

Rule 3. Administration and Management

210 IAC 8-3-1 Responsible agency or entity

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 1. Written policy, procedure, and practice provide the public or private agency operating a juvenile detention facility is a clearly identified:

- (1) Legal entity; or
- (2) Part of a legal entity.

210 IAC 8-3-2 Licensing requirements

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 2. Written policy, procedure, and practice provide that the program meets applicable licensing requirements of the jurisdiction in which it is located.

210 IAC 8-3-3 Philosophy and purpose statement

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 3. (a) Written policy, procedure, and practice provide a written statement exists that describes the philosophy and purpose of the facility.

- (b) The facility administrator, with input from staff, formulates for the facility:
 - (1) Goals; and
 - (2) Measurable objectives.
- (c) The philosophy, purpose statement, goals and objectives are:
 - (1) Reviewed at least annually; and
 - (2) Updated as needed.

210 IAC 8-3-4 Services for adult and juvenile offenders

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 4. Written policy, procedure, and practice provide that agencies providing services for both adult and juvenile offenders have:

- (1) Statements of:
 - (A) Philosophy;
 - (B) Policy;
 - (C) Program; and

- (D) Procedure;
- (2) That distinguish:
 - (A) Criminal codes; and
 - (B) Statutes that establish and guide programs for juveniles.

210 IAC 8-3-5 Facility administrator

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 5. (a) Written policy, procedure, and practice provide the facility and its programs are managed by the facility administrator.

(b) The facility administrator's qualifications, authority, and responsibilities are specified in writing by statute or in a position description of the parent agency. The facility administrator's qualifications include:

- (1) Either a:
 - (A) Bachelor's degree in an appropriate discipline; or
 - (B) Completion of a career development program that is equivalent to a bachelor's degree and includes work-related experience, training, and college credits;
- (2) Two years of related administrative experience; and
- (3) Demonstrated administrative ability and leadership.

210 IAC 8-3-6 Community advisory board

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 6. Written policy, procedure, and practice provide that there exists a community advisory board that serves as a link between the facility program and the community. The community advisory board shall meet at least annually and shall be representative of the community in which it is located.

210 IAC 8-3-7 Policies, procedures, and programs

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 7. (a) Written policy, procedure, and practice provide:

- (1) Employees participate in the formulation of policies, procedures, and programs; and
- (2) The facility administrator implements the approved policies of the governing authority.

(b) New or revised policies and procedures are disseminated to designated staff and volunteers and, when appropriate, to juveniles and their parent(s) or guardian prior to implementation.

(c) Policies and procedures are accessible by all employees through manuals or an electronic format.

(d) Policies and procedures are reviewed at least annually and updated, as needed.

210 IAC 8-3-8 Facility organization and mission

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 8. Written policy, procedure, and practice provide that there is a written document delineating the facility's organization and mission within the context of the local juvenile justice system. The document includes an organizational chart that groups similar functions, services, and activities in administrative subunits. The document is reviewed at least annually and updated, as needed.

210 IAC 8-3-9 Position descriptions, contracts, or agreements

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 9. (a) Written policy, procedure, and practice provide that the role and functions of employees of public or private agencies providing a service to the facility are covered through a:

- (1) Contract;
- (2) Agreement; or
- (3) Position description;

That specifies their relation to the authority and responsibility of the facility administrator.

(b) These policies and procedures, along with the contract, agreement, or position descriptions are reviewed at least annually and updated, as needed.

(c) Provisions exist for experience and education substitutes for position qualifications.

210 IAC 8-3-10 Monthly meetings

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 10. Written policy, procedure, and practice provide that there are regular meetings, at least monthly, between the facility administrator and key staff members.

210 IAC 8-3-11 Two-way communication

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 11. Written policy, procedure, and practice provide that there is an established system of two-way communication between all levels of staff and juveniles.

210 IAC 8-3-12 Annual report to referring courts

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 12. Written policy, procedure, and practice provide that the referring courts are advised, at least annually, through written reports of the extent and availability of services and programs to juveniles.

