cost or price analysis must be done for every purchase;
 - non-collusion statements must be included in proposals, as well as certification that the proposer is not debarred or suspended per 2 CFR Appendix II; and
 - Current USDA non-discrimination statement must be included.

- D. Continuous improvement: SWIJDC will periodically review and assess the performance of the contractor, including feedback from juveniles and staff, as well as the effectiveness of this policy to ensure compliance with all relevant federal, state, and local laws, regulations, and guidelines.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-4 MENUS
			Pages: 1
Policies and Procedures Manual	Topic: Menus and Records		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 233; ACA 3JDF-4A02		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure that food service records are available for review and audit.

II. Procedures

- A. All menus, records and Health Department reports or other documentation involving food service shall be kept and maintained by the Food Service Representative for four years.
 1. Records shall be maintained for at least four years indicating the number of meals ordered daily for use in the Juvenile Detention Facility.
 2. Records shall also be maintained for at least four years which reflect the costs and quantity of foods purchased for direct use in the Juvenile Detention Center.
 3. Refrigeration temperature shall be recorded twice daily.
- B. All menus shall be planned, dated, and available for review at least one (1) week in advance. Notations shall be made of any changes in the menu.
 1. Menus shall be kept at least one (4) years after use.
 2. Records of special diets shall also be kept for two (4) years.
- C. Menus or records of meals served shall be subject to NSLP review at their request.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-5
			MEAL SERVICE
	Pages: 2		
Policies and Procedures Manual	Topic: Meal Service		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 234; ACA 3JDF-4A05, 07, 12, 13		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To see that meal service is within guidelines established by standards.

II. Procedures

- A. Meals shall be served at approximately the same time each day and not more than fourteen (14) hours shall lapse between evening and breakfast meals, unless an evening snack is given.
 1. Breakfast approximately 0630
 2. Lunch approximately 1200 noon.
 3. Dinner approximately 1700
 4. Snacks may be served before bedtime.
- B. At least two of the three meals per day shall be hot meals.
- C. Meals may be served in the classroom, dayrooms, sleeping rooms, or visitation room, depending on the level status of the juvenile, or any other factor that the supervisor may consider.
- D. Detention Center staff shall be responsible for pick-up and delivery of food from the jail kitchen, if the food is supplied from the jail kitchen.
 1. Staff members may also eat during this period.
 2. Staff may bring items from outside to eat in the facility.
 3. If staff elects to eat food provided by the center, the same menu that is served to the juveniles shall be served to the staff.
- E. All food, hot or cold, shall be served at appropriate temperatures.
 1. Complaints of food temperatures are to be taken seriously and corrections made when necessary.
- F. Withholding meals as punishment or for any other reason will not be permitted.
- G. If a juvenile is ill, or in confinement due to a behavior problem, or due to level status, meals shall be served in the juvenile's sleeping room.
 - a. Disposable utensils may be used along with disposable trays when the above stated situation exists.
- H. Juveniles shall not be required to eat all the food served, but shall be served a tray that meets the National School Lunch Program guidelines.

- I. If the juvenile refuses to eat three consecutive meals, the on-duty Supervisor shall do the following:
 - a. Notify the medical staff of the refusals.
 - 1. The recommendation of the medical staff shall be followed.
 - b. Attempt to find out the reason the juvenile is refusing to eat and try to resolve the matter.
 - c. A report of the incident shall be made as per policy 1-7.
- J. During meals, juveniles shall be expected and encouraged to use good eating habits and good table manners.
- K. Juveniles should be given a minimum of 25 minutes to eat each meal.
- L. When a juvenile is out of the facility during regular meal service times because of court or other conflicts, s/he will be given the opportunity to eat a meal upon return.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-6
			Pages: 1
Policies and Procedures Manual	Topic: Reserved		
	Related ID Code, IDAPA, or ACA Standards: IDAPA		
Authorization:	Issue Date:		Effective Date:

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-7
			UTENSIL
	Pages: 1		
Policies and Procedures Manual	Topic: Utensil Control		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 234		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To control utensils.

II. Procedures

- A. Each juvenile shall be issued an eating utensil at each meal unless special circumstances exist.
 1. Juveniles shall never be issued a knife or fork.
 2. All kitchen preparation equipment and serving utensils shall be secured in the kitchen area unless in use.
 3. Sharp kitchen knives or utensils, including, but not limited to, paring knives, butcher knives, cleavers, etc., shall not be brought into the secure area of the Center, but shall be secured in the kitchen.
- B. After each meal, eating utensils shall be accounted for.
- C. At the beginning and ending of each shift, eating utensils (if not disposable) shall be counted and documented in the shift sign-off log.
 1. The loss of any utensil shall be grounds for a complete search of all residents and a search of the eating area and the detention center.
 - a. A facility incident report shall be generated following any incident regarding the unsolved loss of a utensil.
 - b. Eating utensils shall not be replaced without the permission of the Supervisor or designee.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-8 SANITATION
			Pages: 1
Policies and Procedures Manual	Topic: Sanitation		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 235; ACA 3JDF-4A09, 14, 4B02, 04		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote sanitation in food areas and around food.

II. Procedures

- A. All persons assigned to food service work, including juveniles, must be in good health and free from any communicable or infectious disease, vermin, or open, infected wounds.
 1. No person shall be permitted to work around food while infected with a communicable disease or afflicted with any open wound.
- B. Kitchen and Meal Area Garbage Control
 1. Kitchen and meal area garbage containers shall be collected on at least a daily basis and at any time as it becomes necessary.
 2. All kitchen and meal area garbage containers shall be lined with a plastic bag, and shall remain covered with an appropriate lid.
 3. Kitchen and meal area garbage containers containing excess food shall be removed and emptied when necessary.
- C. The facility administrator will solicit at least an annual sanitation inspection by a qualified entity.
 1. The results of such inspections shall be documented and the facility administrator should take prompt action to correct any identified problems.
- D. All dishes shall be promptly washed, rinsed, and sanitized in an approved commercial dishwasher.
 1. Disposable items shall not be reused.
- E. A weekly inspection of all food service areas and equipment will be conducted by the facility administrator, food service personnel, or other facility employees.
 1. Any deficiencies shall be reported to the Supervisor, Deputy Director, Director or Canyon County Maintenance Department.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-9
			Pages:
Policies and Procedures Manual	Topic: Reserved		
	Related ID Code, IDAPA, or ACA Standards:		
Authorization:			
	Issue Date:		Effective Date:

I. Policy

II. Procedures
A.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-10
			WELLNESS
Policies and Procedures Manual	Topic: Wellness Policy		
	Related ID Code, IDAPA, or ACA Standards: Section 204, IDAPA 5,1,2, Healthy, Hunger-Free Kids Act of 2010		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

- A. To promote healthy lifestyles for the youth in our care and to comply with federal guidelines for the National School Lunch Act, to include requirements of 7CFR §210.30 Local School Wellness Policy.

II. Purpose

- A. To provide the juveniles in our care an environment that promotes health and well-being, including nutritional meals, nutrition education, physical activity, and to comply with all state and federal guidelines.

III. Procedures

- A. The Southwest Idaho Juvenile Detention Center (SWIJDC) (Pat Anderson School) shall review the wellness policy yearly to ensure compliance with the National School Breakfast and Lunch Act.

- B. The wellness committee will comprise of food service staff, youth development staff, youth health care staff, education staff, staff involved with physical activity for youth, administration, and the (Child Nutrition Program) CNP Director. The committee shall receive input from youth, parents, and the public using methods that include, but are not limited to, surveys, targeted conversations, and informal feedback.

1. The committee shall meet yearly to address any changes needed to the policy.
2. On a triennial basis, the committee will evaluate compliance with the policy and the programs offered in detention, compare the policy to model policies, and measure progress toward wellness policy goals.
3. The CNP Director will keep the minutes of these meetings and ensure that needed changes to the policy are completed and implemented.

C. The Wellness Policy is Comprised of the Following Elements:

1. Wellness policy development and evaluation

2. Health and wellness topics
3. Nutrition education
4. Nutrition guidelines
5. Nutrition promotion
6. Nutrition environment
7. Food and beverage advertising
8. Physical activity
9. Communication and implementation

D. Health and Wellness and Nutrition Education: The Medical department, Education department, Physical Fitness Director, Counselor, and Youth Development Staff will provide health education presentations on the following classes:

1. Mental health
2. Nutrition education
3. Hygiene
4. Drug and alcohol education
5. Teen pregnancy
6. Healthy Lifestyle choices
7. Physical fitness

E. Nutrition Guidelines and Promotion: Efforts shall be made to adhere to the best possible standards in food preparation with due regard to the following principles:

1. Follow the United States Department of Agriculture (USDA) Nutritional Standards for school meals. Refer to 7 CFR Part 220 -- School Breakfast Program 7 CFR Part 210 -- National School Lunch Program
2. Continue offering healthy foods.
3. Ensure safety for consumption.
4. Promote nutritious choices using methods that include, but are not limited to, posting the monthly menu, posters/signage for healthy food choices, and positive reinforcement.

F. Nutrition Environment: SWIJDC will attempt to provide a pleasant eating experience for residents.

1. Residents have the ability to comment on the meals served in detention in the following ways:
 - a. As part of the exit surveys, they complete upon release. The data from the surveys are collected and shared with the kitchen.
 - b. Through the grievance procedure as outlined in Policy 7-3

2. The kitchen will work with the medical department to meet the needs of residents with special diets whenever possible within regulatory requirements.
 3. Cups in the room and drinking fountains will be available for residents to get water throughout the day.
 4. Detention officers provide supervision during meal service times.
- G. Food and Beverage Advertising: Due to SWIJD being a detention center, there is no marketing of outside food or beverages and no vending machines inside the detention.
1. The only food provided during school hours is made by the detention center kitchen staff. The kitchen adheres to federal meal pattern requirements, and 7 CFR 210.11 Competitive Food Service and Standards (Smart Snack regulations) adhere to the federal meal pattern requirements.
 2. Outside food and drink are not permitted in the classrooms without the permission of the Detention CNP, Deputy Director, or Director.
- H. Physical Activity: The physical fitness director and detention staff shall facilitate at least one hour of daily physical activity of large muscle exercise per IDAPA 5.01.02.265 for five days a week.
1. The physical fitness director or detention staff shall also promote and conduct small group exercise and activity programs to promote a healthy lifestyle.
- I. Communication: The wellness policy will be made public on the Canyon County website along with the triennial assessment.
- J. Designee to Ensure Compliance: The CNP Director is responsible for the operational implementation of the wellness policy and will ensure that the wellness committee meets yearly.

Southwest Idaho Juvenile Detention Center	Chapter # 3 Food Services		Policy # 3-11 LIGHTING, VENTILATION
			Pages: 1
Policies and Procedures Manual	Topic: Lighting, Ventilation		
	Related ID Code, IDAPA, or ACA Standards: IDAPA		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To promote safe levels of light and adequate ventilation in food preparation areas.

II. Procedures.

- A. Lighting in kitchen should be kept to architect's original or amended specifications.
- B. Ventilation systems in the facility should be kept to architect's original or amended specifications.
- C. If modifications are done; lighting and ventilation will remain at architecture original specifications or be improved.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Sanitation	Policy # 4-1
		Pages: 2
Policies and Procedures Manual	Topic: Housekeeping Plan	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 240; ACA 3-JDF-4B06, 5C05, 06	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To promote completion of housekeeping in the Center in an orderly fashion.

II. Procedures

- A. Detention staff shall endeavor to maintain a clean and healthy environment at all times within the Center.
- B. Staff will take appropriate action so that residents keep their rooms clean and neat at all times.
- C. Residents of the Center are required to participate in daily housekeeping duties.
- D. Residents are required to keep activity, visitation, classroom, hallways, admissions and living areas neat and clean at all times. Residents are required to make their beds, sweep, and mop and clean their respective areas, including, but not limited to, toilets, sinks, doors, mirrors, shower areas, walls, etc.
 1. Each occupied housing unit or cell, admissions area, shower room, school room, school bathroom and corridor are to be cleaned and mopped daily by residents under supervision of staff, unless precluded by center activities, safety, or security.
 2. Mop buckets with detergent shall be prepared by the staff, with mop buckets being rinsed, mop water changed and disinfectant added at least daily.
 3. All cleaning supplies shall be strictly controlled by staff.
 4. Glass windows shall be washed periodically.
 5. The gym shall be wet mopped at least weekly.
 6. Unoccupied cells shall be checked, cleaned if necessary, and toilets flushed at least weekly.
 7. Security corridors, storage areas and any other areas not cleaned daily shall be cleaned with the proper cleaning materials weekly.
 8. All trash containers shall be emptied daily or more often if required.
- E. Control room
 1. Control room cleaning shall be the responsibility of Detention Staff.
 2. The Control Room will be maintained in a clean and orderly fashion.
 - a. Personal items, including handbags, coats, etc., must be kept in

the locker room, not the control room.

3. Control Room and bathroom shall be swept and mopped, countertops wiped and organized, computer monitors cleaned daily.
4. Vacuuming behind computers, in cabinets, and under countertops shall be done by night shift at least once per each 4-day shift rotation.
5. Team storage areas shall be kept clean and orderly and shall be cleaned at least weekly. Personal items should be left in personal lockers.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Sanitation	Policy # 4-2
		Pages: 2
Policies and Procedures Manual	Topic: Maintenance and Repair	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 240	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To keep the Center in good operating condition, and promote necessary replacement of any broken, worn, chipped, destroyed, or otherwise affected material or equipment.

II. Procedure

- A. All Detention Officers and personnel are responsible for the upkeep and care of the facility and furnishings and the reporting of any maintenance needs which could affect the safety, care, and general standard of living for residents and staff.
 1. As maintenance or repairs are needed, all maintenance requests shall be reported properly.
 2. The maintenance request shall contain a brief explanation of the maintenance needed, name and phone number of the person writing the request, and location of the problem.
- B. Monthly safety and maintenance inspections shall be done by the administrator or his/her designee.
 1. Deficiencies are to be noted and reported to the Canyon County Maintenance Department and center Director
- C. Room damage and maintenance
 1. All rooms are to be inspected regularly for damage and cleanliness, and prior to the assignment of a new resident.
- D. Security of tools and other hazardous items.
 1. Upon request of the maintenance department to enter and work in a secured area, detention officers will remove all juveniles from the area specified.
 3. Before any juveniles are returned to that area, a complete check shall be made by a detention officer to certify that the area is safe and clear of any tools or discarded items which may create a safety problem for any juvenile.
 4. Any time that any flammable, toxic, or caustic material is introduced into the center, the above listed accounting precautions shall be utilized.
 - a. The MSDS list of chemical characteristics and precautions should be consulted when handling any unfamiliar chemical or substance.

- b. Any flammable, toxic or caustic material used for maintenance or cleaning is to be carefully controlled according to the MSDS.
- c. Any flammable, toxic or caustic material used for maintenance or cleaning shall be stored in a manner which protects the staff and residents according to the MSDS.
- d. When indicated by the MSDS, the use of flammable, toxic or caustic materials shall be used only when the proper protective gear is used.

E. Painting

- 1. The use of paint in the facility will be closely supervised by Detention Officers.
 - a. Juveniles shall be supervised at all times when painting.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Sanitation		Policy # 4-3
			Pages: 1
Policies and Procedures Manual	Topic: Vermin Control		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 240; ACA 3-JDF-4B05		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To maintain the Center in a vermin and pest-free condition.

II. Procedures

- A. Canyon County maintains a contract with a vermin and pest control company.
 - 1. At the onset of a vermin/pest problem, Canyon County Maintenance Department shall be notified of the problem.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Sanitation	Policy # 4-4
		Pages: 1
Policies and Procedures Manual	Topic: Water Quality	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 240; ACA 3-JDF-4B03	
Authorization: Sean Brown	Issue Date:	Effective Date:

I Policy

To see that water for drinking or other purposes meets applicable requirements.

II Procedures

- A. The Center is supplied water by the City of Caldwell's designated water department.
 1. All necessary regulations and requirements are met through that department's policy and procedures.
- B. In the case of an emergency in which the water source is disabled, the Director shall be notified.
- C. Drinking water may be obtained through commercial sources in bottled form.
 1. Local grocery stores may be a short-term source of individual bottles of drinking water.
 2. Commercial suppliers of drinking water can be found by searching the web
- D. To the extent possible, drinking water shall be stored in the facility for use in emergencies.

Southwest Idaho Juvenile Detention Center	Chapter # 4 Sanitation	Policy # 4-5
		Pages: 1
Policies and Procedures Manual	Topic: Sanitation Inspection	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 240-01, ACA 3-JDF-4A10, 4B-01	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To maintain the Center in a secure, clean and healthful condition.

II. Procedures

A. Sanitation Inspections

1. The facility administrator or his/her designee shall make inspections at least on a monthly basis to review sanitation and maintenance conditions.
2. The facility administrator or his/her designee shall keep and maintain a file of manufacturer's safety reports of any chemicals or other pertinent items used in the Center.
3. Any finding of deficiency shall be brought to the attention of the facility administrator.
4. The facility administrator will take necessary action to correct a deficiency.
5. Documentation of Sanitation Inspections shall be made and forwarded to the Director.

Southwest Idaho Juvenile Detention Center	Chapter # 5 Hygiene	Policy # 5-1
		Pages: 1
Policies and Procedures Manual	Topic: Personal Hygiene and Hygiene Items	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 245; ACA 3-JDF-4B08,14	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles are given adequate opportunities to practice good hygiene and are issued those hygiene items necessary for clean and sanitary living.

II. Procedures

A. Showers

1. Juveniles shall be given the opportunity to shower daily.
2. All juveniles will be showered separately.

B. Items issued at Admission.

1. At admission, each juvenile shall be issued hygiene items including comb, toothbrush, and toothpaste.
 - a. These items shall be maintained in a container which is to be kept outside of the juvenile's room.
 - b. Hygiene items shall be given to juvenile during tray pass out of breakfast, lunch, and dinner and returned upon tray pick-up.
2. Combs and deodorant may be made available after shower.

B. Items after Admission.

1. Razors shall be made available for those juveniles who wish to shave on weekends and prior to court appearances.
 - a. Razors shall be under direct sight of officer at all times.
 - aa. Male juveniles shall only shave face, and female juveniles shall only shave armpits.
 - b. Razors will be discarded after use in a sharps waste container.
2. If the new resident remains in detention he/she will be permitted to have supplies replaced as needed.
 - a. Worn out toothbrushes must be presented to a detention officer before a new one will be issued.
 - b. Empty toothpaste tubes must be presented to a detention officer to be exchanged for a new tube.
3. Toilet paper will be available at any time.
4. Feminine hygiene products will be available at any time.
5. Soap or body wash will be available at any time.

Southwest Idaho Juvenile Detention Center	Chapter # 5 Hygiene	Policy # 5-2
		Pages: 2
Policies and Procedures Manual	Topic: Clothing Items	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 245	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles housed in the Center are issued necessary clothing items.

II. Procedures

- A. Clothing items and linen items are issued at Admission
 1. New residents at time of admission shall be issued at least the following items:
 - a. Sandals, socks, underwear, and outer clothing.
- B. Items shall be issued to juveniles after admissions according to the following schedule:
 1. Outer clothing shall be changed twice weekly.
 2. Underwear, socks, and t-shirt shall be changed daily.
- C. Resident Handbook Clothing Policy.
 1. Depending on the resident's status in the Southwest Idaho Juvenile Detention Center, the following clothing items may be issued:
 - a. Pants,
 - b. Gym Shorts,
 - c. T-shirts or colored over shirt,
 - d. Under garments,
 - e. Sandals,
 - f. Socks,
 - g. Any other clothing applicable to resident's status.
 2. The following rules will apply to all residents:
 - a. Residents will wear a minimum of under garments, gym shorts and T-shirts while they are in their rooms.
 - b. Residents will wear a minimum of under garments, gym shorts, T-shirts and sandals during shower and room cleaning times.
 - c. Residents will wear a minimum of under garments, gym shorts, T-shirts and shoes while participating in exercise activities.
 - d. Residents will wear a minimum of under garments, pants, T-shirts, shirts, socks and sandals during all other Center activities.
 - e. The wearing of clothing other than that which is routinely supplied by the facility will be prohibited except with the Deputy

Director or Director's authorization.

- f. Residents are prohibited from marking, intentionally soiling, intentionally tearing, intentionally destroying and altering issued clothing.
- g. Residents are responsible for maintaining clothing issued to them.
- h. Residents will immediately report damaged or unusually soiled clothing to Staff member.
- i. T-shirts will be tucked in and pants will not be worn lower than the waist or points of the hips.

Southwest Idaho Juvenile Detention Center	Chapter # 5 Hygiene	Policy # 5-3
		Pages: 1
Policies and Procedures Manual	Topic: Laundry Services and Linen Supplies:	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 245; ACA 3-JDF-4B07, 10,12	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that the Center's clothing inventory is adequate, and that clothing items are kept in a sanitary condition through adequate laundering

II. Procedures.

A. The Center shall maintain an inventory of clothing, bedding, linen, and towels adequate to supply every juvenile that is housed in the Center.

B. Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for juveniles.

1. The following schedule is to be followed for laundry services:

a. Towels and underclothing shall be exchanged daily.

b. Outer clothing shall be changed and washed twice weekly.

c. Sheets and pillow cases shall be exchanged once each week.

d. Blankets shall be changed at least monthly.

e. Upon discharge of a resident his/her room shall be clean and all bedding and clothing laundered. The mattress shall be cleaned with a proper disinfectant.

f. Residents shall not be allowed to utilize their own clothing except as directed by a supervisor, Deputy Director or the Director.

2. Laundry services may be furnished more frequently if needed.

C. Bedding and linen issuance.

1. New residents at time of admission shall be issued the following bedding items:

a. Mattress, mattress cover, (pillow, pillow case, if needed) blankets.

b. Juveniles placed on Safety Watch will receive only those articles which are dictated by Policy 6-16.

D. Laundering of Personal Items

1. Laundry services may be made available to juveniles on work-out status, extremely soiled or wet clothing, or in emergency situations.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services		Policy # 6-1
			Pages: 2
Policies and Procedures Manual	Topic: Admission Medical Screening		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C12,22,23, 5A02		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To see that all juveniles admitted to the Center are screened for medical problems, suicidal risks, mental health problems, medication use at the time of admission, and the results are forwarded to the Medical Staff.

II. Procedures

A. The detention officer assigned to admit any juvenile shall complete a health screening of the juvenile.

1. Health Screening shall include questions including but not limited to the following items:
 - a. Use of alcohol or drugs
 - b. Current illness and health problems
 - c. Sexually transmitted and other infectious diseases, including, but not limited to AIDS, hepatitis, venereal diseases
 - d. Dental problems
 - e. Medication taken and special health requirements
 - f. Mental illness and/or suicidal behavior
 - g. Pregnancy
2. Remarks should be entered on the medical screening form if there are any observations of unusual behavior including, but not limited to, state of consciousness, mental status, appearance, conduct, tremor, sweating, body deformities, physical injuries, trauma markings, bruises, needle marks, jaundice, rashes, evidence of body vermin, ease of movement.
 - a. Also included in the remarks section should be a notation of the juvenile's alleged charge if the charge is one of the following or if the following information is known:
 1. Juvenile is known drug user.
 2. Juvenile is known prostitute.
 3. Juvenile is suspected of being infected with a contagious disease and/or recently exposed to a contagious disease.
 4. Juvenile is charged with a crime in which body fluid has likely been transmitted to another person.

B. If a juvenile reveals an assessment of psychiatric problems, history of prior

- suicide attempts, or suicidal ideations which would cause staff to believe that the juvenile is a significant risk to him/herself, protocol outlined in Policy 6-16 shall be followed for proper risk classification.
- C. If a resident is currently under a doctor's care at the time of admission, the Detention Staff must note the nature of the ailment and the attending physician.
 - D. All admission medical screening forms shall be forwarded to the medical staff, along with any reports indicating mental or physical problems, or any suspected substance or physical abuse.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-2
		Pages: 1
Policies and Procedures Manual	Topic: Health Appraisal	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C25	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that a Health Appraisal is completed for each juvenile within seven days after the juvenile arrives at the facility by qualified health personnel.

II. Procedures

A Health Appraisal shall be completed within 7 days of a juvenile's admission to the Center by qualified health personnel.

1. This shall include, but not be limited to the following:
 - a. Review of earlier medical screenings;
 - b. Collection of additional data to completed medical, dental, mental health and immunization history;
 - c. Recording of height, weight, pulse, blood pressure and temperature;
 - d. Administration of other tests, physical examinations, as appropriate; and
 - e. Initiation of treatment, as appropriate.
 - f. Any other health appraisal data not listed above may be collected as needed.
 - g. Appropriate follow up if the initial admission screening indicated that the juvenile is the victim of sexual abuse, regardless of when or where the abuse occurred.
2. In the case of a readmitted juvenile who has received a documented health appraisal within the previous six months, the prior results are to be reviewed and tests, examinations, etc., updated as needed.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services		Policy # 6-3
			Pages: 1
Policies and Procedures Manual	Topic: Non-Emergency Medical Services and Juvenile Medical Requests		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C07,8,9,14,15,29		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To provide all juveniles an opportunity to report a medical illness or other health problem and to receive diagnosis and necessary treatment.

II. Procedure.

A. Medical Treatment Request

1. A medical request form will be available to juveniles at any time upon request.
2. Juveniles must fill out the form specifying the nature of their request.
3. Staff may assist juvenile in filling out request if a language/literacy barrier exists.

B. Medical staff will coordinate with mental health staff to make daily visits to any juvenile that is isolated through the behavior program, gang-related lockdown, or other lockdown which shall be logged in the Daily Activity Log.

