

# Juvenile Detention Standards Monitoring and Cost Analysis Project



Social Science Research Center  
Mississippi State University  
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**Recommendations for Operation of the  
Mississippi Juvenile Detention Monitoring Unit  
Office of Justice Programs  
Division of Public Safety Planning**

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**Introduction**

In the 2002 Regular Session of the Mississippi Legislature House Bill 974 was introduced and subsequently passed. This law mandated that minimum standards for Mississippi's juvenile detention centers be established; that health screening take place for juveniles upon admission to juvenile detention facilities; that all juvenile detention facilities develop written procedures for juveniles who are new to the system; and that certain programs be provided at all juvenile detention facilities. In addition to these mandates, the Mississippi Legislature called for the creation of a Juvenile Detention Facilities Task Force. The Task Force was charged with developing uniform standards for juvenile detention facilities in the State.

While developing minimum guidelines for the operation of Mississippi Juvenile Detention Facilities, the Task Force saw the need for a compliance unit which would inspect these facilities with regard to the minimum basic standards of operation, training and programmatic services. Consequently, the Task Force recommended that a unit should be established in the Mississippi Department of Public Safety, Division of Public Safety Planning (DPSP) under the Office of Justice Programs which would have authority to inspect and certify Mississippi's juvenile detention facilities based on the recommended minimum standards.

The proposed Juvenile Detention Facilities Monitoring Unit would be responsible for inspecting all juvenile detention facilities in the state on a quarterly basis. The unit would review the facilities with regard to the defined minimum standards for operation.

The unit would certify that juvenile detention facilities are in compliance with established standards. Further, the unit would provide technical assistance and advice to facilities which will assist the facilities in further compliance with minimum standards.

Additionally, the Task Force recommended that a Juvenile Detention Facilities Advisory Board shall be established to serve as both an advisory and oversight entity to the Mississippi Juvenile Facilities Monitoring Unit. The Board would serve as a liaison between the monitoring unit and relevant stakeholders. The composition of the advisory board was proposed to be based on the membership criteria for the current Mississippi Juvenile Detention Facilities Task Force as stipulated in House Bill 1366. The primary duties of the advisory board would be to periodically review standards for the operation of detention facilities, appropriate delivery of essential services and programs for detainees; training requirements of detention facilities personnel. The advisory board may continue to make further recommendations to improve or expand basic standards for detention facilities. The board would also review progress of the detention facilities as they come into compliance with standards. And would also review and provide advice to the monitoring unit as it develops strategic plans for compliance. The board in conjunction with monitoring unit may also develop specific sanctions for non-compliance with basic standards. Finally, the board would serve in an oversight capacity to the monitoring unit reviewing the monitoring unit's activities toward improving juvenile detention facilities. Ultimately, many of the Task Force recommendations were accepted by the legislature and became part of Senate Bill 2894 otherwise known as the Juvenile Justice Reform Act of 2005.

Specifically, Section 1 of S.B. 2894 states:

*(1) There is established the Juvenile Detention Facilities Monitoring Unit within the Department of Public Safety to work in cooperation with the Juvenile Justice Advisory Committee described in Section 45-1-33. The unit shall inspect all juvenile detention facilities including, but not limited to, the state training schools on a quarterly basis. The inspection shall encompass the following:*

- (a) Ensuring and certifying that the juvenile detention facilities are in compliance with the minimum standards of operation, as established in Section 43-21-321;*
- (b) Providing technical assistance and advice to juvenile detention facilities, which will assist the facilities in complying with the minimum standards.*

*(2) Additional duties of the monitoring unit are as follows:*

- (a) To conduct an assessment of all juvenile detention facilities and to determine how far each is from coming in to compliance with the minimum standards, as established in Section 43-21-301 (6) and Section 43-21-321; and*
- (b) To develop a strategic plan and a timetable for each juvenile detention facility to come into compliance with the minimum standards as described in this subsection.*

In July, 2006 The Mississippi Juvenile Detention Monitoring Unit was established. Mr. Donald Beard was appointed as the Unit's director. Mr. Beard solicited technical assistance from a research team from the Social Science Research Center at Mississippi State University to provide recommendations regarding the structure and operation of the Monitoring Unit. This brief report makes the following recommendations regarding the Mississippi Juvenile Detention Facilities Monitoring Unit.

## Recommendations

### *1. Mission Statement*

We recommend that the Monitoring Unit establish a mission statement. We offer the following as an example:

**The mission of the Mississippi Juvenile Facilities Monitoring Unit is to ensure and certify that all juvenile detention facilities comply with state legislated minimum standards of operation. And to provide assistance and advice to juvenile detention facilities to facilitate compliance.**

### *2. Staffing*

We recommend that the monitoring unit be comprised of the following positions: Director, Administrative Assistant and three Regional Field Monitors. The recommended duties of the following positions are discussed below.

**Director.** The Monitoring Unit Director is responsible for ensuring and certifying that each juvenile detention center is complying with legislated minimum standards for operation. The director receives and reviews quarterly inspection reports from each facility. The director will provide technical assistance and advice to facilities to ensure compliance. The director will develop individual strategic plans for each facility to attain and maintain compliance. The director will be responsible for issuing sanctions to individual facilities when necessary. The director will meet with individual juvenile detention center directors biannually. The director will produce an annual report on the status of juvenile detention facilities to be submitted to the Executive Director of the Division of Public Safety Planning and the report will be shared with the appropriate legislative members and sub-committees, juvenile detention directors, and other interested parties. The director shall be available to provide testimony to the legislature. The

director is responsible for staffing decisions of the monitoring unit. The director is responsible for the evaluation of performance of all monitoring unit staff. The director is responsible for all budget decisions affecting the operation of the monitoring unit. And the director is responsible for all other operational decisions within the monitoring unit.

**Administrative Assistant.** The Monitoring Unit Administrative Assistant's responsibilities include providing clerical, communication and budgetary support to the Monitoring Unit Director.

**Regional Field Monitors.** The field monitors are responsible for quarterly inspections of juvenile detention facilities. The monitors will provide quarterly reports on compliance status of there assigned facilities. The monitors will work as a liaison between the Unit director and juvenile detention center directors in providing assistance and advice regarding compliance to minimum standards of operation. We recommend that Region 1 Monitor be assigned the following centers: Lowndes County; Lee County; Leflore County; Washington County; Desoto County; and Alcorn County. We recommend that Region 2 Monitor be assigned the following centers: Yazoo County; Warren County; Henley-Young Juvenile Justice Center; Rankin County; and Lauderdale County. And we recommend that Region 3 Monitor be assigned the following centers: Adams County; Pike County; Forrest County; Jones County; Harrison County; and Jackson County.

### 3. *Advisory Board*

During the first year of the Task Force's deliberation, it was suggested that a body similar to the Task Force might provide a useful service for an agency which would be charged with implementing and inspecting uniform standards for detention facilities. Section 2 of Senate Bill 2894 mandates the following composition and duties of an advisory board as follows:

*(1) There is established the Juvenile Detention Facilities Advisory Board, which will serve as a permanent advisory and oversight entity to the Juvenile Facilities Detention Monitoring Unit, as created in Section 1 of this act.*

*(2) The advisory board shall consist of nineteen (19) members, each of whom shall serve for a four-year term, as follows:*

*(a) Two (2) representatives of juvenile detention facilities who are appointed by the Commissioner of the Department of Public Safety;*

*(b) One (1) representative of the Office of Youth Services of the Department of Human Services who is appointed by the Executive Director of the Department of Human Services;*

*(c) One (1) representative of the Division of Public Safety Planning of the Department of Public Safety who is not from the Office of Justice Programs, who is appointed by the Commissioner of Public Safety;*

*(d) One (1) representative of the State Department of Health who is appointed by the Executive Director of the State Department of Health;*

*(e) One (1) representative of the Department of Mental Health who is appointed by the Executive Director of the Department of Mental Health;*

*(f) One (1) representative of the Mississippi Association of Supervisors who is appointed by the Director of the Mississippi Association of Supervisors;*

*(g) One (1) representative of the State Department of Education who has expertise in academic programs and services, who is appointed by the State Superintendent of Public Education;*

*(h) One (1) representative of the county sheriffs who is appointed by the President of the Mississippi Sheriff's Association;*

*(i) One (1) representative of a youth advocacy organization or group who is appointed by the Director of the Office of Youth Services of the Department of Human Services;*

*(j) One (1) representative of the Mississippi Council of Youth Court Judges who is appointed by the President of the Mississippi Council of Youth Court Judges;*

*(k) One (1) attorney representative who has experience in youth court matters, who is appointed by the Attorney General;*

- (l) Two (2) members of the Juvenile Justice Committee of the House of Representatives and one (1) parent of a child who is committed or has been committed to a state training school, who are appointed by the Speaker of the House of Representatives;
  - (m) Two (2) members of the Judiciary B Committee of the Senate who are appointed by the Lieutenant Governor;
  - (n) One (1) representative of a faith-based community, who is appointed by the Governor; and
  - (o) One (1) representative from the Mississippi citizenry at large who is appointed by the Governor.
- (3) The duties of the advisory board are as follows:
  - (a) To periodically review standards for the operation of juvenile detention facilities;
  - (b) To periodically review standards for the appropriate delivery of essential services and programs for youth housed at juvenile detention facilities;
  - (c) To periodically review the training requirements of personnel of the juvenile detention facilities;
  - (d) To serve in an oversight capacity to the monitoring unit in ensuring that the unit moves toward improving juvenile detention facilities; and
  - (e) To continue to make further recommendations to improve or expand basic standards for juvenile detention facilities.
- (4) At its first meeting, and every four (4) years thereafter, the advisory board shall elect a chairman and vice chairman from its membership, and shall adopt rules for transacting its business and keeping records. The advisory board may establish an attendance policy, and those members of the advisory board who are consistently absent shall be replaced.
- (5) If sufficient funds are available to the advisory board for that purpose, members of the advisory board may receive a per diem in the amount provided in Section 25-3-69 for each day engaged in the business of the advisory board, and members of the advisory board other than the legislative members may receive reimbursement for travel expenses incurred while engaged in official business of the advisory board in accordance with Section 25-3-41.

#### ***4. Monitoring Process***

Each juvenile detention facility will receive an inspection four times a year by a regional monitor. Prior to arrival at the facility, the monitor will review the facilities policies and procedures manual, as well as previous compliance reports and assessments. On arrival, the monitor will meet with the facility's director and any other appropriate administrators to discuss the scheduled activities for inspection. An inspection schedule will ensure minimum disruption to the daily operation of the facility. The amount of time needed for inspection will depend on facility size, accessibility and organization of documentation, and prior history of compliance. The facility director will be responsible for providing all compliance documentation. The director should also inform staff of inspection and have them available for assistance to the monitor.

The inspecting monitor will tour the facility, review compliance documentation, and interview staff and detainees. Using a compliance checklist, the monitor will prepare a report. At the conclusion of the inspection, the monitor will meet with the facility director to discuss the findings of the inspection. The monitor will share any findings of noncompliance and/or progress towards compliance.

#### ***5. Reporting***

The regional monitors will submit their quarterly reports to the director of the monitoring unit within ten days of the inspection. The director will review the reports. The reports will be used to determine whether or not a facility is in compliance with legislated minimum standards for operation. Initially, if the director finds that a facility is not in compliance, a strategic compliance plan will be developed. This plan will be developed by the monitoring unit director in

consultation with the juvenile facility director and the regional monitor. The strategic compliance plan will make specific recommendations for meeting minimum operational guidelines. A timetable will also be established for implementing the recommendations. Detention facilities who do not adhere to the recommendations within the designated period of time are subject to sanctions. Facilities which do meet the mandated guidelines will receive certification. Facilities which are certified, but fail to continue compliance will be subject to sanction and may have their certification revoked.

## **6. *Sanctions***

We recommend no sanction should be given until each detention facility has had the adequate time to come into compliance. While initial compliance will depend on the individual strategic compliance plans and the accompanying timetables, we believe that the time for initial compliance should not exceed more than three years. Once baseline compliance is established, the monitoring unit director should be given the discretion to apply sanctions to facilities who fail to continue to maintain compliance. We, however, recommend a graduated system of sanctions be used when a facility falls out of compliance. Specifically, the severity of sanctions should be commensurate with the severity of non-compliance, as well as the duration of non-compliance. We view the ultimate sanction for non-compliance as the withholding of certification. Other sanctions should be stipulated by the State Legislature, but might include temporary facility closing, fines, and withholding any State appropriated funds for juvenile detention centers.

## ***7. Technical Assistance***

We recommend that the Monitoring Unit Director have the discretion of contracting with an independent third party to assist with compliance assessment and production of the annual report. The Unit Director may also need an independent third party to provide research support.

## ***8. Policy Review and Revision***

We recommend that the Monitoring Unit Director review the Unit's policies and procedures manual once a year. The manual may be revised by the Director with approval from that Juvenile Detention Facilities Advisory Board and the Executive Director of the Division of Public Safety.

### ***Disclaimer.***

All recommendations must adhere to Mississippi State Law and existing policies and procedures of the Division of Public Safety. State Law and policies of the Division of Public Safety supercede any policies adopted by the Juvenile Detention Facilities Monitoring Unit.

**Sample Policies, Procedures, and Forms  
for Juvenile Detention Facilities  
in Mississippi**

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## **A. INTAKE AND ADMISSIONS**

### **A-1. Intake**

The Director shall determine if the juvenile is legally committed to the detention facility. The operations manual provides a description of the process for obtaining a detention order.

The arresting police officer notifies name(s) (Youth Court Judge/Referee or other individuals with authority to detain juveniles), who determines whether to keep or release the juvenile. The judge may give a verbal order by telephone and provides a written order within 24 hours. Names of designees who may also issue a detention order in the judge's absence.

### **A-2. Admissions/Booking**

An admission process will be initiated in the Booking/Receiving, following the decision to detain. The objective of this admission process will be to ensure the physical safety and comfort of the youth and the safety of staff by following personal hygiene, search and property storage procedures, and to ensure that juveniles are admitted to the detention center in compliance with State and Federal laws.

An admission and comprehension orientation process will be conducted in the Booking Room. The objective of the admission process will be to reduce overall anxiety of the youth, while providing a comprehensive insight into what will be expected while the youth resides in the detention center, and to ascertain the nature of services which must be provided to the juveniles.

The Booking Room is a portion of the detention center which operates 24 hours a day for the purpose of making initial admission/release decisions pursuant to the jurisdiction of the County Youth Court conducting initial admissions processing of youth into the detention center. The admission and orientation process shall be conducted immediately following a juvenile's arrival at the facility.

#### **A-2-1. Intake Records Requirement**

The Booking Officer shall establish an admission file that contains all information and material related to confinement. (If a computerized booking system is use, describe the system and procedures for operating the system).

An admission form shall be completed for every juvenile admitted to the facility and shall contain at least the following information:

- name, age, date and place of birth, sex, race or ethnic origin
- name of person to notify in case of emergency
- date and time of admission
- social history, where available
- special medical problems or needs
- personal physician, if applicable
- height, weight, hair and eye color

- address and telephone number
- school, grade, employer, where applicable
- name and relationship of person juvenile lives with
- parent's/guardian's name, address, and telephone number
- all identifying marks, scars, tattoos, etc.
- name of Youth Court Counselor or Youth Services Counselor, if applicable
- religion, if offered
- referral (who brought juvenile to admissions)
- name and signature of Admitting Official
- Offense (charge indicated on police record, petition, court order, or bench warrant)
- assigned number from admissions log book
- name of person authorizing admission

### A-2-2. Complete Search of Juvenile and Possessions

The admitting facility staff cannot assume the arresting officer or anyone else has searched the juvenile. A frisk search should be accomplished in the presence of at least one other facility staff member. Only a staff member of the same sex will search a juvenile unless an absolute emergency and no same sex staff can be located. Anytime this happens, the Director shall be notified and the incident fully documented in the daily log.

It is extremely important that the staff member take special consideration of the physical age and level of maturity when conducting a search of the juvenile. The juvenile may be uncomfortable or frightened when being touched by an adult. Therefore, it is imperative the staff members take ample time to explain the process of the search to the juvenile and answer any questions he/she may have. It is important the staff member take the juvenile's feelings and emotions into consideration while conducting the search. Many juveniles are uncomfortable or embarrassed when another person touches them. The staff member should do his/her best to set the youth at ease.

#### Types of Searches (Individual)

1. Frisk Search: A search during which the juvenile is not required to remove his/her clothing
2. Strip Search: A search conducted visually during which the juvenile is required to remove his/her clothing
3. Body Cavity Search: A search conducted by **Medical Personnel Only**.

#### Frisk Search:

All juveniles will be frisk searched by a staff member of the same sex immediately upon admission.

1. Ask the juvenile to remove all jewelry, belt, and the contents pockets/purse. Ask the juvenile to pull pockets inside out, pull shirt out if tucked in and remove shoes and socks and/or stockings.
2. Ask the juvenile to stand with his/her feet apart and arms extended outward.
3. Check the hair, ears, nose, mouth, and under the tongue of the juvenile for contraband.
4. Check the shirt collar, shoulder and underarm. Pat down back and sides of shirt.

5. Run your hands down the shirtfront, checking the pockets and stopping at the waistline.
6. Check waistline by tucking thumb in waist band, and starting from front zipper, slide it all the way around the waist.
7. From the waistline, run your hands over the buttocks and down the trouser leg carefully checking the cuff, if a cuff exists. If the juvenile is wearing a skirt, have the juvenile lift the skirt and make a visual inspection of legs.

#### Strip Search:

Strip searches will not be performed unless there has been an opportunity for the juvenile to obtain weapons or contraband. It must be conducted by a member of the same sex as the juvenile being searched. The strip search will be performed in an area which ensures the privacy and dignity of the juvenile. Strip searches will only be performed visually.

#### In conducting the strip search:

1. Have the juvenile remove all clothing and move away from the articles.
2. **Do Not Touch** the juvenile.
3. Have the juvenile thoroughly run his/her hand through his/her hair.
4. Look into and behind the juvenile's ears. Ask him/her to move ears or hair for better inspection if necessary.
5. Look into the mouth and under the tongue.
6. Look up the nose.
7. Ask the juvenile to lift his/her arms and then carefully examine each underarm for concealed contraband.
8. Request the juvenile to open his/her hands and examine the backs, palms, and between the fingers.
9. Face the youth and have the male lift his genitals; have the female lift her breasts.
10. Check the buttocks and have the juvenile squat and cough.
11. Ask the juvenile to lift his/her feet and examine the soles of his/her feet and between the toes.
12. Search clothing carefully and return it to the youth as quickly as possible.

#### Body Cavity Search:

Body cavity examinations will only be conducted when there is probable cause to believe that weapons or contraband will be found.

Body cavity search must have authorization from the Youth Court Judge/Director or designee and be performed only by a member of the Medical Staff. All body cavity inspections will be documented fully by the Shift Supervisor with a copy to the youth's file, and to the Director.

#### A-2-3. Disposal of Personal Property

The juvenile will have all property inventoried. The juvenile and a member of staff will sign a receipt for this property. Prescribed medications bearing the name of the juvenile, the prescribing doctor and pharmacy will not be stored with other property. Non-prescribed medications will be stored with other property. Any other chemical substances found on, or with the youth, will be

treated as contraband. At no time will the juvenile be permitted to retain, or carry, medications of any kind in their possession to his/her cell.

To further program goal achievement and preserve a degree of personal identity consistent with facility safety and security requirements, juveniles shall be allowed to retain a reasonable amount of personal property (i.e. legal documents, family pictures, prescription eyewear, correspondence and address book or list of address).

#### A-2-4. Shower and Hair Care

The juvenile will be escorted to the shower by a member of the same sex. During this time staff will also conduct a strip search of the juvenile following Search Procedures as outlined in the Director's Post Orders. The juvenile should disrobe and the staff member should search, label and record all personal clothing and its condition. The juvenile's clothing should be laundered and neatly stored at the facility or sent home at the discretion of the juvenile.

Procedures will be followed for lice control. The juvenile will be treated with a medicated shampoo in accordance with the standing orders of the physician unless the use of this product is contraindicated.

#### DO NOT USE MEDICATED SHAMPOO, CREAM OR LOTION IF:

1. Juvenile is *not* between 9-17 years of age
2. Juvenile is, or may be, pregnant
3. Juvenile is a lactating female
4. Juvenile has open sores
5. Juvenile states he/she is allergic to product
6. Juvenile has been treated with this product within the last seven days (documented in medical history)

Note: Contradiction #6 specifies that no juvenile be treated more than once in a seven-day period. This includes treatment at any other program. If the juvenile indicates that he/she has been treated within seven days or the admitting staff member checked with the other facility to determine if the juvenile was treated in this seven-day period.

During this time the staff member should look for possible disorientation or confusion, substance abuse problems, cuts or marks, tattoos, etc. A record should be made of any remarkable physical characteristics on the Booking Form. If during this time, abuse or mistreatment is apparent or suspect, the Department of Human Services should be notified immediately and the appropriate actions outlined in the Detention Intake Procedures taken.

Before showering, the juvenile should be issued the following toiletry articles:

1. wash cloth
2. bar of soap
3. clean towel
4. comb
5. toothbrush
6. tube of toothpaste

7. feminine hygiene products, when necessary

After showering, the juvenile should receive the following articles of clothing:

1. a pair of underpants
2. an undershirt or bra
3. a jumpsuit
4. footwear

#### A-2-5. Assignment of Housing unit/pod/cell

An admission process will be initiated in the Booking/Receiving, following the admission decision. The juvenile will be assigned a housing unit in which he/she will reside immediately following admission.

#### A-2-6. Family Notification of Visiting/Admission Procedures

The facility shall publish the operational procedures governing visits in the juvenile handbook. This information is to be made available by the Supervisor to each juvenile on arrival at the facility and shall be made available to visitors prior to their arrival at the facility. The handbook should include the following information:

- days and times for visiting
- approved visitors (parents, other family members, etc.)
- the number of visitors a juvenile is allowed to have at one time
- regulations concerning special visits
- the possibility of being searched, notice of which shall also be posted in a conspicuous place outside the visiting area
- items allowed into the visiting area by the juvenile and the visitor
- the statute on trafficking, which shall also be posted in a conspicuous place outside the visiting area

### **A-3. Health Screening at Booking/Intake**

All juveniles will be screened for medical, dental and mental health needs during the intake process. **The health screening should be done within the 1<sup>st</sup> hour of admission.** The information to be obtained during the health screening includes the juvenile's mental health; suicide risk; alcohol and other drug use and abuse; physical health; aggressive behavior; family relations; peer relations; social skills; educational status; and vocational status. If medical, dental or mental health assistance is indicated by the screening, or if the intake officer deems it necessary, the youth will have access to appropriate health care professionals for evaluation and treatment.