210 IAC 8-3-13 Respond to request for information

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 13. Written policy, procedure, and practice provide designated facility staff respond promptly, in compliance with privacy statutes, to requests for information about facility operations or specific juveniles from:

- (1) Federal, state, and local:
 - (A) Legislators; and
 - (B) Executives; and
- (2) Other components of juvenile justice.

210 IAC 8-3-14 Annual meetings and quarterly reports

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 14. (a) Written policy, procedure, and practice provide that:

- (1) The governing authority holds meetings at least annually with the facility administrator, to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements; and
- (2) That at least quarterly, the facility administrator submits a written report of the facility's activities to the governing authority.

(b) This report consists of major developments in each department or administrative unit and includes the following:

- (1) Fiscal information.
- (2) Major incidents.
- (3) Population data.
- (4) Assessment of staff.
- (5) Juvenile morale.
- (6) Major problems.
- (7) Corrective action plans.

210 IAC 8-3-15 Staff access to legal assistance

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 15. Written policy and procedures specify the circumstances and methods for the facility administrator and other staff to obtain legal assistance as needed in the performance of their duties.

210 IAC 8-3-16 Campaigning, lobbying, and political practices

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 16. Written policy, procedure, and practice provide that:

- (1) Campaigning;
- (2) Lobbying; and
- (3) Political practices;

Conform to governmental statutes and regulations, which are made known and available to all employees.

210 IAC 8-3-17 Interstate compact

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 17. Written policy, procedure, and practice provide that the facility administrator cooperates with the interstate compact administrator in the placement and return of juveniles charged with juvenile offenses to the requesting state pursuant to the provisions of the Interstate Compact for Juveniles.

210 IAC 8-3-18 Public information program

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 18. Written policy, procedure, and practice provide for a public information program that encourages interaction with the public and the media.

210 IAC 8-3-19 Media relations

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 19. (a) Written policy, procedure, and practice provide representatives of the media access to the facility that is consistent with preserving juveniles' rights to privacy and maintaining facility order and safety.

(b) Media access procedures address emergency and non-emergency responses and include the following:

- (1) Notification of the court, or placing agency, of the request.
- (2) The identification of areas in the facility that media representatives will be granted access.
- (3) The identification of a contact person authorized to speak with the media on behalf of the facility.
- (4) The identification of data and information protected by federal and state privacy and freedom of information statutes.
- (5) Special events coverage.
- (6) News releases.
- (7) Direction on appropriate responses for individuals within the facility not authorized to speak with the media.
- (8) Media requests for an interview with a juvenile must include the following:
 - (A) The juvenile's consent in writing;
 - (B) The juvenile's parent or guardian's consent in writing; and
 - (C) Notification to the juvenile's counsel.

210 IAC 8-3-20 Facility administrator and fiscal management

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 20. Written policy, procedure, and practice provide that the facility administrator is responsible for fiscal management and control. Management of fiscal operations may be delegated to a designated staff person.

210 IAC 8-3-21 Areas of fiscal management

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 21. Written policy, procedure, and practice cover, at a minimum, the following fiscal areas:

- (1) Internal controls.
- (2) Petty cash.
- (3) Public employee blanket bonds.
- (4) Worker's compensation.
- (5) Civil liability insurance for employees.
- (6) Liability insurance for official and personal vehicles.
- (7) Institutional insurance coverage.
- (8) Signature control on checks.
- (9) Juvenile funds.

(10) The issuing or use of vouchers.

210 IAC 8-3-22 Annual budget request

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 22. Written policy, procedure, and practice provide that the facility administrator prepares an annual budget request that complies with the instructions of the governing agency or entity. Facility staffs' participation in preparing the facility's written budget request is encouraged. The budget request includes the following:

- (1) Daily operations.
- (2) Capital projects.
- (3) Long-range objectives and program development.
- (4) Additional staff requirements.

210 IAC 8-3-23 Budget revisions

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 23. Written policy, procedure, and practice provide that provisions exist for budget revisions.