C. Medical staff will make daily visits to juvenile placed on medical isolation, which also shall be logged in the Daily Activity Log.

D. Medical staff shall notify detention staff which juveniles are to be escorted to the Medical Office,

1. Detention Staff may supervise movement to and from the Medical Office, if necessary.
2. Medical staff are responsible to prescreen juveniles who need further medical attention from the Medical Provider, Mental Health Provider, or Dental Health Provider.
3. Juveniles needing further treatment within their period of incarceration shall be referred to the Medical Provider, Mental Health Provider and/or Dental Health Provider.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-4
		Pages: 2
Policies and Procedures Manual	Topic: Emergency Medical Services	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250;ACA 3-JDF-4c04,26,33	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide juveniles with proper and adequate emergency medical care.

II. Procedures

- A. A Medical Emergency which requires immediate attention includes, but is not limited to, the following:
1. Severe abdominal pain;
 2. Suspected poisoning, including, but not limited to food, accidental drug, and/or ingestion of chemical products;
 3. Repeated vomiting;
 4. Acute chest pain;
 5. Acute shortness of breath or wheezing;
 6. Suspected allergic reactions to drugs;
 7. Convulsion or loss of consciousness;
 8. Severe bleeding;
 9. Severe nose bleeding lasting more than 15 minutes;
 10. Suspected heat exhaustion or hypothermia;
 11. Severe back, neck, or head injuries;
 12. Fractured bones, simple or compound;
 13. High, prolonged fever,
 14. Suspected urinary retention; or
 15. Lacerations that require sutures.
- B. All staff members must be familiar with the procedure for obtaining medical assistance.
1. First Aid supplies may be found in the Center's Control Room, next to the stairs leading up to the Center's Control Room, Supervisors Office, Admissions, and in the Center's medical offices.
- C. All staff members are authorized to call the Detention Center's medical staff, or the Canyon County Paramedics for medical assistance when a Medical Emergency exists.
1. The Paramedics can be reached by dialing 911, and medical, mental health, staff can be called by dialing the appropriate telephone numbers

- listed in the Control Room.
- 2. The local hospital “West Valley Medical Center” will provide care for medical, mental health, and dental emergencies.
- D. The area surrounding the juvenile shall be inspected and searched and secured before medical personnel are admitted to the area.
- E. After the patient has been evaluated, a determination as to the disposition of the juvenile shall be made.
 - 1. Non-transport. Further emergency treatment not necessary.
 - 2. Non-emergency transport. Life threatening ailment does not exist, but further treatment necessary.
 - a. Sheriff's office will be asked to do transport
 - 3. Emergency transport. Life threatening ailment exists, care during transport necessary.
 - a. Paramedics shall transport. Center staff should accompany transport.
- F. Parents shall be contacted if possible.
 - 1. Center staff has the authority to admit juvenile into the hospital.
- G. During the time of hospitalization, if the juvenile is still in custody, visitation may be allowed.
- H. The juvenile shall remain hospitalized until released by competent medical professionals.
 - 1. All orders concerning corrective treatment, administering medication or hospitalization will be carried out by the Detention Center staff or medical authority.
 - 2. All orders concerning corrective treatment, administering medication or hospitalization will also be forwarded to the Medical Staff.
- I. If a juvenile is transported to the hospital because of an attempted suicide, drug abuse or overdose or serious self-inflicted injury, the room that the juvenile was housed in shall not be reoccupied until an investigation is completed.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services		Policy # 6-5
			Pages: 1
Policies and Procedures Manual	Topic: Dental and Mental Health Services		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C08,9,14,15		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To afford juveniles adequate dental, mental health, or other care when referred for such care by Canyon County Medical Staff.

I. Procedures

A. Dental Care

1. Necessary dental care shall be provided after the juvenile is referred to the dentist by medical staff in the Center.
2. Transport shall be arranged through the Sheriff's Office.

B. Mental Health

1. Mental Health care shall be provided after the juvenile is referred by medical staff in the Center.
2. Emergency Mental Health care is available through contracts that Canyon County currently has in place with private providers from the local area.
 - a. Detention staff and medical staff may access Mental Health providers as needed.

C. Other care

1. Other care as ordered by the Medical Staff shall be provided.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services		Policy # 6-6
			Pages: 1
Policies and Procedures Manual	Topic: CPR and First Aid Training		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C27		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure the juvenile's needs for immediate first aid care is addressed.

II. Procedures

- A. All regular staff members shall be required to be certified in First Aid and CPR per Policy 1-5.
- B. All part-time staff members shall be required to be certified in First Aid and CPR per Policy 1-5.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-7
		Pages: 1
Policies and Procedures Manual	Topic: Prohibition on Medical Experimentation	
	Related ID Code, IDAPA, or ACA Standards: IDAPA250; ACA 3-JDF-4C43	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that no juvenile in the Center is subjected to medical experimentation.

II. Procedures

- A. Under no circumstances shall any employee, agent or Director of the Southwest Idaho Juvenile Detention Center permit any form of medical, mental health or drug experimentation involving the use of inmate subjects to be undertaken by the Medical or Mental Health Staff or outside researchers.
- B. Psychological or psychiatric research shall not be conducted in the Center. However, data collected during the performance of routine medical or mental health treatment may be used to evaluate or support programs, predict or confirm trends.
- C. This policy does not preclude the use of normal laboratory and diagnostic services required for the proper evaluation and treatment of juvenile's medical or mental health problems or individual treatment of a juvenile based on his/her need of a specific medical or mental health procedure not generally available.
- D. Any employee, agent or Director of the Southwest Idaho Juvenile Detention Center who receives a request for, or observes an action which involves, or appears to involve medical, mental health or drug experimentation using juveniles housed in the Center shall immediately report such contact and/or observations to his/her supervisor in writing and forward a copy to the Medical or Mental Health Clinician or Provider.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-8
		Pages: 1
Policies and Procedures Manual	Topic: Continuing Care	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C31	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that any juvenile with a chronic medical condition or in a convalescent condition receives adequate treatment.

II. Procedures

A. Chronic care.

1. All juveniles with chronic conditions shall be furnished necessary medical care while in detention.
2. Treatment shall take into consideration but not be limited to the following:
 - a. Housing assignment
 - b. Work assignment restrictions
 - c. Medication prescribed
 - d. A description of any restriction to be placed on any program activity.

B. Convalescent care

1. The Medical Provider shall recommend the proper medical placement for juveniles requiring close observation during postoperative recovery or recovery from other illness or injury.
2. Detention staff shall confer with Juvenile Probation Department, the Prosecuting Attorney's Office and the Courts as to the need to keep juvenile in custody.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-9
		Pages: 1
Policies and Procedures Manual	Topic: Close Medical Supervision	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C11, 30	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide adequate supervision of juveniles needing close medical and/or mental health supervision.

II. Procedures.

- A. If Medical Staff orders that a juvenile needs to be placed under close medical and/or mental health supervision, detention staff may utilize an appropriate safety watch, dependent on severity, in order to meet treatment needs.
- B. Standing orders from Medical staff shall be carried out by Detention staff.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-10
		Pages: 3
Policies and Procedures Manual	Topic: Infectious Disease Control and Medical Isolation	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C37,38	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To minimize the spread of communicable or infectious diseases through sound practices which isolate the diseases, therefore preventing spread of disease, protecting staff, and promoting sound treatment of juveniles with communicable or infectious diseases.

II. Procedures

- A. Communicable or infectious diseases include, but are not limited to:
 1. Tuberculosis;
 2. Hepatitis (viral);
 3. H.I.V. infection;
 4. Ectoparasitic infestations (lice);
 5. Respiratory infections;
 6. Gastrointestinal infections;
 7. Sexually transmitted diseases; and
 8. Other reportable contagious diseases.
- B. Medical isolation may be initiated in the following ways:
 1. By the medical staff.
 - a. Medical isolation may only be terminated by a member of the medical staff.
 2. Temporarily by a member of the Detention Center staff.
 - a. Once placed in medical segregation, the medical staff shall be immediately notified and their response documented.
 - b. Medical isolation may only be terminated by a member of the medical staff
- C. The mere presence of a communicable disease does not automatically require separate housing.
 1. Medical staff shall classify those juveniles with significant health risk as "Infectious."
 2. Medical staff shall be responsible for informing detention staff of any necessary precautions on a NEED TO KNOW basis of any juvenile whose handling requires special considerations.
- D. Juveniles that have been classified as "Infectious" by the medical staff shall be treated in the following manner:

1. Intake
 - a. Intake and other detention staff shall exercise UNIVERSAL PRECAUTIONS during pat-searches or strip searches of all newly admitted juveniles, per Policy 6-17.
 - b. Any contaminated clothing shall be properly bagged, stored, or laundered in accordance with the procedures outlined in section 6-13.
 - c. Personal clothing shall be promptly placed in property storage and stored with any other property belonging to the juvenile.
 - d. Following the admission showering process of any juvenile considered "Infectious," detention staff shall disinfect the shower stall area using appropriate cleaners.
 2. Housing
 - a. Juvenile considered "Infectious" shall be provided with clearly marked waste bags for all infectious waste.
 - b. Disposable dishes and eating utensils shall be furnished to all juveniles considered "Infectious."
 - c. Areas or surfaces coming into contact with infectious body fluids shall be properly disinfected.
 3. Recreation and visits
 - a. Juveniles considered "Infectious" by medical staff shall be afforded exercise, if allowed by medical staff, separate from other juveniles.
 - b. Visitation shall be allowed separate from other juveniles.
 4. Transportation
 - a. Juveniles considered "Infectious" by medical staff shall be transported separately.
 - b. Transporting deputies shall be informed of juvenile's medical classification as far as is allowed and shall be given disposable gloves for transport.
 - c. Persons encountered during transportation and at destination shall be advised of juvenile's medical classification as far as is allowed and of any recommended precautions.
- E. Exposure to juveniles considered "Infectious" by medical staff and follow-up
1. Exposure levels
 - a. "Direct or Significant" exposure is any "under the skin or mucous membrane contact" with body fluids such as:
 1. Mouth to mouth resuscitation.
 2. Blood splash to eyes or mouth.
 3. Accidental needle stick.
 - b. "Casual" exposure is defined as being in the area of a juvenile with an infectious disease but not having direct or significant

exposure.

2. When direct or significant exposure occurs, staff member must fill out a State Accident Report form and shall forward the form to the Human Resource Officer through the Director.
3. Direct or significant exposure shall also be reported immediately to the team supervisor, the Director and the Medical Staff for evaluation and recommended treatment.

F. Delousing

1. At any time, delousing procedures may be initiated if evidence of lice or nits is present.
2. Delousing procedure will be conducted in accordance with the directions furnished with the product or in accordance with directions from medical staff.
3. During the waiting period prescribed for the delousing procedure, the staff member shall remain at least in verbal contact with the juvenile.
4. After waiting the prescribed amount of time for the delousing procedure, the staff member shall then furnish the juvenile with hygiene items necessary for the juvenile to take a shower.

G. Staff with communicable or infectious diseases.

1. Staff who are diagnosed with a communicable or infectious disease are encouraged to seek professional medical attention before returning to work.
2. Staff who are diagnosed with a communicable or infectious disease should inform the supervisor, who will restrict or exclude that employee from working with, or around food as per Policy 3-08.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services		Policy # 6-11
			Pages: 2
Policies and Procedures Manual	Topic: Management of Pharmaceuticals		
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C18,20		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To see that pharmaceuticals within the Center are handled in a safe manner and only in the way prescribed by the Medical Provider and Medical Staff.

II. Procedures

- A. Medications prescribed to a resident will be distributed by Medical Staff, unless an emergency situation exists.
 - 1. In the event that medical staff is unavailable for medication distribution, trained detention staff may administer medication in accordance to established procedures.
 - 2. Documentation of the distribution of medication shall be maintained which notes at least the juvenile's name, date, time of distribution and type of medication dispensed.
- B. Medication shall be kept secured in the Medical Office in a locked cabinet.
 - 1. Medication cabinet shall be accessible only by the medical staff and, in the case of an emergency, by the staff supervisor, Deputy Director, or Director.
- C. No medication shall be administered by a juvenile to another juvenile.
- D. Psychotropic medication shall be administered only when clinically indicated and as a facet of a program or therapy. Psychotropic medication shall never be administered for disciplinary reasons.
- E. No medications shall be stored in the property storage room or in juvenile property bags.
- F. Personal prescription medication will not be distributed within the Southwest Idaho Juvenile Detention Center until such medication has been personally checked and approved by the Medical Staff.
 - 1. All medication shall be issued by a licensed pharmacy.
 - 2. Medication brought in by parents must be in original container from issuing pharmacy
 - a. Medication shall be turned over to medical staff as soon as possible for medical staff approval prior to issuance.
- G. Medication shall be given as approved by Medical Staff.
 - 1. If, in the case of an emergency, the detention staff is distributing

medication and a juvenile refuse to take prescribed medication, a report shall be filed with the medical staff and the Director as soon as possible.

2. Instructions and orders from the medical staff shall be followed.

H. Non-prescription medication

1. Designated non-prescription medication, such as acetaminophen, antacid, or other approved non-prescription items, may be distributed by detention staff upon request of the juveniles, subject to standing orders approved by the medical provider.

a. Juveniles shall sign non-prescription medication sheet each time they receive non-prescription medication

b. Detention staff shall also record type and quantity of medication given, along with date and time of distribution.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-12
		Pages: 1
Policies and Procedures Manual	Topic: Notification of Authorities and Kin in Cases of Serious Illness, Death	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C45	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that the appropriate authorities and parents/guardians are notified in the case of serious illness, injury or death of a juvenile.

II. Procedures

A. In the event of an in-custody death of a juvenile, the following shall occur:

1. The shift supervisor shall immediately notify:
 - a. The Canyon County Coroner
 - b. The Director
 - c. The Canyon County Sheriff's Office and the Caldwell Police Department
 - e. Medical staff.
 - f. Canyon County Prosecuting Attorney's Office.
2. Notification of next of kin shall be accomplished as soon as possible after the incident by the Coroner, the Director or highest ranking officer on the scene.
3. Incident Reports shall be completed as soon as possible following the incident by all of the following persons, including, but not limited to:
 - a. Any staff member who was on the scene or on duty at the time of an incident leading to or possibly relating to the death;
 - b. Any staff member discovering the body;
 - c. Any personnel who attempted lifesaving emergency treatment;
 - d. Any medical personnel on the scene.
4. Incident reports should be as specific as possible with regard to the role of the person writing the report, names of other persons involved or on the scene, observations of circumstances and timing of events.
5. All records in the possession of the Center, including but not limited to medical records, admission records, and activity logs may be considered as evidence in the case of the death of a juvenile or any other case.
6. No information regarding the incident shall be given out to any other persons or agencies until cleared by the Coroner, investigating law enforcement agency, Canyon County Prosecuting Attorney's Office, and/or the Director.

B. In the case of an illness or injury of a juvenile, the parents/guardian may be notified as soon as possible, per provider's decision. Special visitations may be arranged.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-13
		Pages: 3
Policies and Procedures Manual	Topic: Medical and Infectious Waste Disposal	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide for disposal of hazardous medical waste in a proper and safe manner.

II. Procedures

A. Definitions

1. Infectious waste includes but is not limited to:
 - a. Laboratory waste including cultures of disease-causing agents which pose a substantial threat to health due to their volume, poisonous and/or infectious qualities.
 - b. Pathologic specimens, including human or animal tissues, blood elements, urine, feces and secretions which contain disease-causing agents, and surfaces which may transmit disease through contamination with any of the above.
 - c. Equipment, instruments, utensils, food containers and other disposable materials which are likely to transmit disease-causing agents from the rooms of juveniles considered "Infectious" by the Medical Staff.
 - d. Any other material which, in the determination of the Medical Staff, presents a significant danger of causing or spreading infection because it is contaminated with, or may reasonably be expected to be contaminated with, disease-causing agents.
2. "Sharps" are those objects of devices having rigid corners edges, points or protuberances capable of cutting or piercing and include, but are not limited to, hypodermic needles, blades and broken glass.

B. Medical staff shall identify which juvenile has been classified as "Infectious."

1. The juvenile considered "Infectious" by the medical staff shall be given separate marked plastic bags for disposable items including but not limited to:
 - a. Tissues, such as Kleenex;
 - b. Wound dressings;
 - c. Disposable gloves or masks;
 - d. Any other disposable items, including eating utensils or other utensils which have become contaminated with secretions or

blood.

2. Clothing from the juvenile considered "Infectious" by the medical staff shall be collected in a separate plastic bag and laundered separately from other clothing.
3. Reusable equipment from juvenile considered "Infectious" by medical staff shall be collected in separate bag, marked "Reusable" and shall be cleaned and decontaminated by the medical staff.
4. Other non-infectious waste from a juvenile considered "Infectious" by medical staff shall be disposed in a normal manner.
5. Detention staff shall utilize disposable gloves and may also utilize the Center's clothing when collecting waste or other articles from any juvenile considered "Infectious" by medical staff or when emptying infectious waste containers in the medical office.
 - a. All plastic bags containing infectious waste shall be placed in a second marked bag for disposal.
 - b. Any protective clothing worn by staff to collect infectious wastes shall be laundered separately.
 - c. Bags of infectious waste shall be placed in the biohazard container located in the jail sally-port area for proper disposal.
 - d. Smaller items may be placed in the small plastic biohazard containers located in the medical office for proper disposal.
6. Infectious liquid waste including, but not limited to, urine, feces, vomit, blood, body fluids or liquids used for decontamination shall be disposed of by flushing or by utilizing drain area designated for waste liquids.
 - a. Body fluid cleanup kits are available.
7. Clothing or bedding soiled by infectious liquid waste should be changed as soon as possible and must be laundered separately from other juvenile's clothing.

C. Decontamination of reusable items

1. Physically remove all soilage from items
2. Disinfect items, equipment and surfaces with a solution of 10% chlorine bleach.
 - a. Leave surfaces such as table, walls, counters or floors wet with bleach solution for a period of ten minutes or more.
3. Waste produced through the decontamination process may be disposed of in any designated infectious waste containers and fluid waste may be disposed of by flushing or by utilizing drain area designated for waste liquids.

D. Decontamination of laundry

1. Infectious laundry shall be laundered in hot water with detergent and be exposed to water that is at a temperature of at least 180° Fahrenheit for a minimum of fifteen seconds or be treated chemically.

E. Sharps

1. Infectious sharps shall be contained in a leak-proof, rigid, puncture

resistant, red appropriately marked containers which are closed or tightly lidded to preclude the loss of the contents. These containers shall be provided by medical staff. Full containers shall be retrieved by medical staff.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-14
		Pages: 1
Policies and Procedures Manual	Topic: Medical Judgements	
	Related ID Code, IDAPA, or ACA Standards: : IDAPA 250;_ACA 3-JDF-4C01	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To insulate medical judgements from influence by non-medical personnel or budgetary constraints.

I. Procedures

- A. Health care will be provided within the Southwest Idaho Juvenile Detention Center as deemed necessary by the medical staff.
- B. Except for regulations necessary to ensure the safety and order of the facility, all matters of medical, mental health, and dental judgement shall be the sole province of the Health Authority, who shall have final responsibility for decisions related to medical judgements.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-15
		Pages: 2
Policies and Procedures Manual	Topic: Informed Consent	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C42	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that proper consent for medical treatment and procedures is obtained or given.

II. Procedures

A. . Medical Consent Form Distribution

1. Upon intake, the Medical Consent Form will be emailed to the juvenile's parent/guardian via DocuSign for electronic signature.

B. Parent/Guardian Notification

1. Detention staff will contact the parent/guardian upon intake to:
 - a) Obtain a valid email address.
 - b) Inform them that a Medical Consent Form will be sent for signature.
 - c) The Medical Consent Form must include the parent/guardian's signature

C. Form Validity

1. A signed Medical Consent Form will remain valid for one year from the date of signing unless expressly revoked by the parent/guardian before that time.

D. Medical Assessments

1. The following assessments will be completed upon intake for safety and security:
 - a) Suicide Ideation Assessment
 - b) Medical Screening
 - c) MAYSI-2 Assessment
2. No additional medical assessments will be conducted until the Medical Consent Form is signed.

E. Follow-Up on Unsigned Medical Consent Forms

1. If a signed Medical Consent Form is not received within five business days, detention staff will:
 - a) Make a second call to the parent/guardian requesting the signature.
 - b) If the parent/guardian does not have an email, they will be asked to visit the facility to sign the form in person.

B. In the event that no Medical Consent Form is present, Idaho Code 39-4504 states that Consent for the furnishing of health care services to any person who is not then capable of giving such consent as provided in this chapter or who is a minor may be given or refused in the order of priority set forth hereafter; (a) The court-appointed guardian of such person; (b) The person named in another person's advance care planning document; (c) If married, the spouse of such person; (e) a parent of such person; (f) The person named in a delegation of parental authority (g) Any relative of such person (h) Any other competent individual representing himself or herself to be responsible for the health care of such person (i) If the person presents a medical emergency or there is a substantial likelihood of his or her life or health being seriously endangered by withholding or delay in the rendering of health care services to such person and the person has not communicated and is unable to communicate his or her wishes, the attending health care provider may, in his or her discretion, authorize or provide such health care services, as he or she deems appropriate, and all persons, agencies, and institutions thereafter furnishing the same, including such health care provider, may proceed as if informed valid consent therefor had been otherwise duly given.

1. In any case where a member of the Center staff must give consent for medical treatment, Idaho Code 39-4504 (2) states that "[n]o person who, in good faith, gives consent or authorization for the provision of health care services to another person as provided by this chapter shall be subject to civil liability therefor."

C. If a parent specifically refuses to sign a Medical Consent Form, that fact shall be noted on the Medical Consent Form and that form shall be placed in the juvenile's file.

1. The Canyon County Prosecuting Attorney's Office should then be consulted as soon as possible for guidance and possibly obtaining a court order for necessary emergency medical treatment.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-16
		Pages: 8
Policies and Procedures Manual	Topic: Suicide Prevention	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C35	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To reduce the risk of suicide in the juvenile population of the Center.

II. Procedures

A. Suicide prevention must be practiced on a consistent basis. Center staff must be aware of the constant possibility of suicide among juvenile detainees, and must be aware of the preventative measures and rules established to help prevent suicide.

1. Frequent observation is a preventative measure and must be used day and night.
 - a. Signs, symptoms, and comments of potentially suicidal juveniles include but are not limited to:
 1. Torn clothing, sheets, or other items that may be used as a means of committing suicide.
 2. The first 72 hours of a juvenile’s stay.
 3. Loss of interest in activities or relationships, which the juvenile had previously enjoyed or engaged.
 4. Depressed state indicated by withdrawal periods of crying, insomnia, lethargy.
 5. Extreme restlessness, pacing up and down in a robot-like manner.
 6. Past history of suicide attempts.
 7. Active discussion of suicide plans.
 8. Sudden drastic change in eating or sleeping habits.
 9. Statements such as, ‘I don’t feel like living,’ ‘I want to kill myself,’ ‘nobody cares about me,’ etc.
 10. Discharged from a psychiatric hospital.
2. Prior to the completion of the admissions process, if it becomes necessary to place the juvenile in a holding area, temporary placement, or left alone in any situation, the following shall be done:
 - a. Personal items such as shoes, extra shirt, coats, sweaters, and belt shall be removed.

3. Staff shall ask, “Have you ever attempted suicide,” and “Are you thinking about suicide.” If the juvenile answers “yes” to either of those questions it will be determined which Safety Watch, if any, the juvenile will be placed on.

B. Screening

1. During the admissions process, staff shall fill out the medical screening form, asking, “Have you ever attempted suicide,” and “Are you thinking about suicide.” If the juvenile answers “yes” to either of those questions it will be determined which Safety Watch, if any, the juvenile will be placed on.
2. During the admissions process, staff shall have the juvenile fill out the Massachusetts Youth Screening Instrument Version 2 (MAYSI-2)
 - a. If the juvenile scores in the caution or warning category in the ‘Suicide Ideation’ section of the MAYSI-2 the following shall take place:
 1. Staff shall print out the extra questions and ask the additional questions to the juvenile to determine if the juvenile should be on a Safety Watch.
 2. Staff shall write a report explaining the reasons for implementing or not implementing a Safety Watch.
3. During the admissions process, staff shall administer the Columbia-Suicide Severity Rating Scale Form (C-SSRS) by reading the questions to the juvenile and documenting the juvenile’s answers.
 - a. If a juvenile’s answer(s) to the assessment put them in the moderate risk category, they will be placed on at least a Class 1 Safety Watch.
 - b. If a juvenile’s answer(s) to the assessment put them in the high risk category, they will be placed on at least a Class 2 Safety Watch.
 - c. Staff shall write a report explaining the reasons for implementing a Safety Watch.
 - d. If, during the completion of the intake medical screening form, the juvenile answers yes to either question W (ever attempted suicide) or question X (are you thinking about suicide), the completed medical screening form shall be printed off and put in counselor’s box.

C. Staff Classification of Risk

1. Any of the following shall cause a juvenile to be placed on at least a Class 1 Safety Watch with irregular checks not to exceed 8 minutes.
 - a. If concern is raised based on additional questions from MAYSI-2.

