

State of South Dakota
Department of Corrections
Collocated Juvenile Detention Facility Approval Standards

I. Definition of Collocated Facility

Federal Definition – A collocated facility is a juvenile facility that is in the same building as an adult jail or lockup or is part of a related complex of buildings located on the same grounds as an adult jail or lockup. A complex of buildings is considered related when it shares physical features such as walls and fences or services beyond mechanical services (heating, air conditioning, water, sewer) or beyond specialized services such as medical care, food service, laundry, maintenance and engineering.

State Definition - 26-7A-1. Terms used in this chapter and in chapters 26-8A, 26-8B, and 26-8C mean: ...

(16) "Detention facility," a secured, physically-restricting facility designed, staffed, and operated for children and separated by sight and sound from adult prisoners or a facility for children in the same building or secure perimeter as an adult jail or lockup, where children are sight and sound separated from adult prisoners, where staff in the detention facility are trained and certified by the entity operating facility to work with children, and the facility had been approved as a collocated facility by the Office of Juvenile Justice and Delinquency Prevention;

II. Collocated Juvenile Facility Approval Process

1. Facility provides written notice that they wish to be approved as a collocated juvenile detention facility.
2. Facility provides copies of the following materials to the Department of Corrections:
 - a floor plan, with juvenile, adult and shared spaces clearly delineated;
 - copies of policies and procedures and facility and program descriptions which outline how sight and sound separation is provided throughout the facility;
 - a description of the medical, dental, mental health, counseling and education services available for detained youth and the identity of the providers of these services
 - a training plan for facility staff shall be submitted which includes training on working with children (Note: Training records for custody staff will checked during site visits.)

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3. The Department will review the materials, request any needed clarifications or supplemental material and schedule a site visit.
4. The Department will conduct a site visit and facility review.
5. Based on the materials submitted and the facility review, the Department will issue an approval or a corrective action plan.
6. If a corrective action plan is issued, the Department will work with the facility operator to make those changes necessary to meet the standards, if feasible.
7. The Department of Corrections will review all approved collocated juvenile detention facilities on an annual basis.

III. Collocated Facility Approval Standards

1. Sight and Sound Separation of Juveniles from Adult

Standard 1.A. Floor plan and policies and procedures provide for no sustained sight and sound contact between juveniles and adult offenders;

Standard 1.B. Total separation of juveniles from adults is achieved in residential areas – sleeping, bathroom, and lavatory areas.

2. Staff Training

Standard 2.A. Facility has a staff training plan for staff who work with juveniles and training plan provides for adequate staff training on the following items:

- A.** sight and sound separation of juveniles from adults,
- B.** facility operations;
- C.** security procedures;
- D.** emergency procedures;
- E.** safety procedures;
- F.** supervision requirements;
- G.** working with adolescents – which shall include, at a minimum, youth development, adolescent physical and mental health and nonviolent crisis intervention;
- H.** suicide risks and precautions; and
- I.** use of force.

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Standard 2.B. Training records reveal staff are provided training consistent with the training plan and Standard 2.A. Training can be a combination of pre-service and in-service and classroom and on the job. Staff who are assigned to work in the facility have been certified by the facility administrator to work with juveniles.

3. Medical, Dental, Mental Health Services

Standard 3.A. Facility has identified medical, dental, mental health service providers and provides access to routine and emergency 24-hour medical, dental, and mental health services.

Standard 3.B. A medical, dental, mental health intake screening or questionnaire is completed upon admission by a health trained staff person (intake or custody staff trained by a health care professional) or a qualified health care professional (Nurse, Physicians Assistant, Certified Nurse Practitioner, or Medical Doctor).

Standard 3.C. A medical assessment or health appraisal is completed within one week of admission by or a qualified health care professional (Nurse, Physicians Assistant, Certified Nurse Practitioner, or Medical Doctor).

4. Access to Education

Standard 4.A. Youth detained more than 2 days, excluding holidays and weekends, are provided access to educational services.

5. Environmental Conditions

Standard 5.A. All areas of the facility complies with the following environmental conditions:

- A. Temperature of the facility is maintained within a range between 68°-80°;
- B. Ventilation is appropriate;
- C. Artificial lighting in residential and programming space is at least 20 foot candles;
- D. Facility is clean and free from pests;
- E. Facility is free from conditions that present safety or suicide hazards.

6. Supervision of Youth

Standard 6.A. Facility policy and procedures require staff to have direct visual observation of each youth at least every 30 minutes if the area is monitored by an assigned staff person through cameras and monitors. In facilities and areas without cameras and monitors, policy and procedures require staff to have direct visual observation of each youth at least every 15 minutes. Youth placed on suicide precautions shall be check by direct visual observation at least every 5 minutes. Logs shall be utilized to document all visual observation checks.

7. Emergency Procedures

Standard 7.A. Facility has emergency plans to address fire, disturbances, suicide prevention and response and medical emergencies. Staff are trained in the emergency plans. Emergency plans are developed in conjunction with other agencies that will respond in case of emergency.

8. Fire Safety

Standard 8.A. Facility has a fire alarm and automatic detection system that is tested at least quarterly.

Standard 8.B. Facility conforms to applicable federal, state and local fire safety codes. A qualified state or local fire safety official inspects facility annually.

Standard 8.C. Facility has a written evacuation plan which is reviewed and updated annually and shared with the local fire jurisdiction.

9. Food Service

Standard 9.A. A dietician reviews at the food service menu least annually.

Standard 9.B. The facility has the ability and procedures in place to provide special diets as ordered by medical or dental personnel or to meet requests based on religious practices.

10. Youth Activities

Standard 10.A. Operational plan for the facility provides for the following:

- A.** Access to recreation is provided on a daily basis, subject to restriction based on the youth's behavior, which includes access to outside recreation as weather permits;
- B.** Reasonable visitation privileges, that may be restricted based on the youth's behavior or violations of visitation rules, is provided on a scheduled basis. Contact visits with immediate family members is allowed unless violations of visitation rules have occurred in the past;
- C.** Facility schedule allows for the opportunity of at least one-hour out of cell time per 24-hour period. This can be accomplished through visitation or recreation or other activities that occur outside the cell area.