#### A-3-1. Mental Health

The Massachusetts Youth Screening Instrument, Version 2 (MAYSI-2) is currently being used by almost all facilities. The MAYSI-2 screens for mental health (depression, anxiety and thought disturbance), suicide ideation, alcohol and other drug use, aggression (angry-irritable), somatic

complaints, and traumatic experience. The Problem Oriented Screening Instrument for Teenagers (POSIT) is another screening instrument that could be used by booking officers during the admission process. This screening tool identifies: alcohol use and abuse, physical health, mental health, family relations, peer relations, educational status, vocational status, social skills, leisure/recreation, and aggressive behavior. The POSIT requires answering 139 true/false questions as opposed to the MAYSI-2's 52 yes/no questions. Both screening instruments are available at no copy write cost, can be hand or computer scored, and require minimal training to administer, score, and interpret.

All juveniles are provided access to a comprehensive mental health program designed to provide diagnostic and treatment services. Psychiatric and psychological diagnosis and treatment of detained juveniles should be available from publicly funded regional community mental health centers. Youth Court or Division of Youth Services Counselors will be available to provide some counseling services as needed. **Any juvenile whose condition is beyond the range of services available in the facility shall be transferred to a specialized facility that may more effectively meet his/her treatment needs.** Youth Court or Division of Youth Services Counselors will be involved in the treatment referral and placement process.

If a mental health emergency arises after regular business hours and is likely to require transfer to an appropriate medical or mental health facility for evaluation and/or treatment, the Director shall be notified of the emergency and may approve a transfer. The medical staff of the receiving facility shall be notified of the juvenile's transfer and specific reasons for it. Staff shall prepare a written report to accompany the juvenile that include the following information:

- the date, time, and nature of the emergency
- a description of the juvenile's behavior
- any current medicine the juvenile is taking
- any other pertinent information

#### A-3-2. Dental Health

Dental care shall be provided to each juvenile on an emergency basis by a dentist or other professional fully qualified to provide dental care in accordance with state licensing requirements. Juveniles shall receive immediate attention on an emergency basis, and prompt diagnosis and treatment shall be arranged when informed consent is obtained. Emergency conditions requiring immediate evaluative treatment may include the following:

- bleeding and pain
- acute periapical abscess
- acute periodontitis
- Vincent's infection
- acute gingivitis
- acute stomatitis
- fractures of teeth
- fracture of jaw(s)
- gaping wounds of lip and/or cheek

Any staff member who has reason to believe a juvenile is experiencing an emergency condition shall notify the medical staff and request instructions. The medical staff shall examine the juvenile, evaluate his/her condition, and make arrangements for appropriate treatment.

### A-3-3. Suicide Risk

If a juvenile exhibits suicidal behavior or reports suicidal thoughts and intentions, he/she shall be observed under suicide watch by at least one trained juvenile careworker. This watch shall be on a continuous basis until evaluation can be performed by a mental health clinician.

Whenever a juvenile is screened as being potentially suicidal, **CONSTANT VISUAL OBSERVATION SHALL BE MAINTAINED**. The following instructions shall be followed:

1. Remove all potentially dangerous items from the juvenile's person and room or area.
2. Do not place juvenile in a room alone.
3. Contact the administrator immediately and make a notation in the daily log
4. The administrator will consult with the youth court judge concerning a professional/medical assessment for the juvenile.
5. Do continue to provide constant visual supervision of the juvenile at all times.
6. Do be willing to listen to the juvenile.
7. Don't try to analyze the juvenile's behavior or confront him/her with interpretations of his/her feelings or actions.
8. Don't try to challenge him/her by saying, "You won't kill yourself" or "Well, go ahead and do it".
9. Don't offer empty platitudes such as "think how much better off you are than other people" or "everything is going to be okay".
10. Do take seriously every suicidal threat, comment or act.
11. Do be supportive and show the juvenile that you care.
12. Do immediately request professional help through the established procedures at the facility.

If a juvenile has been determined to be at high risk for suicide on a previous admission to the facility, the juvenile shall be classified high risk on all subsequent admissions.

Juveniles injured in suicide attempts shall be provided first aid and/or CPR by the medical staff or health-trained juvenile careworkers. Potentially harmful items (e.g., razor blades, belts, suspender, matches, pens, pencils, plastic bags, hard plastic that can be broken and sharpened on concrete, mirrors, glasses, pins) shall be removed by juvenile careworkers or the Supervisor from the juvenile and the area in which he/she is placed. Any such action shall be recorded in the log book. Written reports of any suicide attempts shall be forwarded to the Center Director and to the youth's Youth Court/Youth Services Counselor.

Potential suicide cases may exhibit the following signs:

- severe loss of interest in activities or relationships previously enjoyed
- depressed state indicated by withdrawal, periods of crying. Insomnia, or lethargy (sluggishness, indifference to surroundings)
- extreme restlessness, such as pacing up and down in a robot-like manner

- past history of suicide attempts
- active discussion of suicide plans
- sudden and drastic changes in eating or sleeping habits
- giving valued possessions away
- unusual agitation or assertiveness
- appearing to be under the influence of drugs or alcohol at admission

A-3-4. Alcohol/other drug use and abuse

If a juvenile is in need of detoxification from alcohol or other drugs, it must take place under the direct supervision of medical staff. When detoxification is required, the facility nurse (or the youth's Youth Court/Youth Services Counselor) shall consult with the staff of an appropriate addiction center for possible placement.

A-3-5. Physical Health

A medical history will be completed by intake staff immediately after arrival at the facility using a medical history form. The medical history will include the following:

- any medical, dental and mental health treatments and medications the juvenile is taking
- any chronic health problems such as allergies, seizures, diabetes, hearing or sight loss/conditions
- special health requirements
- use of alcohol and other drugs, including types, makes, and amounts of drugs used; frequency of use; date of last use; and history of problems occurring from withdrawal
- past or present treatment or hospitalization for mental disturbance or suicide risk or attempt
- sexually transmitted disease
- other designated health problems
- height, and weight

A-3-6. Staff Observations

Staff observations of juveniles' appearance, demeanor, mental status, and conditions of the skin are an important part of the health screening process. Observation of detainee behavior for evidence of depression, anxiety, unusual or bizarre behavior or speech, intoxication, drug use, signs of withdrawal, and behavior suggestive of assault to staff or other detainees is warranted because not all juveniles will be cooperative or truthful during the health screening process.

Visual inspection of the body for injury suggesting the need for emergency services, trauma markings, bruises and evidence of abuse or neglect, jaundice, rashes, lice/vermin infestations, needle marks, and scars on wrists is also an important part of the health screening.

In addition to the completion of the medical history, juveniles may be examined by a licensed physician or nurse practitioner. A diagnosis of chemical dependency, requirements for detoxification from alcohol, opiates, stimulants, or sedative hypnotic drugs, should be determined by the medical staff. Examinations shall be performed by the medical staff for all

symptomatic cases. Facility staff and juveniles with symptomatic signs will be tested for such diseases as tuberculosis, infections hepatitis, and sexually transmitted diseases.

#### A-3-7. Aggressive Behavior

Aggressive behavior can be screened using the POSIT instrument. An officer's visual observations can help to determine if the juvenile has a tendency towards aggressive behavior. Determine if the juvenile's behavior suggests risk of other juvenile or officer assault. The following questions can be asked to help assess possible aggressive behavior:

- Have you hurt or broken something on purpose, just because you were mad?
- Do you get into fights a lot?
- Do you have a hot temper?
- Do you feel people are against you?

#### A-3-8. Family Relations

The POSIT instrument includes 11 items on family relationships. The following questions can be used to collect information on family relations.

- Who do you live with?
- What is/are their relation to you?
- Do your parents or guardians argue a lot?
- Do your parents or guardians and you do lots of things together?
- Do your parents or guardians pay attention when you talk to them?
- Do you and your parents or guardians have frequent arguments which involve yelling and screaming?

#### A-3-9. Peer Relations

The POSIT instrument contains ten screening questions on peer relations. The following questions can be used to screen for problems with peers.

- Are you in a gang? If so, which one?
- Are most of your friends older than you are?
- Do you feel alone most of the time?
- Do you have friends that damage or destroy things on purpose?

#### A-3-10. Social Skills

Either the POSIT instrument or the following questions can screen for the lack of social skills.

- Do you usually think about how your actions will affect others?
- Do people your own age like and respect you?
- Do you enjoy doing things with people your own age?

#### A-3-11. Educational Status

The POSIT instrument includes a 26-item Educational Status scale. The following questions can also be used to obtain information on the juvenile's educational status.

- Are you enrolled in school?
- What school do you attend?
- What grade are you in?
- Have you repeated grades? If yes, list & explain.
- Have you been suspended or expelled from school?

A-3-12. Vocational Status

The POSIT instrument includes 18-items on vocational status. Alternatively, information about vocational status could be collected with the following questions:

- Are you currently employed? If yes, where and what type of job?
- Have you ever had a paid job? If so, describe.

A-3-13. Medical History

A Medical History will be collected during the initial health screening. The following questions should be addressed if they have not previously been covered in the other sections of the Health Screening.

Check if there is any history in your family of:

- |   |   |
|---|---|
| <input type="radio"/> Diabetes            | <input type="radio"/> Tuberculosis        |
| <input type="radio"/> High Blood Pressure | <input type="radio"/> Obesity             |
| <input type="radio"/> Stroke              | <input type="radio"/> Gout                |
| <input type="radio"/> Heart Trouble       | <input type="radio"/> Asthma              |
| <input type="radio"/> Easy Bleeding       | <input type="radio"/> Psychiatric Illness |
| <input type="radio"/> Jaundice            | <input type="radio"/> Allergy             |
| <input type="radio"/> Alcoholism          | <input type="radio"/> Cancer              |

Have you ever had or have you now:

- |   |   |
|---|---|
| <input type="radio"/> Scarlet fever               | <input type="radio"/> Limit of joint motion             |
| <input type="radio"/> Rheumatic fever             | <input type="radio"/> Cramps in your legs               |
| <input type="radio"/> Swollen or painful joints   | <input type="radio"/> Gall bladder trouble (gallstones) |
| <input type="radio"/> Frequent or severe headache | <input type="radio"/> Emphysema                         |
| <input type="radio"/> Dizziness/fainting spells   | <input type="radio"/> Jaundice or hepatitis             |
| <input type="radio"/> Eye trouble                 | <input type="radio"/> Tuberculosis                      |
| <input type="radio"/> Ear, nose or throat trouble | <input type="radio"/> Broken bones                      |
| <input type="radio"/> Hear loss                   | <input type="radio"/> Tumor, growth, cyst, cancer       |
| <input type="radio"/> Chronic or frequent colds   | <input type="radio"/> Rupture/hernia                    |
| <input type="radio"/> Severe tooth/gun trouble    | <input type="radio"/> Piles or rectal disease           |
| <input type="radio"/> Sinusitis                   | <input type="radio"/> Frequent/painful urination        |
| <input type="radio"/> Hay fever                   | <input type="radio"/> Bed wetting since as 12           |
| <input type="radio"/> Head injury                 | <input type="radio"/> Kidney stones or blood in urine   |
| <input type="radio"/> Skin diseases               | <input type="radio"/> Sugar or albumin in urine         |
| <input type="radio"/> “Trick” or locked knee      | <input type="radio"/> Foot trouble                      |
| <input type="radio"/> Neuritis                    | <input type="radio"/> Asthma                            |
| <input type="radio"/> Paralysis                   | <input type="radio"/> Shortness of breath               |
| <input type="radio"/> Epilepsy or fits            | <input type="radio"/> Pain or pressure in chest         |

- Car, train, sea, or air sickness
- Frequent trouble sleeping
- Depression or excessive worry
- Loss of memory or amnesia
- Nervous trouble of any sort
- Periods of unconsciousness
- Gout
- Hardening of arteries
- Anemia/blood disorder
- Thyroid trouble
- Lameness
- Kidney/bladder trouble
- Glaucoma
- Abnormal chest X-ray
- Abnormal EKG
- Use alcohol
- Adverse reaction to serum, drug, medicine, or food
- Chronic cough
- Palpitation/pounding heart
- Heart trouble
- High or low blood pressure
- Bronchitis
- STD- syphilis, gonorrhea
- Frequent indigestion, stomach ulcer
- Recent weight gain or loss
- Arthritis, rheumatism, or bursitis
- Bone, joint or other deformity
- Loss of finger or toe
- Herpes
- Stomach, liver or intestinal trouble
- Abnormal G.I. X-ray
- Use tobacco
- Recurrent back pain

**FEMALES ONLY:**

- Are you currently pregnant?
- Have you ever been treated for a female disorder?
- Have you had a change in menstrual pattern?

**Immunizations:**

Have you had any of the following immunizations? Is so when?

- Tetanus
- Smallpox
- Yellow Fever
- Plague
- BCG (TB)
- Cholera
- Typhoid
- Typhus
- Gamma Globulin
- Diptheria
- Malaria
- Other

Have you ever been treated for a nervous condition? If yes, specify when, where and give details.

Have you had, or have you been advised to have any operations? (If yes, describe and give age)

Have you ever been a patient in any type of hospital? (If yes, specify when, where, why)

Have you ever:

- Lived with anyone who had tuberculosis?
- Coughed up blood?
- Bled excessively after injury or tooth extraction?
- Attempted suicide?
- Been a sleepwalker?

Do you:

- Wear glasses or contact lenses?
- Have vision in both eyes?

- Wear a hearing aid?
- Stutter or stammer habitually?
- Wear a brace, back support, or truss?

Blood Type:

Date of last dental cleaning:

Date of last dental work:

List Prescriptions you are currently taking:

List over the counter medications you take regularly:

#### **A-4. Thorough orientation of Rules and Programs**

The rules and procedures of the facility should be explained to each juvenile during the booking process. Any and all programs and services the facility provides should be discussed with the juvenile. A written copy of facility rules will be given to each juvenile. The juvenile should be encouraged to ask any questions he/she may have about anything they do not understand. The juvenile should also be made aware of his/her rights. These rights should be read to the juvenile to make sure that they are indeed understood.

##### A-4-1. Legal Rights of Juveniles

All juveniles will be protected from discrimination based on race, national origin, color, creed, gender, physical handicap, or political beliefs and will have equal access to programs and activities. They will be assured that seeking judicial relief will not be met with reprisal or penalty and will have uncensored, confidential contact by telephone, in writing, or in person with their legal representative.

##### A-4-2. Rights and Responsibilities of Juveniles

All detained juveniles have certain rights and responsibilities that must be recognized. These are clearly defined, and both juveniles and staff shall be familiar with them. Complaints of abridgement of these rights shall be subject to grievance procedures. A juvenile's refusal to accept the responsibilities that go along with the rights resulting in a rule violation may be subject to the disciplinary process.

##### A-4-3. Juvenile Grievance Procedures

On admission, juveniles shall be informed of their right to file grievances against any behavior or disciplinary action of staff or other juveniles. Grievances that have not been resolved informally shall be filed according to the procedures outlined below. All grievances shall be handled expeditiously and without threats to or reprisals against the grievant.

## **B. PROGRAMS AND SERVICES**

### **B-1. Medical Services**

Any medications that are administered to the juvenile shall be thoroughly documented. There should also be documentation of all health services that are provided to the juvenile while incarcerated. A nurse will be on site at the juvenile detention (note days and times) and on call (note the conditions when staff may call the nurse). Detention facility health care space, equipment, and supplies shall be adequate to meet the needs of the juveniles.

Provisions shall be made for short-term medical, dental, and mental health care services. All detention facilities will have an agreement with local medical provider(s) for services. The name(s), address, and contact information of the physician, clinic and local hospital will be easily accessible to detention staff. (Note where this information will be kept). Procedures for transportation of juveniles for off-site medical services will be thoroughly described.

Each specific policy, procedure, and service in the health care system shall be reviewed annually and updated as needed.

#### B-1-1. Medical Records

A complete medical record shall be kept for each juvenile to accurately document all health care services provided throughout the period of detention. These records shall be retained after a juvenile's release for a period of time sufficient to allow treatment continuity.

#### B-1-2. Sick Call

Juveniles' requests for medical care are monitored and responded to daily by qualified medical staff. Juveniles are referred to a physician when required.

#### B-1-3. Special Health Care Programs

A written individual medical treatment plan that includes directions to medical and non-medical personnel in the care and supervision of patients shall be developed by the appropriate physician, dentist, or other qualified health care practitioner. The plan shall include a statement of short-term and long-term medical goals, specific sources of therapy, and provisions for referral to supportive and rehabilitative services when necessary.

#### B-1-4. HIV and Infectious Diseases

It is the policy of this facility to address the management of serious and infection diseases, including specific actions to be taken by employees concerning juveniles who have been diagnosed HIV positive.

#### B-1-5. Prohibition of Medical Experimentation

This policy prohibits the use of juveniles for medical, pharmaceutical, or cosmetic experiments by either medical staff or outside researchers. This does not preclude individual treatment of a juvenile based on his/her need for a specific medical procedure that is not generally available.

#### B-1-6. Informed Consent

All informed consent standards in the jurisdiction are observed and documented for medical care. The informed consent of parent, guardian, or legal custodian applies when required by law. When health care is rendered against the juvenile's will, it must be in accord with state and federal laws and regulations. Any juvenile desiring medical treatment is accorded the same right to bodily integrity available from a community medical facility.

#### B-1-7. Notification of Illness or Death

Provisions shall be made for the prompt notification of a juvenile's parents or guardians and the responsible agency in case of serious illness, surgery, injury, or death.

#### B-1-8. Use of Pharmaceutical Products

State and federal regulations relating to the dispensation, distribution, and administration of medications shall be followed. Medications shall be distributed or administered only by qualified members of the medical staff and in accordance with the physician's orders.

### **B-2. Counseling and Therapeutic Services**

It is the policy of the detention facility to provide for a social service program that makes available a wide range of resources to address the following needs of the juvenile population: individual, group, and family counseling; drug and alcohol treatment; and special offender treatment. Persons providing services must be qualified or trained in their respective fields.

The detention center shall provide reasonable access by Youth Services or Youth Court Counselor for assessment and counseling. The Youth Services or Youth Court Counselor shall visit with detainees on a regular basis. A juvenile will be referred to another counseling service if necessary including: mental health services, crisis intervention, referrals for treatment of drugs and alcohol, or special offender treatment groups.

Transition planning should be incorporated for juveniles who are leaving the facility. Plans shall include providing the juvenile and his/her parents or guardian with copies of the youth's detention center education and health records, information regarding the youth's home community, referrals to mental and counseling services when appropriate, and providing assistance in making initial appointments with community counseling service providers.

List the names and contact information of all approved individuals and agencies that are permitted access to juvenile detainees for the provision of therapeutic services, such as social skills training, anger management, substance abuse prevention/education, and art therapy.

### **B-3. Visitation and Communication**

#### **B-3-1. Juvenile Correspondence**

The facility recognizes that each juvenile's need for and right to maintain contact with persons outside the facility and, more importantly, asserts that he/she may do so with reasonable degree of privacy.

#### **B-3-2. Access to Telephone**

To maintain ties with the community and contact with attorneys, each juvenile shall have equal and adequate access to a telephone.

#### **B-3-3. Juvenile Visiting**

The facility administration encourages juveniles to maintain ties with their families and friends through regular visits that are limited only by staff demands and the availability of visiting facilities. Generous visiting hours are encouraged for all juveniles. The detention center shall provide sufficient space for a visiting room.

#### **B-3-4. Authorized Visitors**

Attorneys, clergy, government officials, legislators, and media representatives may be approved for visitation by the Director on a case-by-case basis and will not count against the juvenile's normal visiting schedule. A special area shall be set aside for official interviews.

### **B-4. Educational Services**

To achieve as high a learning potential as is possible and to provide continuity in learning, the facility shall provide individualized education for each juvenile. To accomplish this major goal, the facility shall maintain a minimum teacher-student ratio of one teacher for every ten students. Compulsory education laws will apply to all juveniles. Special education services must also be available as needed in order to satisfy the specific needs of the juveniles.

Educational and vocational instructors must be licensed and accredited by the state and are required to do the following:

- establish a communication link between public school agencies and the facility to provide continuity to a juvenile's education
- assess the capabilities and needs of individual juveniles assigned to the detention program
- develop and implement an individual education program for each juvenile that will provide a strongly structured environment

- maintain an ongoing record of each juvenile's progress
- maintain an accurate record of the total number of juveniles taught and the total number of hours of instruction

#### B-4-1. Library

To reduce idleness and allow juveniles to pursue interest that may help them after release, reading materials and other related services shall be provided through an in-house library. The library provides all juveniles access to a collection of general and specialized reading materials that meet educational and recreational needs and requests. The library program is coordinated and supervised by a qualified person, authorized by the Director, and regular services are provided to each unit in the facility.

#### **B-5. Recreation and Physical Exercise**

The facility provides recreation and physical exercise programs to juveniles as soon as they are admitted to the facility. The facility will provide all juveniles the opportunity to participate in recreation, both passive and active. The purpose of these activities is to provide the juveniles constructive activities for relaxation, enjoyment and physical activity.

Active recreation includes activities which require the use of large muscles including volleyball, jogging, and basketball. Passive recreation includes activities such as reading, relaxing, etc. These activities are available to all juveniles with limitations only in instances of unacceptable behavior, medical reasons, or when security would prohibit a juvenile's involvement.

All juveniles will participate in active and passive recreational activities for one (1) hour Monday-Friday. This will include as least one (1) hour of active recreation, shower and change, and one (1) hour of passive recreation, Monday-Friday. Juveniles will be given outside recreation each week, depending on weather.

Physical recreation will at no time be used as punishment. Juveniles are not required to participate in recreational activities. Staff will encourage all juveniles to participate, but failure of juveniles to participate will not be punishable.

#### **B-6. Religious Worship**

Since the administration recognizes the right of each juvenile to practice the religion of his/her choice, every reasonable effort shall be made to facilitate the free practice of religion, limited only to legitimate security and operational considerations.

Juveniles shall have access to religious publications of their respective faiths. All religious material, however, is subject to review before entering the facility. Arrangements may be made for a juvenile to obtain personal copies of certain approved religious books and periodicals. When appropriate, liturgical apparel such as skull caps, head shields, and prayer shawls may be worn during religious activities. When not in use, this apparel shall be stored with personal

property. Religious medallions or ornaments may also be worn if they do not interfere with the safe and orderly conduct of the facility.

The proper space and atmosphere for religious services shall be provided. Attendance shall be voluntary, and all juveniles shall be advised of their right to attend worship services. Religious programs shall be coordinated with the facility's schedule, and communion services and sacramental rituals shall be conducted on a regular basis. At no time will religious activities be used as punishment. Juveniles are not required to participate in religious activities. Staff will encourage all juveniles to participate, but failure to participate will not be punishable.