- b. Self-harm within the last 30 days, except if the self-harming behavior occurred within 48 hours of staff completing the form or learning of the behavior (see C2 e. below)
 - 1. Self-harm is defined as a deliberate, non-life-threatening, socially unacceptable, self-inflicted harm to the body.
 - c. A significant loss in juvenile's life.
 - d. Information from a 3rd party with concerns about a juvenile's safety and juvenile states to you that they are not contemplating suicide at the present time.
 - e. Juvenile states they have no hope for their future.
 - f. Depressed state indicated by withdrawal periods of crying, insomnia, lethargy.
 - g. Any marked distress that the juvenile is displaying physically or mentally.
2. Any of the following shall cause a juvenile to be placed on at least a Class 2 Safety Watch with irregular checks not to exceed 4 minutes.
- a. Discharged from a psychiatric hospital 30 days prior to admission.
 - b. Information from a 3rd party with concerns about a juvenile's safety and juvenile states to you that they are contemplating suicide at the present time.
 - c. If a juvenile has attempted suicide within the last 30 days of the admission date.
 - d. If a juvenile states that s/he is currently contemplating suicide at the present time.
 - e. If a juvenile is exhibiting self-harming behavior within the last 48 hours, or life threatening behavior at the present time.

D. Re-Screening

- 1. If a juvenile's situation in detention has changed such as death of a parent or family member, perceived significant loss in juvenile's life, significant change in juvenile's legal status, etc. the following shall take place:
 - a. Complete the Columbia-Suicide Severity Rating scale: **RECENT**
 - 1. Ask questions 1-5 as it relates to the juvenile within the last month and in their entire lifetime (worst point).
 - 2. If yes to question 2 (only within the last month), ask questions 3, 4, and 5 within the past month and within their entire lifetime (worst point).
 - 3. If yes to any questions 1-5, ask question between 5 and 6 related to how long ago the ideation occurred.
 - 4. Ask question 6 with follow up question, if needed.
 - 5. Place juvenile in category of Low, Moderate, or High Risk

- a. Write behavior report under 'Columbia Re-Screen' based on results of Columbia Recent Screener.

E. Safety Watches

1. Due to the existence of the Risk Factors of a Secure Detention, all juveniles shall be:
 - a. Deemed low risk if they do not meet any of the Classification of Risk criteria.
 - b. Checked on intervals averaging 12 minutes, not to exceed 20 minutes.
2. If a juvenile meets any of the risk factors listed above it will be deemed necessary to place them on a Safety Watch.
3. Safety watches will remain in effect and be properly documented when:
 - a. Juvenile is outside of their cell and not in direct sight of staff to exclude the centers Counselor and Medical staff.
 1. Juvenile should be placed in a room with a camera when outside of cell.
4. After initial placement on any Safety Watch, the Mental Health Clinician or qualified Medical staff has the authority to remove, reduce, or increase the Safety Watch.
5. The Mental Health Clinician or qualified Medical staff should meet with any juvenile placed on any Safety Watch to complete an assessment within the first 72 hours of being placed on a Safety Watch, and meet with the juvenile at least every 5 days afterwards to further assess the need for continued placement on a Safety Watch.
6. The Mental Health Clinician or Qualified Medical Staff has the right to deem any appropriate means necessary to ensure the juvenile is safe.
 - a. Based on the continual assessment of the Mental Health Clinician or Qualified Medical Staff, Juvenile Detention staff will be notified of all means necessary to ensure safety of the juvenile including, but not limited to, clothing restrictions, appropriate bedding, eating utensils, special programs, Safety Watch times, etc.
 1. Notification to Juvenile Detention Staff and all other appropriate parties will occur via report-writing, Supervisor's pass-on-log, wings list, verbal communication of pertinent information, and/or any other secure channel to protect the safety and security of juvenile and staff.
7. Class 1 Safety Watch
 - a. Juvenile shall be placed in an observation room, or to the extent possible, the first cell in a lower level wing if all observation

rooms are occupied by juveniles with the same or more risk factors.

- b. Notification to Center staff of a juvenile's Safety Watch status through notations in the Supervisors pass-on-log, population board, and wings list.
- c. 8-minute irregular security checks.
- d. Documentation for 8-minute irregular security checks shall be kept on the Center's approved form.
- e. Staff/Medical/Mental Health member shall compose a report documenting reasons why juvenile has been placed on a safety watch.
- f. Safety Watch can only be downgraded or removed by Medical/Mental Health Staff.
- g. During shower time 8-minute irregular check logs will be maintained.
 - 1. Shower will be limited to 8-minutes.
 - 2. A visual check will be done on the juvenile.
 - a. Two staff will be present. One staff member will check on the juvenile, the other staff member will be within sight and sound of staff.
 - b. Visual shower checks will be done by staff members of the same gender as the juvenile.
- h. Juvenile shall be given a paper utensil in place of the spork for each meal.
- i. Juveniles will be issued the following items:
 - 1. Mattress;
 - 2. Pillow;
 - 3. Mattress cover, pillow case, sheet, and up to three blankets;
 - 4. Undergarments;
 - 5. White shirt, level shirt;
 - 6. Pants and shorts;
 - 7. Sweater;
 - 8. Ankle Socks;
 - 9. Camp kit (can only be used when staff is present).
- j. If, while a juvenile is on a Class 1 Safety Watch and they attempt to harm themselves or express that they are presently contemplating self-harm or suicide, the juvenile will be placed on a Class 2 Safety Watch.

8. Class 2 Safety Watch

- a. Juvenile shall be placed in an Observation room, or to the extent possible, the first cell in a lower level wing if all Observation rooms are occupied by juveniles with the same or more risk factors.
- b. Notification to Center staff of a juvenile's Safety Watch status through notations in the Supervisors pass-on-log, population board, and wings list.
- c. 4-minute irregular security checks.
- d. Documentation for 4-minute irregular security checks shall be kept on the Center's approved form.
- e. Staff/Medical/Mental Health member shall compose a report documenting reasons why juvenile has been placed on a safety watch.
- f. Safety Watch can only be downgraded or removed by Medical/Mental Health Staff.
- g. During shower time 4 minute irregular check logs will be maintained.
 - 1. Shower will be limited to 8-minutes.
 - 2. A visual check will be done on the juvenile.
 - a. Two staff will be present. One staff member will check on the juvenile, the other staff member will be within sight and sound of staff.
 - b. Visual shower checks shall be done by staff members of the same gender as the juvenile.
- h. Juvenile shall be given a paper utensil in place of the spork for each meal.
- i. Juveniles will be issued the following items:
 - 1. Mattress;
 - 2. Pillow;
 - 3. White shirt (may be replaced with heavier shirt);
 - 4. Underwear;
 - 5. Shorts;
 - 6. Safety blankets
 - 7. Ankle Socks;
 - 8. Camp Kit (can only be used when staff is present);
 - 9. Safety Smock may be used as deemed necessary by Mental Health Staff;
 - 10. Other clothing may be issued for juveniles while they are exercising or while assigned to their leisure time activities and are directly supervised.

- j. If the juvenile attempts to harm themselves with any clothing or blanket item, it can be determined by Supervisory staff, Medical and/or Mental Health member that only the item used will be removed from the juvenile as allowable to maintain the modesty of the juvenile.

9. Constant Watch

- a. A constant watch may be imposed on a juvenile if a staff member deems a higher level of supervision is necessary to safeguard a juvenile's health and well-being during crisis periods.
 - 1. The juvenile is making severe and/or repeated attempts to kill themselves.
 - 2. The juvenile is making severe and/or repeated attempts to harm themselves.
- b. Juvenile shall be placed in an Observation room, or to the extent possible the first cell in a lower level wing if all Observation rooms are occupied by juveniles with the same or more risk factors.
- c. Staff shall remain in direct visual contact with the juvenile by leaving the cell door open and positioning themselves at the door frame. Staff shall not leave the juvenile alone.
- d. If juvenile is outside of his/her room, staff must have direct visual contact with the juvenile and stay within arm's reach of the juvenile.
- e. Notification to Center staff of a juvenile's Constant Watch status through notations in the Supervisors pass-on-log, population board, and wings list.
- f. Documentation for constant watch shall be made on the center's approved form.
- g. Staff/Medical/Mental Health member shall compose an Incident report documenting reasons why juvenile has been placed on a Constant Watch.
- h. Juvenile shall be given a paper utensil in place of the spork for each meal.
- i. Juvenile will be issued the following items:
 - 1. Mattress;
 - 2. Pillow;
 - 3. T-shirt (may be replaced with heavier shirt);
 - 4. Shorts;
 - 5. Heavy Blankets (may be replaced by safety blanket, as necessary);
 - 6. Ankle socks;

7. Camp Kit (can only be used when staff is present);
8. Safety Smock may be used as deemed necessary by Mental Health Staff;
9. Other clothing may be issued for constant watch juveniles while they are exercising or while assigned to their leisure time activities and are directly supervised.
- j. Constant watch shall only be removed by Medical and/or Mental Health Staff
 1. Reasons for removal from constant watch shall be appropriately documented.

10. On-Call Guidelines

- a. Priority level 1
 1. Suicide Attempt.
 2. PREA Incident in house.
 3. Self-harm that needs immediate medical attention.
- b. Priority level 2
 1. 3 or more Class 2 Safety Watches.
 - a. When calling the on-call Clinician, be prepared to give as much information as possible in order for the clinician to make an informed decision such as; what is the reported sleep cycle, are they eating, are they detoxing from an substances, etc. See Mental Status Exam Form for guidance.
 - i. Form must be filled out by a staff member before calling the on-call clinician.
 - b. If the on-call clinician does not answer, call another clinician.

11. Training

- a. All Juvenile Detention Officers shall complete a POST certified course in Suicide Prevention.
- b. All Juvenile Detention Officers shall attend updated or refresher training for Suicide Prevention when given.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-17
		Pages: 1
Policies and Procedures Manual	Topic: Universal Precautions	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250; ACA 3-JDF-4C36	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To protect Center staff from contracting or spreading contagious disease by utilizing "Universal Precautions" when dealing with any and all juveniles.

II. Procedures

A. Universal precautions

1. Protective equipment is available throughout the Center for use by all staff coming into contact with all juveniles.
 - a. Masks for use while performing CPR should be available in the following locations:
 1. Control Room (2).
 2. Classroom.
 3. Admissions Office.
 4. Supervisor's Office.
 5. Clinic.
 - b. Disposable exam gloves are available.
 - c. Body fluid cleanup kits are available.

B. Since all juveniles entering the Center are potentially infectious, all staff shall exercise universal precautions with all juveniles.

C. Gloves shall be worn while doing laundry, and when in contact with juvenile's clothing.

D. Gloves shall be worn when preparing meals for juveniles

E. Gloves shall be worn while performing any searches of juveniles.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-18
		Pages: 6
Policies and Procedures Manual	Topic: Abuse Reporting, Investigations, Reviews	
	Related ID Code, IDAPA, or ACA Standards: Prison Rape Elimination Act, Mandatory Reporting Laws, Idaho Code 16-1619, 18-6110, 16-1605	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that incidents or suspected incidents of physical abuse, sexual abuse, sexual harassment, retaliation by other juveniles or staff for reporting sexual abuse or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents are reported to the appropriate agency for proper investigation.

II. Procedure

A. Reporting methods

1. SWIJDC shall accept:
 - a. Written reports
 - b. Verbal reports
 - c. Anonymous reports
 - d. Third party reports (refer to section F, below.)
2. All verbal reports shall be immediately documented.
3. Juveniles shall be provided access to tools necessary to make a written report if requested, including, but not limited to writing utensil, paper and envelope.
4. SWIJDC shall provide and maintain multiple internal ways for juveniles to privately report physical abuse, sexual abuse, sexual harassment, retaliation by other juveniles or staff for reporting physical abuse, sexual abuse or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents, including, but not limited to:
 - a. Reporting to staff members
 - b. Reporting to clerical staff
 - c. Reporting through the CTel phone system's PREA Hotline
 - d. Reporting to the Director
 - e. Reporting via confidential suggestion box(es), which shall be checked on a daily basis.
5. SWIJDC shall enter into and maintain an MOU with the Advocates Against Family Violence (AAFV), which agrees to receive and immediately forward juvenile reports of sexual abuse and sexual harassment to SWIJDC officials, allowing the juvenile to remain

anonymous upon request. Contact information for AAFV shall be posted at all times and be available to all residents.

6. SWIJDC shall also provide and maintain other means of reporting to external agencies, including, but not limited to:
 - a. Reporting to teachers (Caldwell School District employees)
 - b. Reporting to mental health staff
 - c. Reporting to medical staff
 - d. Reporting to probation officers (employees of the Canyon County or other county's Juvenile Probation Department)
 - e. Reporting to public defender
 - g. Reporting to the National Sex Assault Hotline
 - h. Reporting to local law enforcement officers
 - i. Reporting to juvenile detention inspection team members
 - k. Reporting to the juvenile's appropriate consulate and/or appropriate officials at the Department of Homeland Security (applicable to those juveniles held in SWIJDC solely for civil immigration purposes only.)
7. A juvenile who alleges sexual abuse may utilize the confidential suggestion box and/or enclose the grievance within an envelope addressed to the Director so that the grievance is not submitted to, or referred to, the staff member who is the subject of the complaint.

B. Admissions

1. During admissions, particularly the clothing exchange or strip search process, the detention officer shall look for signs of substance abuse, cuts, marks, tattoos and physical abuse.
 - a. Scars, marks, tattoos shall be recorded for identification sources.
 - b. Signs of substance abuse shall be noted.
 - c. Signs of physical abuse, including but not limited to, bruises, cuts, scratches, scars, etc., shall be noted.

C. Reporting abuse that may have occurred prior to admission

1. In the event that staff observe indications of child abuse/neglect while the juvenile is being admitted to the SWIJDC, or at any time receives information or has reason to believe that the juvenile has been abused prior to admission to the SWIJDC, relevant information shall be gathered and then immediately reported to the local law enforcement agency having jurisdiction where the alleged abuse took place and/or the Region III Department of Health and Welfare, Family and Children's Services.
 - a. Relevant information should include, but not be limited to:
 1. Photos of bruising or injuries
 2. Statements from juvenile
 3. Observations of reporting or participating staff members.
 - b. Facilitate a follow up meeting with a medical or mental health practitioner as outlined in Policy 7-05.
2. In the event that an allegation is received that a resident was sexually

abused prior to admission to the SWIJDC while confined at any other facility, the Director shall do the following:

- a. Notify the head of the facility or appropriate office of the agency where the alleged abuse occurred.
 - b. Notify the appropriate investigative agency for that facility.
 1. For any DJC-operated facility, the appropriate investigative agency is the Idaho State Police.
 2. For any regional or county-run facility, the appropriate investigative agency may be the local police department or sheriff's office.
 3. Contact information for investigative agencies may be found on the Internet
 - c. Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
 - d. SWIJDC staff shall document the following information, which includes but is not limited to:
 1. Date and time of calls to the agency and the investigative agency
 2. Name of persons spoken to regarding the allegation
 3. The type of details related to the agency and investigative agency.
 - e. Facilitate a follow up meeting for the juvenile with a medical or mental health practitioner as outlined in Policies 7-05, 6-02, 6-20.
- D. Reporting abuse that may have occurred at the Center
1. Upon receipt of any allegation that a juvenile has been abused while in the custody of the SWIJDC, either by another juvenile or a staff member, staff shall have full authority to act in any way which protects the resident from any further physical abuse, sexual abuse, sexual harassment or retaliation.
 2. Relevant information shall be gathered and then immediately reported to the Director, the Canyon County Prosecuting Attorney's Office and the Caldwell Police Department, even if initial relevant information indicates that the incident did not occur.
 3. If abuse is suspected involving a facility staff member, the employee shall report their suspicion to the Director who shall contact the Canyon County Prosecuting Attorney's Office and the Caldwell Police Department regarding an investigation of the incident.
 - a. If the allegation involves the Director of the SWIJDC, or if the Director is not available at the time of the allegation, the employee must report directly to Canyon County Prosecuting Attorney's Office and the Caldwell Police Department immediately.
 - b. Employees shall be afforded their rights and due process in accordance with the Canyon County Personnel Manual, Garrity rules and other applicable laws.

- c. If the results of the investigation show that the detention staff member was not involved, a report clearing that person shall be written and placed in the employee's personnel file and if a juvenile made the allegations also in the accusing juvenile's file.
 - 1. Disciplinary action and/or criminal action for filing false police reports may be initiated against the juvenile, unless it is proven that the report was filed in good faith.
 - d. If the investigation shows that a staff member was involved in intentional neglect or child abuse, or neglecting to act or report on such actions, disciplinary action up to and including termination and the filing of criminal charges will result.
 - e. If the investigation shows that a staff member has committed sexual abuse, or due to a judicial finding of guilt for having engaged in sexual abuse of any juvenile, either in custody or out of custody, the staff member's employment with Canyon County shall be terminated.
4. If the Director of the SWIJDC receives notification from another agency that a juvenile has reported physical or sexual abuse which allegedly occurred while in the custody of the SWIJDC, the Director shall immediately report the allegation to the Canyon County Prosecuting Attorney's Office and the Caldwell Police Department and shall ensure that the allegation is investigated in accordance with these standards.
- E. Staff reporting of abuse
- 1. All staff members are required to report any knowledge, suspicion, or information they receive regarding any of the following:
 - a. Any incident of physical or sexual abuse that occurred in any facility, whether or not it is part of the SWIJDC;
 - b. Any act of retaliation against residents or staff who reported such an incident; and
 - c. Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
 - 2. All staff are required to comply with any applicable mandatory child abuse reporting laws as contained in Idaho Code 16-1605.
 - 3. Staff may report physical or sexual abuse of juveniles at any time to the Director, supervisor or assistant supervisor.
 - a. Such report will be treated in a strictly confidential manner.
 - 4. Staff may also report directly to the Canyon County Prosecuting Attorney's Office and/or the Caldwell Police Department if desired.
- F. Third party reporting.
- 1. Third parties, including fellow residents, staff members, family members, attorneys, outside advocates and others, shall be permitted to assist residents in filing reports, allegations, grievances and requests for administrative remedies relating to allegations of physical or sexual abuse, and shall also be permitted to file such requests on behalf of residents.

- a. Third party reports from sources other than parents
 - 1. If a third party other than a parent or legal guardian, files such a request on behalf of a resident, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
 - 2. If the resident declines to have the request processed on his or her behalf, the agency shall document the resident's decision.
 - b. Third party reports from a parent or legal guardian
 - 1. If a parent or guardian files such a request or appeal on behalf of a resident, SWIJDC shall handle that request or appeal with or without the juvenile agreeing to have the request filed on his or her behalf.
- G. Sexual harassment allegations
- 1. Sexual harassment by staff, contractor or volunteer
 - a. The SWIJDC does not tolerate any form of sexual harassment by staff, contractors or volunteers toward other staff, contractors, volunteers or juveniles.
 - b. All allegations or reports of sexual harassment by staff, contractors or volunteers shall be handled with the same degree of urgency as reports of sexual abuse.
 - c. All allegations of sexual harassment by staff, contractors or volunteers shall be immediately reported to the Director, PREA Coordinator or PREA Investigator who shall refer the report for administrative or criminal investigation to the Canyon County Prosecuting Attorney's Office and/or the Canyon County Human Resources Department.
 - 1. If the allegation involves the Director of the SWIJDC, report must be forwarded directly to Canyon County Prosecuting Attorney's Office and the Canyon County Human Resources Department.
 - d. The Canyon County Human Resources Department will furnish mandatory employee sexual harassment training for all employees on a schedule and frequency determined by them.
 - 2. Sexual harassment by juveniles
 - a. If a juvenile reports sexual harassment by another juvenile, staff shall immediately take any action necessary to keep the reporting juvenile safe and shall also take the appropriate steps, which may include, but are not limited to:
 - 1. Monitoring intercoms and/or video cameras to identify the perpetrator, if unknown

2. Removal of the perpetrator from the area, program or activity
 3. Disciplinary action against the perpetrator as outlined in Policy 7-1 and 7-2
- b. All sexual harassment by juvenile allegations shall be immediately investigated by the Director, the PREA Coordinator and/or trained SWIJDC investigators.
- H. Confidentiality
1. Apart from reporting to designated supervisors or officials and designated State or local services agencies, staff shall be prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in agency policy, to make treatment, investigation, and other security and management decisions.
 2. Medical and mental health practitioners shall be required to report sexual abuse to designated supervisors and officials pursuant to this policy, as well as to the designated State or local services agency where required by mandatory reporting laws.
 - a. Such practitioners shall be required to inform residents at the initiation of services of their duty to report and the limitations of confidentiality.
- I. Informing parents, caseworkers, legal representative
1. Upon receiving any allegation of sexual abuse, the Director or designee, in addition to reporting as required in this policy, shall promptly report the allegation to the alleged victim's parents or legal guardians, unless the facility has official documentation showing the parents or legal guardians should not be notified.
 2. If the alleged victim is under the guardianship of the child welfare system, the report shall be made to the alleged victim's caseworker instead of the parents or legal guardians.
 3. If a juvenile court retains jurisdiction over the alleged victim, the facility head or designee shall also report the allegation to the juvenile's attorney or other legal representative of record within 14 days of receiving the allegation.
- J. All allegations of sexual abuse, including third-party and anonymous reports, shall be immediately referred for criminal prosecution to the Canyon County Prosecuting Attorney's Office and the Caldwell Police Department, who are the SWIJDC's designated investigators.
- K. Any and all reports or allegations that are received regarding sexual abuse or sexual harassment shall be documented, regardless of outcome.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-18a
		Pages: 1
Policies and Procedures Manual	Topic: Abuse Investigations	
	Related ID Code, IDAPA, or ACA Standards: Prison Rape Elimination Act, Mandatory Reporting Laws, Idaho Code 16-1619, 18-6110	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that incidents or suspected incidents of physical abuse, sexual abuse, sexual harassment, retaliation by other juveniles or staff for reporting sexual abuse or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents are reported to the appropriate agency for proper investigation.

II. Procedure

A. Investigators

1. The SWIJDC shall require the training of certain individuals as required in PREA Standard 115.334.
2. Those trained individuals shall conduct any administrative investigations of sexual abuse and sexual harassment allegations, if the allegations does not involve potentially criminal behavior.

B. Investigations of sexual harassment allegations

1. Allegations of sexual harassment shall be investigated administratively by SWIJDC investigators.
2. If the investigations shows that a staff member is involved in the sexual harassment allegation, and based on a preponderance of the evidence it is believed that the staff member committed the harassment, the matter shall be turned over to the Canyon County Human Resources Department and/or the Canyon County Prosecuting Attorney's Office.

C. Investigations of sexual abuse allegations

- A. Any allegation of sexual abuse that potentially involves criminal behavior shall immediately be turned over to the Caldwell Police Department for investigation, especially in all cases that may have happened within a time frame that allows for the collection of physical evidence, or if the allegation involves a staff member.

D. Staff at the SWIJDC shall cooperate in every way with any investigation.

E. SWIJDC shall endeavor to remain informed of the progress of the investigation.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-19
		Pages: 1
Policies and Procedures Manual	Topic: Access to Private Health Care	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250;ACA 3-JDF-4C02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide juveniles with access to private medical care within reason, taking into consideration safety, security and order of the Center.

II. Procedures

A. Access to Private Health Care

1. The Medical Provider for Canyon County shall be advised of any inmate requests for health visits by professionals outside the Center.
2. Juveniles or their parents may request that arrangements for private consultations or appointments be made.
 - a. Dates and times of appointments shall be considered strictly confidential.
3. Juveniles or their parents shall pay the transportation costs for any appointment or consultation occurring outside the Center which did not originate with the Center's staff.
4. Juveniles or their families shall be financially responsible for any consultation or appointment, and also for any treatment, medication or treatment of any complications resulting from such consultation or appointment.
5. Medication prescribed by licensed medical doctors or psychologists other than the Medical Provider of Medical Staff shall be reviewed by the Medical Provider, as outlined in Policy 6-11.
 - a. If the prescribed medication is not approved for use in the Center, an alternate medication may be substituted.
6. The juvenile's medical or mental health file shall contain a record of any private consultation, appointment or treatment as provided by the private provider.
 - a. Medical Staff will file a Consent for Release of Information with private provider to receive any recommendations for treatment.
 - b. Any recommendations for treatment of any juvenile made by private medical providers should be forwarded to the Center's Medical Staff.

Southwest Idaho Juvenile Detention Center	Chapter # 6 Health Services	Policy # 6-20
		Pages: 1
Policies and Procedures Manual	Topic: Mental Health	
	Related ID Code; <u>IDAPA 250</u>	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles housed in the Southwest Idaho Juvenile Detention Center receive the benefits of the Juvenile Detention Mental Health Clinician Project

II. Procedure

A. The SWIJDC fully commits to support the Juvenile Detention Mental Health Clinician Project.

1. The Clinician will be an employee of Canyon County and the SWIJDC.
2. The following items will be furnished by the SWIJDC for the Clinician, including, but not limited to:
 - a. Office space
 - b. Office supplies
 - c. Computer and tech support
 - d. Postage
 - e. Applicable training
3. SWIJDC Staff agree to assist the Clinician in any possible way so that meetings and interviews with juvenile can be held as needed. This assistance shall include, but not be limited to:
 - a. Assist with the movement or escort of juveniles
 - b. Assist with security during meetings or interviews
 - c. Notify the Clinician of any juveniles that are identified as sexual abuse victims to facilitate follow up meetings within 14 days of intake as required by PREA Standard 115.381
 - d. Notify the Clinician of any juveniles that are identified as sexual abusers to facilitate a follow up meeting within 14 days of intake as required by PREA Standard 115.381.
 - e. Notify the Clinician of any juvenile that is isolated through protective custody, special programming, gang-related lockdown, or other lockdown so that said juvenile receives daily visits from either mental health or medical staff, which shall be logged in the Daily Activity Log.
 - f. Any other reasonable duty as requested by the Clinician

Southwest Idaho Juvenile Detention Center	Chapter # 7 Behavior Program	Policy # 7-1
		Pages: 9
Policies and Procedures Manual	Topic: Rules, Discipline & Behavior Program	
	Related ID IDAPA 255; ACA 3-JDF-3C01,2,3	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

- A. The intent of the Southwest Idaho Juvenile Detention behavior program is to create a positive and fair environment for juveniles to learn and change their behavior. Our goal is to ensure juveniles leave our facility better equipped than when they first arrived.