210 IAC 8-3-24 Monies

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 24. (a) Written policy, procedure, and practice provide that the:

- (1) Collection;
- (2) Safeguarding; and
- (3) Disbursement;

Of monies comply with the accounting procedures established by the governing jurisdiction.

(b) All monies collected at the facility are placed in an officially designated and secure location daily.

(c) Reports of all monies collected and disbursed are regularly distributed to the parent agency and other designated authorities.

210 IAC 8-3-25 Facility accounting system

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 25. Written policy, procedure, and practice provide that the facility's accounting system is designed to show the current status of income and expenditures.

210 IAC 8-3-26 Independent financial audit

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 26. Written policy, procedure, and practice provide that an independent financial audit of the facility is conducted as stipulated by statute or regulation, but at least once every three years.

210 IAC 8-3-27 Inventory

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 27. (a) Written policy and procedures govern the following:

- (1) Requisition;
- (2) Purchase; and
- (3) Inventory control of the following:
 - (A) Property.
 - (B) Supplies.
 - (C) Other assets.

(b) Inventories are conducted at time periods stipulated by applicable statutes, but at least every two years.

210 IAC 8-3-28 Commissary or canteen

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 28. Written policy, procedure, and practice provide that if a commissary or canteen is available where juveniles can purchase approved items that are not furnished by the facility, strict controls are maintained over its operation and regular account procedures are followed.

210 IAC 8-3-29 Funds established for juveniles

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 29. Written policy, procedure, and practice provide that accepted accounting procedures govern the operation of any group or personal fund established for juveniles. Any interest earned on monies, other than operating funds, accrues to the benefit of the juveniles.

210 IAC 8-3-30 Financial transactions

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 30. Written policy, procedure, and practice provide that financial transactions between juveniles, juveniles and staff, or juveniles and volunteers are prohibited.

210 IAC 8-3-31 Employee reimbursements

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 31. Written policy, procedure, and practice provide that employees are reimbursed for all approved expenses incurred in the performance of their duties.

210 IAC 8-3-32 Personnel manual

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 32. (a) Written policy, procedure, and practice provide that a personnel manual is accessible to employees in hard copy or via electronic means that covers, at a minimum, the following:

- (1) Organizational chart.
- (2) Staff development.
- (3) Recruitment and selection.
- (4) Promotion.
- (5) Job qualifications and job descriptions.
- (6) Equal employment opportunity provisions.
- (7) Sexual harassment.
- (8) Grievance and appeal procedures.
- (9) Orientation.
- (10) Employee evaluation.
- (11) Personnel records.
- (12) Benefits.
- (13) Holidays.
- (14) Leave.
- (15) Work hours.
- (16) Probationary period.
- (17) Compensation policy.
- (18) Travel.
- (19) Disciplinary procedures.
- (20) Termination.
- (21) Resignation.
- (22) Employee assistance program.
- (23) Code of ethics.
- (24) Conflict of interest.
- (25) Legal assistance.

(b) Employees are required to sign statements acknowledging access to and awareness of personnel policies and regulations.

210 IAC 8-3-33 Staff acknowledgement of policies and procedures

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 33. (a) Written policy, procedure, and practice provide that staff acknowledge they have reviewed the following:

- (1) Policies and procedures.
- (2) Facility work rules and regulations.
- (3) Conditions of employment.
- (4) A written code of ethics.

(b) These documents are made accessible and available to all staff.

210 IAC 8-3-34 Staffing requirements

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 34. (a) Written policy, procedure, and practice provide the staffing requirements for all categories of personnel are determined to ensure:

- (1) Juveniles have access to staff, programs, and services; and
- (2) There is sufficient staff present at the facility to provide adequate supervision of the juveniles' twenty-four (24) hours per day, seven (7) days per week.

(b) Staff is required to be awake and alert at all times.

(c) At least two staff shall be on duty at all times in the facility.

(d) Facility's housing juveniles of both genders shall provide same-gender supervision of youth.