## **B-7. Food Services**

### **B-7-1. Food Service Operations**

Food service operations, including budgeting and purchasing, are supervised by an experienced food service manager. Menu plans are reviewed and approved at least annually by a dietitian with special training pertaining to allergic reaction; hyperactivity; and other mental, emotional, and physical reactions of juveniles susceptible to particular food substances.

### **B-7-2. Meal Planning and Meal Service**

All juveniles shall be provided with meals that are nutritionally adequate, properly prepared, and served in pleasant surroundings. Food shall never be withheld or reduced as a form of punishment or offered as a reward. To the extent possible, food ordering and preparation should take into consideration ethnic tastes and the food preferences of the juveniles. The food service plan should provide a single menu for staff and juveniles.

### **B-7-3. Safety and Sanitation for Food Service**

The facility shall provide a food service section that ensures the highest possible level of safety and sanitary practices and participates in the federal school lunch program. Federal and state occupational safety and health codes serve as standard requirements for all food service.

### **B-7-4. Special Diets**

Therapeutic diets shall never be offered as a reward but shall be provided to juveniles only under the following conditions:

- When prescribed by appropriate medical or dental staff
- As directed or approved by a registered dietitian
- As a complete meal service and not as supplement to or choice between dietary meals and regular meals

Religious diets are served for special occasions or when specifically approved in writing by the Director and priest, minister, rabbi, etc.

## **C. SAFETY AND SECURITY**

### **C-1. Safety and Emergency Procedures**

#### **C-1-1. Control and Use of Flammable, Toxic, and Caustic Materials**

Strict control of the procurement, storage, and inventory of all flammable, toxic, and caustic materials shall be maintained.

#### **C-1-2. Fire Safety**

Juveniles, staff, and visitors are provided with a safe environment through the effective use of fire prevention and safety inspections. The facility shall comply with local fire safety codes regarding exit requirements, fire system inspections and quarterly tests, annual fire inspections, and locations of fire equipment in the facility.

#### **C-1-3. Facility Emergency Plans**

Specific procedures to be followed in emergency situations shall be made available to all staff. They shall be reviewed and updated at least annually and sent to appropriate local authorities. All staff shall be trained in emergency procedures. The emergency plans shall be conspicuously posted in the facility showing graphically how to evacuate each area of the facility.

#### **C-1-4. Preventive Maintenance Program**

To provide for emergency repairs, replacement of equipment and general upkeep, a written plan for preventive and ongoing maintenance of the physical plant and equipment shall be developed.

### **C-2. Rules and Discipline**

#### **C-2-1. Rules and Regulations**

Rules of conduct and the penalties that may be imposed when the rules are broken are included in the Juvenile Rule Book, which is designed to be used as a guideline for both juveniles and staff. A copy of the juvenile rule book, containing chargeable offenses and the penalties that may be imposed, will be given to each juvenile on admission. Arrangements will be made by the Supervisor for translation or interpretation for any juvenile who has a problem with reading or understanding any portion of the rule book. Juveniles will sign an acknowledgement of receipt of the rule book. This signed receipt shall be kept in the juvenile's file.

#### **C-2-2. Resolution of Minor Violations**

There are written guidelines for resolving minor juvenile misbehavior when circumstances dictate immediate and informal action. Most minor misbehavior can be handled by counseling the juvenile in a manner that is educational and positive. Until this option has been tried, other options should not be used.

### C-2-3. Disciplinary Reports

Staff shall prepare a disciplinary report when a juvenile has committed a violation of facility rules. If there is a reasonable belief that a juvenile has committed a violation of the rules and regulations, the staff member may choose to either verbally warn the juvenile or submit a disciplinary report. A disciplinary report should contain the following information:

- specific rule(s) violated and the details
- behavior of the juvenile in connection with the violation
- all action taken by the staff member(s), including any use of force
- name(s) of any witness(es)
- description and disposition of any physical evidence regarding the violation
- signature of reporting staff member and the date and time of the incident and report
- the juvenile's written account of the incident
- the juvenile's signature verifying the he/she has read the report (it should also be noted if the juvenile refuses to read or sign the report)

### C-2-4. Confinement and Special Management

After all other techniques and resources have failed and when the juvenile's behavior warrants, short-term confinement may be used as a punishment. The facility shall provide special management for juveniles with serious behavior problems and for juveniles requiring protective care. Confinement shall be used only with the authorization of the Supervisor. It shall last only as long as is necessary for the juvenile to regain self-control and be returned to regular programming. The Director or designee must make direct personal contact with the juvenile during confinement. If the Director's designee authorizes confinement, the Director must be informed as soon as possible. Any confinement longer than twenty-four hours must be reviewed by the Director.

### C-2-5. Major Disciplinary Hearings

When a juvenile is charged with a major facility violation that would result in confinement or a disciplinary report, he/she has the right to a hearing before the Disciplinary Committee. The Disciplinary Committee should be composed of one to three uninvolved staff members appointed by the Director. To enhance the Committee's impartiality, a staff person from an independent agency may be assigned to the Committee. The designated chair person shall have completed training in disciplinary procedure. The Committee's composition should be racially and ethnically balanced to meet the needs of the facility.

## **C-3. Security and Control**

### C-3-1. Control Center

To maintain the internal security of the facility, a control center that is secured from juvenile access shall be established to integrate all external and internal security functions and communication networks.

### C-3-2. Perimeter Security

Designated perimeter entrances and doors shall be secured to ensure that juveniles remain on facility grounds and to prevent unauthorized public access to the facility.

### C-3-3. Juvenile Supervision and Movement

To ensure juvenile and public safety, juveniles will never be left unattended in an area inside or outside the facility. Intensive staff supervision is intended to reduce reliance on security hardware and to promote a positive relationship between staff and juveniles as the primary means of control.

### C-3-4. Shift Assignments

To ensure proper supervision and prompt response to emergency situations, juvenile care worker positions shall be located in or immediately adjacent to juvenile living areas. Written operational shift assignments or post orders shall state the duties and responsibilities for each assigned position in the facility. These shift assignments are reviewed at least annually and updated as needed.

### C-3-5. Count Principles and Procedures

To ensure around-the-clock accountability of all juveniles throughout the facility, a system to physically count juveniles shall be established. In the event that the juvenile count exceeds design capacity, Administrators will initiate a review of each case to determine if conditions warrant transfer to a non-secure program or recommendation for conditional release pending final disposition.

### C-3-6. Transfer and Transportation of Juveniles outside the Facility

To ensure the security and safety of juveniles during transfers, proper safeguards shall be used at all times by the staff members responsible for transportation.

### C-3-7. Facility Inspections and the Use of Permanent Logs

Since permanent logs and regular security inspections are vital to the efficient operation of the facility, juvenile care workers in each housing section, and control center staff shall maintain permanent logs that record emergency situations, unusual incidents, and pertinent information about juveniles. These records shall be assembled by Supervisors and submitted daily to the Director for review.

### C-3-8. Searches of Locations and Juveniles

Although control of weapons and contraband is essential to the order and security of the detention facility, indiscriminate searches of juveniles shall be prohibited. Only when there is

sufficient reason to believe that the security of the facility is endangered or that contraband is present in the facility shall the search of a juvenile, his/her possession, room, and other areas of the facility, be permitted. A search plan shall be established and made available to both staff and juveniles. The search plan shall be reviewed at least annually and updated as needed.

C-3-9. Key Control

To maintain the security of the facility, all keys necessary to the operation of the facility shall be issued from and maintained in the control center.

C-3-10. Tool Control

Since the daily operation of the facility requires that staff have access to various tools and culinary equipment, a system of internal accountability shall be established.

C-3-11. Use of Official Vehicles

To ensure proper use of official vehicles and guard against use of a vehicle in an escape attempt, the keys of all official vehicles parked in the facility parking lot shall be turned into the control center whenever a staff member enters the secure portion of the facility.

C-3-12. Control of Firearms and Other Security Equipment

To ensure the safety and security of facility staff and juveniles, no firearm or weapon shall be worn or carried in the facility unless it is during an emergency, and then only if it is carried by a police officer. At no time shall visitors be in possession of firearms or other weapons while inside the confines of the facility.

C-3-13. Use of Force

To prevent the possibility of serious injury to staff and juveniles, only the minimal amount of force necessary shall be used to control a juvenile or situation in the facility. The use of force resulting in injury to staff or juveniles and the use of mechanical restraints shall be fully documented and reported.

C-3-14. Facility Security Threats

Specific procedures to be followed in emergency situations that pose a threat to the security and control of the facility shall be written and made available to appropriate staff by the Director. These procedures shall be reviewed and updated at least annually.

## **D. Health and Sanitation Code Monitoring**

### **D-1. Housekeeping and Inspection of Sanitation Practices**

The Director shall provide a method for the regular monitoring of environmental health programs related to housekeeping and sanitation practices and water supply. The facility will comply with all applicable federal, state, and local sanitation and health codes. There shall be daily housekeeping procedures and inspection to make sure the facility is properly clean and sanitary.

### **D-2. Waste Disposal and Pest Control**

Waste disposal and pest control programs that conform to appropriate jurisdictional requirements shall provide for the following:

- Licensed and trained pest control professionals to provide vermin and pest control services
- Liquid and solid waste collection, storage, and disposal in a manner that protects the health and safety of juveniles, staff, and visitors

The Director/Administrator shall ensure that waste disposal is provided by either a private contractor or, if available, the local sanitary department. Sewage treatment is managed by the local authority in accordance with the requirements of the State Water Pollution Control Agency and the Environmental Protection Agency. Sanitary methods for handling and disposing of the refuse shall be in compliance with the requirements of all local and federal agencies. Trash shall be collected and removed as often as is necessary to avoid creating a menace to health and maintain sanitary conditions.

## **E. Personnel Files**

### **E-1. Personnel Selection, Retention, and Promotion**

The facility administration shall provide employment opportunities to the widest possible range of candidates and shall select from that group the best qualified persons to meet program needs. Selection, retention, and promotion shall be based on merit, applicable statutes, and personnel policy as set forth in directives from the parent agency. Consultants, volunteers, and contract personnel who work with juveniles shall agree to comply with written policies of the facility, especially those on confidentiality of information.

### **E-2. Affirmative Action**

The facility administration shall establish an affirmative action plan that offers equal opportunities to all persons in all phases of employment.

### E-3. Performance Evaluation of Probationary Staff/Annual Performance Ratings for All Staff

Performance evaluations against expected standards for each assigned position will be done on a regular basis.

### E-4. Staff Pay Comparability and Expense Reimbursement

The (name of parent agency) shall provide salary levels and benefits that are competitive with other parts of the juvenile justice system, as well as with comparable occupational groups in the private sector. Staff shall be reimbursed for legitimate expenses incurred in the conduct of official business.

### E-5. Staff/Supervisor Relations and Grievances

The facility administration strongly encourages relationships between Supervisors and staff that are mutually respectful. When differences occur, resolution should be as informal as possible. If differences cannot be resolved informally, the grievance shall be concluded at the earliest possible step of the procedures outlined in this manual. Staff on permanent status shall be terminated only for just cause and, if requested, only after completion of grievances and appeals procedures, including an open and formal hearing on specific charges.

### E-6. Establishment and Review of the Personnel Manual

The facility administration shall maintain a manual that covers all (name of parent agency) and facility policies and procedures about personnel matters.

### E-7. Code of Ethics

The facility requires the highest possible level of conduct from all staff, protects the integrity of (name of the parent agency), and facilitates the recruitment and retention of staff of the highest caliber.

### E-8. Regular Review of Staffing Requirements

Each Supervisor shall regularly evaluate and review staffing assignments to meet existing and changing program requirements.

### E-9. Personnel Records

The Director/Administrator shall maintain current and accurate personnel records for each staff member, ensure the confidentiality of those records, and provide staff access to them. Staff members shall have the right to challenge information in their personnel files.

## **F. Staff Training Requirements and Documentation**

### **F-1. Training and Training Criteria**

Training programs for all staff shall be planned, coordinated, and implemented by a supervisory level employee who has received specialized training for the position. This individual ensures that all training programs are presented by persons who are qualified in the areas in which they are conducting training. Training shall include all personnel and volunteers. It is based on a pre-established training curriculum that begins with an orientation for all staff. The inclusions of all personnel in training programs establishes a common understanding of objectives and policies, facility rules of juvenile conduct, and the sanctions available. Programs shall be planned to meet the needs of each staff members' respective job classification and shall be pertinent to his/her work with juveniles.

### **F-2. Initial and Annual Training**

All new staff members shall receive forty hours of orientation training prior to independent assignment. Clerical and support personnel with minimal juvenile contact shall receive sixteen hours of training during the first year of employment in addition to specified training and sixteen additional hours each year thereafter.

Orientation training should cover at a minimum the following areas:

- policy orientation
- organization of the parent agency and facility
- facility programs
- regulations of the parent agency and local facilities
- overview of the juvenile correctional field
- special training directed toward specific sections and/or task-oriented assignments

Support personnel who have daily contact with juveniles must receive forty hours of training during the first year of employment in addition to orientation training, and forty hours of training each year thereafter. This training covers at a minimum the following areas:

- basic counseling techniques
- procedures concerning security, count, and discipline
- emergency procedures
- specialized training in their field as it relates to the facility

Personnel who work with juveniles confined separately from the general facility population shall receive specialized training. Juvenile care workers/security officers, supervisors, and professional specialists must, in addition to orientation training, receive 120 hours of training during the first year of employment and 40 hours of additional training each year thereafter. This training must include the following areas:

- security procedures
- supervision of juveniles
- signs of suicide risk

- suicide precautions
- use-of-force regulations and tactics
- report writing
- juvenile rights and regulations
- rights and responsibilities of juveniles
- fire and emergency procedures
- safety procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile populations
- communication skills
- first aid/CPR
- counseling techniques

Administrative and supervisory personnel are required to receive an additional forty hours of training during the first year of employment and forty hours of training each year thereafter. This training covers the following areas:

- general management and related subjects
- labor law
- staff/management relations
- the juvenile justice system
- public relations
- relationships with other agencies

### **G. Drug-Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any employee determined to have violated this policy will be subject to disciplinary action, up to and including dismissal.

Any employee who reports to work while under the influence of alcohol or illegal drugs is in violation of this policy. If an employee's work performance and/or behavior indicate possible drug use or abuse, the employee's supervisor will refer the employee to the Employee Relations Coordinator, Department of Human Resources Management, for information and referral to available counseling/treatment programs. Violation of this policy shall result in mandatory evaluation or treatment for substance use/abuse or disciplinary action, up to and including dismissal.

Employment is conditional upon full compliance with this policy. Each employee or the employee's responsible administrator is responsible for notifying the department of human resources management of any criminal drug statute conviction of a violation occurring in the workplace within five days of such conviction. All employees will abide by the Drug-Free Workplace Policy and will sign an acknowledgement form to that effect.

A drug-free awareness program, designed to inform each employee about the dangers of drug use/abuse, the policies concerning a drug-free workplace, the availability of the drug counseling

and referral program, and the penalties that may be imposed upon employees for workplace drug violations is conducted by the department of human resources management. The department of human resources management will develop and administer the resources and procedures for substance abuse treatment and referral program. Information concerning this program will be made fully available to all employees.

The Director, or in the Director's absence, the designee with the Director's approval, may require any or all staff members on the property of the facility to submit to a chemical analysis for the purpose of determining the presence of alcohol and/or substances of controlled by any State or Federal law. Test(s) may be conducted on a random basis and/or when there is a reasonable suspicion justifying the need for a determination. When there is a reasonable suspicion justifying the need for a determination, documentation is required.

Results of the test(s), which indicate the presence of alcohol/drug/controlled substances, are grounds for disciplinary actions, including discharge.

When there is actual proof or reasonable suspicion that an employee is under the influence of alcohol/drug/controlled substances, an effort should be made by staff members to ensure the safety of juveniles, the facility, other staff members, the public and staff member involved.

## **H. Release Preparation and Transfers**

Prior to the release of a juvenile, the staff must ensure that all facility obligations to the juvenile have been met. The juvenile care worker assists the juvenile in developing a positive sense of closure of the experience in secure detention.

## **I. Administration, Organization, and Management**

### **I-1. Establishing the Facility and Delineating Its Mission**

This facility is established to provide short-term care in secure custody to juveniles who are accused or adjudicated pending court action or awaiting transfer to another facility and who cannot be served in an open setting. Specifically, the facility shall do the following:

- provide for juveniles' basic needs, such as shelter, food, clothing, and medical care
- prevent the abridgment of juveniles; legal rights during detainment at the facility
- provide for the physical, emotional, religious, educational, and social needs of juvenile during detainment
- house juveniles in a safe and human environment, maintaining the level of security necessary to prevent escape and assure that juveniles live free of fear of assault or intimidation by staff or other juveniles

### **I-2. Coordination with Community Agencies and Educational Institutions**

The Director shall coordinate planning efforts with community-related groups and service providers to ensure maximum use of available resources for detained juveniles. The Directors shall also cooperate with other departments, divisions, and agencies of the state, its political

subdivision and municipalities, as well as appropriate private agencies and organizations to assist in providing necessary services for those juveniles who must be detained.

### I-3. Establishment of Facility Director and Defining Criteria for Selection

A Director shall be appointed to manage and operate the facility in accordance with state and federal laws, parent agency policies, executive orders, and judicial decisions.

### I-4. Roles of Consultants, Contract Employees, and Employees of Other Agencies

To avoid confusion, the duties and responsibilities of consultants and contractors who provide services to the facility should be clearly specified in a contract or other type of agreement.

### I-5. Organizational Staffing Chart

An organizational staffing chart shall be developed to reflect necessary staffing to meet the needs of the juveniles and the mission of the facility. The chart shall define responsibility, delineate related staff units, promote efficiency, and provide a clear chain of command.

### I-6. Communications

To operate the facility in an efficient and consistent manner, a system of communication shall be established and appropriate channels of communication shall exist.

### I-7. Establishment and Maintenance of Manuals

To disseminate policies, procedures, and rules, a facility handbook or manual shall be established. This program manual shall be both general enough to address overall parent agency and facility goals and specific enough to assist staff in performing their duties effectively.

### I-8. Facility Program Reporting and Review

The facility shall provide constructive programming designed to help each juvenile to function effectively both during detention and after return to the community. Progress and program effectiveness shall be monitored regularly and discussed in the Director's annual report to the parent agency.

### I-9. Legal Assistance for Director and Staff

The Director and all staff shall be provided with adequate and appropriate legal advice in the performance of their duties. This shall include legal representation before courts and other appropriate bodies.

## I-10. Public Information

A public information program shall be developed to promote an understanding of the facility's philosophy and goals. All facility staff shall strive to maintain integrity and credibility with the general public and with those persons and organizations legitimately involved with the facility.

## I-11. Monitoring and Reporting Abuse and Neglect

To ensure the safety of the juveniles in the facility, all suspected incidents of child abuse or neglect, whether they occurred prior to admission or during the juvenile's stay, shall be reported immediately to a statutorily designated authority. The Director of the facility shall initiate a thorough investigation and administer appropriate disciplinary actions, which may include suspension, dismissal, and/or criminal prosecution.

## **J. Fiscal Management**

### J-1. Fiscal Responsibility and Budgeting

The Director has responsibility for the facility's fiscal policy and shall develop accounting procedures that conform to the mandates of the parent agency and applicable statutes and judicial rulings. Fiscal policies shall be directly related to and coordinated with the goals and objectives of the facility program plan and will act as a guideline to improve program efficiency and measure goal achievement.

### J-2. Accounting for Appropriations and Expenditures of Funds

Accounting operations are structured to indicate the current status of appropriation and expenditures on a continual basis. Accepted regulations and procedures prescribed by the parent agency require the following:

- strict recording and receipting of all funds
- providing a specific room where funds may be secure in a safe at all times
- disbursement of funds for approved goods or services
- annual review of the methods used for collection, safeguarding, and disbursement of funds by the Director to ensure compliance with parent agency requirements, which should be updated as needed
- an annual report of all monies collected, prepared by the Director for submission to the parent agency.

### J-3. Juvenile Fund Accounts

Juvenile fund accounts shall be established to discourage theft and the inappropriate use of cash, which could present security and control problems. These accounts shall be controlled and maintained by accepted accounting procedures.

#### J-4. Internal Control and Monitoring of Accounting Procedures

Regulations and practices for internal control and monitoring of accounting procedures are designed to ensure the safekeeping of all facility funds and require ongoing monitoring of fiscal activities by internal and external auditors. Fiscal policies require the following:

- internal control of petty cash, staff bonding, and signature control for checks and vouchers
- quarterly reporting to the parent agency of the facility's fiscal activities
- annual independent audits of fiscal activities conducted

#### J-5. Inventory Control

Accountability for all facility property and supplies shall be provided through the use of regular inventories. A systematic review of space and equipment requirements shall be made at least annually, with deficiencies and suggested plans submitted to the parent agency.

#### J-6. Procurement

A procurement process shall be developed for fair and impartial bidder selection. The method shall encourage the participation of qualified competitive bidders who are able to meet the requirements for supplies, equipment, or services.

#### J-7. Position Controls

The Director shall have the responsibility for assessing currently assigned positions and determining projected staff needs to meet facility goals and objectives. Responsibilities also include effective and efficient use of contract personnel.

#### J-8. Insurance Coverage

Staff members shall be covered by insurance at all times while on duty. Many state or county laws provide for self-insurance for all staff, including workers' compensation, unemployment compensation, employee civil liability, liability for accidents involving official vehicles, and public employee blank bond.

### **K. Records**

#### K-1. Intake Records Requirements

Accurate intake and case records shall be developed for each juvenile. The records shall be clearly identified, maintained in a secure location, and available only to authorized persons. At a minimum, each record shall contain the following information:

- initial intake information
- documented legal authority to accept juvenile
- record of court appearances
- information detailing any special medical problems or medication needs

- personal belongings inventory
- record of cash being held
- signed receipt from juvenile indicated acceptance of the facility's rules and policy handbook
- referrals to other agencies
- release information

**K-2. Master Index and Daily Population Movement Report**

The facility shall keep a readily accessible and accurate record of the whereabouts of each juvenile at all times. The Director shall designate staff responsible for maintaining a master index file identifying whether each juvenile is in or out of the facility. The index shall also list all unusual incidents or misbehavior.

**L. Administrative Information and Research**

To facilitate decision making based on accurate and carefully evaluated data, an information system shall be set up so that research and timely responses to juveniles' needs and outside inquiries can be made.

**M. Citizen Involvement and Volunteers**

The facility shall secure citizen involvement to enhance and expand the services and programs offered to the juveniles. The use of volunteers permit increased personal contact for the juveniles, broadens community resources for the facility, increases public awareness of juvenile detention, and develops management skills among staff. Prior to having direct access to juvenile detainees, all volunteers will undergo a criminal and child abuse registry background check.