II. Procedures

A. Program Overview

1. The behavior program is based on the principle of progressive discipline, which aims to address inappropriate behaviors through a structured and educational approach. This process involves clear communication, understanding of consequences, and strategies for behavior improvement.
2. Progressive Discipline Procedure
 - a. Observation of Inappropriate Behavior
 - b. When an officer observes inappropriate behavior, they will engage with the juvenile to:
 - c. Explain why the behavior is inappropriate.
 - d. Discuss the potential consequences if the behavior continues.
 - e. Develop a preventive plan to avoid repeating the behavior.
 - (1) First Incident
 - (a) The officer will issue a written warning to the juvenile after processing the inappropriate behavior.
 - (2) Second Incident
 - (a) If the inappropriate behavior continues, the officer will:
 - (b) Reprocess the behavior with the juvenile.
 - (c) Issue a Class C write-up.
 - (3) Third Incident
 - (a) If the juvenile presents the same or another inappropriate behavior, the officer will:
 - (b) Again, process the behavior with the juvenile.
 - (c) Issue a Class B write-up.
 - (4) Continued Poor Decisions
 - (a) If the juvenile continues to make poor decisions, they may be placed in lockdown and given a Class A write-up.
3. Write-Up Guidelines

- a. When a juvenile is given a write-up, the consequences will correspond with the activity during which the inappropriate behavior occurred. The write-up guidelines are as follows:
 - (1) Class C: Gym, School, Leisure (1/2 hour loss of activity)
 - (2) Class B: Gym, School, Leisure (1 hour loss of activity)
 - (3) Class A: Initial Lockdown
- B. Lockdown and Hearing Board Responsibilities
 - 1. Class A Category 1 & 2 Rule Violations
 - a. Class A rules are established to govern the safety and security of the community at large, the SWIJDC (Southwest Juvenile Detention Center), its staff, and its residents. These rules encompass a range of behaviors aimed at maintaining a safe and orderly environment within the facility.
 - (1) Class A Category I
 - (a) Destruction of Property: Any deliberate damage to the Center's property, including but not limited to tearing book pages, damaging clothing items, defacing walls or doors, and breaking fire sprinklers.
 - (b) Interfering with the Safety and Security of the Center: Any action that compromises the safety and security of the Center's premises or its resident's.
 - (c) Possession of Contraband: Unauthorized possession of items or altering any item within the Center's premises.
 - (d) Disrespect to Staff: Behaviors characterized by disrespect or insubordination towards staff members.
 - (2) Consequences: Violating any of these rules will result in a disciplinary Lockdown. Furthermore, criminal charges could be filed against the individual. A hearing board will evaluate the individual's status daily during Lockdown. All activities during this period will be conducted in the individual's room and/or separately from other juveniles.
 - (3) Class A Category II
 - (a) Any Gang-Related Activity (GRL): Engaging in verbal or non-verbal behaviors associated with gang activity, such as hand gestures, writing, gang whistles, and tagging.
 - (b) Physical Violence: Inflicting harm on a person or property within the Center, including threats of violence.
 - (c) Escape or Attempted Escape: Actions aimed at leaving the Center without authorization, including discussing or planning an escape.
 - (d) Misuse or Hiding Medication: Improper use or concealment of prescribed medication.
 - (e) Possession of a Weapon: Unauthorized possession of any item intended for use as a weapon.
 - (4) Consequences: Violating any of these rules will result in a disciplinary Lockdown, reduction of the individual's current level to Level 1, and

the possibility of criminal charges. Similar to Class A Category I violations, a hearing board will assess the individual's status daily during Lockdown, and all activities will be conducted in isolation from other juveniles.

2. Class A Lockdown

a. Initial Lockdown Hearing Board Responsibilities:

- (1) Review facts of the case.
- (2) Decide whether to lift the lockdown.
- (3) Determine the level outcome based on the severity of the violation.
- (4) Assess and recommend if the juvenile needs to be placed in a Behavior Management Program or referred to a counselor for the Mental Health Program.

(a) Behavior Program (BP) Implementation Following a Class A Incident

1. Purpose:

To outline the process for recommending, reviewing, and implementing a Behavior Program (BP) following a Class A incident to ensure consistency and accountability.

a. Recommendation Process:

- i. Following a Class A incident, if the hearing board determines that a juvenile should be considered for placement on a BP, the board officers will email their recommendation to the Director, Deputy Director, and Training Coordinator.

b. Review and Approval:

- i. The Director, Deputy Director, and Training Coordinator will review the recommendation to determine whether to implement the BP.
- ii. If approved, they will collaboratively draft the BP.
- iii. The BP, once established, must be strictly adhered to by all involved parties.

c. Evaluation Status:

- i. During the review and evaluation process, the juvenile will remain on LD (Lockdown) status.

d. Modification Requests:

- i. Any requests for changes or modifications to the BP must be communicated to all supervisors.
- ii. Supervisors will have the opportunity to provide feedback on the proposed changes.
- iii. The Director, Deputy Director, and Training Coordinator will make the final decision regarding any modifications to the BP.

e. Accountability:

- i. All staff are expected to comply with this process to ensure the proper evaluation and implementation of Behavior Programs following Class A incidents.

C. Mental Health Program

1. The Mental Health Program will be determined by a counselor on a case-by-case basis.

D. Gang-Related Lockdown

1. Juveniles placed on GRL will remain on lockdown for a minimum of 3 days (review hearing must take place every 24 hours).
2. Once GRL is lifted, their level will be reduced to Level 1 regardless of their previous level.
3. Juveniles placed on GRL will be offered recreation in their room only.
4. Juveniles placed on GRL will be given the option to exchange a book once per day when staff is available.

E. Lockdown Procedures

1. The juvenile will remain in their room until the hearing is complete.
2. If the lockdown is not lifted, a hearing will take place every 24 hours until it is lifted.
3. Juveniles will be offered recreation (gym) in their room or separately from other juveniles if available.
4. Juveniles will be offered leisure in an interview room only and a chance to exchange books once per day when staff is available.

F. The following methods or forms of punishment or enforcement of discipline shall not be used:

1. Corporal punishment
2. Psychological intimidation
3. Denial of food, dental or medical care, sleep or legal assistance.
4. Physical restraints.
5. Any situation in which a juvenile imposes any type of discipline on any other juvenile.

III. General Facility, Room Standards, Hallway and Movement, Gym, Leisure, and Programming Rules.

A. Juvenile residents are expected to follow rules established by the detention center, including, but not limited to, the following:

1. Juveniles are responsible for their own behavior and must be prepared to accept the results of any disciplinary action taken as a result of that behavior.
2. Juveniles shall not discriminate against or be disrespectful to other juveniles or staff.
3. Juveniles shall not use language or behave in a manner which would imply prejudice or discrimination.
4. Juveniles have the responsibility of requesting medical or dental care as

- needed.
5. Juveniles have the responsibility of conducting themselves properly during visitation, or any other program.
 6. Juveniles have the responsibility of maintaining themselves and their clothing in a clean and orderly condition.
 7. Juveniles have the responsibility to avoid physical contact with other juveniles.
 - a. This includes, but is not limited to things such as fighting, wrestling, horseplay, and sexual abuse.
 8. Juveniles will be held responsible for the replacement or repair of any property damaged or destroyed by them while they are in detention.
 9. Juveniles have the responsibility of reporting any infringement of their rights to staff members.
- B. General Facility, Room Standards, Hallway and Movement, Gym, Leisure, and Programming Rules are established to govern the safety, security, and the day-to-day structured operation of the SWIJDC (Southwest Juvenile Detention Center). These rules are essential for maintaining order and promoting a respectful environment within the facility.
- C. General Facility Rules
1. Zero Gang Tolerance: Any involvement in gang activity within the facility will result in disciplinary action.
 2. Compliance with the Prison Rape Elimination Act: All individuals have received the Sexual Assault Awareness brochure and are required to abide by the facility's Zero Tolerance for sexual abuse and harassment. Physical contact or harassment is strictly prohibited.
 3. Following Staff Instructions: Individuals are required to follow staff instructions at all times.
 4. Respectful Behavior: Individuals must demonstrate kindness and respect towards others.
 5. Appropriate Attire: Shirts must be tucked in before leaving the cell, and pants should be rolled up at the ankles if necessary to prevent tripping.
 6. Communication Protocol: Verbal and nonverbal communication requires permission from staff. Opposite-sex communication is prohibited without permission.
 7. Permission for Movement: Individuals must ask a staff member for permission before getting out of their seat.
- D. Room Standards
1. Respectful Conduct: Individuals must be kind and respectful towards others within their room.
 2. Appropriate Attire: At minimum, individuals must wear underwear, shorts, and a shirt while in their room.
 3. Noise Control: Individuals must refrain from disturbing others with talking, whistling, or making excessive noise.
 4. Prohibited Activities: Standing on the bed, toilet, or sink is not allowed.

5. Visibility and Safety: Individuals must remain visible at all times and keep their heads uncovered while sleeping.
 6. Cleanliness: Rooms must be kept clean, organized, and free from scratching, drawing, or marking.
- E. Hallway and Facility Movement
1. Communication Protocol: Verbal and nonverbal communication requires permission from staff.
 2. Wall-Facing Position: Individuals must face the wall while waiting to be escorted or let into their room.
 3. Walking Protocol: Individuals must walk in a single-file line with hands clasped behind the back, paying attention to avoid bumping into others.
- F. Gym Rules
1. Position in Orange Boxes: Individuals must stand in designated orange boxes without communication.
 2. Sportsmanship: Positive participation and good sportsmanship are expected.
 3. Permission for Movement: Individuals must not move without staff permission.
 4. Counting Limit: Counting higher than 10 during exercises or scorekeeping is not allowed.
 5. Avoiding Physical Contact: Individuals must avoid any physical contact.
 6. Basketball Protocol: Bounce pass the ball and maintaining quiet while waiting to play.
 7. Volleyball Protocol: Underhand serving, rolling the ball under the net, and refraining from punching or kicking the ball.
 8. Special Game Rules: Individuals must adhere to any additional rules set for specific games or activities.
- G. Leisure Rules
1. Respectful Behavior: Individuals must engage in respectful conversations and avoid discussing inappropriate topics.
 2. Permission for Movement: Individuals must not move without staff permission.
 3. Communication Limits: Conversations with juveniles at other tables require permission.
 4. Pen Protocol: Pens must be surrendered to staff before leaving the chair.
 5. Drawing Restrictions: Drawing and bringing pictures into leisure activities are prohibited.
- H. Programming Rules
1. Respect for Facilitators: Individuals must be kind and respectful to group facilitators.
 2. Raise Hand Protocol: Individuals must raise their hand before speaking.
 3. Permission for Movement: Individuals must not move without staff permission.
 4. Appropriate Conversations: Conversations must adhere to the same rules as leisure activities.

I. School Rules

1. **No Talking:** Individuals must refrain from talking during school sessions unless given permission by staff or instructors.
2. **Seat Restraint:** Individuals are not allowed to leave their seats without prior permission from staff or instructors.
3. **Participation Requirement:** All individuals are expected to actively participate in school activities and lessons.
4. **Enforcement:** The teachers and detention staff assigned to the classroom are responsible for enforcing these rules. Their enforcement aims to safeguard the safety, security, and order of the Center and its residents while fostering a positive and productive learning atmosphere.

J. Housing Unit Rules

1. **Assignment of Sleeping Units:** Juveniles shall be assigned to a designated cell or sleeping unit by staff members.
2. **Door Control:** Doors to each cell or sleeping unit must be kept closed and locked at all times for security purposes.
3. **Access Restrictions:** Juveniles are prohibited from entering any cell or sleeping unit to which they are not assigned.
4. **Bedding Maintenance:** Bedding must be made or folded neatly and stored appropriately when the juvenile is not in their room.
5. **Bathroom Protocol:** Only one person is permitted to use a bathroom at a time to ensure privacy and maintain order.
6. **Cleaning Responsibilities:** Juveniles are responsible for cleaning their own living areas and assisting in the cleaning of other areas within the Center as outlined in Chapter 4 of the facility manual.
7. **Compliance with Directives:** Juveniles must adhere to any directives given by staff members regarding housing unit rules and regulations.

K. Behavior Program Level Advancement Policy

1. The purpose of this policy is to establish a structured behavior program that allows juveniles to actively participate in their progress and development. This program encourages personal responsibility and accountability, enabling juveniles to advance through levels based on their participation, behavior, and adherence to facility rules. By actively engaging in this process, juveniles can experience positive reinforcement and gain a sense of accomplishment.
2. This policy applies to all juveniles within the facility and outlines the criteria for advancing through the behavior program levels.
 - a. **Level Advancement Structure:**
 - (1) **Observation and Orientation (O&O):**
 - (a) initial phase for new arrivals.
 - (b) Duration: 1 to 3 days.
 1. **Requirements to advance:**
 - a. Sign the Rules Agreement.
 - b. Fill out a request form.

- (2) Level 1 - Orange Shirt:
 - (a) Requirements to advance:
 - 1. Room grade of 30 or better.
 - 2. Satisfactory participation and positive attitude/behavior in all programming.
 - 3. Write-ups within guidelines.
- (3) Level 2 - Green Shirt:
 - (a) Requirements to advance:
 - 1. Weekly room grade of 38 or better.
 - 2. Satisfactory participation and positive attitude/behavior in all programming.
 - 3. Write-ups within guidelines.
- (4) Level 3 - Black Shirt:
 - (a) Requirements to advance:
 - 1. Weekly room grade of 44 or better.
 - 2. Satisfactory participation and positive attitude/behavior in all programming.
 - 3. Write-ups within guidelines.
 - 4. Sign Level 4 Agreement.
- (5) Level 4 - Gray Shirt:
 - (a) Divided into three phases, each lasting 1 week:
 - 1. Phase 1 (Week 1):
 - 2. Phase 2 (Week 2):
 - 3. Phase 3 (Week 3):
 - a. Requirements to advance phases:
 - b. Weekly room grade of 45 or better.
 - c. No Class C violations (multiple written warnings could prevent advancement).
- (6) General Guidelines to advance in Level system:
 - (a) Participation and attitude are key components in evaluating advancement.
 - (b) Room grades are assessed weekly and are a critical factor in determining eligibility for level advancement.
 - (c) Write-ups must remain within the specified guidelines to qualify for level advancement.

L. Room Cleanliness and Organization

- 1. As part of the Behavior Program, juveniles will be required to keep their cells clean and organized. Officers will give every juvenile the opportunity to clean their rooms every night (Sunday to Thursday). Officers will grade every juvenile's room Monday to Friday.
 - (1) Rooms will be evaluated and graded Monday through Friday.

- (2) Room grading will take place during school/gym hours.
- (3) Grading will be documented in a specific format that will be posted outside each room.
- (4) A maximum score of 10 can be obtained per day.
- (5) A maximum score of 50 can be obtained per week.
- (6) Daily scores below 5 will lead to a loss of ½ hour of leisure time, to be served the same day and documented on the grading format.
- (7) Not scoring the minimum required score to maintain a level for a given week will result in a loss of level according to the level system guidelines.

M. Grading Criteria

1. Camp Kit: Bag must be hanging outside the room (0 or 1 point)
2. Toiletries: Items in the camp kit must not be damaged or missing (0 or 2 points)
3. Bed: Made or neatly folded (0 or 1 point)
4. Activity Readiness: Ready to go when instructed to do so (1 point per activity)
5. Cleanliness: Clean room, no food or trash on the floor, sink, toilet, or walls (0, 1, or 2 points)
6. Room Organization: All items in the room must be neatly organized, including books, sweatshirt, towels, request forms, etc. (0 or 1 point)
 - a. By adhering to this structured approach, we aim to foster a supportive environment where juveniles can learn from their mistakes and develop better behavioral habits.

N. Sick Juveniles

1. Juveniles that are sick will still be scored in the following categories: camp kit, toiletries, bed, cleanliness, and room organization.
2. If a juvenile is sick for multiple days, they will be seen by medical personnel. If medical personnel determine the juvenile is in fact sick and must remain in the room, the juvenile will be allowed to maintain their current level but will not be allowed to advance levels, even if they have obtained the necessary points without attending school.
3. This situation will apply to medical personnel reviewing and documenting cases.

Southwest Idaho Juvenile Detention Center	Chapter # 7 Rules and Discipline	Policy # 7-2
		Pages: 5
Policies and Procedures Manual	Topic: Resolution of Infractions and Violations	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 255;ACA 3-JDF-3C02,5,6,10-18,20, 3D06, PREA 28 CFR 115.342, 368, 378	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To promote uniform fair treatment of all violations of rules within established guidelines.

II. Procedures

A. Class A rules

1. Discipline Procedures for Class A rules

- a. When any Center Staff Member has knowledge of a violation of a Class A Rule which has been committed by a juvenile in the Center, the procedure shall be as follows:

1. The reporting Staff Member, along with other Staff Members on duty, shall take immediate action to resolve the situation and safeguard the safety, security and order of the Center. This may include, if necessary, separating the juvenile from population.
2. The reporting staff member shall complete an incident report per Policy 1-7.

2. Juvenile Rights at Hearing for Class A Rules

- a. A juvenile shall be notified that they are charged with a violation of a major prohibited act and provided a copy of the Notice of Intent to Discipline form within 24 hours of the incident. Juveniles who cannot read or have difficulty reading shall be assisted by Staff to understand the nature of the charges, hearing procedure and available rights and options. Language line services shall be utilized if a juvenile has limited English proficiency.
- b. If the juvenile desires, a disciplinary hearing shall be held no later than thirty-six (36) hours after the alleged incident. At least two detention officers that were not involved in the incident will form a disciplinary committee for the purpose of holding the disciplinary hearing. The hearing may be postponed or continued for a reasonable time, up to seven (7) days, for good cause and with written permission from the juvenile. Juveniles released from custody prior to disciplinary hearings shall have a hearing to be held no later than thirty-six (36) hours upon return to the center.

- c. Upon receipt of the "Notice of Intent to Discipline," the juvenile may request that the hearing not be convened and request discipline, if any, be administered at the discretion of the hearing officer. The juvenile must sign the Notice of Intent to Discipline form noting such a request.
 - d. Juveniles charged with rule violations are present at the hearing, unless they waive that right in writing or through behavior. Juveniles may be excluded during the testimony of any juvenile whose testimony must be given in confidence. The reasons for the juvenile's absence or exclusion are to be documented.
 - e. Juveniles are given an opportunity to make a statement, present documentary evidence and call witnesses, except when doing so may severely jeopardize the safety of persons or the security or order of the Center. The juvenile shall provide the hearing officer a list of intended witnesses. The hearing officer shall approve or deny each witness on the basis of the foregoing criteria. Such reasons for denial are stated in writing.
 - f. Upon the receipt of the written findings of the hearing officer, the accused juvenile has the right to appeal the findings to the Director or Deputy Director. Such appeal shall be in writing in the form of a grievance and must be received by staff no later than 8 hours after the receipt of findings, or the end of the disciplinary sanction, whichever is sooner.
 - g. All documents pertaining to rule violations, hearings and actions taken will be maintained, as a part of the accused juvenile's file. Such documents may be redacted to protect victims or witnesses.
3. Discipline for Violations of Class A Rules
- a. Discipline imposed for a violation of a Class A rule may include but not exceed the following:
 - 1. Placement of juvenile on, Behavior Program and/or
 - 2. Placement of juvenile on a lower level; and/or
 - 3. Activity restrictions; and/or
 - 4. Cell restriction

B. Class B Rules

- 1. Discipline Procedure for Violations of Class B Rules
 - a. When any Center staff member has knowledge of a violation of a Class B Rule which has been committed by a juvenile of the Center, the procedure shall be as follows:
 - 1. The reporting Staff Member, along with other Staff Members on duty, shall take immediate action as necessary to resolve the situation and safeguard the safety, security and order of the Center. This may include, if necessary, separating the juvenile from population.

2. The reporting Staff Member shall write a detention report before the end of their shift which includes details of the accused juvenile's alleged prohibited conduct, including action taken or to be taken.
 3. The reporting staff member shall provide the accused juvenile a copy of the completed detention report and place a copy in the juvenile's file before the staff member goes off duty.
 4. A juvenile shall have the right to appeal the reporting staff member's decision in accordance with grievance procedures.
 5. All documents pertaining to rule violations and actions taken will be maintained, as part of the accused juvenile's file.
2. Discipline for Violations of Class B Rules
- a. Discipline for a violation of Class B rules is 1 hour loss of leisure, gym, or school dependent on the activity the write-up came from.

C. Class C rules

1. Discipline procedures for Class C rules
 - a. When any Center staff member has knowledge of a violation of a Class C Rule which has been committed by a juvenile of the Center, the procedure shall be as follows:
 1. The reporting Staff Member, along with other Staff Members on duty, shall take immediate action as necessary to resolve the situation and safeguard the safety, security and order of the Center. This may include, if necessary, separating the juvenile from population.
 2. The reporting Staff Member shall write a detention report before the end of their shift which includes details of the accused juvenile's alleged prohibited conduct, including action taken or to be taken.
 3. The reporting staff member shall provide the accused juvenile a copy of the completed detention report and place a copy in the juvenile's file before the staff member goes off duty.
 4. A juvenile shall have the right to appeal the reporting staff member's decision in accordance with grievance procedures.
 5. All documents pertaining to rule violations and actions taken will be maintained, as part of the accused juvenile's file.
2. Discipline for Violation of Class C Rules

- a. Discipline for a violation of Class C Rule is 1/2 hour loss of leisure, gym, or school, dependent on the activity the write-up came from.
- D. The following methods or forms of punishment or enforcement of discipline shall not be used:
 1. Corporal punishment
 2. Psychological intimidation
 3. Denial of food, dental or medical care, sleep or legal assistance.
 4. Physical restraints.
 5. Any situation in which a juvenile imposes any type of discipline on any other juvenile.
- E. Cell Restriction
 1. Cell restriction shall be used when necessary for the protection of other juvenile residents or staff members.
 2. Cell restriction shall be used as a means of controlling self-destructive behavior, behavior which is injurious to other persons, and behavior which undermines the security and order of the Center.
 3. Cell restriction shall be used pending a disciplinary hearing when the offense(s) charged are serious enough to warrant separating the juvenile from the general population.
 4. Any juvenile placed on cell restriction shall be afforded opportunities to receive the following, to include, but not be limited to:
 - a. Large muscle exercise
 1. If a substantial, documented risk to staff or others is involved, the Director, Deputy Director or the Supervisor in charge may make the decision to require the juvenile to exercise in his/her own cell.
 - b. Educational opportunities and special education services
 - c. Daily visits from Medical and/or Mental Health Staff
 5. The decision to place a juvenile on cell restriction should be reviewed on a regular basis. The juvenile on cell restriction shall be released back to normal activities as soon as reasonably possible but only when his/her release can be made with the safety of other juveniles, staff and him/herself as a primary consideration.
- F. School Rule Violations
 1. Discipline for School Rule Violations and/or Other Program Violations
 - a. School refusals, violation of the school rules and/or school removals may result in a Class C, or B Rule Violation.
 2. School Refusal based on illness
 - a. Prescribed actions for a school refusal based on illness will be as follows:
 1. Give juvenile a medical request form.
 - a. Place medical request form in basket for Medical Staff.

b. No leisure or gym time will be offered until cleared by Medical Staff or until the following day.

Southwest Idaho Juvenile Detention Center	Chapter # 7 Rules and Discipline	Policy # 7-3
		Pages: 3
Policies and Procedures Manual	Topic: Grievance Procedure	
	Related ID Code, IDAPA, or ACA Standards: : IDAPA 255;ACA 3-JDF-3C21, Prison Rape Elimination Act	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide juveniles the opportunity to appeal decisions concerning conditions of confinement.

II. Procedures

- A. All grievances shall be handled quickly and without threats or reprisals against the individual grievant.
- B. Criteria for processing grievances that do not involve sexual abuse or sexual harassment
 1. Any juvenile who is a current resident of the Center may submit a grievance at any time within forty eight (48) hours of any ruling or action taken against a juvenile.
 2. A formal grievance form shall be issued as soon as possible upon request, however, any document in writing indicating a complaint will be considered a valid grievance.
 3. More than one juvenile may file a grievance concerning the same issue, as long as they are affected by the ruling or action.
 4. Juvenile may ask a staff member for help in writing the grievance.
 5. Staff shall accept grievance as soon as possible after being notified of the grievance.
 6. Any staff member who conceals, alters or destroys a grievance, or in any way impedes this grievance procedure will be subject to disciplinary action.
 7. Grievances filed on a matter should be handled by the Training Coordinator, Deputy Director, or Director. If the grievance involves the Training Coordinator or Deputy Director, then it should be directly addressed to the Director.
 8. A detention staff member or the Shift Supervisor shall contact the grievant and attempt to solve the grievance informally.
 - a. If the grievance can be solved informally, the solution shall be written on the grievance, a copy made for filing, and the copy along with the answer returned to the grievant. The original is to be placed in the grievant's permanent file.