(e) The facility uses a system to determine the number of staff needed for essential positions, and at a minimum, that considers the following:

- (1) Holidays.
- (2) Regular days off.
- (3) Annual training requirements.
- (4) Annual leave.
- (5) Average sick leave.

210 IAC 8-3-35 Equal employment opportunities

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 35. Written policy, procedure, and practice provide that equal employment opportunities exist for all positions.

210 IAC 8-3-36 Personnel selected, retained, and promoted

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 36. Written policy, procedure, and practice provide that:

- (1) All personnel are:

- (A) Selected;
- (B) Retained; and
- (C) Promoted;
- (2) On the basis of:
 - (A) Merit; and
 - (B) Specified qualifications from:
 - (i) Within the facility; and
 - (ii) Outside sources.

210 IAC 8-3-37 Professional qualifications

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 37. Written policy, procedure, and practice provide that all professional specialists are qualified in their fields.

210 IAC 8-3-38 On-call employees

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 38. Written policy, procedure, and practice provide a mechanism for temporary appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.

210 IAC 8-3-39 Employee background check

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 39. Written policy, procedure, and practice provide that a criminal record and sex offender registry checks are conducted on all new employees in accordance with state and federal statutes, including the following:

- (1) Indiana Data and Communications System (IDACS);
- (2) Indiana Bureau of Motor Vehicle (BMV);
- (3) Indiana Department of Child Services (DCS); and
- (4) Indiana Sex and Violent Offender Registry.

210 IAC 8-3-40 New employee physical examination

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 40. Written policy, procedure, and practice provide that employees who have direct contact with juveniles receive a physical examination prior to a job assignment. Employees receive reexaminations according to a defined need or schedule.

210 IAC 8-3-41 Drug-free workplace

Authority: IC 11-8-2-5; IC 31-31-8-2
Affected: IC 11-8-2; IC 31-31-8

Sec. 41. Written policy, procedure and practice provide that the facility is a drug-free workplace. This policy is reviewed annually and includes, at a minimum, the following:

- (1) Prohibition of the use of illegal drugs.
- (2) Prohibition of possession of any illegal drug except in the performance of official duties.
- (3) Procedures to be used to ensure compliance.
- (4) Opportunities available for treatment or counseling, or both, for drug abuse.
- (5) Penalties for violation of the policy.

210 IAC 8-3-42 Grievance procedure

Authority: IC 11-8-2-5; IC 31-31-8-2
Affected: IC 11-8-2; IC 31-31-8

Sec. 42. Written policy, procedure, and practice provide that a grievance procedure is available to all employees.

210 IAC 8-3-43 Sexual harassment and discrimination

Authority: IC 11-8-2-5; IC 31-31-8-2
Affected: IC 11-8-2; IC 31-31-8

Sec. 43. (a) Written policy, procedure, and practice provide that sexual harassment and discrimination is prohibited.

- (b) All staff are trained in:
- (1) The specific process to be followed; and
 - (2) The designated staff to whom incidents of sexual harassment or discrimination should be reported.
- (c) Training is documented that is provided to:
- (1) Staff;
 - (2) Contractors; and
 - (3) Volunteers.

210 IAC 8-3-44 Americans with Disabilities Act

Authority: IC 11-8-2-5; IC 31-31-8-2
Affected: IC 11-8-2; IC 31-31-8

Sec. 44. Written policy, procedure, and practice specify that the Americans with Disabilities Act (ADA) shall be followed.

210 IAC 8-3-45 Annual performance review

Authority: IC 11-8-2-5; IC 31-31-8-2
Affected: IC 11-8-2; IC 31-31-8

Sec. 45. Written policy, procedure, and practice provide that all employees are provided an annual performance review based on defined criteria, the results of which are discussed with the employee.

210 IAC 8-3-46 Compensation and benefit levels

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 46. Written policy, procedure, and practice provide that compensation and benefit levels for all facility personnel are comparable to those for similar occupational groups in the state or region.