**N. Physical Plant**

**N-1. Requirements for Facility Service Areas**

The facility shall be a separate, self-contained plant designed with small living units that encourage personal contact and interaction between staff and juveniles, and allow for juveniles to be grouped according to the classification plan. All applicable fire, building, health, and zoning codes or ordinances shall be conformed to in the construction and operation of the facility. Minimum space and living condition requirements shall be met.

**N-2. Facility Remodeling, Expansion, or New Construction**

To maximize communication between staff and juveniles, standards of design and construction for living and working conditions shall comply with modern correctional practices and conform to applicable federal, state, and local building codes and zoning laws.

## **Review of Mississippi Juvenile Detention Centers Policies and Procedures Manuals**

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This project was funded by the Division of Public Safety Planning of the Mississippi Department of Public Safety. Project staff at the Social Science Research Center developed a checklist of the types of policies and procedures mandated in House Bill 199 for use as a monitoring tool. Juvenile detention center directors/administrators were responsible for reviewing their current operations manual and for submitting the completed checklist to the project staff. The checklist information obtained from the individual detention centers has not been verified by project staff and we assume no responsibility for the accuracy of this report.

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**65.15 % Included in Operations Manual**

**Adams County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Adams County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody x
- Documentation of medications and health services provided x
- Health professional(s) onsite x
- Agreement with local provider(s) x

**Counseling and Therapeutic Services**

- Reasonable and regular access to child x
- Refer to other services including alcohol and drug treatment x

**Transition Planning Includes:**

- Detention center education and health records x
- Referrals and initial appointments with community service providers x

**Visitation and Communication**

- Visitation rights x
- Mail and telephone rights x
- Visitation space x
- Allow visits with legal counsel, etc. x

**Education**

- Agreement(s) with local school district(s) x
- Certified teacher(s) onsite x
- Special education services x
- Availability of reading materials x

**Exercise and Activities**

- Recreation/physical exercise x
- Access to indoor/outdoor activities x

**Food Services**

- Sanitation practices x
- Nutritionally adequate meals x
- Properly prepared, stored, and served x
- Offer specific food diets x
- Serve religious diets x

**Religious Worship**

- Religious worship x

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals x
- Safety policies and procedures x

**Adams County**

	<b>Yes</b>	<b>No</b>
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices		X
<b>Personnel Files</b>		
- Current, accurate, confidential	X	
<b>Staff Training Requirements and Documentation</b>		
- Initial training	X	
- Annual training		X
- Juvenile Care Worker Training	X	
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	X	
- Treatment/counseling opportunities		X
- Penalties for violation by employees	X	

**78.79% Included in Operations Manual**

**Alcorn County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child		X
- Overview of procedures and rules	X	
- Overview of programs and services	X	

## Alcorn County

	Yes	No
<b>Medical Services While in Custody</b>		
- Medical services while in custody	X	
- Documentation of medications and health services provided	X	
- Health professional(s) onsite		X
- Agreement with local provider(s)		X
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	X	
- Refer to other services including alcohol and drug treatment	X	
Transition Planning Includes:		
- Detention center education and health records		X
- Referrals and initial appointments with community service providers		X
<b>Visitation and Communication</b>		
- Visitation rights	X	
- Mail and telephone rights	X	
- Visitation space	X	
- Allow visits with legal counsel, etc.	X	
<b>Education</b>		
- Agreement(s) with local school district(s)		X
- Certified teacher(s) onsite		X
- Special education services		X
- Availability of reading materials	X	
<b>Exercise and Activities</b>		
- Recreation/physical exercise		X
- Access to indoor/outdoor activities	X	
<b>Food Services</b>		
- Sanitation practices	X	
- Nutritionally adequate meals	X	
- Properly prepared, stored, and served	X	
- Offer specific food diets	X	
- Serve religious diets	X	
<b>Religious Worship</b>		
- Religious worship	X	
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals		X
- Safety policies and procedures	X	

**Alcorn County**

	<b>Yes</b>	<b>No</b>
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices	X	
<b>Personnel Files</b>		
- Current, accurate, confidential	X	
<b>Staff Training Requirements and Documentation</b>		
- Initial training		X
- Annual training		X
- Juvenile Care Worker Training		X
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	X	
- Treatment/counseling opportunities	X	
- Penalties for violation by employees	X	

**93.94 % Included in Operations Manual**

**Desoto County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Desoto County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Desoto County**

**Yes                  No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**33.33 % Included in Operations Manual**

**Forrest County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care		X
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles		X
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission		X
<b>Health Screening Includes:</b>		
- Mental health		X
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse		X
- Physical health		X
- Aggressive behavior		X
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations		X
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child		X
- Overview of procedures and rules		X
- Overview of programs and services		X

**Forrest County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody x
- Documentation of medications and health services provided x
- Health professional(s) onsite x
- Agreement with local provider(s) x

**Counseling and Therapeutic Services**

- Reasonable and regular access to child x
- Refer to other services including alcohol and drug treatment x

**Transition Planning Includes:**

- Detention center education and health records x
- Referrals and initial appointments with community service providers x

**Visitation and Communication**

- Visitation rights x
- Mail and telephone rights x
- Visitation space x
- Allow visits with legal counsel, etc. x

**Education**

- Agreement(s) with local school district(s) x
- Certified teacher(s) onsite x
- Special education services x
- Availability of reading materials x

**Exercise and Activities**

- Recreation/physical exercise x
- Access to indoor/outdoor activities x

**Food Services**

- Sanitation practices x
- Nutritionally adequate meals x
- Properly prepared, stored, and served x
- Offer specific food diets x
- Serve religious diets x

**Religious Worship**

- Religious worship x

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals x
- Safety policies and procedures x

**Forrest County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

Harrison County

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility		X
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services		X

## Harrison County

Yes No

### Medical Services While in Custody

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

### Counseling and Therapeutic Services

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

### Transition Planning Includes:

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

### Visitation and Communication

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

### Education

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

### Exercise and Activities

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

### Food Services

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

### Religious Worship

- Religious worship X

### Professional Services and Safety Policies

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Harrison County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**Henley-Young**

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:	X	
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

## Henley-Young

Yes No

### Medical Services While in Custody

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

### Counseling and Therapeutic Services

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

### Transition Planning Includes:

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

### Visitation and Communication

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

### Education

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

### Exercise and Activities

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

### Food Services

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

### Religious Worship

- Religious worship X

### Professional Services and Safety Policies

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Henley-Young**

**Yes                  No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**63.64 % Included in Operations Manual**

**Jackson County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information		X
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations		X
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Jackson County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody x
- Documentation of medications and health services provided x
- Health professional(s) onsite x
- Agreement with local provider(s) x

**Counseling and Therapeutic Services**

- Reasonable and regular access to child x
- Refer to other services including alcohol and drug treatment x

**Transition Planning Includes:**

- Detention center education and health records x
- Referrals and initial appointments with community service providers x

**Visitation and Communication**

- Visitation rights x
- Mail and telephone rights x
- Visitation space x
- Allow visits with legal counsel, etc. x

**Education**

- Agreement(s) with local school district(s) x
- Certified teacher(s) onsite x
- Special education services x
- Availability of reading materials x

**Exercise and Activities**

- Recreation/physical exercise x
- Access to indoor/outdoor activities x

**Food Services**

- Sanitation practices x
- Nutritionally adequate meals x
- Properly prepared, stored, and served x
- Offer specific food diets x
- Serve religious diets x

**Religious Worship**

- Religious worship x

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals x
- Safety policies and procedures x

**Jackson County**

**Yes          No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**84.85 % Included in Operations Manual**

**Jones County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior		X
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications		X
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Jones County**

	<b>Yes</b>	<b>No</b>
<b>Medical Services While in Custody</b>		
- Medical services while in custody	X	
- Documentation of medications and health services provided	X	
- Health professional(s) onsite	X	
- Agreement with local provider(s)	X	
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	X	
- Refer to other services including alcohol and drug treatment	X	
Transition Planning Includes:		
- Detention center education and health records	X	
- Referrals and initial appointments with community service providers	X	
<b>Visitation and Communication</b>		
- Visitation rights	X	
- Mail and telephone rights	X	
- Visitation space		X
- Allow visits with legal counsel, etc.		X
<b>Education</b>		
- Agreement(s) with local school district(s)		X
- Certified teacher(s) onsite		X
- Special education services		X
- Availability of reading materials		X
<b>Exercise and Activities</b>		
- Recreation/physical exercise	X	
- Access to indoor/outdoor activities	X	
<b>Food Services</b>		
- Sanitation practices	X	
- Nutritionally adequate meals	X	
- Properly prepared, stored, and served	X	
- Offer specific food diets	X	
- Serve religious diets	X	
<b>Religious Worship</b>		
- Religious worship	X	
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals	X	
- Safety policies and procedures	X	

**Jones County**

**Yes                  No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

Lauderdale County

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child	X	
- Overview of procedures and rules		X
- Overview of programs and services		X

**Lauderdale County**

	<b>Yes</b>	<b>No</b>
<b>Medical Services While in Custody</b>		
- Medical services while in custody	X	
- Documentation of medications and health services provided	X	
- Health professional(s) onsite		X
- Agreement with local provider(s)	X	
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	X	
- Refer to other services including alcohol and drug treatment	X	
Transition Planning Includes:		
- Detention center education and health records	X	
- Referrals and initial appointments with community service providers	X	
<b>Visitation and Communication</b>		
- Visitation rights	X	
- Mail and telephone rights	X	
- Visitation space	X	
- Allow visits with legal counsel, etc.	X	
<b>Education</b>		
- Agreement(s) with local school district(s)	X	
- Certified teacher(s) onsite		X
- Special education services		X
- Availability of reading materials		X
<b>Exercise and Activities</b>		
- Recreation/physical exercise	X	
- Access to indoor/outdoor activities	X	
<b>Food Services</b>		
- Sanitation practices	X	
- Nutritionally adequate meals	X	
- Properly prepared, stored, and served	X	
- Offer specific food diets	X	
- Serve religious diets	X	
<b>Religious Worship</b>		
- Religious worship	X	
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals	X	
- Safety policies and procedures	X	

**Lauderdale County**

	<b>Yes</b>	<b>No</b>
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices	x	
<b>Personnel Files</b>		
- Current, accurate, confidential	x	
<b>Staff Training Requirements and Documentation</b>		
- Initial training	x	
- Annual training		x
- Juvenile Care Worker Training	x	
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	x	
- Treatment/counseling opportunities	x	
- Penalties for violation by employees	x	

**45.45 % Included in Operations Manual**

**Lee County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission		X
<b>Health Screening Includes:</b>		
- Mental health		X
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health		X
- Aggressive behavior		X
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications		X
- Female specific questions		X
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child		X
- Overview of procedures and rules	X	
- Overview of programs and services		X

**Lee County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody x
- Documentation of medications and health services provided x
- Health professional(s) onsite x
- Agreement with local provider(s) x

**Counseling and Therapeutic Services**

- Reasonable and regular access to child x
- Refer to other services including alcohol and drug treatment x

**Transition Planning Includes:**

- Detention center education and health records x
- Referrals and initial appointments with community service providers x

**Visitation and Communication**

- Visitation rights x
- Mail and telephone rights x
- Visitation space x
- Allow visits with legal counsel, etc. x

**Education**

- Agreement(s) with local school district(s) x
- Certified teacher(s) onsite x
- Special education services x
- Availability of reading materials x

**Exercise and Activities**

- Recreation/physical exercise x
- Access to indoor/outdoor activities x

**Food Services**

- Sanitation practices x
- Nutritionally adequate meals x
- Properly prepared, stored, and served x
- Offer specific food diets x
- Serve religious diets x

**Religious Worship**

- Religious worship x

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals x
- Safety policies and procedures x

**LeeCounty**

**Yes                  No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

Leflore County

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Leflore County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Leflore County**

**Yes          No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**THIS FACILITY DID NOT SEND IN CHECKLIST OR MANUAL.**

**% Included in Operations Manual**

**Lowndes County**

**Yes      No**

**Admission**

- Determine if legally committed to facility
- Complete search of juvenile and possessions
- Dispose of personal property
- Shower and hair care
- Issue clean, laundered clothing
- Issue personal hygiene articles
- Assign of housing unit/pod/cell
- Record basic personal data and information
- Notify families of admission/visitation procedures
- Assign registered number to juvenile
- Maintain 24-hour intake operation

**Health Screening at Booking/Intake**

- Done within one hour of admission

**Health Screening Includes:**

- Mental health
- Dental health
- Suicide risk
- Alcohol/other drug use and abuse
- Physical health
- Aggressive behavior
- Family relations
- Peer relations
- Social skills
- Educational status
- Vocational status
- Staff observations

**Medical History Includes:**

- Medical, dental, and mental health treatments and medications
- Female specific questions
- Condition of skin
- Chronic health problems

**Thorough Orientation of Rules and Programs**

- Written materials given
- Read rights to child
- Overview of procedures and rules
- Overview of programs and services

**Medical Services While in Custody**

- Medical services while in custody
- Documentation of medications and health services provided
- Health professional(s) onsite
- Agreement with local provider(s)

**Counseling and Therapeutic Services**

- Reasonable and regular access to child
- Refer to other services including alcohol and drug treatment

**Transition Planning Includes:**

- Detention center education and health records
- Referrals and initial appointments with community service providers

**Visitation and Communication**

- Visitation rights
- Mail and telephone rights
- Visitation space
- Allow visits with legal counsel, etc.

**Education**

- Agreement(s) with local school district(s)
- Certified teacher(s) onsite
- Special education services
- Availability of reading materials

**Exercise and Activities**

- Recreation/physical exercise
- Access to indoor/outdoor activities

**Food Services**

- Sanitation practices
- Nutritionally adequate meals
- Properly prepared, stored, and served
- Offer specific food diets
- Serve religious diets

**Religious Worship**

- Religious worship

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals
- Safety policies and procedures

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

**Personnel Files**

- Current, accurate, confidential

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

**45.45 % Included in Operations Manual**

**Pike County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility		X
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission		X
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions		X
- Condition of skin		X
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child		X
- Overview of procedures and rules	X	
- Overview of programs and services		X

**Pike County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody x
- Documentation of medications and health services provided x
- Health professional(s) onsite x
- Agreement with local provider(s) x

**Counseling and Therapeutic Services**

- Reasonable and regular access to child x
- Refer to other services including alcohol and drug treatment x

**Transition Planning Includes:**

- Detention center education and health records x
- Referrals and initial appointments with community service providers x

**Visitation and Communication**

- Visitation rights x
- Mail and telephone rights x
- Visitation space x
- Allow visits with legal counsel, etc. x

**Education**

- Agreement(s) with local school district(s) x
- Certified teacher(s) onsite x
- Special education services x
- Availability of reading materials x

**Exercise and Activities**

- Recreation/physical exercise x
- Access to indoor/outdoor activities x

**Food Services**

- Sanitation practices x
- Nutritionally adequate meals x
- Properly prepared, stored, and served x
- Offer specific food diets x
- Serve religious diets x

**Religious Worship**

- Religious worship x

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals x
- Safety policies and procedures x

**Pike County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

Pontotoc County

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status		X
- Vocational status		X
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child		X
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Pontotoc County**

**Yes                  No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Pontotoc County**

**Yes                  No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

Rankin County

	Yes	No
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
Health Screening Includes:		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations	X	
- Peer relations	X	
- Social skills	X	
- Educational status	X	
- Vocational status	X	
- Staff observations	X	
Medical History Includes:		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Rankin County**

**Yes                  No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Rankin County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**33.33 % Included in Operations Manual**

**Scott County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care		X
- Issue clean, laundered clothing		X
- Issue personal hygiene articles	X	
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures		X
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission		X
<b>Health Screening Includes:</b>		
- Mental health		X
- Dental health		X
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health		X
- Aggressive behavior		X
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations		X
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications		X
- Female specific questions		X
- Condition of skin		X
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules		X
- Overview of programs and services		X

**Scott County**

	<b>Yes</b>	<b>No</b>
<b>Medical Services While in Custody</b>		
- Medical services while in custody	x	
- Documentation of medications and health services provided		x
- Health professional(s) onsite	x	
- Agreement with local provider(s)	x	
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	x	
- Refer to other services including alcohol and drug treatment		x
Transition Planning Includes:		
- Detention center education and health records		x
- Referrals and initial appointments with community service providers		x
<b>Visitation and Communication</b>		
- Visitation rights	x	
- Mail and telephone rights		x
- Visitation space	x	
- Allow visits with legal counsel, etc.		x
<b>Education</b>		
- Agreement(s) with local school district(s)		x
- Certified teacher(s) onsite		x
- Special education services	x	
- Availability of reading materials		x
<b>Exercise and Activities</b>		
- Recreation/physical exercise	x	
- Access to indoor/outdoor activities	x	
<b>Food Services</b>		
- Sanitation practices		x
- Nutritionally adequate meals		x
- Properly prepared, stored, and served		x
- Offer specific food diets		x
- Serve religious diets		x
<b>Religious Worship</b>		
- Religious worship		x
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals		x
- Safety policies and procedures	x	

**Scott County**

**Yes          No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**10.61 % Included in Operations Manual**

**Tunica County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility		X
- Complete search of juvenile and possessions		X
- Dispose of personal property		X
- Shower and hair care		X
- Issue clean, laundered clothing		X
- Issue personal hygiene articles		X
- Assign of housing unit/pod/cell		X
- Record basic personal data and information		X
- Notify families of admission/visitation procedures		X
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation		X
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission		X
<b>Health Screening Includes:</b>		
- Mental health		X
- Dental health		X
- Suicide risk		X
- Alcohol/other drug use and abuse		X
- Physical health		X
- Aggressive behavior		X
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations		X
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications		X
- Female specific questions		X
- Condition of skin		X
- Chronic health problems		X
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child		X
- Overview of procedures and rules		X
- Overview of programs and services		X

**Tunica County**

**Yes            No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Tunica County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**74.24% Included in Operations Manual**

**Warren County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles		X
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health		X
- Suicide risk		X
- Alcohol/other drug use and abuse	X	
- Physical health		X
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status	X	
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications		X
- Female specific questions	X	
- Condition of skin		X
- Chronic health problems		X
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	X	
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Warren County**

**Yes                  No**

**Medical Services While in Custody**

- Medical services while in custody X
- Documentation of medications and health services provided X
- Health professional(s) onsite X
- Agreement with local provider(s) X

**Counseling and Therapeutic Services**

- Reasonable and regular access to child X
- Refer to other services including alcohol and drug treatment X

**Transition Planning Includes:**

- Detention center education and health records X
- Referrals and initial appointments with community service providers X

**Visitation and Communication**

- Visitation rights X
- Mail and telephone rights X
- Visitation space X
- Allow visits with legal counsel, etc. X

**Education**

- Agreement(s) with local school district(s) X
- Certified teacher(s) onsite X
- Special education services X
- Availability of reading materials X

**Exercise and Activities**

- Recreation/physical exercise X
- Access to indoor/outdoor activities X

**Food Services**

- Sanitation practices X
- Nutritionally adequate meals X
- Properly prepared, stored, and served X
- Offer specific food diets X
- Serve religious diets X

**Religious Worship**

- Religious worship X

**Professional Services and Safety Policies**

- Professional services provided by qualified individuals X
- Safety policies and procedures X

**Warren County**

**Yes            No**

**Health and Sanitation Code Monitoring**

- Daily housekeeping, pest control, sanitation practices

x

**Personnel Files**

- Current, accurate, confidential

x

**Staff Training Requirements and Documentation**

- Initial training
- Annual training
- Juvenile Care Worker Training

x

x

x

**Drug-Free Workplace Policy**

- Prohibition of illegal use/possession
- Treatment/counseling opportunities
- Penalties for violation by employees

x

x

x

**80.30 % Included in Operations Manual**

**Washington County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care	X	
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles		X
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile		X
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status		X
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Washington County**

	<b>Yes</b>	<b>No</b>
<b>Medical Services While in Custody</b>		
- Medical services while in custody	X	
- Documentation of medications and health services provided	X	
- Health professional(s) onsite		X
- Agreement with local provider(s)	X	
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	X	
- Refer to other services including alcohol and drug treatment	X	
Transition Planning Includes:		
- Detention center education and health records	X	
- Referrals and initial appointments with community service providers	X	
<b>Visitation and Communication</b>		
- Visitation rights	X	
- Mail and telephone rights	X	
- Visitation space	X	
- Allow visits with legal counsel, etc.	X	
<b>Education</b>		
- Agreement(s) with local school district(s)	X	
- Certified teacher(s) onsite	X	
- Special education services	X	
- Availability of reading materials	X	
<b>Exercise and Activities</b>		
- Recreation/physical exercise	X	
- Access to indoor/outdoor activities	X	
<b>Food Services</b>		
- Sanitation practices	X	
- Nutritionally adequate meals	X	
- Properly prepared, stored, and served	X	
- Offer specific food diets	X	
- Serve religious diets		X
<b>Religious Worship</b>		
- Religious worship		X
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals	X	
- Safety policies and procedures	X	

**Washington County**

	<b>Yes</b>	<b>No</b>
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices	x	
<b>Personnel Files</b>		
- Current, accurate, confidential	x	
<b>Staff Training Requirements and Documentation</b>		
- Initial training	x	
- Annual training		x
- Juvenile Care Worker Training		x
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	x	
- Treatment/counseling opportunities	x	
- Penalties for violation by employees	x	

**54.55 % Included in Operations Manual**

**Yazoo County**

	<b>Yes</b>	<b>No</b>
<b>Admission</b>		
- Determine if legally committed to facility	X	
- Complete search of juvenile and possessions	X	
- Dispose of personal property	X	
- Shower and hair care		X
- Issue clean, laundered clothing	X	
- Issue personal hygiene articles		X
- Assign of housing unit/pod/cell	X	
- Record basic personal data and information	X	
- Notify families of admission/visitation procedures	X	
- Assign registered number to juvenile	X	
- Maintain 24-hour intake operation	X	
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	X	
<b>Health Screening Includes:</b>		
- Mental health	X	
- Dental health	X	
- Suicide risk	X	
- Alcohol/other drug use and abuse	X	
- Physical health	X	
- Aggressive behavior	X	
- Family relations		X
- Peer relations		X
- Social skills		X
- Educational status	X	
- Vocational status		X
- Staff observations	X	
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	X	
- Female specific questions	X	
- Condition of skin	X	
- Chronic health problems	X	
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given		X
- Read rights to child	X	
- Overview of procedures and rules	X	
- Overview of programs and services	X	