- b. A grievance which cannot be solved by an informal meeting with a line staff member shall be referred to the Shift Supervisor.
 - c. A grievance which cannot be solved by an informal meeting with the Shift Supervisor shall be referred to the Director or his/her designee.
 - 9. If necessary, the Director or his/her designee shall contact the grievant to solve the grievance.
 - a. The Director's decision concerning the matter shall be written on the grievance, the original is to be placed in the grievant's permanent file, and a copy and the answer returned to the grievant.
 - b. The decision of the Director shall be final on all issues of rules, discipline, policy, and procedures within the SWIJDC.
- C. Procedures for processing grievances, reports or allegations involving any type of abuse, including sexual abuse or harassment, physical abuse or retaliation for reporting such incidents
 - 1. There shall be no time limit for the filing of grievances, reports or allegations of abuse.
 - 2. Upon receipt of any grievance, report or allegation under this section, SWIJDC staff shall immediately take necessary steps to ensure that the resident is safe from any further abuse, harassment or retaliation.
 - a. If the juvenile expresses an emergency need to be protected from any abuse, harassment or retaliation, any and all SWIJDC staff shall have authority to respond and act immediately and put the safety of the juvenile ahead of any other duties, assignments or activities until initial protective measures are completed. Such measures are to be taken as the SWIJDC's initial response.
 - b. Within 3 days, if possible, but no later than 5 days, SWIJDC shall issue and document a final determination as to whether or not SWIJDC deems the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
 - 3. The juvenile submitting the grievance shall not be required to use or be subjected to any informal grievance process or informal resolution of any alleged incident of abuse.
 - 4. Agency decision timeline
 - a. After receiving a grievance involving abuse, SWIJDC shall issue a final decision regarding the merit of the grievance according to the following timeline:
 - 1. If possible, within 7 days of receiving the grievance unless an investigation was prompted by the grievance;
 - 2. If possible, within 7 days of the conclusion of the investigation;
 - 3. Under no circumstances will the SWIJDC take longer than 90 days to issue a final decision regarding the merit of any grievance involving any type of abuse.

4. Any time spent by the resident preparing an administrative appeal shall not be counted as part of the 90 day period.
- b. PREA Standard 115.352 states that if a resident does not receive a response within the specified time period it shall be considered denial, However, unless good reason exists, SWIJDJ shall endeavor to issue a written decision and respond to all grievances within the specified time period.

Southwest Idaho Juvenile Detention Center	Chapter # 7 Rules and Discipline	Policy # 7-4
		Pages: 1
Policies and Procedures Manual	Topic: Criminal Law Violations	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 255; ACA 3-JDF-3C09	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that any actions that constitute criminal violations are reported to the proper authorities and handled correctly.

II. Procedures

- A. Residents and staff of the Center are subject to all Federal, State and Local laws.
- B. Residents and staff of the Center are subject to the rules and regulations of the Center.
- C. Violations of the law or the rules may result in disciplinary action.
 1. A resident or staff member who commits an act that is a criminal offense may be subject to discipline in accordance with the SWIJDC Policies and Procedures, SWIJDC Rules, Canyon County Personnel Rules, even though the case may never be criminally prosecuted.
- D. Reporting
 1. Reports generated by incidents which may be a violation of criminal law shall be forwarded to the Canyon County Prosecuting Attorney's Office for the possible filing of petitions in court.
 2. The Caldwell Police Department may be summoned to take reports on any incidents which may be violations of criminal law.

Southwest Idaho Juvenile Detention Center	Chapter # 7 Safety and Security	Policy # 7.05
		Pages: 18
Policies and Procedures Manual	Topic: Sexual Abuse and the Prison Rape Elimination Act	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 11.01.02.05.220, Prison Rape Elimination Act, Idaho Code 18-6110	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

The purposes of this policy are to:

- establish a zero -tolerance environment for sexual abuse in the Southwest Idaho Juvenile Detention Center (SWIJDC),
- make the prevention of sexual abuse a top priority in the SWIJDC,
- develop and implement practices which comply with the National Standards to Prevent, Detect and Respond to Prison Rape published by the USDOJ on June 20, 2012,
- make available any data and information on the incidence of sexual abuse in the SWIJDC,
- include the standardized definitions in SWIJDC policies,
- clearly identify and express the accountability of all SWIJDC staff, including the Director, when dealing with incidents of sexual abuse,
- protect the Eighth Amendment rights of juveniles in the custody of the SWIJDC,
- increase the efficiency and effectiveness of programs within the SWIJDC by providing a safe environment for juveniles to be free from sexual abuse within the facility.

II. Definitions.

A. General Definitions. (PREA § 115.5) For purposes of this policy, the term—

Agency is the Canyon County Juvenile Detention Department, responsible for the operation of the SWIJDC.

Contractor means a person who provides services on a recurring basis pursuant to a contractual agreement with the SWIJDC, or is an employee of any separate department of Canyon County with scheduled or unscheduled temporary duties within the SWIJDC, including, but not limited to the maintenance department, juvenile probation department, etc.

Direct staff supervision means that security staff are in the same room with, and within reasonable hearing distance of, the juvenile(s).

Director means the person appointed by the Canyon County Board of Commissioners as the Department Head for the SWIJDC.

Employee means a person who works directly for the SWIJDC.

Exigent circumstances means any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of the SWIJDC.

Facility means SWIJDC, the part of the building and surrounding fenced area that is used by the Canyon County Juvenile Detention Department for the confinement of juvenile offenders.

Full compliance means compliance with all material requirements of each standard except for *de minimis* violations, or discrete and temporary violations during otherwise sustained periods of compliance.

Gender nonconforming means a person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Juvenile means any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail. (For the purpose of the policy and procedures manual of the SWIJDC, “juvenile” is synonymous with “resident”)

Juvenile facility means a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.

Medical practitioner means a health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice.

Mental health practitioner means a mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice.

Pat-down search means a running of the hands over the clothed body of a resident by an employee to determine whether the individual possesses contraband.

Qualified medical practitioner refers to a medical practitioner who has also successfully completed specialized training for treating sexual abuse victims.

Qualified mental health practitioner refers to a mental health practitioner who has also successfully completed specialized training for treating sexual abuse victims.

Resident means any person confined or detained in the SWIJDC.

Secure juvenile facility means a juvenile facility in which the movements and activities of individual residents may be restricted or subject to control through the use of physical barriers or intensive staff supervision. SWIJDC meets the criteria of a “secure juvenile facility.”

Security staff means employees primarily responsible for the supervision and control of residents in all areas of the SWIJDC. Only those SWIJDC employees that are required to have P.O.S.T. certification to continue in their positions meet the criteria for “security staff.”

Staff means employees.

Strip search means a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person’s breasts, buttocks, or genitalia.

SWIJDC means the Southwest Idaho Juvenile Detention Center.

Transgender means a person whose gender identity (*i.e.*, internal sense of feeling male or female) is different from the person’s assigned sex at birth.

Substantiated allegation means an allegation that was investigated and determined to have occurred.

Unfounded allegation means an allegation that was investigated and determined not to have occurred.

Unsubstantiated allegation means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer means an individual who donates time and effort on a recurring basis to enhance the activities and programs of the SWIJDC.

B. Definitions related to sexual abuse. (PREA § 115.6) For purposes of this part, the term—

Sexual abuse includes—

- (1) Sexual abuse of a resident by another resident; and
- (2) Sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse of a resident by another resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is using a toilet in his or her cell to perform bodily functions; requiring a resident to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a resident's naked body or of a resident performing bodily functions.

Sexual harassment includes—

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

III. Prevention Planning

A. Zero tolerance of sexual abuse and sexual harassment; PREA coordinator. (PREA § 115.311)

1. The SWIJDC tolerates no form sexual abuse or sexual harassment within the facility. Juveniles held in the SWIJDC are under the age of 18, and therefore cannot consent to any sexual activity. Therefore, all sexual activity between juveniles is prohibited and will be cause for disciplinary action and shall be referred for prosecution. Also, all sexual activity between staff and juveniles is strictly prohibited and staff shall be disciplined and prosecuted, unless there is a finding that the staff member did not consent to such activity.
2. The SWIJDC shall designate a PREA Coordinator and allow that individual sufficient time and authority to develop, implement, and oversee facility efforts to comply with the PREA standards.
 - a. If, for any reason, the position or assignment of PREA Coordinator is vacant, the Director shall move to fill said position as quickly as possible.
 - b. For any amount of time that the position or assignment of PREA Coordinator is vacant, the Director shall act as the designated PREA Coordinator until the position or assignment is filled.
3. SWIJDC's plan to address sexual abuse is outlined in Policy 7-05, which shall contain or refer to other policies which contain steps that shall be taken to prevent, detect and respond to sexual abuse within the facility.

B. Contracting with other entities for the confinement of residents. (PREA § 115.312)

1. If the SWIJDC is, at any time, in a position where it is necessary to contract for the confinement of its residents with other entities, including other government agencies, those entities shall be obligated to adopt and comply with the PREA standards. Any new contract or contract renewal shall provide for agency contract monitoring to ensure that the contractor is complying with the PREA standards.

C. Supervision and monitoring (PREA § 115.313, 115.318)

1. The SWIJDC shall develop, implement and document a staffing plan which takes into consideration:
 - a. Generally accepted juvenile detention and correctional/secure residential practices;
 1. Position Statement of the National Partnership for Juvenile Services suggesting that the optimal ratio of staff to juveniles should be 1:8.
 - b. Any judicial findings of inadequacy;
 1. None at the time of the development of the staffing plan.
 - c. Any findings of inadequacy from Federal investigative agencies;
 1. None at the time of the development of the staffing plan.
 - d. Any findings of inadequacy from internal or external oversight bodies;
 1. None at the time of the development of the staffing plan.

- e. All components of the facility’s physical plant (including “blind spots” or areas where staff or residents may be isolated);
 - f. The composition of the resident population;
 - g. The number and placement of supervisory staff;
 - h. Institution programs occurring on a particular shift;
 - i. Any applicable State or local laws, regulations, or standards;
 - 1. Idaho Administrative Procedures Act section 05.01.02.212.02.
 - 2. Idaho Code 20-518.
 - j. The prevalence of substantiated and unsubstantiated incidents of sexual abuse;
 - k. Any other relevant factors.
2. The SWIJDC shall comply with the staffing plan except during limited and discrete exigent circumstances, and shall fully document deviations from the plan during such circumstances as outlined in the procedures governing the adopted staffing plan and staffing ratios, which are found in Policy 1-08.
 3. Annually, and preferably during the first supervisor’s meeting of each year, with the PREA Coordinator, the facility’s staffing plan and prevailing staffing practices shall be evaluated and changes or suggestions will be made, documented and evaluated.
 - a. If the reviewing staff members deem that changes are absolutely necessary to ensure the safety of the juveniles and compliance to the PREA Standards, SWIJDC shall consult with the Canyon County Board of Commissioners and the Canyon County Prosecuting Attorney’s Office in order to commit necessary resources to do so.
 4. Annually, and preferably during the first supervisor’s meeting of each year, the facility’s deployment of video or audio monitoring systems and other monitoring technologies shall be evaluated and changes or suggestions will be made, documented and evaluated.
 - a. If the reviewing staff members deem that changes are necessary to ensure the safety of the juveniles and compliance to the PREA Standards, SWIJDC shall consult with the Canyon County Board of Commissioners and the Canyon County Prosecuting Attorney’s Office in order to commit necessary resources to do so.
 5. The planning of any upgrade or change to any part of the SWIJDC shall also include an evaluation of how the upgrade or change will impact the ability of the staff to protect juveniles against sexual abuse.
 - b. A review of the facility’s staffing plan and video, audio or any other monitoring systems shall be done during the planning stages of any upgrades or changes to the facility, which will include, but not be limited to:
 1. Construction, remodel, alteration, addition or demolition of any part of the physical structure of the SWIJDC
 2. Addition or subtraction of any video, audio or any other monitoring devices

D. PREA Unannounced Administrative Rounds (PREA § 115.313)

1. Procedures governing PREA Unannounced Administrative Rounds are found in Policy 2-13.

E. Limits to cross-gender viewing and searches. (PREA § 115.315)

1. Procedures governing searches, including cross-gender searches, are found in Policy 2-19.
2. Procedures governing cross-gender viewing are found in Policy 2-13.

3. Procedures prohibiting searches of transgender and intersex youth for the sole purpose of determining genital status are found in Policy 2-19.
 4. Procedures governing training of staff to conduct cross gender pat searches, searches of transgender or intersex youth are found in Policy 1-05.
- F. Residents with disabilities and residents who are limited English proficient. (PREA § 115.316)
1. Procedures dealing with residents who are limited English proficient or disabled are found in Policy 9-09.
- G. Hiring and promotion decisions. (PREA § 115.317)
1. Procedures governing hiring and promotions are found in Policy 1-16.

IV. Responsive Planning

- A. Evidence protocol and forensic medical examinations (PREA § 115.321)
1. Procedures governing the acceptance of a report, grievance or allegation of sexual abuse and the immediate referral of said report to the Caldwell Police Department (CPD) and/or the Canyon County Prosecuting Attorney's Office are found in Policy 6-18.
 2. Upon receipt of a report of sexual abuse, the CPD will activate their Department's Sexual Abuse Response Team(SART), and will arrange to provide all victims of sexual abuse a forensic medical examination to be conducted by an appropriately trained examiner, preferably a Sexual Assault Forensic Examiner (SAFE) or a Sexual Abuse Nurse Examiner (SANE).
 - a. If such examination is not covered for payment by the CPD, the SWIJDC shall bear the cost of the examination.
 3. CPD SART Team also includes a victim advocate/rape crisis advocate.
 - a. If a victim advocate/rape crisis advocate is not available through CPD's normal process, the Advocates Against Family Violence (AAFV) will be contacted as provided by the existing MOU with the AAFV.
 - b. Any member of the SWIJDC staff who has received appropriate training and education concerning sexual assault and forensic examinations issues in general provided by the AAFV, may be assigned at the victim's request to accompany and support the victim through the forensic medical examination process and investigatory interviews and provide emotional support, crisis intervention, information, and referrals.
- B. Policies to ensure referrals of allegations for investigations (PREA § 115.322)
1. Procedures governing the acceptance of a report, grievance or allegation of sexual harassment and the immediate referral of said report to the Canyon County Prosecuting Attorney's Office and/or the Canyon County Human Resources Department are found in Policy 6-18.

V. Training and Education

- A. Employee training (PREA § 115.331)
1. Procedures governing employee PREA training are found in Policy 1-05.
- B. Volunteer and contractor training (PREA § 115.332)
1. The SWIJDC shall train all volunteers or contractors who have contact with residents on their responsibilities for sexual abuse and sexual harassment prevention, detection, and response policies and procedures
 2. All volunteers and contractors shall sign and document that they have received training on PREA and that they understand said training.

3. The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with residents, but all volunteers and contractors who have contact with residents shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents
 - a. Volunteers and contractors shall be evaluated, rated on a tiered system and given training based on the level of contact that they may have with residents.
 1. #1 tier
 - a. Characteristics:
 1. Routine and frequent entry into facility
 2. Unsupervised contact with residents
 3. Unescorted
 - b. Includes, but is not limited to:
 1. Juvenile Probation Officers
 2. Programming counselors
 3. School teachers/counselors
 4. Medical Staff (hired and supervised by the Canyon County Sheriff's Office Medical Department
 5. Mental Health Staff (hired and supervised by contract provider)
 6. Support staff
 - c. Training shall include, but not be limited to:
 1. Face to face training with Director, training coordinator or PREA Coordinator
 2. SWIJD's zero-tolerance policy regarding sexual abuse and sexual harassment
 3. Juveniles' right to be free from sexual abuse and sexual harassment;
 4. The right of juveniles and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
 5. The dynamics of sexual abuse and sexual harassment;
 6. Procedures including how to report such incidents;
 7. Training acknowledgement form which must be signed by #1 tier volunteer/contractor acknowledging the receipt and understanding of training.
 2. #2 tier
 - a. Characteristics:
 1. Routine and frequent entry into facility
 2. No unsupervised contact with residents
 3. Unescorted
 - b. Includes, but is not limited to:
 1. Maintenance workers
 2. Barber/beautician
 - c. Training shall include, but not be limited to:
 1. Face to face training with Director, training coordinator or PREA Coordinator

2. SWIJDC's zero-tolerance policy regarding sexual abuse and sexual harassment
3. Juveniles' right to be free from sexual abuse and sexual harassment;
4. The right of juveniles and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
5. Procedures including how to report such incidents
6. Training acknowledgement form which must be signed by #2 tier volunteer/contractor acknowledging the receipt and understanding of training.

3. #3 tier

a. Characteristics:

1. Rare or inconsistent entry into facility
2. Unsupervised contact with residents
3. Escorted

b. Includes, but is not limited to:

1. Clergy

c. Training shall include, but not be limited to:

1. Informational sheet which will be explained by an SWIJDC staff member, also must be read and signed by #3 tier volunteer/contractor acknowledging the receipt and understanding of training.
2. SWIJDC's zero-tolerance policy regarding sexual abuse and sexual harassment
3. Procedures including how to report such incidents

3. #4 tier

a. Characteristics:

1. One-time visitor
2. No unsupervised contact with residents
3. Escorted

b. Includes, but is not limited to:

1. School guest speakers
2. Tours
3. Special guests

c. Non-recurring visitor does not meet the criteria for volunteer or contractor-no training requirement

C. Resident education (PREA § 115.333)

1. Procedures regarding resident PREA education at admissions and follow up resident PREA education within 10 days of admissions are found in Policy 9-09.

D. Specialized training: Investigations (PREA § 115.334)

1. SWIJDC Staff shall refer all allegations of sexual abuse as outlined in Policy 6-18.
2. SWIJDC Staff shall not conduct any investigations, but will act under the direction of the investigating agency.

E. Specialized training: Medical and mental health care (PREA § 115.335)

1. SWIJDC will ensure that all full- and part-time medical and mental health care practitioners who work regularly in the facility are trained in:

- a. How to detect and assess signs of sexual abuse and sexual harassment;
 - b. How to preserve physical evidence of sexual abuse;
 - c. How to respond effectively and professionally to juvenile victims of sexual abuse and sexual harassment; and
 - d. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.
2. SWIJDC shall maintain documentation that medical and mental health practitioners have received the training referenced in this policy either from the SWIJDC or elsewhere.
 3. Medical and mental health care practitioners shall receive the training mandated for employees under § 115.331 or for contractors and volunteers under § 115.332, depending upon the practitioner's status at the SWIJDC.

VI. Screening for Risk of Sexual Victimization and Abusiveness

- A. Obtaining information from residents (PREA § 115.341)
 1. Procedures governing obtaining information from residents pursuant to the PREA Standard 115.341 are found in Policy 9-7.
- B. Placement of residents in housing, bed, program, education, and work assignments (PREA § 115.342)
 1. Procedures governing the use of information obtained from residents pursuant to the PREA Standard 115.341 are found in Policy 9-7.
 2. Procedures regarding the showering of residents are found in Policy 5-1.

VII. Reporting

- A. Juvenile reporting (PREA § 115.351)
 1. Procedures governing reporting are found in Policy 6-18
- B. Exhaustion of administrative remedies (PREA § 115.352)
 1. The following procedures are found in Policy 7-03
 - a. The handling of grievances and administrative remedies
 - b. The timeline for agency decisions
 - c. The assumption of denial if no agency decision is returned to juvenile
 - d. The handling of any emergency grievances
 2. The following procedures are found in Policy 6-18
 - a. The submission of grievances without submitting it to the staff member who is the subject of the allegation
 - b. The submission of grievances without having it referred to the staff member who is the subject of the allegation
 - c. The handling of emergency grievances
 - d. The handling of third party reports or grievances
 3. Procedures regarding disciplining any juvenile for filing a false report are found in Policy 7-1
- C. Resident access to outside support services and legal representation (PREA § 115.353)
 1. The SWIJDC shall enter into, maintain, and make accessible an MOU with the Advocates Against Family Violence (AAFV) to provide confidential emotional support services related to sexual abuse.
 2. The SWIJDC shall also provide residents with access to the following outside victim advocates by posting non-monitored, free-access phone numbers for the following services, and making their telephone numbers free access numbers through the Telmate system:

- a. The Advocates Against Family Violence in Caldwell (AAFV)
- b. The Rose Advocates in Weiser.
- c. The National Sex Assault Hotline.

1. Juveniles detained solely for civil immigration purposes may call the National Sex Assault Hotline, pursuant to the pamphlet published by the Department of Homeland Security found at <http://www.uscis.gov/USCIS/Humanitarian/Battered%20Spouse%2C%20Children%20%26%20Parents/IMBRA%20Pamphlet%20Final%2001-07-2011%20for%20Web%20Posting.pdf>

3. Informational posters shall be posted in the phone room which outlines the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.
4. Procedures governing reasonable and confidential access to their attorneys and reasonable access to their parents following an alleged incident in which the juvenile may have been a victim of sexual abuse are found in Policies 8-03, 8-05, and 8-08.

D. Third-party reporting (PREA § 115.354)

1. Procedures governing third-party reporting are found in Policy 6-18.

VIII. Official Response Following a Resident Report

A. The following procedures are found in Policy 6-18:

1. Staff and agency reporting duties (PREA § 115.361)
2. Agency protection duties (PREA § 115.362)
3. Reporting to other confinement facilities (PREA § 115.363)

B. Staff first responder duties (PREA § 115.364)

1. Upon learning of an allegation that a resident was sexually abused, the first staff member to respond to the report shall be required to:
 - a. Separate the alleged victim and abuser, taking necessary steps to protect the victim immediately;
 - b. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
 - c. If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating;
 - d. If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
2. If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff.

C. Coordinated response (PREA § 115.365)

1. The SWIJD's actions in response to an incident of sexual abuse shall include the following steps:
 - a. The first responding staff member shall immediately follow procedures to protect the victim as outlined in Policy 7-05 VIII. B and stay with the victim, or allow the victim to choose another staff member to stay with him/her. The

victim should not be left alone at any time until responding law enforcement arrives and takes custody of the victim.

- b. Subsequent responders shall take control of the area where the incident allegedly occurred to preserve any physical evidence until control of the area is turned over to investigators.
- c. Staff shall also commence reporting procedures as outlined in Policy 6-18 as soon as possible.
- d. Control room staff shall begin notifying the SWIJDC Director, Deputy Director, Training Coordinator ranking supervisor and on-duty supervisor as soon as possible.
- e. Control room staff shall commence the coordination of medical and mental health services as outlined in Policy 7-05 XI. B as soon as possible.
- f. If the incident involved staff on juvenile sexual abuse, the on-duty supervisor shall take the necessary steps to prohibit the alleged abuser from having any contact with any juveniles.

D. Preservation of ability to protect residents from contact with abusers (PREA § 115.366)

1. Neither the SWIJDC nor any other governmental entity responsible for collective bargaining on the SWIJDC's behalf shall enter into or renew any collective bargaining agreement or other agreement that limits the agency's ability to remove alleged staff sexual abusers from contact with residents pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.

E. Agency protection against retaliation (PREA § 115.367)

1. All residents and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation by other residents or staff.
 - a. The PREA Coordinator shall be designated to monitor juveniles and their treatment to ensure that they are protected from retaliation for a period of at least 90 days.
 1. The Coordinator shall monitor and be aware of any disciplinary measures taken against the juvenile, any housing, placement or program changes, any involvement with altercations, arguments or problems with other juveniles or staff members, and shall include periodic interviews with the juvenile.
 - b. The Director shall be designated to monitor staff members and their treatment to ensure that they are protected from retaliation for a period of at least 90 days.
 1. The Director shall conduct interviews with the staff members, and shall also monitor staff reassignments, negative performance evaluations, schedule changes or any other reports or notes that supervisors may have regarding the staff member.
2. The SWIJDC shall employ multiple protection measures, including, but not limited to:
 - a. housing changes or transfers for resident victims or abusers,
 - b. removal of alleged staff or resident abusers from contact with victims, and

- c. emotional support services for residents or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.
- d. periodic status checks or interviews with residents or staff.
- 3. If any other individual who cooperates with an investigation expresses a fear of retaliation, the SWIJDC shall take appropriate measures to protect that individual against retaliation.
- 4. The SWIJDC's obligation to monitor shall terminate if the allegation is determined to be unfounded or if the juvenile being monitored is released.
- F. Post-allegation protective custody (PREA § 115.368)
 - 1. Any use of segregated housing to protect a resident who is alleged to have suffered sexual abuse shall be subject to the requirements of Policy 7-05 VI. B.

IX. Investigations

- A. Criminal investigations (PREA § 115.371)
 - 1. Procedures governing the referral of cases involving sexual abuse and sexual harassment are found in Policy 6-18.
 - 2. Where sexual abuse is alleged, the Caldwell Police Department shall use investigators pursuant to their policies and procedures. It is anticipated that those policies and procedures will govern the following items:
 - a. Specialized training in sexual abuse investigations involving juvenile victims.
 - b. Gathering and preservation of direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data;
 - c. Interviewing alleged victims, suspected perpetrators, and witnesses; and
 - d. Review of prior complaints and reports of sexual abuse involving the suspected perpetrator.
 - e. Assessing the credibility of an alleged victim, suspect, or witness on an individual basis, and not simply by the person's status as an in custody juvenile or staff.
 - f. The prohibition of requiring a juvenile who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
 - g. The degree to which the SWIJDC can be informed of the progress of the investigation.
 - 1. To the extent allowed by the investigating agency, the SWIJDC shall endeavor to remain informed of the progress and outcome of the investigation.
 - 3. The SWIJDC shall cooperate fully in any investigation, and shall participate in any investigative process when requested to do so by the main investigative agency, including conducting compelled interviews as directed by the Canyon County Prosecuting Attorney's Office or Canyon County Human Resources Department as long as the compelled interviews will not be an obstacle for subsequent criminal prosecution when the quality of evidence appears to support criminal prosecution.
 - 4. Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.