210 IAC 8-3-47 Current and accurate personnel records

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 47. (a) Written policy, procedure, and practice provide that the facility maintains a current and accurate personnel record on each employee in a secure location.

(b) Information obtained regarding the medical condition or history of applicants and employees is:

- (1) Collected on separate forms;
- (2) Maintained in separate medical files; and
- (3) Treated as a confidential medical record.

210 IAC 8-3-48 Employee right to challenge information in personnel file

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 48. Written policy, procedure, and practice provide that employees may challenge the information in their personnel file. Information proven to be inaccurate is removed or corrected.

210 IAC 8-3-49 Staff agreement to abide by facility policies

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 49. Written policy, procedure, and practice provide that facility policies, particularly those relating to confidentiality and facility security, are agreed to be abided by, in writing, by:

- (1) Employees;
- (2) Consultants;
- (3) Volunteers; and
- (4) Contract personnel.

210 IAC 8-3-50 Employee assistance program

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 50. Written policy, procedure, and practice provide a process to refer employees to an employee assistance program.

210 IAC 8-3-51 Development and training program

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 51. (a) Written policy, procedure, and practice provide that the facility's staff development and training program is:

- (1) Planned;
- (2) Coordinated; and
- (3) Supervised;

By a qualified employee.

(b) A qualified employee is defined as someone who has completed a trainer's program provided by or approved by the department's Correctional Training Institute.

210 IAC 8-3-52 Facility training plan

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 52. (a) Written policy, procedure, and practice provide that a facility training plan:

- (1) Is:
 - (A) Developed;
 - (B) Evaluated; and
 - (C) Updated;
- (2) Based on an annual assessment that identifies:
 - (A) Current job-related training needs; and
 - (B) An evaluation of existing training programs;
- (3) By a training advisory committee composed of:
 - (A) The facility's training coordinator; and
 - (B) Representatives from other facility departments.

(b) Training is provided by individuals:

- (1) Qualified in the specific subject area being presented; or
- (2) Who use curriculum approved by a subject matter expert; or
- (3) Both.

210 IAC 8-3-53 Library and reference services

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 53. Written policy, procedure, and practice provide that library and reference services are available to complement the training and staff development program.

210 IAC 8-3-54 Space and equipment for staff development program

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 54. The necessary space and equipment for the training and staff development program are available.

210 IAC 8-3-55 Orientation training

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 55. (a) Written policy, procedure, and practice provide that all new full-time employees receive 40 hours of "orientation training" before undertaking their assignments. The "orientation training" includes, at a minimum, the following areas:

- (1) Orientation to facility and parent agency's:
 - (A) Purpose;
 - (B) Goals;
 - (C) Policies; and
 - (D) Procedures.
- (2) Working conditions and regulations.
- (3) Employees' rights and responsibilities including sexual harassment.
- (4) Overview of the juvenile justice field.

(b) Depending upon the employee(s) and the particular job requirements, "orientation training" may include preparatory instruction related to the particular job. Additional topics may be added at the discretion of the agency or facility.

210 IAC 8-3-56 New employee training

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 56. Written policy, procedure, and practice provide that all new administrative and managerial staff receive forty (40) hours of "new employee training" appropriate to their assigned duties and responsibilities in addition to the "orientation training" during their first year of employment and the forty (40) hours of annual in-service training each year thereafter.

210 IAC 8-3-57 Direct care staff

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 57. (a) Written policy, procedure, and practice provide that all new direct care staff receive one hundred twenty (120) hours of "new employee training" in addition to the "orientation training" during their first year of employment and the forty (40) hours of annual in-service training each year thereafter.