**Yazoo County**

	<b>Yes</b>	<b>No</b>
<b>Medical Services While in Custody</b>		
- Medical services while in custody	x	
- Documentation of medications and health services provided	x	
- Health professional(s) onsite		x
- Agreement with local provider(s)	x	
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child		x
- Refer to other services including alcohol and drug treatment		x
Transition Planning Includes:		
- Detention center education and health records		x
- Referrals and initial appointments with community service providers		x
<b>Visitation and Communication</b>		
- Visitation rights	x	
- Mail and telephone rights	x	
- Visitation space		x
- Allow visits with legal counsel, etc.		x
<b>Education</b>		
- Agreement(s) with local school district(s)		x
- Certified teacher(s) onsite		x
- Special education services		x
- Availability of reading materials		x
<b>Exercise and Activities</b>		
- Recreation/physical exercise		x
- Access to indoor/outdoor activities		x
<b>Food Services</b>		
- Sanitation practices	x	
- Nutritionally adequate meals		x
- Properly prepared, stored, and served	x	
- Offer specific food diets		x
- Serve religious diets		x
<b>Religious Worship</b>		
- Religious worship		x
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals		x
- Safety policies and procedures	x	

**Yazoo County**

	<b>Yes</b>	<b>No</b>
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices		x
<b>Personnel Files</b>		
- Current, accurate, confidential	x	
<b>Staff Training Requirements and Documentation</b>		
- Initial training		x
- Annual training		x
- Juvenile Care Worker Training		x
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	x	
- Treatment/counseling opportunities		x
- Penalties for violation by employees	x	

## Overall Checklist Percentage

	Total	Percent
<b>Admission</b>		
- Determine if legally committed to facility	16	80
- Complete search of juvenile and possessions	18	90
- Dispose of personal property	18	90
- Shower and hair care	15	75
- Issue clean, laundered clothing	17	85
- Issue personal hygiene articles	14	70
- Assign of housing unit/pod/cell	18	90
- Record basic personal data and information	17	85
- Notify families of admission/visitation procedures	17	85
- Assign registered number to juvenile	13	65
- Maintain 24-hour intake operation	13	65
<b>Health Screening at Booking/Intake</b>		
- Done within one hour of admission	14	70
<b>Health Screening Includes:</b>		
- Mental health	15	75
- Dental health	11	55
- Suicide risk	17	85
- Alcohol/other drug use and abuse	17	85
- Physical health	14	70
- Aggressive behavior	14	70
- Family relations	9	45
- Peer relations	9	45
- Social skills	9	45
- Educational status	10	50
- Vocational status	8	40
- Staff observations	15	75
<b>Medical History Includes:</b>		
- Medical, dental, and mental health treatments and medications	14	70
- Female specific questions	15	75
- Condition of skin	15	75
- Chronic health problems	17	85
<b>Thorough Orientation of Rules and Programs</b>		
- Written materials given	13	65
- Read rights to child	13	65
- Overview of procedures and rules	15	75
- Overview of programs and services	12	60
<b>Medical Services While in Custody</b>		
- Medical services while in custody	18	90
- Documentation of medications and health services provided	17	85
- Health professional(s) onsite	10	50
- Agreement with local provider(s)	14	70

	<b>Total</b>	<b>Percent</b>
<b>Counseling and Therapeutic Services</b>		
- Reasonable and regular access to child	14	70
- Refer to other services including alcohol and drug treatment	11	55
<b>Transition Planning Includes:</b>		
- Detention center education and health records	10	50
- Referrals and initial appointments with community service providers	7	35
<b>Visitation and Communication</b>		
- Visitation rights	19	95
- Mail and telephone rights	18	90
- Visitation space	12	60
- Allow visits with legal counsel, etc.	15	75
<b>Education</b>		
- Agreement(s) with local school district(s)	7	35
- Certified teacher(s) onsite	7	35
- Special education services	7	35
- Availability of reading materials	8	40
<b>Exercise and Activities</b>		
- Recreation/physical exercise	13	65
- Access to indoor/outdoor activities	15	75
<b>Food Services</b>		
- Sanitation practices	12	60
- Nutritionally adequate meals	11	55
- Properly prepared, stored, and served	12	60
- Offer specific food diets	12	60
- Serve religious diets	11	55
<b>Religious Worship</b>		
- Religious worship	10	50
<b>Professional Services and Safety Policies</b>		
- Professional services provided by qualified individuals	8	40
- Safety policies and procedures	17	85
<b>Health and Sanitation Code Monitoring</b>		
- Daily housekeeping, pest control, sanitation practices	12	60
<b>Personnel Files</b>		
- Current, accurate, and confidential	12	60

	<b>Total</b>	<b>Percent</b>
<b>Staff Training Requirements and Documentation</b>		
- Initial training	11	55
- Annual training	7	35
- Juvenile Care Worker Training	8	40
<b>Drug-Free Workplace Policy</b>		
- Prohibition of illegal use/possession	17	85
- Treatment/counseling opportunities	11	55
- Penalties for violation by employees	16	80

## Juvenile Detention Center Compliance Monitoring

Name of Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Does the current operations manual have written policies and procedures for:

### Admission

- |  |       |     |       |    |
|--|-------|-----|-------|----|
| Determine if legally committed to facility         | _____ | yes | _____ | no |
| Complete search of juvenile and possessions        | _____ | yes | _____ | no |
| Dispose of personal property                       | _____ | yes | _____ | no |
| Shower and hair care                               | _____ | yes | _____ | no |
| Issue clean, laundered clothing                    | _____ | yes | _____ | no |
| Issue personal hygiene articles                    | _____ | yes | _____ | no |
| Assign of housing unit/pod/cell                    | _____ | yes | _____ | no |
| Record basic personal data and information         | _____ | yes | _____ | no |
| Notify families of admission/visitation procedures | _____ | yes | _____ | no |
| Assign registered number to juvenile               | _____ | yes | _____ | no |
| Maintain 24-hour intake operation                  | _____ | yes | _____ | no |

### Health Screening at booking/intake

Done within one hour of admission \_\_\_\_\_ yes \_\_\_\_\_ no

#### Health Screening Includes:

- |                                  |       |     |       |    |
|----------------------------------|-------|-----|-------|----|
| Mental Health                    | _____ | yes | _____ | no |
| Dental Health                    | _____ | yes | _____ | no |
| Suicide risk                     | _____ | yes | _____ | no |
| Alcohol/other drug use and abuse | _____ | yes | _____ | no |
| Physical Health                  | _____ | yes | _____ | no |
| Aggressive behavior              | _____ | yes | _____ | no |
| Family relations                 | _____ | yes | _____ | no |
| Peer relations                   | _____ | yes | _____ | no |
| Social skills                    | _____ | yes | _____ | no |
| Educational status               | _____ | yes | _____ | no |
| Vocational status                | _____ | yes | _____ | no |
| Staff Observations               | _____ | yes | _____ | no |

#### Medical History includes:

- |   |       |     |       |    |
|---|-------|-----|-------|----|
| Medical, dental, and mental health treatments and medications | _____ | yes | _____ | no |
| Female Specific Questions                                     | _____ | yes | _____ | no |
| Condition of Skin   | _____ | yes | _____ | no |
| Chronic health problems                                       | _____ | yes | _____ | no |

### Thorough orientation of Rules, Programs

- |                                   |       |     |       |    |
|-----------------------------------|-------|-----|-------|----|
| Written materials given           | _____ | yes | _____ | no |
| Read rights to child              | _____ | yes | _____ | no |
| Overview of procedures and rules  | _____ | yes | _____ | no |
| Overview of programs and services | _____ | yes | _____ | no |

### Counseling and Therapeutic Services

- |  |       |     |       |    |
|--|-------|-----|-------|----|
| Reasonable and regular access to child by Youth Services or County Youth Court Counselor | _____ | yes | _____ | no |
| Refer to other services including alcohol and drug treatment                             | _____ | yes | _____ | no |

Transition Planning includes:

Detention center education and health records  yes  no

Referrals and initial appointments with community service providers  yes  no

Medical Services while in custody  yes  no

Documentation of medications administered and health services provided  yes  no

Health professional(s) onsite  yes  no

Agreement with local provider(s)  yes  no

Visitation and communication

Visitation rights  yes  no

Mail and telephone rights  yes  no

Visitation Space  yes  no

Allow visits with legal counsel, etc.  yes  no

Education

Agreement(s) with local school district(s)  yes  no

Certified Teacher(s) onsite  yes  no

Special Education Services  yes  no

Availability of Reading Materials  yes  no

Recreation/Physical Exercise  yes  no

Access to Indoor/Outdoor Activities  yes  no

Food Services (comply with Department of Health food codes)

Sanitation practices  yes  no

Nutritionally adequate meals  yes  no

Properly prepared, stored, and served  yes  no

Offer specific food diets  yes  no

Serve religious diets  yes  no

Religious Worship  yes  no

Professional Services provided by qualified individuals  yes  no

Safety Policies and Procedures  yes  no  
(that protect juvenile detainees from personal abuse, corporal punishment, and personal injury, disease, property damage, harassment)

Health and Sanitation Code Monitoring  yes  no  
(Daily Housekeeping, Pest Control, Sanitation Practices)

Personnel Files (Current, Accurate, Confidential)  yes  no

Staff Training Requirements and Documentation

Initial training  yes  no

Annual training  yes  no

Juvenile Care Worker Training  yes  no

Drug-Free Workplace Policy

Prohibition of illegal use/possession  yes  no

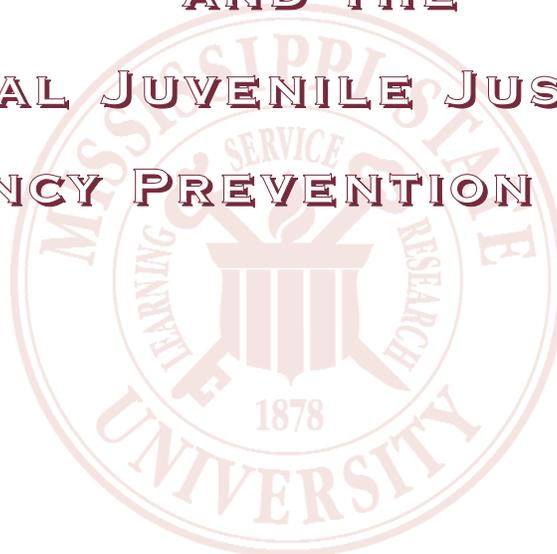
Treatment/counseling opportunities  yes  no

Penalties for violation by employees  yes  no

# **ASSESSING THE COST OF COMPLIANCE**

**COST ANALYSIS OF JUVENILE DETENTION  
FACILITY COMPLIANCE WITH SECTION 4  
OF THE  
MISSISSIPPI JUVENILE DELINQUENT  
PREVENTION ACT OF 2006  
(HOUSE BILL 199)**

**AND THE  
FEDERAL JUVENILE JUSTICE AND  
DELINQUENCY PREVENTION ACT OF 2002**



**LaTonya R. Hardin  
Angela A. Robertson  
R. Gregory Dunaway**

**SOCIAL SCIENCE RESEARCH CENTER  
MISSISSIPPI STATE UNIVERSITY  
November 2006**

# **Assessing the Cost of Compliance**

Cost Analysis of Juvenile Detention Facility Compliance  
with Section 4 of the Mississippi Juvenile  
Delinquent Prevention Act of 2006 (House Bill 199)  
and the federal Juvenile Justice and Delinquency  
Prevention Act of 2002

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Social Science Research Center  
Mississippi State University

November 2006

This project was funded under grant number 03JP4011 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice to the Division of Public Safety Planning, Mississippi Department of Public Safety through a sub-grant to Mississippi State University. Cost data was provided by detention center directors, and we relied upon them for accurate information and justification of needs. Not all detention center directors fully participated in the cost study; therefore, our findings are estimates based on available information. Points of view, opinions expressed, findings and recommendations are those of the authors and do not necessarily reflect the official position of the U.S. Department of Justice or the Mississippi Department of Public Safety.

## **EXECUTIVE SUMMARY**

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In 2002, Mississippi established a Juvenile Detention Facilities Task Force. The task force was comprised of leading experts and stakeholders in the areas of juvenile justice and youth services. The task force sought to examine the current state of Mississippi juvenile detention facilities and to make recommendations with regard to basic minimum requirements pertaining to the operation of juvenile detention centers. Subsequently, these recommendations were adopted as part of Senate Bill 2894, what has become known as the Juvenile Justice Reform Act of 2005.

This legislation mandated specific guidelines for the operation of juvenile detention facilities. Additionally, the law creates a monitoring unit to assess compliance with the guidelines. More recently, the Mississippi Legislature passed House Bill 199. This legislation further clarified and augmented the guidelines for minimum standards of operation for Mississippi's juvenile detention centers.

Currently, Mississippi has 17 operational juvenile detention centers (and two functional juvenile holding facilities). These centers are dispersed across the state, and they vary considerably in size, scope of operation, services, and access to resources. Not surprisingly, there is also tremendous variation with regard to how close current facilities are to being in compliance with newly mandated guidelines.

Last year, officials from Mississippi's Department of Public Safety and Planning contracted with a team of researchers from Mississippi State University's Social Science Research Center to assess how far each detention facility was from being in compliance. A detailed study was produced assessing the needs of each facility based on current legislative guidelines. After the report entitled "Juvenile Detention Monitoring in Mississippi – Report on Facility Compliance

with Section 5 of the Juvenile Justice Reform Act of 2005 (Senate Bill 2894” was published (January 2006), Drs. Robertson and Dunaway were asked to conduct a cost analysis regarding the individual needs for each detention center to comply with the mandated minimum operational guidelines. This document reveals our cost analysis estimate.

Our study was guided by the following goals: 1) Identify and calculate all costs related to fully compliant facilities, 2) Increase understanding of the financial costs of full compliance, 3) Examine financial scenarios and resulting impacts of full compliance with laws, 4) Recognize and remedy facility inefficiencies and enhance operations, 5) Encourage a positive future direction with financial assistance for compliance, 6) Improve interaction and uniformity among Mississippi juvenile detention centers, and 7) Illustrate the benefits of full compliance with minimum standards. To achieve these goals, we gathered data and estimated costs for compliance with Federal and State regulations. We utilized a number of standard research methods to collect this information including focus groups, surveys, and interviews. Project activities included:

- Regional meetings with center directors to inform them of minimum standards.
- Distribution of worksheets and other information to assist center directors in identifying needs and associated costs.
- Follow-up contacts for data collection.
- Assisting directors in estimating facility needs and costs.
- Collecting budgetary information to determine costs per bed.

Ultimately, by conducting the cost analysis, several needs among the detention centers were discovered. Of these, three common categories emerged: 1) personnel; 2) facility construction; and 3) equipment and technology; programs and services arose as a fourth category after reviewing past research. Our figures are based on current estimates of the cost of individual items. It should be noted, however, that many costs are susceptible to market fluctuations which may make the actual cost different in time. Therefore, we view these estimates as a conservative

approximation of the total costs. The results of our cost analysis lead us to the following estimates:

Total Cost Estimate of Personnel Needs:	\$ 1,151,393
Total Cost Estimate of Facility Construction Needs:	\$ 5,722,628
Total Cost Estimate of Equipment/Technology Needs:	\$ 294,224
<b>Requested Compliance Needs Grand Total:</b>	<b>\$ 7,168,245</b>

Based on our findings we make the following recommendations:

- We recommend juvenile detention facilities be provided funding to acquire additional staff to ensure the well-being of incarcerated youth and the safety of detention staff. In addition, salaries should be increased at specific facilities to ensure the retention and recruitment of quality staff and to provide a greater level of safety to both juveniles and other staff.
- We recommend the state of Mississippi provide funds for detention facility construction initiatives to improve conditions of confinement and to ensure the secure detention of juveniles.
- We recommend the acquisition of online booking systems, surveillance systems, and other technology and equipment to decrease the inefficiency of some traditional methods, and speed the delivery of service. This would also assist each facility in spending more time focusing on the effective programs for rehabilitating juveniles.
- We recommend that juvenile detention administrators form partnerships with youth service organizations in their communities that provide several cultural and gender-specific programs, such as Families First Resource Centers.
- We recommend that the State of Mississippi create a Juvenile Detention Facilities compliance and enhancement fund. This fund would serve to match local expenditures for costs associated with compliance. We further recommend that this fund be used for non-recurring costs (facility renovation; equipment purchases; etc.).

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# **INTRODUCTION**

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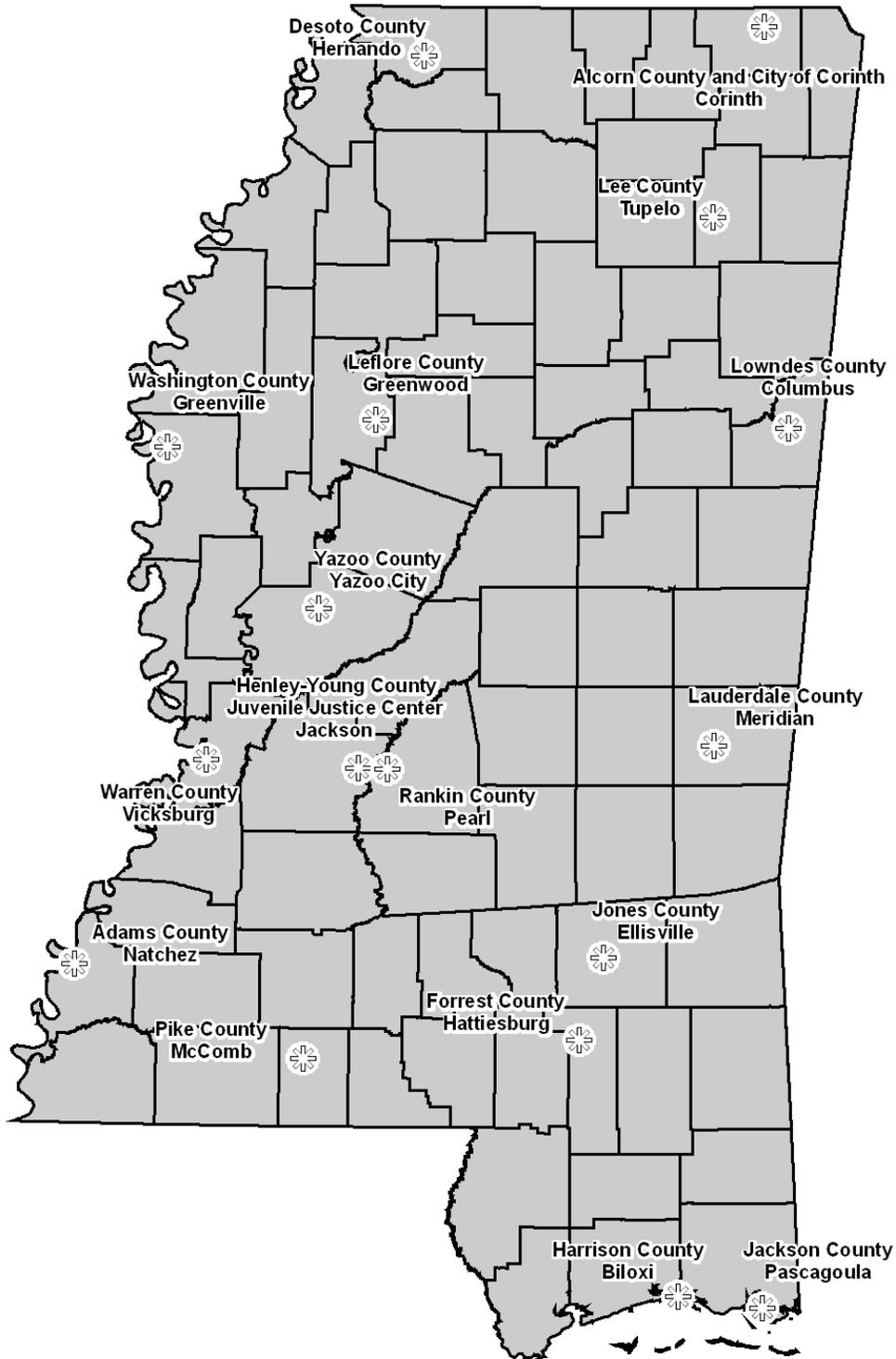
## **Project Overview**

House Bill 199 (H.B. 199) became effective July 1, 2006, as the Mississippi Juvenile Delinquent Prevention Act of 2006. This law was created to amend several items, including MISS. CODE ANN. §43-21-321 (1972), requiring “certain minimum standards for juvenile detention facilities” in which the Juvenile Detention Facilities Monitoring Unit is assigned to monitor the compliance of standards for the operation of facilities that hold juveniles in secure confinement. Subsequent to this law, representatives from the Mississippi Department of Public Safety asked researchers at Mississippi State University to conduct a cost study of the needs required for all Mississippi juvenile detention centers to comply with this new law.

The Mississippi juvenile detention system consists of 17 diverse centers – varying in aspects including size, operation, administration, and services – 14 of which participated in the study (see Figure 1 for a listing and map of all centers). In addition, two functional holding facilities and a recently-closed holding facility participated in this study for comparative purposes (see Appendix C for information provided by these facilities).

This study, performed by the Social Science Research Center (SSRC) of Mississippi State University, addresses some of the critical needs of juvenile detention facilities in Mississippi. The study also provides an evaluation of statewide compliance needs for achieving compliance with H.B. 199, a full overview of the estimated costs of these needs, and a per-bed cost calculation in determining the true costs of operating a juvenile detention center. This report consists of our findings and recommendations, and it should provide policy makers with sufficient quantitative insights into the direction and magnitude of the results with which to evaluate future funding for the facilities in need of attention and assistance.

# Figure 1: Mississippi's Juvenile Detention Facilities



Produced by Dallas Breen, Social Science Research Center, Mississippi State University, 2006

## **Overview of Research**

Of the 17 centers, 15 submitted budget information and justifications on the costs of compliance with provisions of House Bill 199. The listing of the needs demonstrate important potential enhancements in the operations of Mississippi juvenile detention facilities. In conducting the cost analysis, several needs among the detention centers were discovered. Of these, three common categories emerged: 1) personnel; 2) facility construction; 3) equipment and technology. In addition, the state's detention centers demonstrated needs for programs and services and other costs. While the needs listed are not identical across the Mississippi sites, they are sufficiently representative of the results stemming from compliance with minimum standards specified in House Bill 199.

## **Project Goals**

Seven cost analysis project goals were addressed in the cost study:

- Goal 1:** Identify needs and calculate costs related to fully compliant facilities
- Goal 2:** Increase understanding of the financial costs of full compliance
- Goal 3:** Examine financial scenarios and resulting impacts of full compliance with laws
- Goal 4:** Recognize and remedy facility inefficiencies and enhance operations
- Goal 5:** Encourage a positive future direction with financial assistance for compliance
- Goal 6:** Improve interaction and uniformity among Mississippi juvenile detention centers
- Goal 7:** Illustrate the benefits of full compliance with minimum standards

## **METHODOLOGY**

---

Over a period of three months, the cost study was conducted to estimate costs for compliance with federal and state regulations (See Table 1 below for a listing of these steps). These methods included meetings, surveys, interviews, web-based research, and formula calculations. This process resulted in a detailed report summarizing needs, justifications, and cost estimates.