B. Administrative agency investigations (PREA § 115.371) and evidentiary standard for administrative investigations (PREA § 115.372)

1. Administrative investigations shall be conducted by the Canyon County Prosecuting Attorney's Office.
 - a. SWIJDC shall cooperate fully with administrative investigations.
 - b. SWIJDC shall participate in any investigative process involving administrative investigations only as directed by the Canyon County Prosecuting Attorney's Office.
2. Such administrative investigations shall include, but not be limited to the following items:
 - a. An effort to determine whether staff actions or failures to act contributed to the abuse,
 - b. Written descriptions of the physical and testimonial evidence,
 - c. Documentation of the reasoning behind credibility assessments, and
 - d. Investigative facts and findings.
3. Substantiated allegations of conduct that appears to be criminal shall be referred to the Canyon County Prosecuting Attorney's Office for prosecution.
4. For administrative investigations, the SWIJDC and/or the Canyon County Prosecuting Attorney's Office shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

C. Investigation reports

1. Any and all written reports that the SWIJDC receives as a result of any criminal or administrative investigation completed as a result of an allegation, report of grievance involving sexual abuse shall be kept for at least seven (7) years past the juvenile's 18th birthday.
2. Reports of investigations involving sexual abuse by staff shall be turned over to the Canyon County Human Resources Department for inclusion in the staff's member's file, which are kept for at least 10 years past termination date.

D. Reporting to residents (PREA § 115.373)

1. Following an investigation into a juvenile's allegation of sexual abuse suffered in the SWIJDC, the juvenile shall be informed by SWIJDC staff as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - a. If the SWIJDC did not conduct the investigation, the SWIJDC shall request the relevant information from the investigative agency in order to inform the juvenile.
2. Following a juvenile's allegation that a staff member has committed sexual abuse against the juvenile, the SWIJDC shall subsequently inform the juvenile (unless it has been determined that the allegation is unfounded or the juvenile has been released) whenever:
 - a. The staff member is no longer employed at the SWIJDC;
 - b. The SWIJDC learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
 - c. The SWIJDC learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
3. Following a juvenile's allegation that he or she has been sexually abused by another juvenile, the SWIJDC shall subsequently inform the alleged victim (unless it has

been determined that the allegation is unfounded or the juvenile has been released) whenever:

- a. The SWIJDC learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
- b. The SWIJDC learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

4. All such notifications or attempted notifications shall be documented.

E. Termination of investigations

1. The SWIJDC shall not seek or request the investigating agency to terminate an investigation solely because the source of the allegation recants the allegation.
2. The departure of the alleged abuser or victim from the employment or control of the SWIJDC shall not provide a basis for terminating an investigation.

X. Discipline

A. Disciplinary sanctions for staff (PREA § 115.376)

1. Any SWIJDC staff member who is found to have committed any act of sexual abuse, including, but not limited to those outlined in section II, B.(Definitions) of this policy, shall be terminated,
 - a. Any act of sexual abuse of a resident by staff is also a violation of Idaho Code 18-6110 and shall be referred to the appropriate authorities for criminal prosecution.
2. Any SWIJDC staff member who is found to have committed any act of sexual harassment of residents, other staff members, visitors or contractors, shall be subject to disciplinary sanctions which shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history and any sanctions that have been imposed for comparable offenses by other staff with similar histories.
3. All terminations including those for violations of the SWIJDC sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, are required to be, and shall be reported, along with the reason and supporting documentation, to the Idaho Peace Officers Standards and Training on the approved Separation/Change of Status Form.

B. Corrective action for contractors and volunteers (PREA § 115.377)

1. Any contractor or volunteer who engages in sexual abuse shall be prohibited from having access to the SWIJDC and shall be reported to law enforcement agencies for possible criminal prosecution, and to relevant licensing bodies.
 - a. The SWIJDC shall take appropriate remedial measures, if any exist, and shall consider whether to prohibit further contact with juveniles, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

C. Interventions and disciplinary sanctions for residents (PREA § 115.378)

1. If, during the course of any investigation, it is reported by the investigators or prosecutors that there is a preponderance of the evidence to substantiate an administrative finding that the juvenile engaged in juvenile-on-juvenile sexual abuse, or following a criminal finding of guilt for juvenile-on-juvenile sexual abuse, the juvenile shall be subject to disciplinary sanctions pursuant to the formal disciplinary process outlined in Policy 7.02.

- a. Any disciplinary sanctions shall be commensurate with the nature and circumstances of the abuse committed, the juvenile's disciplinary history, the sanctions imposed for comparable offenses by other juveniles with similar histories, and shall consider whether a juvenile's mental disabilities or mental illness contributed to his or her behavior.
 - b. In the event a disciplinary sanction results in the isolation of a juvenile, the SWIJDC shall not deny the juvenile daily large-muscle exercise or access to any legally required educational programming or special education services, unless the juvenile has demonstrated that his/her behavior clearly jeopardizes the safety and security of staff or other juveniles.
 - c. Juveniles in isolation shall receive daily visits from a medical or mental health care clinician.
 - d. Juveniles shall also have access to other programs and work opportunities to the extent possible.
2. To the extent possible, the SWIJDC shall consider whether to offer the offending juvenile participation in interventions such as therapy, counseling, or other programs designed to address and correct underlying reasons or motivations for the abuse, but only to the extent available.
 - a. The SWIJDC may require participation in such interventions, if available, as a condition of access to any rewards-based behavior management system such as the Level System, but not as a condition to access to general programming or education.
 3. A juvenile may be disciplined for sexual contact with a staff member only upon a finding that the staff member did not consent to such contact.
 - a. Such a finding would also require a referral for prosecution of the juvenile.
 4. A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, and may not be the grounds for disciplinary action, even if an investigation does not establish evidence sufficient to substantiate the allegation.

XI. Medical and Mental Care

- A. Medical and mental health screenings; history of sexual abuse (PREA § 115.381)
 1. Procedures governing the offering of follow up meetings with medical and/or mental health practitioners within 14 days of intake for juveniles that are identified as sexual abuse victims through the intake screening as outlined in Policy 9-7 are found in Policies 6-2 and 6-20
 2. Procedures governing the offering of follow up meetings with a mental health practitioner within 14 days of intake for juveniles that are identified as a sexual abuser through the intake screening as outlined in Policy 9-7 are found in Policies 6-2 and 6-20
 3. Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.
- B. Access to emergency medical and mental health services (PREA § 115.382)
 1. Juvenile victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope

- of which are determined by medical and mental health practitioners according to their professional judgment.
2. If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim pursuant to Policy 6-18 and shall immediately notify the appropriate law enforcement agency and medical and mental health practitioners as outlined in Policy 6-18.
 3. Juvenile victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.
 4. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
- C. Ongoing medical and mental health care for sexual abuse victims and abusers (PREA § 115.383)
1. The SWIJDC shall offer medical and mental health evaluation and, as appropriate, treatment to all juveniles who have been victimized by sexual abuse in any secure confinement.
 - a. The evaluation and treatment of such victims shall include, as appropriate:
 1. Follow-up services,
 2. Treatment plans, and,
 3. When necessary, referrals for continued care following their transfer to other facilities, or their release from custody.
 - b. The SWIJDC shall provide such victims with medical and mental health services consistent with the community level of care.
 - c. Juvenile victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests.
 1. If pregnancy results, the victim shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.
 - d. Juvenile victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.
 - e. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
 - f. The Canyon County Juvenile Probation Department historically sets up mental health evaluations of all juveniles who are known and suspected juvenile-on-juvenile abusers. If it appears that this will not be accomplished within 60 days of learning of such abuse, the SWIJDC will attempt to have the evaluation completed through the detention clinician program or the Department of Health and Welfare's Children's Mental Health Unit and offer treatment when deemed appropriate by mental health practitioners.

XII. Data Collection and Review

- A. Sexual abuse incident reviews (PREA § 115.386).

1. Within 30 days of the conclusion of any sexual abuse investigation, a sexual abuse incident review shall be completed by an ad hoc sexual abuse incident review team, unless the allegation was found to have been unfounded.
 2. The review team shall consist of the Director or Deputy Director, and any combination of the Training Coordinator, Field Training Officers, and/or the PREA Coordinator.
 - a. Input and/or participation should also be solicited from supervisors, investigators, medical and mental health practitioners.
 3. The review team shall also:
 - a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
 - b. Consider whether the incident or allegation was motivated by:
 1. race,
 2. ethnicity,
 3. gender identity,
 4. lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status,
 5. gang affiliation or
 6. was motivated or otherwise caused by other group dynamics at the facility.
 - c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
 - d. Assess the adequacy of staffing levels in that area during different shifts;
 - e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff and
 - f. Prepare a report of its findings, with any recommendations for improvement.
 4. The review team's recommendations shall be considered for implementation to improve the effectiveness of the SWIJDC to protect residents. If the facility does not implement the recommendations for improvement, the facility shall document its reasons for not doing so.
 5. This Sexual Incident Review process will also be applied to any critical incident, including, but not limited to any incident involving the use of force or suicide attempt.
- B. Data collection, storage, publication and destruction (PREA § 115.387, 115.389)
1. Procedures governing the collection of data for every allegation of sexual abuse are found in Policy 1-19.
- C. Data review for corrective action (PREA § 115.388)
1. Procedures governing the review of data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training are found in Policy 1-19.

XIII. Auditing and Corrective Action

- A. Frequency and scope of audits. (PREA § 115.401)
1. During the one-year period starting on August 20, 2013, and roughly every third year subsequent, the SWIJDC shall take all steps necessary to be audited.
 - a. The audit shall be conducted by an auditor certified by the US Department of Justice to conduct audits of juvenile facilities for compliance with the National PREA Standards to Prevent, Detect, and Respond to Prison Rape.

- b. No audit of the SWIJDC shall be conducted by an auditor who has received financial compensation from the SWIJDC (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor.
 - c. Subsequently, the SWIJDC shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the SWIJDC's retention of the auditor, with the exception of contracting for subsequent PREA audits.
2. The SWIJDC shall bear the burden of demonstrating compliance with the standards.
 3. The SWIJDC shall allow the selected auditor to:
 - a. Review all relevant policies, procedures, reports, internal and external audits, and accreditations.
 - b. Review, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period.
 - c. Have access to, and shall observe, all areas of the SWIJDC.
 - d. Be permitted to request and receive copies of any relevant documents (including electronically stored information).
 - e. Retain and preserve all documentation (including, *e.g.*, video tapes and interview notes) relied upon in making audit determinations.
 1. Such documentation shall be provided to the Department of Justice upon request.
 - f. Interview a representative sample of juveniles, and of staff, supervisors, and administrators.
 - g. Review a sampling of any available videotapes and other electronically available data that may be relevant to the provisions being audited.
 - h. Be permitted to conduct private interviews with juveniles.
 - i. Attempt to communicate with community-based or victim advocates who may have insight into relevant conditions in the SWIJDC.
 - j. Furnish contact information to the SWIJDC, which shall be posted six-eight weeks prior to the audit visit in conspicuous places visible to staff and juveniles, who shall both be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.
- B. Audit corrective action plan (PREA § 115.404)
1. Upon receiving the summary report, if the auditor has found the SWIJDC to be out of compliance with any number of standards, the SWIJDC shall work with the auditor to jointly develop and fully implement a corrective action plan to achieve compliance within the allotted 180-day corrective action period.
 2. After the 180-day corrective action period ends, the auditor shall issue a final report with the determination as to whether the SWIJDC has achieved compliance with the PREA Standards, including those requiring corrective action in the summary report.
 - a. If it is found that the SWIJDC is non-compliant with any standard, the Director shall address those items with the Canyon County Board of Commissioners and the Canyon County Prosecuting Attorney's Office.
 - b. The SWIJDC shall ensure that the auditor's final report is published on the SWIJDC's website.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone, Visitation	Policy # 8-1
		Pages: 1
Policies and Procedures Manual	Topic: Telephone Usage; Admissions	
	Related ID Code, IDAPA, or ACA Standards: : IDAPA 256;ACA 3-JDF-5A11, 5G11	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles can give parents notice of their incarceration, arrange for posting of bond, and/or notify legal representatives, each juvenile shall have reasonable access to a telephone at the time of his/her admission.

II. Procedures

A. Admission Telephone usage

1. Upon admission to the facility, the admissions officer may allow a juvenile to place one, or more, if necessary, phone calls.
2. Admission phone calls may be placed to the following persons, which include, but are not limited to:
 - a. Parents or step-parents
 - b. Grandparents
 - c. Guardian
 - d. Other relative
 - e. Foster parents
 - f. Neighbor
 - g. Attorney
 - h. Probation Officer or caseworker
 - i. Bonding agent
3. Admission phone calls shall be for the following purposes, which include, but are not limited to:
 - a. Informing a relative or responsible adult of the whereabouts of the juvenile
 - b. Time and date of court appearance
 - c. Arranging for the posting of bonds
 - d. Arranging for legal counsel
 - e. Informing Parent, Grandparent, or legal guardian of policy 8-2 regarding mailing, and policy 8-4 regarding visitation.
 - f. Passing on any other necessary information.
4. The admissions officer shall place the call and confirm that the person being called is one of the above listed people before giving the telephone to the juvenile.
 - a. All completed and attempted calls made during admission shall be documented.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-2
		Pages: 2
Policies and Procedures Manual	Topic: Telephone Usage; General	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 256;ACA 3-JDF-5G11	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide appropriate contact between the juvenile and family members, adequate access to a telephone will be available in accordance with this policy.

II. Procedure

A. General Telephone Usage

1. After admission, each juvenile is allowed to make at least two phone calls per week.
2. The following people may be called by a juvenile:
 - a. his/her parents,
 - b. legal guardian,
 - c. foster parents,
 - d. Others approved by the Probation Officer and/or detention supervisor.
 - e. Privileged calls may be made subject to Policy 8.3.
3. Phone calls made outside the inmate phone system shall be documented the following manner.
 - a. When placing any call outside of the inmate phone system, a staff member shall dial the number and insure that the person called is authorized to receive calls from the juvenile.
 - b. All calls placed outside of the inmate telephone system shall be logged.
 1. The Phone Log shall indicate the phone numbers called, the date, time, if the call was completed and the initials of the assisting detention officer.
4. Telephone calls may be terminated for inappropriate language, inappropriate contents of the conversation, reasonable cause to believe that the juvenile is speaking with a person other than any approved person.
5. Incoming calls for juveniles shall not be accepted, except for the

following circumstances:

- a. Incoming calls from the juvenile's attorney, Probation Officer or other authorized official shall be accepted.
 - b. Incoming calls which are an emergency and are confirmed as emergencies shall be accepted.
 1. Staff members should be aware of the type of emergency so they are able to respond to the reaction and to the needs of the juvenile which may be encountered as a result of the emergency information.
 - c. Incoming calls which are specifically requested by a Probation Officer or caseworker shall be accepted.
 1. These calls must be approved by the Shift Supervisor and arranged in advance by a Probation Officer or caseworker.
6. Additional phone calls will be allowed at the discretion of the supervisor.
7. Telephone privileges may be suspended at any time for the order and security of the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-3
		Pages: 2
Policies and Procedures Manual	Topic: Telephone Usage; Privileged	
	Related ID Code, IDAPA, or ACA Standards: ACA 3- JDF-5G-11	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To provide juveniles with access to legal representation and officers of the court, adequate privileged telephone usage will be available.

II. Procedures

A. Privileged or Legal Telephone Usage

1. Privileged or Legal Telephone Calls shall be allowed to the following persons for official legal or religious reasons only:
 - a. Juvenile’s legal representatives or their appointed delegates,
 - b. Representatives of the Prosecuting Attorney’s Office,
 - c. Probation Officers or Caseworker,
 - d. Clergy,
 - e. Court personnel, including judges and clerk of the court,
 - f. Law enforcement officers,
 - g. Elected officials,
 - h. Rape Crisis Service agencies such as:
 1. Nampa Family Justice Center,
 2. Valley Crisis Center,
 3. Rose Advocates, or
 4. National Sex Assault Hotline
 - i. Reasonable calls to parent or legal guardian following an incident involving sexual abuse where the juvenile is the alleged victim,
 - j. Detention center Director or supervisor, and
 - k. Others approved by the Probation Officer, Deputy Director and/or Director.
2. Privileged or Legal Telephone Calls shall be allowed within any limitations that may be requested by attorneys, or other agencies, such as, but not limited to:
 - a. Specific times to call or not to call as requested and set up in advance by attorney's office,
 - b. Certain criteria or protocol as requested and set up in advance by attorney's office.
3. Privileged phone calls shall not be counted in the weekly allowance but shall be logged.
4. Privileged telephone calls shall not be monitored or recorded.

5. Privileged telephone calls may not be revoked for disciplinary reasons.
6. Privileged telephone calls may be made outside of the inmate telephone system.
7. No time limit shall be imposed on privileged phone calls.
8. Telephone privileges may be suspended at any time for the order and security of the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-4
		Pages: 3
Policies and Procedures Manual	Topic: Visitation; General and Special	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 256;ACA 3-JDF-5G12-15	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To strengthen family ties through visitation programs, subject to the limitations necessary to maintain facility order and safety.

II. Procedures

A. Visitation schedule

1. Visitation shall be scheduled as to afford all juveniles at least two hours of visitation per week. Approved visitors shall be informed of these scheduled visitation times and rules.
 - a. There are three options for Visitation.
 1. Telephone Monday-Sunday
 2. Video- Monday-Sunday
 3. No Contact Visit- Friday-Sunday
2. Special visitation may be scheduled as necessary in the following instances:
 - a. Parents who may be unable to visit during regular hours.
 - b. Siblings, other family members or other persons approved by probation officers.
 - c. Screening meetings involving parents, probation officers/counselors.
 - d. High risk, violent, depressed juvenile.
 - e. Other situations as approved by the Director.

B. Visitation Rules

1. Visitation, excluding privileged visitation, is a privilege which may be denied through a disciplinary hearing based on the juvenile's inappropriate behavior. This privilege may be revoked as necessary to maintain the order of the Southwest Idaho Juvenile Detention Center.
2. Unless otherwise approved, only the following persons shall be permitted to visit:
 - a. Parents, step-parents, legal guardian and grandparents.
 - b. Privileged visits shall be governed by Policy 8.5.
 - c. Other visitors may be approved by the Director.

3. The Court, Probation Officers, Director, Deputy Director or Detention Center Supervisor may refuse a Visit Request if it appears that such a visit will jeopardize the safety and security of the Center, or be in conflict with the best interests of the juvenile.
4. Search of Visitors.
 - a. Due to liability and security reasons, no bags, purses, packages, or other items are allowed in the Juvenile Detention Center.
 1. Visitors shall leave all packages, purses, cell phones, etc., outside the Detention Center.
 2. All items except picture identification are to be left outside the Detention Center, with the exception of approved items that can be left for the juvenile.
 - b. Visitors may be subject to scanning by a metal detector or wand.
 - c. Visitors may be requested to cooperate in a Frisk Search, if any of the following exists:
 1. Reasonable suspicion exists that visitor has contraband intended for delivery to juvenile.
 2. Juvenile has, in the past, been found to have been furnished with contraband through visitation.
 - d. If cooperation in a Frisk Search is refused, visitation for that person will be terminated.
5. Juveniles have the right to refuse to visit with anyone.

C. Visitor Registration

1. All visitors shall register before being allowed to visit with any juvenile.
 - a. Each visitor shall complete and sign a form.
2. Registration forms shall require the visitor to register his/her name, address, phone number, driver's license number and relationship to the juvenile.
3. Approved visitors shall be photo identified.
 - a. After proper identification and registration, visitors may be escorted into the visitation room.
4. Visitation information, including accurate start and end times, shall be entered into CMS.

D. Visitation length

1. Time shall be allowed for each juvenile to visit with approved visitors for one hour each scheduled visitation day, for a total of at least 2 hours per week.
 - a. If special visitation is allowed, that time shall be counted towards that juvenile's allotted 2 hours.
2. All visitation may be terminated by Staff at any time for the purpose of the security and order of the Southwest Idaho Juvenile Detention Center.

E. Visitor Problems

1. Persons who are noticeably under the influence of alcohol or drugs or are disruptive, belligerent or argumentative may not be allowed to visit and

- may be asked to leave.
- a. If such person refuses to leave the Canyon County Sheriff or Caldwell City Police shall be called.
 - b. The detention center staff should not become physically involved unless the safety of a juvenile is involved.
 - c. In such a situation, the juvenile should be removed as soon as possible, and a detailed Incident Report must be written.
2. If a visitor becomes physically assaultive toward the staff or any resident, the staff member may use the appropriate force necessary to prevent injury to either the staff members or the juvenile residents.
 3. Visitors bringing or attempting to bring contraband or weapons into the Center shall be handled by the Caldwell Police Department, and a report shall be forwarded for use in potential prosecution.
 - a. This could be a volatile situation and the staff member who handles it must use good judgment.
 - b. In all situations, the safety of the staff and residents is the primary consideration. Detention center staff should not become physically involved unless the safety of a juvenile or staff is in jeopardy.
 - c. In no event shall any additional doors be opened to allow any person with a weapon access to any juvenile residents, any other staff member, or into the Control Room Area, except for a law enforcement officer who has been summoned in response to a disturbance.
 4. Visitors who violate any rules of the detention center or any laws of the county or state may be denied the privilege of future visitation.
 - a. Denial of future visits shall be made by the Deputy Director or Director.
 5. Medical problem
 - a. If a visitor is injured, becomes ill or complains of a serious illness, the staff shall call 911 and request assistance.
 - b. First aid should be administered until assistance arrives.
 6. In all cases of accident or injury during visitation, follow the procedures as outlined in canyon county policy.
- F. General or Special Visitation while hospitalized.
1. Juveniles hospitalized and supervised by the Canyon County Sheriff's Office will be allowed visitation according to the policy of the Canyon County Sheriff's Office.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-5
		Pages: 2
Policies and Procedures Manual	Topic: Visitation; Privileged	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 256	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To allow attorneys, clergy members, court personnel to visit confidentially with juveniles, the Center will provide privileged visitation in accordance with this policy.

II. Procedure

A. Privileged Visitation

1. Privileged visitation shall consist of visitation between a juvenile and any of the following for official legal or religious reasons only:
 - a. Juvenile’s legal representatives or their appointed delegates,
 - b. Representatives of the Prosecuting Attorney’s Office,
 - c. Probation Officers or Caseworker,
 - d. Clergy with appropriate ID or letter from pastor, reverend or bishop,
 - e. Court personnel, including judges and clerk of the court,
 - f. Law enforcement officers,
 - g. Elected officials,
 - h. Representatives from local Rape Crisis Service agencies such as:
 1. Nampa Family Justice Center,
 2. Valley Crisis Center,
 3. Rose Advocates
 - i. Reasonable visits with parent or legal guardian following an incident involving sexual abuse where the juvenile is the alleged victim,
 - j. Detention center Director or supervisor, and
 - k. Others approved by the Probation Officer and/or Director, with the exception of family.
2. Privileged visitation shall not be physically or audibly monitored, except for visual contact or at visitor's request.
3. Privileged visitation shall not be counted toward any juvenile's weekly allotment of visitation time.
4. Privileged visitation may occur at any time and shall not be limited in duration.
5. Staff shall inform visitor of problems or incidents concerning juvenile's behavior, which would be of concern with regards to the safety of the staff, visitor or security of the Center.
6. Privileged visitation shall be of the contact type unless otherwise indicated by the juvenile or visitor, or the facility administrator determines there is a substantial security justification to restrict the visit to a non-contact type. When a contact visit is not allowed, the reasons for the restriction shall be

documented in the juvenile's record.

7. Privileged visitation may not be revoked for disciplinary reasons.
8. All privileged visitation shall be subject to limitations dictated by facility security and order.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-6
		Pages:
Policies and Procedures Manual	Topic: Reserved	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization:	Issue Date:	Effective Date:

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-7
		Pages: 3
Policies and Procedures Manual	Topic: Mail; General	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 256;ACA 3-JDF-5G01,2,3,5,7-9	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To enable juveniles' ability to receive and send correspondence from outside the facility subject to limitations necessary to maintain facility security and order.

II. Procedure

A. General Mail rules

1. A mail log shall be maintained and each piece of correspondence either coming in or going out, privileged or non-privileged, shall be logged.
2. Residents shall be informed of the Center's rules regarding privileged and non-privileged mail.

B. Non-privileged mail

1. Every juvenile will be allowed mail privileges, without regard to Level Status.
2. Resident's name, the Center address, and zip code must appear on all outgoing mail.
3. Residents are prohibited from including in their correspondence anything of a threatening nature to witnesses and victims of alleged crimes.
 - a. In any case that the Center is aware of a judge's order or a probation officer's request concerning or limiting contact between a juvenile and other persons, any mail that would fall under the jurisdiction of such order will be handled in accordance with that order or request.
4. Mail shall not include contraband and/or anything that indicates plans for any illegal activity.
5. Residents are prohibited from directing business operations and from engaging in business correspondence except that necessary to protect their property or business.
6. Residents may not solicit any publication without approval of the Detention Staff.
7. Residents will be provided postage for two (2) non-privileged letters per week.
 - a. The mail log shall indicate the use of each free stamp.