(b) At a minimum, New Employee Training covers the following:

- (1) Emergency procedures, including the following:

- (A) Security.
 - (B) Safety.
 - (C) Fire.
 - (D) Medical.
- (2) Supervision of juveniles.
 - (3) Suicide intervention and prevention.
 - (4) Report writing.
 - (5) De-escalation techniques and the use of force continuum.
 - (6) Juvenile rules and regulations.
 - (7) Rights and responsibilities of juveniles.
 - (8) Key control.
 - (9) Interpersonal relations.
 - (10) Communication skills.
 - (11) Sexual abuse/assault.
 - (12) Code of ethics.
 - (13) First aid.
 - (14) Sexual harassment.
 - (15) Search and seizure.
 - (16) Rules of evidence.
 - (17) Social/cultural awareness of the juvenile population.
- (c) Additional topics may be added at the discretion of the agency or facility.

210 IAC 8-3-58 Support service staff

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 58. Written policy, procedure, and practice provide that all new support service staff who have regular or daily contact with juveniles receive forty (40) hours of "new employee training" in addition to the "orientation training" during their first year of employment and forty (40) hours of annual in-service training each year thereafter.

210 IAC 8-3-59 Clerical and limited contact staff

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 59. Written policy, procedure, and practice provide that all new clerical and limited-contact staff, who have minimal or no contact with juveniles, receive sixteen (16) hours of "new employee training" in addition to "orientation training" during the first year of employment and sixteen (16) hours of annual in-service training each year thereafter.

210 IAC 8-3-60 Part-time staff, volunteers, and contract personnel

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 60. Written policy, procedure, and practice provide formal orientation appropriate to

their assignments and additional training, as needed, is received by all:

- (1) Part-time staff;
- (2) Volunteers; and
- (3) Contract personnel.

210 IAC 8-3-61 Professional development

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 61. Written policy, procedure, and practice provide that employees are encouraged to continue their education, training, and professional development.

210 IAC 8-3-62 Juvenile case record management

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 62. (a) Written policy, procedure, and practice provide juvenile case record management includes, at a minimum, the following:

- (1) Establishment, use, and content of case records.
- (2) Signed and dated entries.
- (3) Maintenance, secure placement, and preservation of records to minimize the possibility of theft, loss, or unauthorized destruction of records.
- (4) Schedule for retiring or destroying inactive records.
- (5) Safeguards from unauthorized and improper disclosure.
- (6) Security for computerized systems.
- (7) A “release of information consent form” that complies with applicable federal and state regulation, a copy of which is maintained in the case record.

(b) Employees, consultants, and contract personnel are:

- (1) Informed in writing about the facility’s policies on confidentiality of information; and
- (2) Agree in writing to abide by them.

(c) All case records associated with claims of sexual abuse are retained in accordance with an established schedule and include the following:

- (1) Incident reports.
- (2) Investigative reports.
- (3) Juvenile information.
- (4) Case disposition.
- (5) Medical and counseling evaluation findings.
- (6) Recommendations for post-release treatment or counseling, or both.

210 IAC 8-3-63 Record per each juvenile

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 63. Written policy, procedure, and practice provide that the facility maintains a

record on each juvenile, which is available in a master case file. The contents are identified and separated according to an established format and include, at a minimum, the following information:

- (1) Demographic information, including the following:
 - (A) Name.
 - (B) Age.
 - (C) Gender.
 - (D) Place of birth.
 - (E) Race.
 - (F) Ethnicity.
 - (G) Nationality.
- (2) Initial intake information form.
- (3) Authority to accept juvenile.
- (4) Alleged delinquent act(s) and location of occurrence(s).
- (5) Referral source.
- (6) Case history or social history.
- (7) Medical consent forms.
- (8) Parent or guardian information, including the following:
 - (A) Name.
 - (B) Relationship.
 - (C) Address.
 - (D) Phone number.
 - (E) Person(s) juvenile resides with at time of admission.
- (9) Driver's license number, social security number and Medicaid number, when applicable.
- (10) Court and disposition.
- (11) Individual plan or program.
- (12) Signed release-of-information forms, when required.
- (13) Progress reports on program involvement.
- (14) Program rules and disciplinary policy signed by juvenile.
- (15) Grievance and disciplinary record, if applicable.
- (16) Referrals to other agencies.
- (17) Final discharge or transfer report.