**Table 1. Cost Study Research Process**

<u>Step One</u> : Conduct regional meetings with center directors to inform them of minimum standards.
<u>Step Two</u> : Distribute worksheets and other information to assist center directors in identifying needs and associated costs.
<u>Step Three</u> : Conduct follow-up contacts for data collection.
<u>Step Four</u> : Assist directors in estimating facility needs and costs.
<u>Step Five</u> : Retrieve budgetary information to determine costs per bed.

**Step One: Conduct regional meetings with center directors.**

Three regional meetings were conducted with the juvenile detention center directors, the team at the SSRC, and representatives from the Juvenile Detention Monitoring Unit. These regional meetings – held at the SSRC in Starkville, MS, the Department of Public Safety Planning in Jackson, MS, and the Family Network Partnership in Hattiesburg, MS – allowed the group to assess and discuss the needs and costs to engage in full compliance with state and federal regulations.

**Step Two: Distribute worksheets and other information.**

At the regional meetings, several documents were distributed to center directors to assess needs related to regulatory compliance. Among those documents was a cost needs worksheet (a form for listing compliance needs, cost estimates, and justifications, including laws pertaining to the needs). These forms were then returned, analyzed, and recorded for report purposes. Appendix A presents compliance needs information as reported to us by the participants. The information is presented in categories that are common among all participants (i.e. personnel, facility construction, and equipment and technology) for comparative and informative purposes.

**Step Three: Conduct follow-up contacts with center directors.**

Upon receipt of cost needs worksheets, follow-up contacts were made with center directors to clarify information provided and to obtain additional information as needed.

**Step Four: Assist directors in estimating facility needs and costs.**

Telephone and on-site interviews were conducted with facility directors/administrators to assist with compiling and completing cost needs submissions.

**Step Five: Retrieve budgetary information to determine costs per bed.**

The team reviewed financial records submitted by participating centers and sought to determine the total operational costs and cost per bed for each participating center. In addition, the financial records of Pontotoc County, a holding facility seeking to transition to a detention center, are included in this table for comparative purposes. Based on available budgetary information provided by the participating centers, the average daily operating cost for housing a detainee is \$56.24 per bed (please see Table 2 below for a facility listing of costs per bed).

<b>Table 2. Facility Costs per Bed</b>			
<b>Detention Facility</b>	<b>Bed Size</b>	<b>Yearly Cost Per Bed</b>	<b>Daily Cost Per Bed</b>
Adams County	26	\$15,476.27	\$42.40
Alcorn County	16	\$11,017.74	\$30.19
Desoto County*	36	\$14,167.89	\$38.82
Forrest County	46	\$19,999.59	\$54.79
Harrison County	48	\$21,661.35	\$59.35
Henley-Young**	84	\$41,062.50	\$112.50
Jackson County	28	\$14,395.50	\$39.44
Jones County	24	\$14,065.88	\$38.54
Lauderdale County	30	\$23,492.73	\$64.36
Lee County	24	\$31,297.92	\$85.75
Leflore County	30	\$18,151.33	\$49.73
Lowndes County***	30	\$22,509.46	\$61.67
Pontotoc County****	8	\$17,093.53	\$46.83
Pike County	22	\$25,784.50	\$70.64
Rankin County***	30	\$19,871.38	\$54.44
Warren County	30	\$15,925.56	\$43.63
Washington County	28	\$27,391.79	\$75.05
Yazoo County	25	\$17,479.16	\$47.89
All Counties (Average)	33	\$20,528.95	\$56.24

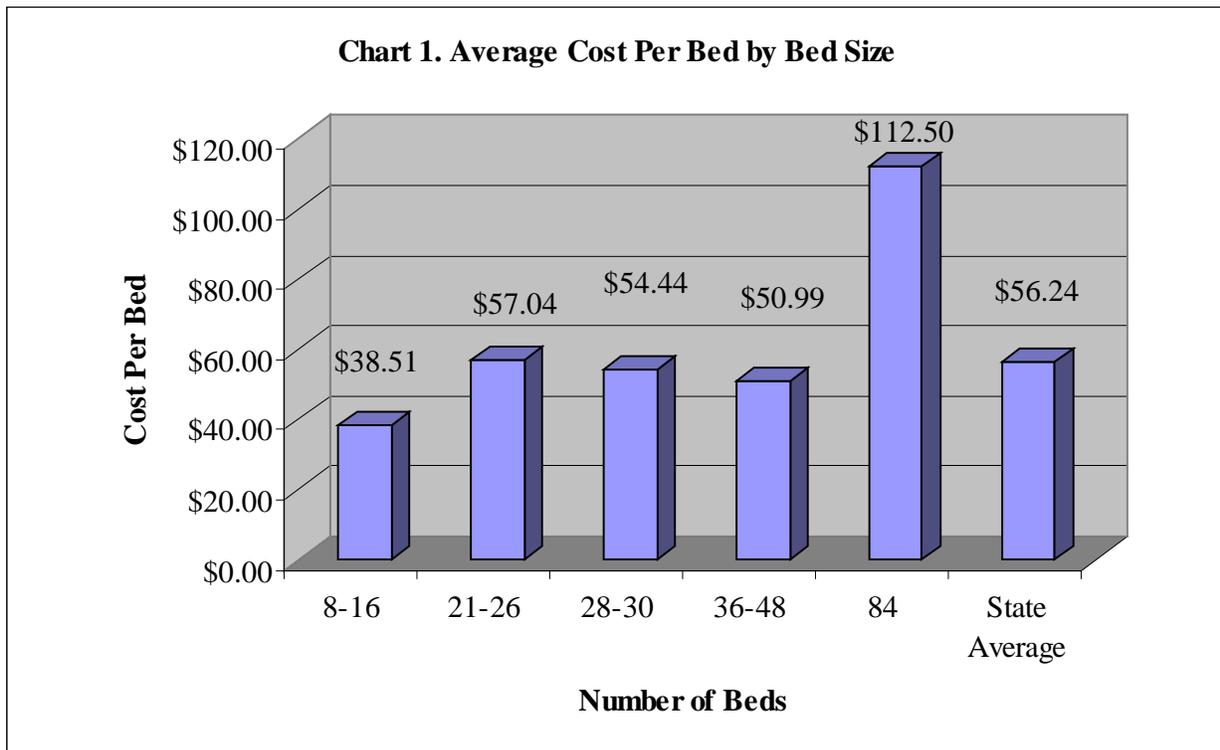
\*Only provided personnel costs.

\*\*Only provided cost per bed estimates.

\*\*\*No information submitted; estimates based on similar-sized centers information

\*\*\*\*Not certified as a detention center.

The centers varied widely in terms of the bed size, program space, and personnel, so we compared daily costs per bed based on the number of beds: 8-16, 21-26, 28-30, 36-48 (See Chart 1 below for the average costs per bed by facility size). Because Henley-Young Juvenile Detention Center Juvenile Justice Center in Jackson, Mississippi is the largest facility in the state with 84 beds, it was placed in a category by itself.



## **RESEARCH FINDINGS**

In conducting the cost study, there were many broad areas that were indicated on the needs assessments to ensure that compliance with laws and that the basic needs of juvenile offenders were met; these included: living accommodations, health care, security, education, recreation, food, and hygiene, among others. Of these, three categories emerged as most critically needed among juvenile detention centers: personnel, facility construction, equipment and technology.

While the participants did not indicate a need for programs and services, the fourth category was added after reviewing previous data provided by the participants in another study conducted by researchers at the Social Science Research Center (Robertson and Dunaway, 2005).

## **PERSONNEL**

House Bill #199 states that “*each center shall promote the safety and protection of juvenile detainees from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.*” In addition, American Correctional Association (ACA) standards require a staff-to-youth ratio of 1:8 daily and 1:16 nightly. As indicated by some detention center directors, complying with these mandates poses somewhat of a problem because of the prevalent understaffing and difficulty in effectively recruiting and retaining qualified staff. Qualified personnel are essential for providing safe and secure environments for juveniles in custody. Many of the legislative mandates can only be accomplished through additional staffing. Adequately qualified staff requires salaries that enable them to comfortably support themselves, and unfortunately, budget constraints prevent juvenile detention centers from effectively recruiting and retaining additional staff.

More than 50% of detention centers stated that turnover was a problem or somewhat of a problem. This high level of turnover can prohibit the delivery of effective programs and can compromise the safety of detainees. Without an adequate number of qualified staff, detention centers are hampered in monitoring juvenile behavior and engaging them in effective programs and services, and juveniles may be more likely to cause harm to themselves, detention staff, or other detainees. In addition, a lack of adequate staff can result in low employee morale and stress from overburdened workloads. Thirdly, the provision of safety to juveniles could be jeopardized without an adequate number of staff on each shift.

Ten of the juvenile detention center directors participating in this study reported one or more personnel needs described below: detention officers, certified teachers, food service staff, nurses or other qualified medical personnel, increased salaries, and staff training (See Table 3 below for a listing of personnel needs). The total estimated cost for personnel is \$1,151,393, the second-largest amount requested of the four categories. Please note that all listed salaries are estimates based on research taken from the Bureau of Labor Statistics, and each estimate includes fringe benefits at 25 percent of the annual salary.

<b>Detention Facility</b>	<b>Additional Detention Officers</b>	<b>Onsite Certified Teachers</b>	<b>Onsite Food Service</b>	<b>Onsite Nurses</b>	<b>Increased Salaries</b>	<b>Juvenile Staff Training</b>
Adams	3	X				
Alcorn	3	X		X	X	X
Desoto	15			X		
Henley-Young	3				X	X
Jones		X				
Lauderdale		X		X		
Lee						X
Leflore			X			
Pike					X	X
Washington						
Yazoo	4			X		
<b>Totals</b>	<b>28</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>4</b>

### **Detention Officers**

Detention officers play a crucial role in ensuring the safety of juveniles in custody by preventing access to weapons or other contraband. Detention center directors estimate that 37% of juveniles in custody are security threats to staff and other detainees. The Office of Juvenile Justice Delinquency Prevention (OJJDP) requires juvenile detention centers to provide one detention officer for every eight juvenile detainees to ensure effective monitoring; these higher ratios also allow for more “effective interaction” between personnel and detainees (JAIBG, 1999). In addition to maintaining an adequate officer-to-detainee ratio, additional security staff are needed to better manage aggressive juveniles. A total of 28 additional officers were

requested by center directors to ensure each shift is fully staffed (See Table 3 above for a listing of personnel needs).

Adams County lacks an adequate amount of officers to function appropriately, and Alcorn County lacks male officers to conduct searches on male juveniles and both centers request three officers to ensure the presence of a male officer on all shifts. Desoto County is in the process of building a new facility which will increase the number of beds from 22 to 36 (37% increase in size), and thus, needs 15 additional detention officers to ensure the effective monitoring of juveniles at the new facility. The director of Henley-Young Juvenile Detention Center requests three additional officers to supervise juveniles and transport them to and from doctor's appointments, train and bus stations, etc. Yazoo County lacks the proper amount of staff (especially female officers), and the center requests four additional officers. According to the Bureau of Labor Statistics, the 2005 average annual salary in Mississippi for correctional officers and jailers was \$22,450 (*May 2005 Occupational Employment and Wages*). The estimate provided for this report totals \$25,000 per officer to assist in more effectively recruiting and retaining officers. The total cost of these requests (28 additional officers) is \$700,000.

### **Certified Teachers**

State law mandates that the Mississippi Department of Education ensure that all children receive a minimum of five hours of education daily, and the federal No Child Left Behind Initiative encourages this daily education of children. At Adams Juvenile Detention Center, only juveniles with a special education designation receive educational instruction, and the amount of time with the Special Education teachers is limited to a few hours per week. In addition, the superintendent of school districts where the Jones, Lauderdale, and Alcorn County facilities are located have, thus far, refused to provide teachers for on-site education. Alcorn relies on

volunteers, and no academic instruction is provided for youth detained in the Jones and Lauderdale facilities. If local school districts provide teachers and educational materials, then juvenile detention center directors will be able to reallocate funds spent on educational services to other critical areas.

In addition, on-site certified teachers can add structure to the confinement experience for juveniles and improve interactions between staff and youth, contributing to safety and security (Robertson and Dunaway, 2005). In addition, “the time a juvenile spends in custody, when educators can have undivided attention, is a time when considerable learning can take place” (JAIBG, 1999). An on-site educational program is important to the development of juveniles because it: 1) allows youth to keep up with coursework and easily transition back into school after detention release, 2) reduce boredom and idleness and create a positive impact on the juvenile, 3) contributes to safety and security by improving interaction between staff and youth, and 4) adequately provides a full day of education to detainees, as required by federal law. Adams, Alcorn, Jones, and Lauderdale Counties request on-site certified teachers to ensure the provision of this positive experience for juveniles while in custody.

As with detention officers, teachers require adequate salaries to comfortably support their standards of living, and this provision can directly result in quality educational programs for juvenile detainees. According to the Bureau of Labor Statistics, the 2005 average annual salaries in Mississippi for middle school and secondary school teachers were \$36,160 and \$36,700, respectively (*May 2005 Occupational Employment and Wages*). The estimate provided for this report totals \$30,000 per teacher. The total for these requests (4 onsite certified teachers) is \$120,000; however, House Bill 199 states that local school districts should “provide special education services.” It is our opinion that local school districts should fund all educational

services to juvenile detention centers, and out-of-county school districts lacking a juvenile detention center should provide monies for youth detained from their districts.

### **Food Service Staff**

House Bill 199 states that “*Center food service personnel shall implement sanitation practices based on State Department of Health food codes.*” This statement is interpreted to mean that food service personnel will be required to assist some centers in meeting the State food codes, to ensure that meals provided to juveniles are “nutritionally adequate and properly prepared, stored and served.” Several juvenile detention centers lack the kitchen space to prepare meals, so county jails provide meals, and in some cases, use adult inmate labor. If inmates of the adult jail are involved in food service to minor prisoners, this arrangement causes the potential violation of OJJDP “site and sound” mandate, which states that adult inmates cannot be in contact with juveniles.

Pike County currently requests the hiring of a full-time food service employee to replace the part-time position and to prepare and serve meals. According to the Bureau of Labor Statistics, the 2005 average annual salary in Mississippi for institutional and cafeteria cooks was \$15,960 (*May 2005 Occupational Employment and Wages*). The estimate provided for this report totals \$20,000. The total cost for this request is \$20,000.

### **On-site Nurses**

House Bill 199 states that “*Juvenile detention center detainees shall be provided access to medical care and treatment while in custody of the facility.*” In addition, good practice dictates that detained youth have daily access to medical care providers in case a health problem develops (Roush, 1996). Also, Juvenile Accountability Incentive Block Grants (JAIBG) Bulletin (1999) states:

*“Because of the number and diversity of health related problems experienced by juveniles and the proliferation of medications being administered to juveniles in custody, the availability of regular care and attention by quality medical professionals has become a matter of concern at juvenile facilities.”*

Quality medical staff is needed on-site to ensure proper and immediate preventative care, to conduct medical screenings during intake, and to administer prescribed medications. Also, some medical-related expenses may be offset because juveniles will no longer be transported to the hospital for minor ailments. In addition, some liability issues will be eliminated by employing a medically-certified professional to conduct medical services and not security staff. For these reasons, the directors of the Alcorn, Desoto, Lauderdale, Leflore, and Yazoo County facilities expressed the need for a nurse, nurse practitioner, or other health professional for on-site and on-call medical coverage. According to the Bureau of Labor Statistics, the 2005 average annual salary in Mississippi for licensed practical and vocational nurses was \$28,140 (*May 2005 Occupational Employment and Wages*). The estimate provided for this report totals \$30,000 per nurse. The total cost for these requests (5 onsite nurses) is \$150,000.

### **Increased Salaries**

Along with additional staff, increased salaries are requests by three centers to retain current staff and recruit future qualified applicants (see Table 3). A problem many facilities have is the lack of qualified applicants for positions which lead the facilities to either hire unqualified applicants or maintain shortages. Ultimately, unqualified and underpaid staff increases the likelihood of high turnover and low employee morale, and reduces staff and detainee safety. In a survey conducted in 2005 by the Social Science Research Center, Mississippi State University, 47% of the 17 detention center directors indicated that salaries are less than adequate to recruit and retain personnel. As a result, the directors of Alcorn County, Henley-Young Juvenile

Detention Center, and Pike County request pay raises for employees to ensure employee retention, totaling \$137,280.

### **Staff Training**

Initial hire and ongoing staff training is required for the effective handling of detained youth. All juvenile detention center security officers undergo the basic jailer training required by the state. However, there are disadvantages to this basic training. First, the training pertains only to adult detainees, but not to juveniles. Children as young as ten years old have been held in secure confinement, and children and youth are developmentally different from adults (physically, cognitively, socially, and emotionally). This could potentially result in ineffective supervision and the neglect or abuse of juveniles in custody. Another training issue is the lack of available training resulting from funding constraints and high turnover. Also, some center directors reported that the basic jailer training was not available locally, creating staff scheduling difficulties and understaffing when new hires had to travel out of the area to be trained.

There is a juvenile-specific training available that would benefit the detention staff and ultimately, the juveniles. These opportunities include certificate programs, conferences, and workshops, some of which expand the certification of personnel to conduct trainings in-house. By providing funding for these resources, all of which can be conducted locally, scheduling problems could be resolved. In addition, positive interaction can be enhanced between staff and detainees. Examples of the trainings specific to the handling of juveniles include the Mandt® Training, Active Parenting Leaders Training, and the Juvenile Careworker Self-Instructional Course. Lee County requests staff training totaling \$14,083, and Pike County requests staff training totaling \$10,030 (\$24,113 grand total).

### **Juvenile Care-Worker Self-Instructional Course**

The Juvenile Careworker Self-Instructional Course is a program of the American Correctional Association (ACA) that provides skills to “lead troubled youth towards growth, maturity, and responsibility” ([www.aca.org](http://www.aca.org)). The training provides information on the juvenile justice system, the treatment of juveniles, and communication techniques. The objectives of the course are to: identify juveniles’ rights while in custody, teach security and supervision techniques, and discuss the adolescent developmental process. The course is self-instructional, so trainees conduct the training at the local level. Currently, Lee and Pike Counties request the purchase of this training which costs \$141 per employee with a total cost of \$6,204 (includes per person training fees and a one-year certification).

### **Active Parenting of Teens**

The Active Parenting of Teens training for trainers is designed to assist juvenile detention personnel in training parents to successfully raise responsible children. The foci of this two-day training are nonviolent discipline, effective communication, and conflict-resolution skills. In addition, the objectives are learning effective styles of parenting, building courage and self-esteem in teens, and stimulating positive changes in both parents and teens. This training is deemed necessary because adolescents need leadership, discipline, and guidance that are appropriate to their developmental stage. In addition to training detention center personnel to instruct parents in effectively raising their children, this program also assists the staff in handling juveniles in a nurturing way. Currently, Mr. Claude McInnis, a resource officer at Henley-Young Juvenile Detention Center conducts this training. Lee County requests this training program. The cost of this training is \$169 per employee, and the total cost for this training is

\$4,052.50 (includes per person training fees, a lifetime certification, and provisions for the trainer).

### **The Mandt System ®**

The Mandt System is a “person-centered, values-based process developed to encourage positive interaction with others.” The objectives of the two-day training are to promote teamwork, respect, and dignity, while simultaneously teaching a focus on the well-being and safety of juveniles and staff through physical restraint and crisis intervention. Benefits from this training include learning to manage juvenile and visitor behavior and reducing potential lawsuits against the detention center or administration. Currently, Mrs. Rita Berthay, Coordinator of Children and Youth Services, Region 3 Community Mental Health Center in Tupelo, conducts this training. Lee and Pike Counties request the inclusion of this training into their in-service training requirements. The training is \$300 per employee, and the total cost per person for this training is \$13,856 (includes per person training fees, one-year certification, and provisions for the trainer).

### **FACILITY CONSTRUCTION**

The second category that emerged from the needs assessment involves the physical environment of juvenile detention centers. Specifically, the study participants articulated needs for renovation, expansion, and new construction to improve operations and eliminate some of the problems resulting from these obstacles. In addition, the construction of housing is needed to effectively house status offenders in a non-secure facility. The conservative estimate for facility construction or reconstruction is \$4,560,000, as construction costs vary considerably over time and place. Please note that all estimates are quoted for analysis purposes and do not represent a final offer from any service providers.

## **New Construction**

Adequate living and program space must be provided to ensure the safety and well being of juveniles. Juvenile Accountability Incentive Block Grants (JAIBG) Bulletin (1999) states that “older facilities were never intended to withstand the intense uses they must now frequently serve.” For this reason, three detention center directors believe that to meet the mandates of H.B. 199, they need to replace aging buildings with new facilities. The need for an increase in facility capacity is also indicated if the facilities are to provide effective programs and services and respond to other facility needs. The amount of space needed and costs are two factors that must be taken into consideration when desiring to build a new facility.

Construction costs, project costs, and furnishings costs are some issues that must be addressed in determining the cost of a new facility. According to Johnson, Bailey, Henderson, and McNeil (JBHM) Architecture firm, the costs of new construction and site preparation is between \$250-\$300 per square foot (20% of this total covers project costs for professional services like surveying, soil boring, architecture, engineering, and loose equipment and furnishings. For the purposes of this report, a rate of \$300 per square feet was used (this includes the 20% additional costs).

JBHM recently built a \$1 million facility for Lowndes County Juvenile Detention Center, after their previous facility experienced serious tornado damage. In addition, Desoto County is in the process of building an 11,000 square foot facility with 38 beds and an anticipated cost of \$2.1 million. Three centers report the need for a new facility (Adams, Lauderdale, and Pike Counties). The estimated total cost is \$5,560,000.

## **Status Offender Housing**

The Juvenile Justice and Delinquency Prevention Act of 2002 states that “*adjudicated status offenders and non-offenders may not be securely detained in a juvenile detention or correctional facility as a disposition for any length of time.*” Therefore, status offenders and non-offenders who come to the attention of the youth court must be provided with temporary housing in a non-secure area of the facility. The current facilities at Lee County, Adams Counties, Jackson County, and do not allow for the temporary non-secure holding of status and non-offenders and thus need to renovate their facilities or expand to accommodate status and non-offenders to house five and two juveniles, respectively. Henley-Young Juvenile Justice Center also requests status offender housing for long-term placement. The estimated cost for status offender housing needs for all four detention centers is \$500,000.