- b. Monday morning at 0001 hours to the next Sunday night at 2400 hours shall be considered a week for the purpose of distributing stamps.
 - c. If a resident submits more than two pieces of mail per week to be mailed using free stamps, the mail should be returned to the juvenile for submission at a later date. Staff should not be in possession of mail that is not being immediately sent.
8. The length, source or volume of mail a juvenile may send, at his/her own expense, shall not be limited, subject only to limitations necessary to maintain facility security and order.
- a. Parents may bring stamps in for a juvenile's use, and those stamps will be held in the Control Room with the juvenile's mail log.
9. No material displaying, promoting or advocating unlawful activity and activity which compromises the safety and security of the Center will be received or sent from the Center.
10. Incoming mail shall be opened and checked for money, checks, stamps or contraband and scanned for any illegal activity before delivery.
- a. Money, money orders, checks or stamps shall be receipted and the receipt shall be signed by the juvenile.
 - b. Checks, money orders or money in any form will be placed in the Center's safe pending the juvenile's release or transport from the facility.
 - c. Stamps shall be kept in the control room and may be used on outgoing mail by that juvenile.
 - d. If contraband, illegal activity or other prohibited correspondence is found, it shall be noted on a Withheld Mail Form and referred to the Supervisor Deputy Director or Director.
 - 1. If illegal activity is indicated, the information and withheld mail may be forwarded to agencies such as, but not limited to, the following:
 - a. The Canyon County Prosecuting Attorney,
 - b. Other law enforcement agencies,
 - c. Returned to parents,
 - d. Inspector of the U.S. Postal Service.
11. Outgoing mail will present a business like external appearance.
- a. Envelopes showing drawings, cartoons, etc. will be returned to the juvenile to be re-sealed in an appropriate envelope.
 - b. Outgoing mail may be opened and checked for contraband and scanned for any illegal activity before delivery, based on a documented legitimate facility interest of order and security.
12. Mail received for any juvenile who has been released shall be marked "Return to Sender," and redelivered to the U.S. Post Office.
- a. Returned mail shall be sent out with the regular mail.
13. Mail received from an inmate or known resident of any correctional

facility or private correctional provider shall be marked "Return to Sender," and redelivered to the U.S. Post Office unless the correspondence is from a parent or legal guardian of the juvenile to whom it is addressed.

C. Juvenile-to-juvenile internal mail

1. Passing of notes, pictures or other correspondence directly between juveniles is strictly prohibited.

D. Packages

1. Packages can be accepted for juveniles in the following manner.
 - a. All incoming packages shall be opened and inspected by a staff member before delivery.
 - b. The contents must be an approved item, otherwise, it shall be stored as property pending the juvenile's release.
 - c. No food, candy, drinks or edible items-arriving by any parcel service or postal service will be accepted into the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-8
		Pages: 2
Policies and Procedures Manual	Topic: Mail; Legal, or Privileged	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 256;ACA 3-JDF-5G01,4	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To enable juveniles to receive and send correspondence from outside the facility subject to limitations necessary to maintain facility security and order.

II. Procedures.

A. Privileged or Legal mail

1. Privileged mail is correspondence sent to or received from the following for legal or religious purposes only:
 - a. Juvenile's legal representatives or their appointed delegates,
 - b. Representatives of the Prosecuting Attorney's Office,
 - c. Probation Officers or Caseworker,
 - d. Clergy,
 - e. Court personnel, including judges and clerk of the court,
 - f. Law enforcement officers,
 - g. Elected officials,
 - h. Rape Crisis Service agencies such as:
 1. Nampa Family Justice Center,
 2. Valley Crisis Center,
 3. Rose Advocates, or
 4. National Sex Assault Hotline
 - i. Detention center Director, Deputy Director or supervisor, and
 - j. Others approved by the Probation Officer and/or Director, Deputy Director, with the exception of family.
2. Privileged mail will be sent for juveniles at all times, without postage limitations.
3. All outgoing mail to privileged correspondents will be sealed, with a notation on the outside of the envelope indicating that the mail is "Privileged."
4. Addressee on outgoing privileged mail must be the juvenile's legal counsel, a judge, the court, an elected official, an approved paralegal, probation officer or the Center Director.
5. Incoming Privileged mail shall be opened in the presence of the juvenile, checked for contraband, (staples, paperclips, etc.) and delivered

to the juvenile.

- a. Privileged mail shall not be read by a staff member, but may be inspected for contraband in the juvenile's presence.

Southwest Idaho Juvenile Detention Center	Chapter # 8 Mail, Telephone and Visitation	Policy # 8-9
		Pages:
Policies and Procedures Manual	Topic: Reserved	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization:	Issue Date:	Effective Date:

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-1
		Pages: 3
Policies and Procedures Manual	Topic: Lawful Commitment and Limitations of Detention	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A02,3,10,13	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles held in the custody of the Center are legally and lawfully committed to the Center.

II. Procedures

A. Documents

1. The Detention Officer shall review the court order, detention order, warrant or other authorizing document for name, age, other identifying information, charge and/or other instructions.
2. The Detention Officer or Intake Officer shall determine, prior to acceptance, that requirements outlined in "Standards for Detention" are met.

B. Standards for Detention (based on the Idaho Juvenile Corrections Act and Rules 20-516 (Apprehension and Release of Juveniles—Detention)

1. Admission of Juveniles

- a. A juvenile may not be admitted into the custody of the facility unless:
 1. A peace officer has reasonable cause to believe that the juvenile has committed an act which would be a misdemeanor or felony if committed by an adult; or
 2. The juvenile is documented to be a fugitive from another jurisdiction; or
 3. The juvenile is documented to be an escapee or absent without leave from a juvenile institution operated by the State of Idaho or any county in Idaho (20-532A); or
 4. The juvenile is the subject of a written order or warrant signed by a judge directing that the juvenile be taken into custody and placed in detention, or be taken into custody pending transfer to another agency.

C. Violent Offenses, Automatic Waivers and Judicial Waivers

1. Any juvenile, age fourteen (14) years of age or older who is charged with any of the following offenses should have been charged as an adult according to Id. Code Sec. 20-509.
 - a. Murder of any degree or attempted murder;
 - b. Robbery;
 - c. Rape, as defined in section 18-6101, Idaho code;

- d. Forcible sexual penetration by the use of a foreign object;
 - e. Mayhem;
 - f. Assault or battery with intent to commit any of the above serious felonies;
 - g. A violation of the provisions of section 37-2732(a)(1)(A), (B) or (C), Idaho Code, when the violation occurred on or within one thousand (1,000) feet of the property of any public or private primary or secondary school, or in those portions of any building, park, stadium or other structure or grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school;
 - h. Arson in the first degree and aggravated arson.
- 2. Any juvenile who has been detained by a law enforcement officer for any of the offenses listed above in Policy 9-1, section I, C, 1 or has been judicially waived to adult court status per Id. Code 20-508 will be held in the Juvenile Detention Center unless the court finds, after a hearing and in writing, that it is in the interest of justice to be held in a jail or lockup for adults.
 - 3. If there is an order signed specifically ordering housing in the Dale Haile Adult Detention Center, SWIJDC Staff shall immediately contact Jail staff to carry out that transfer.
 - 4. If there is an order signed specifically ordering housing in the SWIJDC, or if no specific order is signed, the juvenile shall be housed at the Center.
- D. Status Offenses
- 1. Status offenses include those charges which pertain only to individuals under the age of 18.
 - a. Truancy;
 - b. Being beyond the control of parents;
 - c. Runaway;
 - d. Possession of alcohol;
 - e. Violation of curfew ordinances;
 - f. Any other charges that apply only to those individuals under the age of 18.
 - 2. According to Idaho Code 20-516(1)(c), status offenders shall not be placed in any jail facility, except for the following cases:
 - a. In the case of runaways, when there is a specific detention request from a foreign jurisdiction to hold the juvenile pending transportation arrangements, or by court order.
- E. Arrest by warrant or detention order
- 1. A juvenile detained as a result of an arrest warrant or detention order signed by a judge shall be processed and admitted to the detention center.
 - a. A copy of the warrant must be provided by the arresting officer or the dispatch center.
 - 1. A copy of the warrant or detention order must be made and placed in the juvenile's file in the detention center.
 - 2. The arresting officer should also fill out a return of service, which should be copied and placed in the juvenile's file.
 - 3. The warrant shall be faxed/e-mailed to the CCSO Warrants Office

- b. If the warrant or detention order has been assigned a bond amount, the juvenile offender shall be given the opportunity to post bond, subject to any instructions or directions mandated by the judge, and shall be given sufficient telephone usage, within reason, to complete the transaction.
- F. Courtesy holds:
 - 1. SWIJDC will not allow courtesy holds for other jurisdictions unless extreme circumstances exist and the case is approved by the Deputy Director or Director.
- G. Out of State Request for Detention:
 - 1. Juveniles who are the subject of warrants, detention orders or other valid requests for detention from foreign jurisdictions who are detained within the area served by the Center shall be detained only with written confirmation that the foreign jurisdiction will pursue extradition or will transport said juvenile back to their jurisdiction.
 - a. Arresting officer must provide such confirmation.
- H. Non-JCA offenses (20-505).
 - 1. Juveniles may be held in the Center for charges that do not fall under the Juvenile Corrections Act, which include, but are not limited to:
 - a. Traffic offenses.
 - b. Watercraft violations.
 - c. Fish and Game violations.
 - 2. These charges will be assigned a "CR" case number by the court.
 - 3. Juvenile violators of these non-JCA laws may be housed with other juvenile offenders, even though they are treated as adults by the court system.
 - 4. The juvenile must meet the same criteria and be approved for detention through the intake procedures, unless the juvenile is the subject of a signed court order requesting the detention of the juvenile.
 - 5. If the juvenile's charge has an assigned bond amount, the juvenile offender shall be given the opportunity to post bond, subject to any instructions or directions mandated by the judge, and shall be given sufficient telephone usage, within reason, to complete the transaction.
- I. Limitations of Detention
 - 1. A juvenile is not to be placed in the detention center even on a temporary basis unless the requirements of the Standards for Detention as stated by this policy and/or Idaho Code are met.

Southwest Idaho Juvenile Detention Center	Chapter #9 Admission and Release	Policy #9-1A
		Pages: 5
Policies and Procedures Manual	Topic: Bond Processing	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that bonds posted in behalf of juveniles are processed correctly and accurately, and that court dates are scheduled according to court guidelines.

II. Procedure

A. Posting of Bonds during business hours

1. If the Office of the Clerk of the Court is open, the bond shall be posted in that office.
2. The person that has posted the bond must bring paperwork (bond receipt) received from the clerk's office to the detention center.
 - a. A copy must be entered into the juvenile's file.
 - b. During business hours, bond receipt book does not need filled out.

B. Posting of Bonds after business hours

1. If the Office of Clerk of the Court is closed, the bond will be accepted at the juvenile detention center.
2. The bond and pertinent information will be delivered to the Clerk of the Court on the next business day.
3. Detention center staff shall fill out a " Notice Setting Date and Time for Court Appearance" form.

C. Bond Receipt Book

1. The Bond Receipt Book will be kept in admissions until used.
2. When a bond is taken and the Bond Receipt Book is used, it shall be placed along with any pertinent paperwork, in the Admin basket in the control room for delivery to the Clerk of the Court.
3. Email Administrative Specialist, Admission Officer, Deputy Director and Director.

D. Surety Bond

1. No bonds-person is to be recommended by the detention center staff.
2. On the bond paperwork furnished by the bail bondsman, check the "power amount" to make sure it is equal to or more than the amount of the bond.
3. Fill out the receipt clearly and legibly in black ink.
4. The following information shall be put in the applicable areas of the Bond Receipt Book:

- a. "DATE" put today's date
 - b. "RECEIVED FROM" fill in the Bond Agency
 - c. "\$" fill out the amount of the bond you received and then spell out the amount in the line below.
 - d. "FOR" fill in Juvenile's Name.
 - e. "BY" print your name.
5. Do not tear out any copies of a SURETY BOND receipt.
 6. Place surety bond envelope into the lock box in admissions.
 7. See example at the end of section 9-1a.
- E. Cash Bond
1. **DO NOT ACCEPT PERSONAL CHECKS OR MONEY ORDERS!**
 - a. Cashier's checks or cash may be accepted.
 2. The utmost care must be taken when handling any amounts of money from the public. You are responsible for this money.
 3. As soon as possible the cash bond envelope shall be put into the lock box in admissions.
 - a. "DATE" put today's date
 - b. "RECEIVED FROM" fill in the person's name that is giving you the cash.
 - c. "\$" Fill out how much money the person gave you, then spell out the amount in the line below.
 - d. "FOR" fill in Juvenile's Name.
 - e. "BY" print your name.
 4. Copies of cash bond receipts shall be distributed the following manner:
 - a. White copy shall remain in the bond receipt book
 - b. Yellow copy shall be given to the person paying cash.
 5. See example at the end of section 9-1a.
- F. Book and Release Warrants
1. In instances when the judge has placed a "Book and Release" status on a bond, the following procedures shall be followed:
 - a. The juvenile shall be admitted to the Detention Center.
 - b. Detention staff shall allow the juvenile to make as many telephone calls as is needed to arrange to be picked up at the center by a responsible adult.
 - c. Detention staff shall schedule the juvenile for court and fill out a "Notice Setting Date and Time for Court Appearance"
 - d. Juvenile shall be released to a responsible adult.
 2. Fill out the receipt clearly and legibly in black ink.
 3. The following information shall be put in the applicable areas of the Bond Receipt Book:
 - a. "DATE" put today's date.
 - b. "FOR" put juvenile's name.
 - c. "BY" print your name.
 4. Do not tear out any copies of a Book and Release receipt.
 5. Place book and release envelope into the lock box in admissions.

6. See example at the end of section 9-1a.

G. Scheduling for Court

1. In most cases, you will be scheduling the juvenile for court and filling out a " Notice Setting Date and Time for Court Appearance"
2. Since cases falling under the Juvenile Corrections Act (usually labeled JV__-____) cases do not have bonds, most cases involving bonds will have a court case number starting with CR.
 - a. For Canyon County CR case numbers, schedule juvenile for court in the Canyon County Courthouse at 1400 hours on any day except Thursday, and days scheduled for magistrate conferences or other non-judicial days.
 - b. For other counties, schedule the juvenile in that county using the **“Out Of County”** paperwork for bond dates, which is located in admissions.
3. Copies of the Notice Setting Date and Time for Court Appearance shall be distributed in the following manner:
 - a. White copy shall be placed in the bond envelope for delivery to the clerk of the court.
 - b. Yellow copy shall be given to juvenile.
 - c. Pink copy shall be placed in the juvenile's file.
4. Determining Court Hearing Date
 - a. A court date will be determined using the following criteria:
 1. Court hearing will be scheduled at least 7-10 days after the date of the posting of the bond.
 2. Court hearing will not be scheduled on Saturdays, Sundays, any legal holidays, any Idaho non-judicial days.

H. Bond Envelope

1. Fill out information on the bond envelope as listed with the following exception:
 - a. “DATE” put today’s date
 - b. “JUVENILE” put juvenile’s name.
 - c. “NAME” print your name.
 - d. “AMOUNT” if cash or surety bond put amount in.
 - e. “BONDED BY” always leave blank.
2. Insert the following items into the envelope if a surety bond has been taken:
 - a. Surety bond paperwork
 - b. White copy of Notice Setting Date and Time for Court Appearance.
 - c. A copy of the warrant.
3. Insert the following items into the envelope if a cash bond has been taken:
 - a. Cash
 - b. White copy of Notice Setting Date and Time for Court Appearance.

- c. A copy of the warrant.
- 4. Insert the following items into the envelope if a book and release warrant has been served.
 - a. White copy of Notice Setting Date and Time for Court Appearance.
 - b. A copy of the book and release warrant.
- 5. See example at the end of section 9-1a.

Surety Bond

RECEIPT

DATE Date No. **791208**

RECEIVED FROM Bond Agency \$ Amount

Bond Amount DOLLARS

FOR RENT Juvenile's Name
 FOR

ACCOUNT			<input type="radio"/> CASH	FROM <u> </u> TO <u> </u>
PAYMENT			<input type="radio"/> MONEY ORDER	
BAL. DUE			<input type="radio"/> CHECK	

BY Detention Officer Printed Name

adams 1182

Cash Bond

RECEIPT

DATE Date No. **791208**

RECEIVED FROM Name of Person Posting Cash Bond \$ Amount

Cash Amount DOLLARS

FOR RENT Juvenile's Name
 FOR

ACCOUNT			<input checked="" type="radio"/> CASH	FROM <u> </u> TO <u> </u>
PAYMENT			<input type="radio"/> MONEY ORDER	
BAL. DUE			<input type="radio"/> CHECK	

BY Detention Officer Printed Name

adams 1182

Book and Release

RECEIPT

DATE _____ Date _____ No. **791208**

RECEIVED FROM _____ Print "Book and Release" _____ \$ _____

Leave Blank _____ DOLLARS

FOR RENT Juvenile's Name _____

FOR _____

ACCOUNT	_____	_____
PAYMENT	_____	_____
BAL. DUE	_____	_____

CASH

MONEY ORDER

CHECK

CREDIT CARD

FROM _____ Leave Blank _____ TO _____

BY _____ Officer's Printed Name _____

adams 1182

Bond Envelope

BOND

Date _____ Date _____

Juvenile _____ Juvenile's Name _____

Name _____ Your Name Printed _____

Amount _____ Amount _____

Cash _____ **Surety** _____ **Other** _____

Bonded By _____ Leave Blank _____

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-2
		Pages: 3
Policies and Procedures Manual	Topic: Fitness to Confine	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that any juvenile brought to the Center receives necessary medical treatment before being admitted, or is cleared for detention by medical personnel.

II. Procedures

A. Admissions screening.

1. Any juvenile brought into the detention center for admission should be screened before the arresting officer leaves the facility for any signs of injury or need for medical treatment which shall include, but not be limited to:
 - a. any obvious injury
 - b. unconsciousness
 - c. complaints of internal injuries when the juvenile has been in an accident, fight or act which could have caused internal injuries
 - d. extreme intoxication due to alcohol or drugs
 - e. advanced pregnancy.
2. If these conditions exist, it shall be brought to the attention of the shift supervisor who shall make the decision to allow admission or refuse to accept the juvenile.
 - a. Medical staff should be consulted, if available.
3. If the juvenile is refused based upon the above guidelines, the arresting officer shall maintain custody.
4. The arresting officer should transport the juvenile to a medical facility or any location at which qualified medical personnel practice, such as a hospital, clinic or private office.
5. A medical doctor shall determine if the juvenile is medically fit to be accepted for detention.
 - a. The doctor's determination of the juvenile being acceptable for detention must be documented in writing.
 - b. If the juvenile continues to refuse medical treatment in the presence of a doctor, and that fact is documented in writing by a doctor, the juvenile may then be accepted for admittance if the

doctor approves admission.

1. The report must include the name of the doctor on duty and the name of the facility.
 6. If medical treatment was offered by paramedics at the scene of an incident or accident and that treatment was refused, the juvenile must again, prior to acceptance, be offered treatment.
 - a. If the injury appears serious, he/she must be transported for treatment and that juvenile's refusal of medical treatment must be documented by a medical doctor.
 7. If medical treatment was offered by paramedics at the scene of an incident or accident and that treatment was refused, and the injury is judged by the paramedics to be minor in nature, he/she may be admitted.
 8. Any juvenile accepted for admission either after clearance by medical personnel, or following a refusal of medical treatment shall be carefully observed by detention staff for any complications which may arise as a result the juvenile's medical condition.
 - a. Detention staff shall continue close and frequent contact with medical staff concerning admitted juvenile.
 - b. Juvenile should be housed in one of the designated observation rooms, located at either end of the control room.
 - c. Juvenile may be placed on an eight (8) minute observation watch, which shall be continued until canceled by qualified detention center medical personnel.
 9. If a juvenile who has refused medical treatment should, at some later time, request medical treatment, he/she shall receive necessary medical attention and/or treatment.
 10. After a juvenile has been accepted, the burden for providing medical care cannot be given back to the arresting officer or agency, although the arresting officer or agency should be contacted to provide any pertinent medical information that they may have.
 11. When necessary, a court order for emergency medical treatment can be obtained through the Canyon County Prosecuting Attorney's Office.
- B. Mental Illness/Intellectual Disability**
1. If, during the admission process, or by advance notification by a qualified medical professional, the juvenile appears to be mentally ill or is intellectually disabled, the juvenile should not be accepted for placement in this facility until a mental evaluation has been completed and the evaluating mental health expert states placement in this facility would not be harmful to the child.
 - a. If the medical professional has a specific referral request such as a special care home or a hospital, the detention staff shall assist in contacting that referral for placement.
 - b. A mentally ill or intellectually disabled child who has been referred to a special care home or hospital shall be transported to

that referral.

2. In the case that an individual is cleared for admission, medical staff will be notified immediately.
 - a. Juvenile shall be observed on a eight (8) minute watch.
 - b. Detention officers shall inquire and detaining law enforcement personnel should report any behavior or activity that would indicate that the juvenile may be a danger to his/herself or others.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-3
		Pages: 3
Policies and Procedures Manual	Topic: Search, Inventory and Personal Property	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A02,16	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that contraband is controlled through appropriate searches, and inventory removed from juvenile's custody upon admissions is inventoried and stored properly.

II. Procedures

A. Personal searches at admissions

1. Clothed pat search (Frisk search).
 - a. These searches shall be performed by a detention officer of the same sex as the juvenile detainee except in cases of emergency.
 - b. Search will be completed before handcuffs are removed and before allowing juvenile to enter any other portion of the facility.
 - c. Clothed pat searches shall be conducted as outlined in Policy 2-19
2. Clothing Exchange.
 - a. Clothing exchanges shall be performed only by a juvenile detention officer of the same sex as the juvenile or by the Health Authority or Medical Employee.
 - b. Clothing exchanges are to be performed following the admissions process, when juvenile is given facility issued clothing before entering the secure area of the facility.
 - c. Clothing exchanges are to be conducted as outlined in Policy 2-19.
 - d. During the clothing exchange at admissions, the body should be observed for substance abuse and/or physical abuse.
 1. If either is observed, a report must be written in accordance with policy 6-18.
 - e. All clothing exchanges shall be conducted in private and in a manner which preserves the dignity of the juvenile to the greatest extent possible and under sanitary conditions.
 - f. Detention officers shall only observe the juvenile during the clothing exchange. No physical contact is permitted except in an emergency.
3. Strip search
 - a. Strip searches are to be performed only when there is reasonable

suspicion to believe that the juvenile is in possession of a weapon or controlled dangerous substance, as determined according to Policy 2-19.

b. Strip searches are to be conducted as outlined in Policy 2-19.

4. Body cavity search

a. Body cavity searches shall only be conducted when there is an order or search warrant signed by a judge which has been obtained based on probable cause to believe the juvenile is in possession of weapons, or contraband which jeopardizes the safety or security of the facility or the safety and well-being of any juvenile.

b. Body cavity searches are to be conducted as outlined in Policy 2-19.

5. Body Scan

a. Body scan searches of juveniles will be authorized by the Deputy Director or Director when there is reasonable suspicion that a resident is in possession of contraband.

b. Body scan searches are to be conducted as outlined in Policy 2-19.

B. Inventory of property

1. Shoes, socks, belts, and/or clothing with drawstrings shall be removed before the juvenile is placed in any holding area, temporary placement or left alone in any situation.

2. All clothes, money and personal items shall be inventoried and documented.

C. Storage of property

1. Juvenile's personal property shall be stored in a separate area of the center which will limit or prohibit access to juveniles.

2. Money, valuables and weapons, such as a pocket knife, shall be stored in a secure yellow bag.

a. Once items are in the yellow bag, it shall be locked with the locking zip tie. A property card will be filled out and the yellow envelope will be placed in the storage bin.

b. Medication received shall be documented on property sheet.

Medication will be placed in the medical office for nurse to review.

3. Property from outside the facility will not be accepted and held for the juvenile without approval, except the following personal property which may be accepted and retained by juveniles:

a. Legal documents

b. Family pictures (reasonable amount).

c. Prescription glasses.

d. Dentures.

e. Reading material (appropriate material)

f. Mail.

g. Shampoo (clear in color).

- h. Comb/brush.
 - i. Deodorant for higher levels.
 - j. Puzzle's
 - k. Playing Cards.
4. All items shall be stored until the juvenile's release.
 5. Juveniles may not transfer property or money to staff.
 6. Incarcerated juveniles may not transfer property to other juveniles.
 7. Property or money will not be transferred to persons outside of the Southwest Idaho Juvenile Detention Center unless one of the following conditions exists:
 - a. The juvenile gives written authorization for the release of a particular item to a particular individual.
 - b. The juvenile gives written authorization for a search to be conducted of his/her property.
 - c. The arresting officer, other law enforcement officer, investigator or prosecutor obtains a search warrant to inspect or confiscate property.
 - d. In all cases, a written record of the disposition of the property shall be maintained in the juvenile's file.
 8. If property is taken from juvenile's property as a result of a search, or any other circumstance, a receipt shall be issued, with a copy being placed in the juvenile's file.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-4
		Pages: 3
Policies and Procedures Manual	Topic: Admission process	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that necessary records documenting admission of juveniles are completed, and clothing exchange/delousing are completed.

II. Procedure

A. A Detention Admission Record shall be completed each time a juvenile is admitted to the Center. This may include electronically stored data, which at a minimum, shall include the following items and become part of the juvenile's file:

1. Authority to Detain (may be warrant, detention order, commitment to detention, or authorization to detain signed by arresting officer.)
2. Personal information
3. Admission Medical Screening.
4. Property Inventory and receipt.
5. Orientation Materials receipt.
6. Other paperwork generated by the admissions process.
7. Photograph.