210 IAC 8-3-64 Facility case file

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 64. Written policy, procedure, and practice provide that materials in the facility case files are clearly identified as to:

- (1) Source;
- (2) Verifications of the content of the material; and
- (3) Confidentiality.

210 IAC 8-3-65 Updated case file

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 65. Written policy, procedure, and practice provide that an updated case file for any juvenile transferred from one facility to another is transferred simultaneously or, at the latest, within seventy-two (72) hours.

210 IAC 8-3-66 Information system

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 66. (a) Written policy, procedure, and practice provide that:

- (1) The facility:
 - (A) Contributes to;
 - (B) Has access to; and
 - (C) Uses;
- (2) An organized system of information:
 - (A) Storage;
 - (B) Retrieval; and
 - (C) Review.

(b) The information system is part of an overall research and decision-making process relating to both juvenile and operational needs.

(c) The effectiveness of the information system as it relates to the overall facility management is evaluated in writing annually.

210 IAC 8-3-67 Research activities

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 67. (a) Written policy, procedure, and practice provide that:

- (1) The facility or parent agency:
 - (A) Supports;
 - (B) Engages in; and
 - (C) Uses research activities;
- (2) That are:
 - (A) Consistent with statutes and are relevant to its programs, services, and operations; and
 - (B) Ensures juvenile confidentiality.

(b) The facility administrator reviews and approves all research prior to implementation to ensure compliance with:

- (1) Professional and scientific ethics;
- (2) Agency policy; and
- (3) State and federal guidelines for the use and dissemination of research finding.

(c) Juvenile participation is voluntary the following research programs:

- (1) Non-medical.
- (2) Non-pharmaceutical.
- (3) Non-cosmetic.

- (d) Access to records is granted:
 - (1) For the purposes of:
 - (A) Research;
 - (B) Evaluation; and
 - (C) Statistical analysis;
 - (2) In accordance with a formal written agreement that authorizes:
 - (A) Access;
 - (B) Specifies use of data; and
 - (C) Ensures confidentiality.

(e) All research results are made available to the facility administrator for review and comment prior to publication or dissemination.

210 IAC 8-3-68 Information gathering, exchange, and standardization

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 68. Written policy, procedure, and practice provide that the facility or parent agency collaborates with juvenile justice and service agencies in information:

- (1) Gathering;
- (2) Exchange; and
- (3) Standardization.

210 IAC 8-3-69 Activities that contribute to the community

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 69. Written policy, procedure, and practice provide that, to the extent possible, the facility actively identifies and implements activities that contribute to the community.

210 IAC 8-3-70 Volunteer service program

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 70. Written policy and procedure specify who is responsible for operating a volunteer service program and the lines of authority, responsibility, and accountability.

210 IAC 8-3-71 Volunteers

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 71. (a) Written policy, procedure, and practice provide that the volunteer coordinator provides volunteer involvement by volunteers from all cultural and socioeconomic parts of the community through:

- (1) Recruiting;
- (2) Screening; and

- (3) Selecting.
- (b) The volunteer program is clearly defined and well organized.

210 IAC 8-3-72 Curtails, postpones, or terminates volunteer services

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 72. Written policy, procedure, and practice provide that the facility administrator:

- (1) Curtails;
- (2) Postpones; or
- (3) Terminates;

The services of a volunteer or volunteer organization when there is a documented reason for doing so.

210 IAC 8-3-73 Volunteer registration and identification

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 73. Written policy, procedure, and practice provide that there is an official registration and identification system for volunteers.

210 IAC 8-3-74 Volunteer services and evaluations

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 74. Written policy, procedure, and practice provide that volunteers may perform professional services only when they are certified or licensed to do so. The volunteer's performance is evaluated annually.

210 IAC 8-3-75 Volunteer suggestions

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 11-8-2; IC 31-31-8

Sec. 75. Written policy, procedure, and practice provide for volunteers to contribute suggestions regarding the establishment of policy and procedure for the volunteer service program. A written evaluation of the volunteer service programs is completed annually.