## **Renovations and Expansions**

“The demand for a high level of service and activity at juvenile facilities to keep juveniles occupied during the day and to facilitate the intervention process requires more space (JAIBG).” The age and condition of five facilities necessitate renovation or expansion in juvenile-occupied space (i.e. holding cells, booking, classrooms, recreational areas, etc.) to provide a safe environment and to accommodate the delivery of mandated programs and services. For example, facilities may request additions for adequate educational and outdoor recreation space. Alcorn County requests renovations to the current facility and expansion to include a classroom, computer room, and library. Also, the center requests an interwoven covering for the chain-link fence separating the detention center recreational area from the collocated adult jail. This is to comply with federal sight and sound separation mandates to eliminate the accidental or incidental contact of juvenile detainees with adult detainees.

In addition, Alcorn County would like to pave the driveway to the facility, which is in need of repair. Lee County would like to enlarge the learning center to enhance the current educational program. The Lee County center also wants to tint the windows for privacy and separation from the collocated adult jail. Pike County needs to renovate the juvenile housing and central control areas, as well as expand recreational, program, and classroom space. Washington County requests the purchase of a storage facility for personnel and other important documents. The total cost for renovations and additions is \$662,328.

## **EQUIPMENT AND TECHNOLOGY**

Juvenile detention centers, like other agencies and businesses, need to keep up with advanced technology to store, organize, and exchange information. The need for updated technology in juvenile detention facilities in Mississippi is critical, as regional jails are already engaging in the use of computerized and online systems. Common technology needs listed by the facility directors include online booking systems, surveillance systems, and computers. Two center directors indicate a need for an online booking system, and four indicate a need for an advanced surveillance system. Other equipment and technology needs include computers, televisions, and classroom furniture. These requests total \$294,224.

### **Online Booking System**

Juvenile detention facilities are required to conduct several screenings and other procedures that can be time-consuming and inaccurate if done by hand. H.B. 199 mandates that a juvenile health screening be conducted within one hour of admission to detention facilities. Online booking systems are ideal for juvenile detention centers because they allow for quicker intake of detainees and produce clear and concise records. Some facilities are currently utilizing this technology. However, a few sites lack the funding to purchase a computerized booking system.

The Golden Eagle Law Enforcement System provides one of the most comprehensive software offerings in the nation. A one-stop location for entering detainee information, it is used by many detention centers and correctional facilities in Mississippi. It includes several powerful features as well as optional features like mug shot imaging, document imaging, fingerprint imaging, online signature capture and third-party interfaces with outside vendors and internal systems running on different operating systems. The system also maintains a comprehensive user-level based security system, where users are assigned viewing, editing, adding, and deleting rights for security. All entries of the Golden Eagle System are performed with the aid of wizards, including: 1) Checking for previous entries and entries matching, 2) Verification of repeat offenders and warrants, 3) Entering property and vehicle information, 4) Entering screening and medication information, and 5) Maintaining account, transfer, and billing, and visitor information, release reports, and inventory control.

Requirements for this software include: fileserver, computer workstation, mug shot capture workstation, and a modem for upgrades and system updates performed biannually. Golden Eagle also provides four days of on-site training with an overview of the system and booking process, and event reporting and recording medical visits, visitations, mail receipts, or other occurrences. Subsequent to the training, a system administration class is provided to maintain user security access, install clients on a workstation, perform system maintenance, and make basic system report changes. Two facilities (Henley-Young Juvenile Detention Center and Pike County) request the purchase of a computerized system for booking and networking with outside agencies. The total cost for this expenditure is \$38,500.

## **Surveillance System**

Surveillance systems allow for direct and constant monitoring of juveniles, staff, and visitors which can decrease the likelihood of false accusations of abuse, document staff misconduct, and document juvenile or visitor behavior in violation of laws or center rules. In addition, this resource could provide recorded evidence in the event of a lawsuit, decrease the likelihood of passing contraband, and ensure backup during times of low staffing. An example of this system is Adeptek Security, Incorporated based in Biloxi, MS. Adeptek uses one of the most technologically advanced monitoring services to ensure safety with monitoring stations, as well as through video/security cameras for monitoring and recording events at will from a computer, television, and remote location continuously, with optional remote access and panning capabilities as another option. The Adeptek surveillance system allows for digital recording, allowing for longer-lasting data storage and faster retrieval of needed information. To attain these capabilities, the directors at Alcorn County, Henley-Young Juvenile Detention Center, and Pike County request a surveillance system. In addition, Yazoo County requests the expansion of their current system. The total cost for installing or upgrading surveillance systems is \$76,000.

## **Computers and Accessories**

Alcorn County and Desoto County each request the acquisition of three computers for daily educational use by the juveniles while in custody. Alcorn County also requests the purchase of a printer to reproduce educational work completed by the juveniles. Henley-Young Juvenile Detention Center requests five computers – two for booking juveniles during intake and three for conducting health screenings; the center also requests a multifunction copier with printing, faxing, and scanning capabilities for the reproduction of information entered during intake and

health screening. Yazoo County requests the purchase of two computers for educational purposes. The total cost for these requests (13 computers and two printers) is \$15,000.

### **Other Equipment Needs**

Alcorn County currently lacks the funding to meet federal laws requiring sight and sound separation of juveniles and adult inmates. Adams County adult inmates from the collocated jail maintain the grounds of the facility and launder the clothing provided to juvenile detainees. Because House Bill 199 states that centers must “issue clean, laundered clothing,” the center requests a commercial heavy duty washer, dryer, and lawn mower to eliminate the provision of these services by adult inmates. In addition, the facility requests a television and DVD player for staff trainings and for juveniles to view educational videos. Lastly, the facility requests the purchase of a new heating and air system, which has deteriorated, and two vans for transporting juveniles to and from court because current vehicles are unsafely operating at more than 180,000 miles.

Desoto County requests a new portable plastic bag sealer for sealing property bags of juveniles during intake. According to Harwil Corporation ([www.harwil-bag-sealer.com](http://www.harwil-bag-sealer.com)), a portable and lightweight product is made with quality sealing elements and quickly seals plastic bags and features a continuous time and temperature control setting. The center also requests the purchase of medical equipment (CPR breathing apparatus and a defibrillator) for the immediate emergency care of juveniles and a computerized fingerprinting machine for the speedy background checking of incoming detainees.

Desoto County requests the acquisition of recreational equipment for the physical exercise of detainees, and the center has also requested an inkless electronic fingerprinting system for electronically submitting criminal record checking. This innovative system would replace the

traditional rolling process using ink, and would result in the quick electronic transfer of fingerprint image data to the Department of Justice. The automated system takes minutes and immediately provides prints, which substantially decreases the processing time by more than half. In addition, many problems of traditional fingerprinting are avoided, like smearing, smudging, or over- or under-inking. An example of this system includes the Live Scan System, which is used by many corrections facilities across the country.

Henley-Young Juvenile Detention Center Juvenile Justice Center requests the purchase of three computer workstations with stools for conducting health screenings of juvenile detainees. Pike County requests the purchase of an electric control board to ensure the proper timing of locking and unlocking doors in the facility. Washington County requests the purchase of a security/intercom system upgrade and hand-held two-radio system for effective communication between the control room, classroom, and collocated holding facility. The center also requests the purchase of a walk-through metal detector to ensure the safety of juveniles by locating any concealed weapons and restricting items brought into the center by visitors. Yazoo County requests the purchase of classroom furnishings for the provision of educational services to juveniles while in custody. The estimated cost is \$164,724.

## **PROGRAMS AND SERVICES**

The National Juvenile Detention Association (NJDA) stated in its 1990 definition of Juvenile Detention that “*juvenile detention provides a wide range of helpful services which support the juvenile’s physical, emotional, and social development.*” Such services include education, recreation, counseling, nutrition, reading, and continual supervision, among others. The NJDA continues to state that these services will “help to resolve a host of problems commonly facing

detained juveniles” such as interpersonal problems, drug and/or alcohol abuse, depression, and suicidal behavior.

Mississippi legislators recognized that incarcerated juvenile offenders have multiple unmet needs and should be offered a wide range of services and programs. As a result, a number of programs and therapeutic services have been mandated to be provided on-site or made available via contractual or other arrangements. These services have the potential to increase public safety by promoting positive changes in detainees’ behavior.

Recreation with physical exercise is a required program by House Bill 199. Outdoor recreation space is needed to “develop good health habits, develop new interests and skills, and provide a safe outlet for frustration, hostility, and energy.” In addition, keeping a juvenile physically and mentally engaged facilitates effective management of behavior and decreases the likelihood of behavioral problems occurring. Currently, 14 facilities lack the appropriate, secure outside space needed to provide physical exercise. Cost estimates for providing this space are currently not available and vary with each center.

Juvenile detention administrators estimated that 45% of juveniles have mental health problems, and 72% have drug/alcohol abuse problems that require professional services. Counseling and therapeutic services to deal with these serious emotional and mental health problems were one of the most frequently requested services by detention center directors. It is our opinion that counseling services need to be provided by local youth court counselors or by publicly funded community-based mental health agencies. Therefore, the cost associated with such services should not be incurred by the juvenile detention centers.

Many juvenile detainees lack social skills. The Juvenile Accountability Incentive Block Grants (JAIBG) Bulletin (1999) states “With violence becoming increasingly common in

American society, youth in juvenile confinement facilities are becoming more comfortable using violence as a problem-solving strategy. Anger management, however, can be learned, and it is a prerequisite for meaningful and lasting behavior change among youth who have exhibited violent behavior.” This illustrates the need for anger management programs designed to rehabilitate this negative behavior. In addition, the provision of other social skills programs, such as assertive communication, plays an important role in the success of juveniles after release from juvenile detention.

As can be seen, many facilities either lack or would like to enhance various services and programs for their detainees. We ultimately view a facility’s ability to provide certain services as being inextricably linked to the host community’s and youth court’s range of services and programs. Given that most of these programs are available within the community to populations other than detainees, we believe that these programs should be funded through other sources. Therefore, we propose no cost estimate for programs and services. This should be monitored and at a later date a cost analysis might be necessary for augmentation of services and programs.

## **CONCLUSION**

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Thus, our cost analysis reveals that Mississippi’s juvenile detention facilities have pressing needs in the areas of personnel, facility construction/renovation, and equipment and technology enhancement. The results of our cost analysis yield the following estimates:

Total Cost Estimate of Personnel Needs:	\$ 1,151,393
Total Cost Estimate of Facility Construction Needs:	\$ 5,722,628
Total Cost Estimate of Equipment/Technology Needs:	\$ 294,224
<b>Requested Compliance Needs Grand Total:</b>	<b>\$ 7,168,245</b>

## **RECOMMENDATIONS**

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1. We recommend juvenile detention facilities be provided funding to acquire additional staff to ensure the well-being of incarcerated youth and the safety of detention staff. In addition, salaries should be increased at specific facilities to ensure the retention and recruitment of quality staff and to provide a greater level of safety to both juveniles and staff.
2. We recommend the state of Mississippi provide funds for detention facility construction initiatives to improve conditions of confinement, and to ensure the secure detention of juveniles.
3. We recommend the acquisition of online booking systems, surveillance systems, and other technology and equipment to decrease the inefficiency of some traditional methods, and speed the delivery of service. This would also assist each facility in spending more time focusing on the effective programs for rehabilitating juveniles.
4. We recommend that juvenile detention administrators form partnerships with youth service organizations in their communities that provide several cultural and gender-specific programs, such as Families First Resource Centers.
5. We recommend that the State of Mississippi create a Juvenile Detention Facilities compliance and enhancement fund. This fund would serve to match local expenditures for costs associated with compliance. We further recommend that this fund be used for non-recurring costs (facility renovation; equipment purchases; etc).

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APPENDIX A:  
COST NEEDS  
SUMMARIES FOR  
DETENTION  
CENTERS

## Mississippi Needs Cost Estimate Worksheet Summary

<b>Personnel</b>		<b>Estimate</b>
Full-time Detention Officers	27 @ \$25,000 each annually for Adams, Alcorn, Desoto, Yazoo Counties and Henley-Young Juvenile Detention Center to offer more security and ensure a staff to youth ratio of 1:8 for every shift	\$700,000
Full-time Certified Teachers	4 @ \$30,000 each annually for Adams, Alcorn, Jones, and Lauderdale Counties to provide onsite daily education to juveniles while in custody	\$120,000
Full-time Nurses	5 @ \$30,000 each annually for Alcorn, Desoto, Lauderdale, Leflore, and Yazoo to conduct health screenings, disperse medications, and provide on-site medical care for juveniles while in custody	\$150,000
Full-Time Food Service	\$20,000 annually for Pike County to replace the current part-time services in providing adequate meals, as stated in House Bill 199	\$20,000
Personnel Training	Lee County requests the Active Parenting of Teens training and Lee and Pike both request the Mandt®, and Juvenile Careworker trainings to prepare staff to deal effectively with children and youth in custody.	\$24,113
Salary Increases	66 employees @ \$1 per hour increase each for Alcorn County, Henley-Young Juvenile Detention Center, and Pike County to better recruit and retain qualified detention officers	\$137,280
<b>Total Cost Estimate of Personnel Needs</b>		<b>\$1,151,393</b>

## Mississippi Needs Cost Estimate Worksheet Summary

<b>Facility Construction</b>		<b>Estimate</b>
New Facility Construction	Adams, Lauderdale, and Pike Counties request new facilities to effectively provide services and meet other needs of the centers	\$4,560,000
Status Offender Housing	Status offenders must be provided temporary housing in a non-secure facility as mandated by federal law – Henley-Young, Adams, Jackson, and Lee Counties	\$500,000
Facility Renovations	Alcorn, Lauderdale, and Pike Counties have requests renovation of current facilities to offer effective programs, services, and juveniles safety	\$520,000
Facility Expansions	Alcorn County requests expansion to include a classroom, computer room, and library. Lee County requests the expansion of the learning center for providing a more effective educational program	\$115,000
Storage Facility	Washington County requests the purchase of a storage facility for the proper storing of personnel documents and other important documents	\$3,000
Interior Window Tinting	Lee County requests window tinting for privacy and separation from the adult detainees at the jail next door from sight and sound, as required by federal mandates	\$2,028
Fencing	Alcorn, Harrison, and Jackson Counties request an interwoven covering for the chain-link fence separating the detention center recreational area from the jail next door, in compliance with federal sight and sound mandates	\$17,600
Paving of driveway	Alcorn County requests the paving of the center entrance, which is in need of several improvements	\$5,000
<b>Total Cost Estimate of Facility Construction Needs</b>		<b>\$5,722,628</b>

## Mississippi Needs Cost Estimate Worksheet Summary For All Mississippi Juvenile Detention Centers

Equipment/Technology		Estimate
Surveillance Systems	Alcorn County, Henley-Young, and Pike County request to monitor facilities effectively and provide legal evidence in matters	\$76,000
Computer Booking Systems	Henley-Young and Pike County to quickly perform intake procedures and produce accurate records	\$38,500
Electric Control Board	Pike County requests to ensure proper timing of door locking and unlocking	\$40,000
Hand-held Two-way Radio	Washington County for effective communication	\$4,000
Security/Intercom System	Washington County requests for effective communication	\$12,000
Walk-through Metal Detector	Washington County requests to ensure juvenile safety from visitors	\$4,074
Vehicles	Alcorn County requests to transport juveniles because current vehicles have high mileage	\$60,000
Computers (13)	Alcorn, Desoto, and Yazoo Counties request 8 for daily educational use, and Henley-Young Juvenile Detention Center requests 5 for conducting booking and health screening	\$15,000
TV and DVD Player	Alcorn County requests for staff trainings and educational purposes	\$1,000
Printers	Alcorn County and Henley-Young request one each for educational purposes, intake and health screening	\$1,000
Computerized Fingerprinting	Desoto County requests for fast background checks	\$20,000
Medical Equipment	Desoto County requests a CPR breathing apparatus and defibrillator for emergency medical care	\$3,000
Plastic Property Bag Sealer	Desoto County requests for quick property intake	\$145
Heating and Air System	Alcorn County requests to replace the current malfunctioning system	
Workstations and seats (3)	Henley-Young requests for conducting health screening during intake	\$2,000
Classroom furniture and equip.	Yazoo County requests for providing educational programming for detainees	\$5,000
Recreation/Exercise Equipment	Desoto County requests equipment for recreation	\$3,500
Commercial Washer and Dryer	Alcorn County requests to eliminate adult contact	\$3,000
Commercial Lawn Mower	Alcorn County requests to eliminate adult contact	\$6,000

<b>Total Cost Estimate of Equipment/Technology Needs</b>	<b>\$294,224</b>
<b>REQUESTED COMPLIANCE NEEDS GRAND TOTAL</b>	<b>\$7,168,245.00</b>

# Needs Cost Estimate Worksheet

## Adams County Juvenile Detention Center

Adams County Juvenile Detention Center is located in Natchez, MS, and has a total of 26 beds. Operated by the Youth Court, the daily cost per bed is \$42.40, with a yearly cost per bed of \$15,476.27. The estimated total cost = \$1,375,800.

### Personnel

1. Three officers are requested to prevent access to weapons or other contraband, better manage aggressive juveniles, and ensure each shift is fully staffed.
2. On-site certified teacher is requested to provide a full day of quality educational programming, add structure and ensure a positive confinement experience, allow youth to keep up with coursework, improve interactions between staff and youth, and contribute to safety.

### Facility Construction

1. New facility is requested to improve operations, eliminate operational problems, ensure safety of juveniles, and replace an aging building, and effectively provide programs and services. (4,200 square feet @ \$300/square feet)
2. Status Offender Housing is requested to effectively house up to five status offenders in a non-secure facility. The current facility does not allow for temporary non-secure holding.

<b>Adams County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimates</b>
Full-Time Detention Officers (3)	\$75,000
Full-Time Certified Teacher	\$30,000
<b>Total Personnel Costs</b>	<b>\$105,000</b>
<b>Facility Construction</b>	<b>Estimates</b>
New Facility	\$1,260,000
Status Offender Housing	\$100,000
<b>Total Facility Construction Costs</b>	<b>\$1,270,800</b>
<b>Grand Total of Compliance Costs</b>	<b>\$1,375,800</b>

# Needs Cost Estimate Worksheet

## Alcorn County Juvenile Detention Center

Alcorn County Juvenile Detention Center is located in Corinth, MS, and has a total of 16 beds. Operated by Youth Court and Board of Supervisors, the daily cost per bed is \$30.19, with a yearly cost per bed of \$11,017.74. The estimated total cost = \$404,800.

### Personnel

1. Three officers are requested to prevent access to weapons or other contraband, better manage aggressive juveniles, ensure each shift is fully staffed, and ensure the presence of a male officer to conduct searches on all male juveniles.
2. On-site certified teacher is requested to provide a full day of quality educational programming, add structure and ensure a positive confinement experience, allow youth to keep up with coursework, improve interactions between staff and youth, and contribute to safety. The center currently relies on volunteers.
3. On-site nurse or other health professional is requested to ensure proper and immediate preventative care, conduct medical screenings during intake, and administer prescribed medications
4. Pay raises are requested to ensure retention of qualified employees.

### Facility Construction

1. Renovations and expansions to a classroom, computer room, and library are requested to create a safe environment to deliver mandated programs and services.
2. Interwoven covering for the chain-link fence is requested to provide a sight barrier and eliminate accidental or incidental contact of juveniles with adult detainees at the collocated jail
3. Paving for the entrance driveway is requested because it is in dire need of repair.

### Equipment and Technology

1. Surveillance system is requested for directly and constantly monitoring juveniles, staff, and visitors, decreasing false accusations of abuse, documenting staff misconduct and juvenile or visitor behavior in violation of laws or center rules, and providing recorded evidence in lawsuits, prohibiting the passing of contraband, and ensuring backup during times of low staffing.
2. Three computers, television, and DVD player are requested for daily educational use
3. Printer is requested to reproduce any work completed by the juveniles.
4. Commercial heavy duty washer and dryer are requested to eliminate the provision of services by adult inmates.

5. Commercial lawn mower is requested to eliminate the provision of services by adult inmates.
6. Heating and air system is requested to replace a deteriorating system
7. Two transporting vans are requested to replace current vehicles with high mileage and transport juveniles from the detention center to court

<b>Alcorn County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-time Detention Officers (3)	\$75,000
Full-time Certified Teacher	\$30,000
Full-time Nurse	\$30,000
Salary Increases (22 employees)	\$45,800
<b>Total Personnel Costs</b>	<b>\$180,800</b>
<b>Facility Construction</b>	
Facility Renovation	\$20,000
Facility Expansion	\$100,000
Fencing	\$5,000
Paving of driveway	\$5,000
<b>Total Facility Construction Costs</b>	<b>\$130,000</b>
<b>Equipment/Technology</b>	
Surveillance System	\$20,000
Transporting Vehicles (2)	\$60,000
Computers (3)	\$4,000
TV and DVD Player	\$1,000
Commercial Washer and Dryer	\$3,000
Commercial Lawn Mower	\$6,000
<b>Total Equipment/Technology Costs</b>	<b>\$94,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$404,800</b>

# Needs Cost Estimate Worksheet

## Desoto County Juvenile Detention Center

Desoto County Juvenile Detention Center is located in Hernando, MS, and is expanding from 22 to 36 beds. Operated by the Sheriff’s Office, the daily cost per bed is \$38.82, with a yearly cost per bed of \$14,167.89. The estimated total cost = \$469,150.

### Personnel

1. 15 additional detention officers are requested to ensure the effective monitoring of juveniles, prevent access to weapons or other contraband, better manage aggressive juveniles, and ensure each shift is fully staffed.
2. Onsite nurse is requested to ensure proper and immediate preventative care, conduct medical screenings during intake, and administer prescribed medications.

### Equipment and Technology

1. Three computers are requested for daily educational use
2. Computerized fingerprinting machine is requested for quick background checks
3. Portable plastic bag sealer is requested for sealing juveniles’ property bags during intake.
4. Medical equipment (CPR breathing apparatus and a defibrillator) is requested for emergency juvenile care
5. Recreational equipment is requested for recreational programming and services.

<b>Desoto County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-time Detention Officers (15)	\$375,000
Full-time Certified Nurse	\$30,000
<b>Total Personnel Costs</b>	<b>\$405,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Computerized Fingerprinting Machine	\$20,000
Medical Equip	\$30,000
Plastic Property Bag Heat Sealer	\$150
Educational Computers	\$4,000
Recreation/Exercise equipment	\$10,000
<b>Total Equipment/Technology Costs</b>	<b>\$64,150</b>
<b>Grand Total of Compliance Costs</b>	<b>\$469,150</b>

# **Needs Cost Estimate Worksheet**

## **Forrest County Juvenile Detention Center**

Forrest County Juvenile Detention Center is located in Hattiesburg, MS, and has 46 beds. Operated by the Sheriff's Office, the daily cost per bed is \$53.63, with a yearly cost per bed of \$19,574.07. The center did not participate in the needs cost assessment and provided no requests.