B. Files

1. Juveniles being admitted for the first time shall have a new file generated for them.
2. Juveniles being admitted after their first admission, their original file shall be used.
3. Upper left side of file shall include all intake paperwork in the following order:
 - a. Book-in sheet
 - b. Medical screening
 - c. Medical intake screening form
 - d. Columbia Suicide Severity Rating
 - e. Property sheet
 - f. Authorization to detain
 - g. SWIJDC-intake form
 - h. PREA intake orientation
 - i. Rule book receipt
 - j. Medical consent form

- k. Fingerprint form
 - 4. Upper right side of file shall contain all court and legal paperwork, including, but not limited to, the following:
 - a. Detention orders/Warrants
 - b. Commitments to detention
 - c. Court passes
 - d. Discretionary detention form
 - e. Court order release
 - f. Notice of court appearance
 - g. Transport orders
 - h. Orders for furloughs
 - i. EM/HD contracts
 - j. Judgements/ Juvenile final disposition decree
 - k. Any court reports
 - 5. Lower left side of file shall contain miscellaneous papers not included in the other three areas, including, but not limited to, the following:
 - a. Property receipt
 - b. Medical request forms
 - c. Visitation/request forms
 - d. hair cut / miscellaneous request forms
 - e. Work release schedule
 - f. Consular notification
 - g. Other request forms
 - 6. Lower right side of file shall contain any paperwork generated by juvenile's level, or behavior, including, but not limited to, the following:
 - a. Incident reports/Behavior reports
 - b. Juvenile resident request forms
 - 1. Grievances
 - 2. Level change requests
 - 3. Behavior agreements
- C. Complete all paperwork or data entry needed to complete admissions process:
 - 1. Computer data entry.
 - 2. Print face sheet packet.
 - 3. Print photo identification sheet and take admission photographs according to policy 9-10.
 - 4. Property sheet
 - 5. School questionnaire.
 - 6. Rule and information book receipt form.
 - 7. Fingerprints according to policy 9-10.
 - 8. Issue orientation guide and level chart
 - 9. PREA pamphlet and PREA grievance form
- D. Clothing exchange and room assignment.
 - 1. In preparation for the shower process and clothing exchange, male juveniles shall be observed by male Detention Officers and female

- juveniles shall be observed by female Detention Officers.
2. Have juvenile place personal clothing in assigned locker box.
 3. Issue detention center clothing.
 4. Visually inspect juvenile for contraband or signs of abuse.
 5. Delousing shampoo and procedures shall be followed for any juvenile showing signs of or admitting to staff that a parasitic condition exists,
 6. Instruct juvenile to shower and dress.
 - a. Soap, shampoo, or body wash will be provided.
 7. Hygiene items will be provided as per policy 5-1.
 8. Escort juvenile to assigned room.
 - a. Ensure the juvenile has the appropriate bedding and instruct the juvenile on the basic cell rules and behavior expectations.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-5
		Pages: 1
Policies and Procedures Manual	Topic: Reserved	
	Related ID Code, IDAPA, or ACA Standards:	
Authorization:	Issue Date:	Effective Date:

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-6
		Pages: 1
Policies and Procedures Manual	Topic: Admission Medical Screening	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 250, 261; ACA 3-JDF-4C21, 22, 23, 5A02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that all juveniles admitted to the Center are screened for medical problems, suicidal risks, mental health problems, medication use at the time of admission, and the results are forwarded to the Medical Staff.

II. Procedures

- A. The detention officer assigned to admit any juvenile shall complete a health screening of the juvenile as per policy 6-1.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-7
		Pages: 3
Policies and Procedures Manual	Topic: Classification and Housing	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To assure that juveniles are classified according to their risk, charges, and behavior in the Center.

II. Procedure

A. Obtaining information from residents

1. During the booking process which shall occur immediately following admission to the Center, or if delayed because the resident is uncooperative or under the influence of drugs or alcohol, as soon as possible after admission but no later than 72 hours of the juvenile's arrival at SWIJDC and periodically throughout the juvenile's confinement, SWIJDC staff shall obtain and use information about each juvenile's personal history and behavior to make informed decisions in an effort to keep each juvenile safe and reduce the risk of sexual abuse or sexual harassment by or upon a juvenile.
 - a. Such assessments shall be conducted using the screening instrument adopted by SWIJDC.
 - b. Such assessments shall be completed and documented at least every 60 days during the juvenile's stay in the Center or more often as needed.
2. At a minimum, SWIJDC staff shall attempt to obtain information about:
 - a. Prior sexual victimization or abusiveness;
 - b. Any gender nonconforming appearance or manner or identification as lesbian, gay, bisexual, transgender, or intersex, and whether the resident may therefore be vulnerable to sexual abuse or sexual harassment;
 - c. Current charges and offense history;
 - d. Age;
 - e. Level of emotional and cognitive development;
 - f. Physical size and stature;
 - g. Mental illness or mental disabilities;
 - h. Intellectual or developmental disabilities;
 - i. Physical disabilities;

- j. Gang involvement;
 - k. The juvenile's own perception of vulnerability; and
 - l. Any other specific information about individual juveniles that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other juveniles.
 - 3. This information shall be ascertained through conversations with the juvenile during the intake process and medical and mental health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the juvenile's files.
 - 4. SWIJDC staff shall disseminate all responses to questions asked pursuant to this standard only on an as needed basis only to ensure that sensitive information is not exploited to the resident's detriment by staff or other juveniles.
- B. Placement of residents in housing, bed, program, education, and work assignments
 - 1. SWIJDC shall use all information obtained pursuant to section A of this policy, and any other relevant information to make housing, bed, program, education, and work assignments for juveniles with the goal of keeping all juveniles safe and free from sexual abuse.
 - 2. Placement in single-occupancy sleeping rooms does not, of itself, qualify as isolation.
 - a. All juveniles shall be placed in single-occupancy sleeping rooms until the population in SWIJDC surpasses the number of such available rooms, at which time the dorm will be utilized as a multiple-occupancy room.
 - 3. Juveniles may be isolated from others during normal activities only as a last resort when less restrictive measures are inadequate to keep them and other juveniles safe, and then only until an alternative means of keeping all juveniles safe can be arranged.
 - a. During any period of isolation, SWIJDC shall not deny juveniles daily large-muscle exercise and any legally required educational programming or special education services unless documented behavior or other factors make the juvenile a danger to other juveniles or staff.
 - b. Juveniles in isolation pursuant to this section shall receive daily visits from a medical or mental health care clinician.
 - c. Juveniles in isolation pursuant to this section shall also have access to other programs and work opportunities to the extent possible.
 - 4. Lesbian, gay, bisexual, transgender, or intersex residents shall not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status.

5. SWIJDC shall not consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.
6. In making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the juvenile's health and safety, and whether the placement would present management or security problems.
7. Placement and programming assignments for each transgender or intersex juvenile shall be reassessed at least twice each year to review any threats to safety experienced by the juvenile.
8. A transgender or intersex juvenile's own views with respect to his or her own safety shall be given serious consideration.
9. Procedures governing the prohibition of more than one juvenile being allowed to shower in the same shower area at the same time are found in Policy 5-01.
10. If a juvenile is isolated pursuant to paragraph (b) of this section, SWIJDC shall clearly document:
 - a. The basis for the facility's concern for the juvenile's safety; and
 - b. The reason why no alternative means of separation can be arranged.
 - c. Documentation of a review every 30 days of the isolation status to determine if there is a continuing need for further separation from the general population.
11. If a juvenile scores high on the assessment indicating an increased vulnerability for sexual victimization, that juvenile, to the extent possible, should be placed in an observation room or a room close to the control room to foster increased supervision.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-8
		Pages: 1
Policies and Procedures Manual	Topic: Family Notification	
	Related ID Code, IDAPA, or ACA Standards: Id. Code 20-516(2); IDAPA 261;ACA 3-JDF-5A02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that the parents of juveniles detained are notified of the juvenile's whereabouts and any scheduled court appearances.

II. Procedures

- A. Idaho Code section 20-516(2) mandates that when "an officer takes a juvenile into custody, he shall notify the parent, guardian, or custodian of the juvenile as soon as possible."
 1. The Authorization to Detain sheet that is filled out at the time of admission will reflect the arresting officer's completion or noncompletion of parental notification.
 2. If the arresting officer has not been able to notify the parents, Center staff may assist in parental notification per Policy 8-1.
 3. If parents, guardians, or custodians have no phone, arresting officer will be requested to notify parents in person.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-9
		Pages: 2
Policies and Procedures Manual	Topic: Orientation Materials	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A02, 15	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that juveniles admitted to the Center are furnished with orientation materials that will clearly identify Center rules and regulations, juvenile rights and responsibilities.

II. Procedures

A. Orientation Process

1. The Admitting Detention Officer shall take the time necessary to explain each step of the admissions procedure and to answer and explain any questions that the juvenile may have.
2. The detention center's first contact with a juvenile being admitted is extremely important and must be handled in a pleasant, courteous and professional manner.
3. During the admission process, a detention officer shall provide an orientation guide and if requested, assist in explaining the rules contained therein.
 - a. If at any time, a literacy or language barrier is recognized, the detention center will make good faith efforts to ensure that the juvenile offender understands the material.
 - b. The juvenile shall sign a form documenting receipt of the juvenile orientation guide.
 1. If the juvenile refuses to sign the form, the detention officer shall make a note of the date and time the form was provided to the juvenile and the juvenile refused to acknowledge receipt of the orientation guide.
4. During the admission process, a detention officer shall provide a copy of the Sexual Abuse pamphlet and provide education regarding the Prison Rape Elimination Act, the Zero-Tolerance policy of the SWIJDC, and incident reporting methods.
 - a. The juvenile shall sign a form documenting receipt of pamphlet and education.
 1. If the juvenile refuses to sign the form, the detention officer shall make a note of the date and time the form was provided to the juvenile and the juvenile refused to acknowledge receipt

of pamphlet and education.

5. The admitting detention officer shall take appropriate steps to ensure that residents with disabilities including, but not limited to, residents who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities, have an equal opportunity to participate in or benefit from all aspects of the SWIJDC's programs, and especially those efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

a. As long as doing so will not cause any fundamental alteration in the nature of a service, program, or activity, or an undue financial and administrative burdens, such steps when necessary, may include, but not be limited to:

1. Providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary, for residents who are deaf or hard of hearing, limited in English proficiency or are blind or have low vision through the following means:

a). Staff interpreters.

b). Probation interpreters.

c). Canyon County Court Interpretive Services.

d). Interpretive Services phone line (contact information available in Admissions Office.)

e). For the admissions process and during other routine operations, the SWIJDC may utilize the services of resident interpreters, resident readers, or other types of resident assistants when necessary. If any incident regarding sexual abuse or sexual harassment is alleged by a resident through a resident interpreter, the resident interpreter's services will be stopped immediately and a staff interpreter or court interpreter shall be utilized, except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the resident's safety, the performance of first-response duties, or the investigation of a resident's allegations.

2. Providing materials in formats or through methods that ensure effective, age appropriate communication with residents with disabilities, including residents who have intellectual disabilities, or limited reading skills.

B. Follow up PREA Resident Education

1. Within 10 days of intake, normally, but not necessarily, on every Thursday, SWIJDC shall provide comprehensive age-appropriate

education to residents either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.

- a. Documentation of resident's participation in follow up PREA Resident Education shall be kept by SWIJDC.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-10
		Pages: 1
Policies and Procedures Manual	Topic: Fingerprinting and Photographing	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261, ID Code 20-516(8)	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that all juveniles are fingerprinted and photographed according to appropriate Idaho Codes.

II. Procedures

A. According to Idaho Code section 20-516(8), all juveniles taken into detention for an offense shall be fingerprinted and photographed.

1. Photographs

- a. Photographs shall be taken each time a juvenile is admitted.
- b. Photographs should be taken using digital technology and saved in the Center's JCMS database.
- c. Other media may be used as a backup, film may be processed by the Canyon County Sheriff's Office Crime Lab.

2. Fingerprints

- a. Fingerprints shall be taken every time a juvenile is admitted to the Center on new charges or a case number the juvenile has never been held on.
 1. A juvenile who was previously incarcerated on the same case number does not have to be fingerprinted.
- b. Fingerprints will be taken digitally using the data works finger print machine.
- c. Fingerprints will be submitted digitally to the applicable law enforcement agencies.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-11
		Pages: 2
Policies and Procedures Manual	Topic: Detention Hearing	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 261;ACA 3-JDF-5A06	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure all juveniles brought into the Center are presented before the court for a detention hearing in compliance with Idaho Code.

II. Procedure

A. Timely Detention Hearings

1. All juveniles admitted to the Center must appear before the court within 24 hours of admission, excluding Saturdays, Sundays, and holidays, for a detention hearing to determine their placement until the next hearing.

B. Court Notification and Preparation

1. The Center shall promptly notify the court when a juvenile is taken into custody to facilitate preparation for the hearing.
 - o Notification must include appropriate counties, contracted counties, and relevant departments, such as:
 - Clerk’s Office
 - Canyon County Sheriff’s Office (CCSO) Transports
 - Juvenile Probation
 - Public Defender’s Office
 - Prosecutor’s Office
2. For juveniles admitted before 0800 hours:
 - o The Center shall notify the **Canyon County Clerk's Office**, Prosecutor’s office, and the **Canyon County Juvenile Probation Department Intake Officer** by 0800 to ensure the juvenile is processed for court the same day.
3. For juveniles admitted after 0800 hours:
 - o The juvenile will be scheduled for court on the next judicial day.

C. Information Sharing

1. By 0800 hours, the Center shall provide the Juvenile Probation Department with the following information:
 - Juvenile's name and date of birth
 - Charges
 - Arresting officer
 - Date detained and/or agency involved
 - Existence of warrants or detention orders
2. The juvenile's information must be entered into the computer-based juvenile management system to appear on the in-custody list for Juvenile Probation.
 - If the juvenile is not entered into the system in time, their name must be added manually to the in-custody list.

D. Contracted Counties

1. For juveniles from contracted counties, the Center shall email the following documents:
 - Copy of the admission sheet
 - Authorization to detain
 - Rights form (if available)
 - Any other relevant holding documents

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-12
		Pages: 1
Policies and Procedures Manual	Topic: Work or School Release, Community Leave	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 262;ACA 3-JDF-5H07	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that any order of the Court granting work or school release or any type of community leave is enforced.

II. Procedure

A. Work or School Release

1. Any juvenile incarcerated under an order of the Court granting work or school release shall be released at the time stated on the court order.
 - a. If no specific time is stated on the court order, then the juvenile shall be released at a time which will allow him/her to arrive at the place of employment on time to report for work.
 - b. The juvenile shall present to the Center's Staff a work schedule on company letterhead, obtained from his/her supervisor.

- B. Upon return from school, work or any other release, the juvenile shall be searched in the same manner as a newly admitted juvenile, prior to being allowed to enter the secure area of the Center.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release		Policy # 9-13
			Pages: 1
Policies and Procedures Manual	Topic: Electronic Monitoring		
	Related ID Code, IDAPA, or ACA Standards: ACA 3-JDF-5A09, 5H01		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

Electronic Monitoring may be used as an alternative to secure detention by judges in pre-disposition and post-disposition situations.

II. Procedures

- A. The Electronic Monitoring Program is under the jurisdiction of the Juvenile Probation Department.
- B. The SWIJDC shall cooperate with the Juvenile Probation Department in their administration of the EM Program.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-14
		Pages: 1
Policies and Procedures Manual	Topic: Home Detention	
	Related ID Code, IDAPA, or ACA Standards: ACA 3-JDF-5A09, 5H01	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

Home Detention may be used as an alternative to secure detention by judges in pre-disposition and post-disposition situations.

II. Procedures

- A. The Home Detention Program is under the jurisdiction of the Juvenile Probation Department.
- B. The SWIJDC shall cooperate with the Juvenile Probation Department in their administration of the Home Detention Program.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-15
		Pages: 2
Policies and Procedures Manual	Topic: Release	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 262;ACA 3-JDF-5H01-4,6	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that release paperwork is accurate and verified, juveniles are released according to court order, property is accounted for and returned, and documentation is completed.

II. Procedures

- A. Once a juvenile has been placed in detention, onto the Electronic Monitoring or Home Detention programs, authority for release must be as follows:
 1. Release by court order signed by a magistrate or district court judge; or
 2. When a bond has been posted in non-JCA offenses; or
 3. By written direction of the Canyon County Prosecuting Attorney; or
 4. By authority of an Administrative Court Order, or by written order of any other person designated and authorized by an Administrative Order; or
 5. By order of a Juvenile Probation Officer.
- B. Detention officer shall make sure every appropriate case number is addressed by the release paperwork, and verify the accuracy of the release paperwork.
- C. Detention officer shall verify the identity of the juvenile being released, through photograph, personal knowledge, or verification by probation officer.
- D. If detention staff is aware of any detainer or hold from any jurisdiction, efforts shall be made to determine the existence or validity of the detainer or hold.
 1. Canyon County Sheriff's Office Warrants Department may be consulted.
 2. Mere presence of a detainer does not automatically bar the release of a juvenile.
 - a. If the jurisdiction where the detainer originated is not willing to extradite the juvenile, the juvenile may be released from detention.
- E. Detention staff shall inspect juvenile's room for any damage.
- F. Detention officer shall return all personal articles to juvenile and have juvenile sign receipt for personal property.
 1. Juveniles shall be allowed to change back into their personal clothing.
 2. All issued articles of clothing shall be placed in appropriate laundry bin.
 3. Juvenile will be given any personal medication.
 4. Articles that may be used as a weapon, including, but not limited to knives, lighters, heavy articles, bats, shall be retained by the detention officer until the juvenile is outside of the secure detention center and

- probation lobby (if during business hours).
- G. Juvenile shall return all articles assigned to him/her, including, but not limited to orientation guide, linens, bedding, clothing, footwear, books.
 - H. Any other procedures pertaining to the release of the juvenile shall be followed, including, but not limited to Bond Processing, if appropriate.
 - I. Detention officer shall take any steps necessary to clear up any and all pending actions, such as grievances, claims for loss of damaged goods or personal property.
 - J. Juvenile may be released to the following, unless otherwise approved by the Court, the Deputy Director, Director, or the Probation Department.
 - 1. Parent
 - 2. Legal guardian
 - 3. Foster Parent
 - 4. Responsible adult
 - 5. Spouse (verified by marriage certificate.)
 - 6. Law enforcement agency or juvenile probation officer
 - 7. Juvenile Justice, Child Protection or Mental Health Caseworker
 - 8. Other person or agency as approved by the Court, the Deputy Director, Director, or the Probation Department.
 - K. Detention officer shall verify the identity of the person the juvenile is being released to, through photo identification, personal knowledge, or verification by probation officer.
 - L. Medical Screening and community follow-up
 - 1. If medical personnel have left any instructions pertaining to any recommended continuing medical care for the juvenile, such instructions are to be passed to the person taking custody of the juvenile.
 - M. Instructions on forwarding mail
 - 1. Mail received after juvenile is released shall be returned to sender.
 - N. Paperwork and bookkeeping
 - 1. All pertinent information shall be completed regarding the release of a juvenile, including, but not limited to date of release, time of release, person released to and method of identity verification, reason for release.
 - 2. All paperwork shall be distributed as per established practice.
 - 3. Release information shall be entered in juvenile's computer file, and juvenile shall be released from computer program CMS.
 - O. School Form
 - 1. Title one (green form) must be completed by the person taking custody of the juvenile at the time of release. This only needs to be completed if the juvenile has been in custody 5 days or longer.

Southwest Idaho Juvenile Detention Center	Chapter # 9 Admission and Release	Policy # 9-16
		Pages: 1
Policies and Procedures Manual	Topic: Property Release and Unclaimed Personal Property	
	Related ID Code, IDAPA, or ACA Standards: IDAPA 262 ;ACA 3-JDF-5H02	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To see that unclaimed personal property is disposed of in the proper manner.

II. Procedure

- A. Reasonable effort shall be made to reach the owner of any property left at the Center.
- B. Personal property left at the Center in excess of six (6) months is subject to disposal in accordance with Idaho Code 55-403.

Southwest Idaho Juvenile Detention Center	Chapter # 10 Programs	Policy # 10-1
		Pages: 1
Policies and Procedures Manual	Topic: Programming	
	Related ID Code, IDAPA or ACA Standards: IDAPA 05.01.02.265	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that programs are available in the Center for compliance with the Idaho Secure Juvenile Detention Center Standards, that the goals of the Center are being met and that programming is accessible to all juveniles that are eligible to participate.

II. Procedures.

- A. Any programming in the Center shall be available to juveniles subject to the limitations necessary to maintain facility security and order.
- B. Programming and services shall include, but not be limited to, the following:
 - 1. access or referral to counseling,
 - 2. religious services on a voluntary basis,
 - 3. large muscle exercise and passive recreational activities,
 - 4. regular and systematic access to reading material,
 - 5. juvenile work assignments based on level system status,
 - 6. educational programs according to the promulgated rules of the Idaho State Department of Education,
 - 7. other programs as available.
- C. Any denial of services must be documented unless exclusion is based upon juvenile's level system status.

Southwest Idaho Juvenile Detention Center	Chapter # 10 Programs		Policy # 10-2
			Pages: 2
Policies and Procedures Manual	Topic: Recreation		
	Related ID Code, IDAPA or ACA Standards: IDAPA 05.01.02.265, ACA 3-JDF-5E-01 to 04		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure that juveniles are afforded adequate exercise opportunities while incarcerated.

II. Procedure

A. Inside Recreation

1. Each juvenile will be offered at least one hour of large muscle exercise each day.
 - a. Detention staff will determine which activities will be allowed during each physical education period, and may include, but not be limited to, basketball, volleyball, running, playing catch, etc.
 - b. Juveniles may be allowed to use the recreation facilities and equipment at times in addition to the scheduled one hour, depending on other scheduled events, staffing, security conditions within the facility and other factors that will be considered by the Shift Supervisor and recreation director.
 - c. At least one staff member must always be present during recreation periods.
2. If, a juvenile presents a safety and security risk to staff or other juveniles, he/she may be required to exercise in his/her room. This may continue until the detention staff makes the determination that the safety and security risk has decreased to the point that allowing the juvenile to exercise outside of his/her sleeping room would not present a safety and security risk to staff or other juveniles.

B. Outside Recreation Area

1. Recreation other than indoor recreation may be offered outside when weather permits.
2. Prior to the use of the outside recreation area, an inspection will be made by a detention officer for contraband, weapons, etc. This inspection shall be logged on the Daily Activity Log.
3. At least one staff member must always be present during recreation periods.
 - a. The number of juveniles allowed to use the outside recreation area at any one time will be dependent upon the number of officers that are available for supervision.
4. Rules for the outside recreation area shall be discussed with the juveniles

before leaving the building.

C. Leisure time

1. Leisure time and quiet time will be allowed in the afternoons and evenings. Games, TV, reading, studying, writing letters, or other activities may be allowed during these periods.
2. Leisure time shall consist of not less than one hour each day, unless disciplinary sanctions are being imposed on a juvenile.

Southwest Idaho Juvenile Detention Center	Chapter # 10 Programs		Policy # 10-3
			Pages: 1
Policies and Procedures Manual	Topic: Reading		
	Related ID Code, IDAPA or ACA Standards: IC 20-518, IDAPA 05.01.02.265, ACA 3-JDF-5D-02		
Authorization: Sean Brown	Issue Date:		Effective Date:

I. Policy

To ensure that reading materials are available to juveniles in the Center.

II. Procedure

- A. The Center will maintain a library that is available to all juveniles, subject to limitations necessary to preserve order, safety and security of the facility.
- B. Juvenile may possess books to the extent allowable for their level system status.

Southwest Idaho Juvenile Detention Center	Chapter # 10 Programs	Policy # 10-4
		Pages: 1
Policies and Procedures Manual	Topic: Education	
	Related ID Code, IDAPA or ACA Standards: IDAPA 08.02.02.240	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that each juvenile admitted to the Center and is incarcerated for a period which exceeds two days is placed on an education program based on security guidelines, available resources, tailored around his/her needs, and within the Idaho Administrative Procedures Act.

II. Procedures

- A. Each juvenile shall be involved in an educational process or program within two days of his/her admission to the juvenile detention center.
 1. Juveniles judged to be a security risk may be given schoolwork to complete outside of the regular classroom.
 2. Juvenile's attendance in the classroom may be revoked at any time by the teacher or detention staff.
 - a. Documentation shall be kept of any instance when a juvenile is not permitted to attend school, in the form of incident reports, detention reports or notes in juvenile's school file.
 3. Schoolwork may consist of testing material, school questionnaires or other material distributed by the teacher.

Southwest Idaho Juvenile Detention Center	Chapter # 10 Programs	Policy # 10-5
		Pages: 1
Policies and Procedures Manual	Topic: Other Programs	
	Related ID Code, IDAPA or ACA Standards: IDAPA 05.01.02.265, IC 20-518	
Authorization: Sean Brown	Issue Date:	Effective Date:

I. Policy

To ensure that the juveniles' needs are met, other programming may be implemented within the Center.

II. Procedure

A. Religious programming

1. Religious services shall be scheduled for regular times each week, depending on availability of volunteer clergy.
2. Juveniles may have clergy come to visit per Policy 8-5.

B. Referrals to counseling

1. Juveniles may be referred for counseling on an as-needed basis by juvenile probation officers, medical staff and detention staff.

C. Groups and Classes.

1. Juvenile may participate in other groups as they become available. These may include, but are not limited to:
 - a. AA/NA meetings
 - b. Group therapy sessions
 - c. Classes in life skills, smoking cessation, STD/AIDS Awareness, or others.

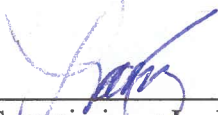


D. Attendance in programming may be limited due to space limitations, curriculum limitations, level system status, behavior or reasonable precautions to maintain order, safety and security in the Center.

**SOUTHWEST IDAHO JUVENILE DETENTION CENTER
POLICIES AND PROCEDURES MANUAL**

APPROVED AND ADOPTED this 27th day of May, 2025.

CANYON COUNTY BOARD OF COMMISSIONERS

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: RICK HOGABOAM, CLERK

By: J Ross

Deputy Clerk