# Needs Cost Estimate Worksheet

## Harrison County Juvenile Detention Center

Harrison County Juvenile Detention Center is located in Biloxi, MS, and has a total of 48 beds. Operated by Mississippi Security Police, the daily cost per bed is \$59.35, with a yearly cost per bed of \$21,661.35. The estimated total cost = \$4,600.

### Facility Construction

1. Chain-link fence (eight feet) is requested to replace the current fence and provide a sight barrier to eliminate accidental or incidental contact of juveniles with adult detainees at the collocated jail

<b>Harrison County Juvenile Detention Center Compliance Budget</b>	
<b>Facility Construction</b>	<b>Estimate</b>
Chain-link fence	\$4,600
<b>Total Facility Construction Costs</b>	<b>\$4,600</b>
<b>Grand Total of Compliance Costs</b>	<b>\$4,600</b>

# Needs Cost Estimate Worksheet

## Henley-Young Juvenile Detention Center

Henley-Young Juvenile Detention Center is located in Jackson, MS, and houses a total of 84 juveniles. Operated by the Board of Supervisors, the daily estimated cost per bed is \$112.50, with a yearly estimated cost per bed of \$41,062.50. The estimated total cost = \$373,420.

### Personnel

1. Three additional officers are requested to supervise juveniles, transport them, and ensure each shift is fully staffed.
2. Pay Raises are requested to ensure retention of qualified employees.

### Facility Construction

1. Status Offender Housing is requested for long-term placement of up to ten juveniles in a non-secure facility.

### Equipment and Technology

1. Surveillance system is requested for directly and constantly monitoring juveniles, staff, and visitors, decreasing false accusations of abuse, documenting staff misconduct and juvenile or visitor behavior in violation of laws or center rules, and providing recorded evidence in lawsuits, prohibiting the passing of contraband, and ensuring backup during times of low staffing.
2. Computerized system is requested for booking juveniles, networking with outside agencies, increasing efficiency in conducting health screenings and booking juveniles
3. Two computers are requested for automated booking of juveniles during intake and free booking staff for other duties
4. Three computers are requested for conducting and standardizing the health screening process health screenings
5. Multifunction copier is requested for the reproduction of information entered during intake and health screening
6. Three workstations are requested for conducting computerized health screenings

<b>Henley-Young Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-time Detention Officers (3)	\$75,000
Salary Increases (24 employees)	\$50,000
<b>Total Personnel Costs</b>	<b>\$125,000</b>
<b>Facility Construction</b>	<b>Estimate</b>
Status Offender Housing	\$200,000
<b>Total Facility Construction Costs</b>	<b>\$200,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Surveillance System	\$20,000
Computer Booking System	\$18,500
5 computers	\$4,000
Multifunction copier	\$1,000
3 computer workstations and seats	\$2,000
<b>Total Equipment/Technology Costs</b>	<b>\$48,500</b>
<b>Grand Total of Compliance Costs</b>	<b>\$373,420</b>

# Needs Cost Estimate Worksheet

## Jackson County Juvenile Detention Center

Jackson County Juvenile Detention Center is located in Pascagoula, MS, and has a total of 28 beds. Operated by Mississippi Security Police, the daily cost per bed is \$39.44, with a yearly cost per bed of \$14,395.50. The estimated total cost = \$120,000.

### Facility Construction

1. Chain-link fence with interwoven covering is requested to replace the chain-link and partial barb-wire fence and to provide a sight barrier to eliminate accidental or incidental contact of juveniles with adult detainees at the collocated jail
  
2. Status Offender Housing and Office Space is requested to effectively house up to five status offenders in a non-secure facility. The current facility does not allow for temporary non-secure holding of status and non-offenders.

### Equipment and Technology

1. Digital surveillance system is requested for directly and constantly monitoring juveniles, staff, and visitors, decreasing false accusations of abuse, documenting staff misconduct and juvenile or visitor behavior in violation of laws or center rules, and providing recorded evidence in lawsuits, prohibiting the passing of contraband, and ensuring backup during times of low staffing.

<b>Jackson County Juvenile Detention Center Compliance Budget</b>	
<b>Facility Construction</b>	<b>Estimate</b>
Chain-link fence and covering	\$8,000
Status Offender Wing and Office Space	\$100,000
<b>Total Facility Construction Costs</b>	<b>\$108,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Digital Camera System	\$12,000
<b>Total Equipment/Technology Costs</b>	<b>\$12,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$120,000</b>

# Needs Cost Estimate Worksheet

## Jones County Juvenile Detention Center

Jones County Juvenile Detention Center is located in Ellisville, MS, and has a total of 24 beds. Operated by the Sheriff’s Office, the daily cost per bed is \$38.54, with a yearly cost per bed of \$14,065.88. The estimated total cost = \$30,000.

### Personnel

1. On-site certified teacher is requested to provide a full day of quality educational programming, add structure and ensure a positive confinement experience, allow youth to keep up with coursework, improve interactions between staff and youth, and contribute to safety.

<b>Jones County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-Time Certified Teacher	\$30,000
<b>Total Personnel Costs</b>	<b>\$30,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$30,000</b>

# Needs Cost Estimate Worksheet

## Lauderdale County Juvenile Detention Center

Lauderdale County Juvenile Detention Center is located in Meridian, MS, and can house up to 30 juveniles at a time. Operated by the Board of Supervisors, the daily cost per bed is \$64.36, with a yearly cost per bed of \$23,492.73. The estimated total cost = \$1,260,000.

### Personnel

1. On-site certified teacher is requested to provide a full day of quality educational programming, add structure and ensure a positive confinement experience, allow youth to keep up with coursework, improve interactions between staff and youth, and contribute to safety. No academic instruction is currently provided for detained youth.
2. On-site nurse or other health professional is requested to ensure proper and immediate preventative care, conduct medical screenings during intake, and administer prescribed medications
3. Pay raises are requested to ensure retention of qualified employees.

### Facility Construction

1. New facility is requested to improve operations, to eliminate problems resulting from current obstacles, to ensure safety and well being of juveniles, to replace an aging building, and to provide effective programs and services. (4000 square feet @ \$300/sq. ft.)

<b>Lauderdale County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
1 Full-time Certified Teacher	\$30,000
1 Full-time Nurse	\$30,000
<b>Total Personnel Costs</b>	<b>\$60,000</b>
<b>Facility Construction</b>	<b>Estimate</b>
New building	\$1,200,000
<b>Total Facility Construction Costs</b>	<b>\$1,200,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$1,260,000</b>

# Needs Cost Estimate Worksheet

## Lee County Juvenile Detention Center

Lee County Juvenile Detention Center is located in Tupelo, MS, and has a 24 bed capacity. Operated by the Sheriff’s Office, the daily cost per bed is \$85.75, with a yearly cost per bed of \$31,297.92. The estimated total cost = \$131,111.

### Personnel

1. Staff training is requested (Juvenile Care-Worker Self-Instructional Course, Active Parenting of Teens, and Mandt System ®) to effectively handling detained youth and for positive interaction between staff and detainees. Conducted onsite to avoid scheduling problems.

### Facility Construction

1. Status Offender Housing is requested to effectively house up to five status offenders in a non-secure facility. The current facility does not allow for temporary non-secure holding of status and non-offenders.
2. Expansion to the learning center is requested to enhance the current educational program
3. Window tinting is requested for privacy and separation from the collocated adult jail.

<b>Lee County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Active Parenting Training	\$4,052
Mandt Training	\$6,928
ACA Juvenile Careworker Training	\$3,102
<b>Total Personnel Costs</b>	<b>\$14,083</b>
<b>Facility Construction</b>	<b>Estimate</b>
Facility Expansion	\$15,000
Status Offender Housing	\$100,000
Interior window tinting	\$2,028
<b>Total Facility Construction Costs</b>	<b>\$117,028</b>
<b>Grand Total of Compliance Costs</b>	<b>\$131,111</b>

# Needs Cost Estimate Worksheet

## Leflore County Juvenile Detention Center

Leflore County Juvenile Detention Center is located in Greenwood, MS, and has a capacity of 30 juveniles. Operated by the Youth Court, the daily cost per bed is \$49.73, with a yearly cost per bed of \$18,151.33. The estimated total cost = \$15,000.

### Personnel

1. On-site nurse or other health professional is requested to ensure proper and immediate preventative care, conduct medical screenings during intake, and administer prescribed medications

<b>Leflore County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Part-time On-call Nurse	\$15,000
<b>Total Personnel Costs</b>	<b>\$15,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$15,000</b>

# **Needs Cost Estimate Worksheet**

## **Lowndes County Juvenile Detention Center**

Lowndes County Juvenile Detention Center is located in Columbus, MS, can house a total of 30 juveniles at a time, and is operated by the Youth Court. Based on averages provided by similar-sized facilities, the daily cost per bed is \$61.67, with a yearly cost per bed of \$22,509.46. The center did not participate in the needs cost assessment and provided no requests or budgetary information.

# Needs Cost Estimate Worksheet

## Pike County Juvenile Detention Center

Pike County Juvenile Detention Center is located in McComb, MS, and has a capacity of 22 juveniles. Operated by the Board of Supervisors, the daily cost per bed is \$70.64, with a yearly cost per bed of \$25,784.50. The estimated total cost = \$2,251,630.

### Personnel

1. Full-time food service employee is requested to replace the current part-time position and ensure that meals provided to juveniles are “nutritionally adequate and properly prepared, stored and served
2. Pay raises for employees are requested to ensure retention of qualified employees.
3. Staff training is requested (Juvenile Care-Worker Self-Instructional Course and Mandt System ®) to effectively handling detained youth and for positive interaction between staff and detainees. Conducted onsite to avoid scheduling problems.

### Facility Construction

1. New facility is requested to improve operations, to eliminate problems resulting from current obstacles, to ensure safety and well being of juveniles, to replace an aging building, and to provide effective programs and services.
2. Renovation is requested for the juvenile housing and central control areas
3. Expansion is requested for recreational, program, and classroom space to provide a safe environment, accommodate delivery of mandated programs and services, and allow for adequate educational and outdoor recreation programming.

### Equipment and Technology

1. Surveillance system is requested for directly and constantly monitoring juveniles, staff, and visitors, decreasing false accusations of abuse, documenting staff misconduct and juvenile or visitor behavior in violation of laws or center rules, and providing recorded evidence in lawsuits, prohibiting the passing of contraband, and ensuring backup during times of low staffing.
2. Computerized system is requested for booking juveniles, networking with outside agencies, increasing efficiency in conducting health screenings and booking juveniles
3. Electric control board is requested to ensure proper timing of locking and unlocking doors in the facility.

<b>Pike County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-time Food Service Employee	\$20,000
Salary Increases (20)	\$41,600
Staff Training	\$10,030
<b>Total Personnel Costs</b>	<b>\$71,630</b>
<b>Facility Construction</b>	<b>Estimate</b>
New Facility	\$2,100,000
Facility Renovation	\$100,000
<b>Total Facility Construction Costs</b>	<b>\$2,200,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Surveillance System	\$20,000
Updated Computerized Booking	\$20,000
Electric Control Board	\$40,000
<b>Total Equipment/Technology Costs</b>	<b>\$80,000</b>
<b>Grand Total of Compliance Costs</b>	<b>\$2,251,630</b>

# **Needs Cost Estimate Worksheet**

## **Rankin County Juvenile Detention Center**

Rankin County Juvenile Detention Center is located in Pearl, MS, can houses a total of 30 juveniles at a time, and is operated by the Sheriff's Office. Based on averages provided by similar-sized facilities, the daily cost per bed is \$54.44, with a yearly cost per bed of \$19,871.38. The center did not participate in the needs cost assessment and provided no requests or budgetary information.

# **Needs Cost Estimate Worksheet**

## **Warren County Juvenile Detention Center**

Warren County Juvenile Detention Center is located in Vicksburg, MS, and has a total capacity of 30 juveniles. Operated by the Youth Court, the daily cost per bed is \$43.63, with a yearly cost per bed of \$15,925.56. Currently, the center has no requests.

# Needs Cost Estimate Worksheet

## Washington County Juvenile Detention Center

Washington County Juvenile Detention Center is located in Greenville, MS, and can houses up to 28 juveniles at a time. Operated by the Youth Court, the daily cost per bed is \$75.05, with a yearly cost per bed of \$27,391.79. The estimated total cost = \$23,074.

### Facility Construction

1. Storage facility is requested for effectively storing personnel and other important documents.

### Equipment and Technology

1. Security/intercom system upgrade is requested for the effective communication between the control room, classroom, and holding facility next door
2. Hand-held two-radio system is requested for the effective communication between the control room, classroom, and holding facility next door.
3. Walk-through metal detector is requested to locate any concealed weapons, restrict items brought into the center by visitors, and ensure the safety of juveniles.

<b>Washington County Juvenile Detention Center Compliance Budget</b>	
<b>Facility Construction</b>	<b>Estimate</b>
Storage Facility	\$3,000
<b>Total Personnel Costs</b>	<b>\$3,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Hand held two-way radio	\$4,000
Upgrade security/intercom systems	\$12,000
Walk through metal detectors	\$4,074
<b>Total Equipment/Technology Costs</b>	<b>\$20,074</b>
<b>Grand Total of Compliance Costs</b>	<b>\$23,074</b>

# Needs Cost Estimate Worksheet

## Yazoo County Juvenile Detention Center

Yazoo County Juvenile Detention Center is located in Yazoo City, MS, and has 25 beds. Operated by the Youth Court, the daily cost per bed is \$47.89, with a yearly cost per bed of \$17,479.16. The estimated total cost = \$138,500.

### Personnel

1. 4 additional detention officers are requested to ensure the effective monitoring of juveniles, prevent access to weapons or other contraband, better manage aggressive juveniles, and ensure each shift is fully staffed.
4. On-site nurse or other health professional is requested to ensure proper and immediate preventative care, conduct medical screenings during intake, and administer prescribed medications
2. Pay raises are requested to ensure retention of qualified employees

### Equipment and Technology

1. Two computers are requested for daily educational use while juveniles are in custody
2. Classroom furnishings are requested for the effective provision of educational programs and services
3. Expansion of surveillance system is requested for increasing coverage to directly and constantly monitoring juveniles, staff, and visitors, decreasing false accusations of abuse, documenting staff misconduct and juvenile or visitor behavior in violation of laws or center rules, and providing recorded evidence in lawsuits, prohibiting the passing of contraband, and ensuring backup during times of low staffing.

<b>Pike County Juvenile Detention Center Compliance Budget</b>	
<b>Personnel</b>	<b>Estimate</b>
Full-time Detention Officers (4)	\$100,000
Full-time Nurse	\$30,000
<b>Total Personnel Costs</b>	<b>\$130,000</b>
<b>Equipment/Technology</b>	<b>Estimate</b>
Surveillance System Expansion	\$4,000
Computers (2 for educational use)	\$3,500
Classroom furniture and equipment	\$1,000
<b>Total Equipment and Technology Costs</b>	<b>\$8,500</b>
<b>Grand Total of Compliance Costs</b>	<b>\$138,500</b>

**APPENDIX B:**

**COST NEEDS  
SUMMARIES FOR  
JUVENILE HOLDING  
FACILITIES**

# **Needs Cost Estimate Worksheets**

## **Pontotoc County Juvenile Holding Facility**

### **Personnel**

1. Certified On-site Teacher with Educational Program Upgrade
2. Staff Training

### **Facility Construction**

1. Recreation Area
2. Building Renovation
3. Visitation room expansion
4. Block Fence
5. Tinted windows for sight barriers
6. Shower Area Upgrade
7. Divider wall between male and female detainees
8. Sprinkler heads in individual cells

### **Equipment and Technology**

1. Computers (students and administrative)
2. Surveillance System with Photo identification
3. Telephone system improvement
4. Fax Machine
5. Cell phone for traveling personnel
6. Automobiles for transporting juveniles
7. Jailer uniforms
8. TV/DVD for educational use

## **Scott County Juvenile Holding Facility**

### **Personnel**

1. 2 Full-time onsite nurses

### **Facility Construction**

1. Surveillance System

### **Equipment and Technology**

1. Surveillance System

APPENDIX C:  
EXCERPTS OF  
HOUSEBILL 199

## Section 4 of House Bill 199 (43-21-321)

- (1) All juveniles shall undergo a health screening within one (1) hour of admission to any juvenile detention center, or as soon thereafter as reasonably possible. Information obtained during the screening shall include, but shall not be limited to, the juvenile's:
  - (a) Mental health
  - (b) Suicide risk
  - (c) Alcohol and other drug use and abuse
  - (d) Physical health
  - (e) Aggressive behavior
  - (f) Family relations
  - (g) Peer relations
  - (h) Social skills
  - (i) Educational status
  - (j) Vocational status
- (2) If the screening instrument indicates that a juvenile is in need of emergency medical care or mental health intervention services, the detention staff shall refer those juveniles to the proper health care facility or community mental health service provider for further evaluation, as soon as reasonably possible. If the screening instrument, such as the Massachusetts Youth Screening Instrument version 2 (MAYSI-2) or other comparable mental health screening instrument indicates that the juvenile is in need of emergency medical care or mental health intervention services, the detention staff shall refer the juvenile to the proper health care facility or community mental health service provider for further evaluation, recommendation and referral for treatment, if necessary, within forty-eight (48) hours, excluding Saturdays, Sundays and statutory state holidays.
- (3) All juveniles shall receive a thorough orientation to the center's procedures, rules, programs and services. The intake process shall operate twenty-four (24) hours per day.
- (4) The directors of all of the juvenile detention centers shall amend or develop written procedures for admission of juveniles who are new to the system. These shall include, but are not limited to, the following:
  - (a) Determine that the juvenile is legally committed to the facility;
  - (b) Make a complete search of the juvenile and his possessions;
  - (c) Dispose of personal property;
  - (d) Require shower and hair care, if necessary;
  - (e) Issue clean, laundered clothing, as needed;
  - (f) Issue personal hygiene articles;
  - (g) Perform medical, dental and mental health screening;
  - (h) Assign a housing unit for the juvenile;
  - (i) Record basic personal data and information to be used for mail and visiting lists;
  - (j) Assist juveniles in notifying their families of their admission and procedures for mail and visiting;
  - (k) Assign a registered number to the juvenile; and
  - (l) Provide written orientation materials to the juvenile.

- (5) All juvenile detention centers shall adhere to the following minimum standards:
- (a) Each center shall have a manual that states the policies and procedures for operating and maintaining the facility, and the manual shall be reviewed annually and revised as needed
  - (b) Each center shall have a policy that specifies support for a drug-free workplace for all employees, and the policy shall, at a minimum, include the following:
    - (i) The prohibition of the use of illegal drugs
    - (ii) The prohibition of the possession of any illegal drugs except in the performance of official duties
    - (iii) The procedure used to ensure compliance with a drug-free workplace policy;
    - (iv) The opportunities available for the treatment and counseling for drug abuse; and
    - (v) The penalties for violation of the drug-free workplace policy
  - (c) Each center shall have a policy, procedure and practice that ensures that personnel files and records are current, accurate and confidential
  - (d) Each center shall promote the safety and protection of juvenile detainees from personal abuse, corporal punishment, personal injury, disease, property damage and harassment
  - (e) Each center shall have written policies that allow for mail and telephone rights for juvenile detainees, and the policies are to be made available to all staff and reviewed annually
  - (f) Center food service personnel shall implement sanitation practices based on State Department of Health food codes
  - (g) Each center shall provide juveniles with meals that are nutritionally adequate and properly prepared, stored and served according to the State Department of Health food codes
  - (h) Each center shall offer special diet food plans to juveniles under the following conditions:
    - (i) When prescribed by appropriate medical or dental staff
    - (ii) As directed or approved by a registered dietitian or physician
    - (iii) As a complete meal service and not as a supplement to or choice between dietary meals and regular meals
  - (j) Each center shall serve religious diets when approved and petitioned in writing by a religious professional on behalf of a juvenile and approved by the juvenile detention center director
  - (k) Juvenile detention center directors shall provide a written method of ensuring regular monitoring of daily housekeeping, pest control and sanitation practices, and centers shall comply with all federal, state and local sanitation and health codes
  - (l) Juvenile detention center staff shall screen detainees for medical, dental and mental health needs during the intake process. If medical, dental or mental health assistance is indicated by the screening, or if the intake officer deems it necessary, the detainee shall be provided access to appropriate health care professionals for evaluation and treatment. Youth who are held less than seventy-two (72) hours shall receive treatment for emergency medical, dental or mental health assistance or chronic conditions if a screening indicates such treatment is needed. A medical history of all detainees shall be completed by the intake staff of the detention center immediately after arrival at the facility by using a medical history form which shall include, but not be limited to, the following:
    - (i) Any medical, dental and mental health treatments and medications the juvenile is taking

- (ii) Any chronic health problems such as allergies, seizures, diabetes, hearing or sight loss, hearing conditions or any other health problems
- (iii) Documentation of all medications administered and all health care services rendered;
- (m) Juvenile detention center detainees shall be provided access to medical care and treatment while in custody of the facility
- (n) Each center shall provide reasonable access by youth services or county counselors for counseling opportunities. The youth service or county counselor shall visit with detainees on a regular basis
- (o) Juvenile detention center detainees shall be referred to other counseling services when necessary including: mental health services; crisis intervention; referrals for treatment of drugs and alcohol and special offender treatment groups
- (p) Local school districts shall work collaboratively with juvenile detention center staff to provide special education services as required by state and federal law
- (q) Recreational services shall be made available to juvenile detainees for purpose of physical exercise
- (r) Juvenile detention center detainees shall have the opportunity to participate in the practices of their religious faith as long as such practices do not violate facility rules and are approved by the director of the juvenile detention center
- (s) Each center shall provide sufficient space for a visiting room, and the facility shall encourage juveniles to maintain ties with families through visitation, and the detainees shall be allowed the opportunity to visit with the social workers, counselors and lawyers involved in the juvenile's care
- (t) Juvenile detention centers shall ensure that staffs create transition planning for youth leaving the facilities. Plans shall include providing the youth and his or her parents or guardian with copies of the youth's detention center education and health records, information regarding the youth's home community, referrals to mental and counseling services when appropriate, and providing assistance in making initial appointments with community service providers
- (u) The Juvenile Detention Facilities Monitoring Unit shall monitor the detention facilities for compliance with these minimum standards, and no child shall be housed in a detention facility the monitoring unit determines is substantially out of compliance with the standards prescribed in this subsection
- (6) Programs and services shall be initiated for all juveniles once they have completed the admissions process.
- (7) Programs and professional services may be provided by the detention staff, youth court staff or the staff of the local or state agencies, or those programs and professional services may be provided through contractual arrangements with community agencies.
- (8) Persons providing the services required in this section must be qualified or trained in their respective fields.

All directors of juvenile detention centers shall amend or develop written procedures to fit the programs and services described in this section.

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