

## **Rule 10. Programs and Services**

### **210 IAC 8-10-1 Intake and admissions**

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

**Affected:** IC 31-31-8-2

Sec. 1. Written policy, procedure, and practice provide that upon entry into the system the admission process includes, but is not limited to, the following:

- (1) Determination that the juvenile is legally committed to the facility.
- (2) A thorough and complete search of the juvenile and possessions.
- (3) Inventory, storage, and/or disposition of personal property.
- (4) Shower and hair care, if necessary.
- (5) Issue of clean, laundered, properly fitted clothing, as needed.
- (6) Issue of personal hygiene articles.
- (7) Medical, dental, and mental health screenings.
- (8) Assignment to and brief tour of housing unit.
- (9) Recording of basic personal data and information to be used for mail and visiting lists.
- (10) Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting.
- (11) Assignment of a registered number to the juveniles.
- (12) Provision of written orientation materials to the juvenile and verbal or multi-media orientation to facility and programs.

### **210 IAC 8-10-2 Detention hearing**

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

**Affected:** IC 31-31-8-2

Sec. 2. Written policy, procedure and practice provide that a juvenile alleged to have committed a crime and held in detention be brought to court for a detention hearing and assignment of counsel within forty-eight (48) hours, excluding weekends, holidays, and non-judicial days.

### **210 IAC 8-10-3 Phone call upon admission**

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

**Affected:**

Sec. 3. Written policy, procedure, and practice provide that during the admission process all juveniles have the right to make at least one local or collect long distance telephone call to:

- (1) Family members;

- (2) Attorneys; or
- (3) Other approved individuals.

**210 IAC 8-10-4 Programming during reception period**

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

**Affected: IC 31-31-8-2**

Sec. 4. Written policy, procedure, and practice provide that juveniles are provided with programming, including education, during the reception period.

**210 IAC 8-10-5 Personal property**

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

**Affected: IC 31-31-8-2**

Sec. 5. Written policy, procedure, and practice provide that personal property retained at the facility is itemized in a written list prepared by staff. The list is then signed and verified by the juvenile's signature. The signed list is kept in the permanent case file, and the juvenile receives a current copy.

**210 IAC 8-10-6 Social service program**

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

**Affected: IC 31-31-8-2**

Sec. 6. (a) Written policy, procedure, and practice provide for a social service program that makes available a wide range of resources appropriate to the needs of juveniles, including the following:

- (1) Individual, group, and family counseling.
- (2) Treatment based on assessed risk and need.
- (3) Special programs for juveniles with specifically identified needs.
- (4) Social skills for all juveniles.

(b) Facility staff identifies the collective service needs of the juvenile population at least annually. The social services program is administered and supervised by a qualified person.

**210 IAC 8-10-7 Social services staff meetings with juveniles**

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

**Affected: IC 31-31-8-2**

Sec. 7. (a) Written policy, procedure, and practice provide that social services staff members are to be available to meet with juveniles:

- (1) On a regularly scheduled basis at least once a month; and

(2) At the juvenile's request.

(b) Individual contacts are documented in the form of an individual contact note in the juvenile's record.

**210 IAC 8-10-8 Social services staff and facility staff**

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

**Affected: IC 31-31-8-2**

Sec. 8. Written policy, procedure, and practice provide that social services staff:

- (1) Share relevant information; and
- (2) Coordinate their efforts;

With appropriate facility juvenile care workers.

**210 IAC 8-10-9 Library supervision**

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

**Affected: IC 31-31-8-2**

Sec. 9. Written policy, procedure, and practice provide that the facility has a qualified person who coordinates and supervises library services.

**210 IAC 8-10-10 Library services**

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

**Affected: IC 31-31-8-2**

Sec. 10. Written policy, procedure, and practice provide that library services are available to all juveniles and include, at a minimum, the following:

- (1) Defined principles, purposes, and criteria in the selection and maintenance of library materials.
- (2) Planned and continuous acquisition of materials to meet the needs of users.
- (3) Logical organization of materials for convenient use.
- (4) Circulation of materials to satisfy the needs of users.
- (5) Information services to locate facts, as needed.
- (6) A reader's advisory service that helps provide users suitable materials.
- (7) Promotion of the use of library materials.
- (8) Access to publications.
- (9) A congenial library atmosphere, functional in design and inviting in appearance.

**210 IAC 8-10-11 Recreation schedule**

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

**Affected: IC 31-31-8-2**

Sec. 11. Written policy, procedure, and practice provide that recreation schedules and constructive leisure-time activities are prepared by the recreation staff. A qualified recreation director, or a staff member trained in recreation services:

- (1) Creates the recreation schedule;
- (2) Plans for constructive leisure-time activities; and
- (3) Supervises the program.

**210 IAC 8-10-12 Indoor and outdoor recreation**

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

**Affected:**

Sec. 12. Written policy, procedure, and practice provide that all juveniles have access to a variety of indoor and outdoor recreational activities as weather and conditions permit. Each facility has:

- (1) Fixed and movable recreation equipment; and
- (2) Adequate indoor and outdoor recreation and activity space.

**210 IAC 8-10-13 Minimum recreation and leisure schedule**

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

**Affected: IC 31-31-8-2**

Sec. 13. (a) Written policy, procedure, and practice provide that the recreation and leisure-time schedule includes, at a minimum, the following:

- (1) One (1) hour per day of a large muscle activity; and
- (2) One (1) hour of structured leisure-time activities.

(b) Recreation programs are conducted in cooperation with the following departments:

- (1) Security;
- (2) Education;
- (3) Social services;
- (4) Religious services; and
- (5) Medical.

(c) The recreation program includes the following:

- (1) A wide variety of physical activities.
- (2) Physical skill building to help maintain lifetime health and fitness.
- (3) Encouragement for juveniles to self-monitor and set personal fitness goals.
- (4) A means to individualize the intensity of activities and measure individual improvement.

**210 IAC 8-10-14 Religious program coordinator**

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

**Affected: IC 31-31-8-2**

Sec. 14. Written policy, procedure, and practice provide that a qualified person, based on experience, education, licensure and credentials, and training, coordinates the facility's religious programs.

**210 IAC 8-10-15 Space and equipment for religious programs**

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

**Affected: IC 31-31-8-2**

Sec. 15. (a) Written policy, procedure, and practice provide that the facility designates adequate space and equipment needed to conduct and administer religious programs.

(b) The religious services coordinator, in cooperation with the facility administrator or designee, approves donations of equipment and materials for use in religious programs.

**210 IAC 8-10-16 Religious services on voluntary basis**

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

**Affected: IC 31-31-8-2**

Sec. 16. (a) Written policy, procedure, and practice provide that juveniles have an opportunity to:

(1) Participate on a voluntary basis in religious:

(A) Services;

(B) Programs; and

(C) Counseling; and

(2) Request visits from representatives of their respective faith.

(b) Religious faith practices deemed essential by the faith's judicatory are limited for a juvenile only by documentation showing:

(1) A threat to the safety of persons involved in the practice; or

(2) The practice itself disrupts order in the facility.

**210 IAC 8-10-17 Services upon release**

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

**Affected: IC 31-31-8-2**

Sec. 17. (a) Written policy, procedure, and practice provide that, to the extent possible, staff at the facility work closely with probation officers to secure services for juveniles upon release.

(b) Juveniles in need of transitional assistance participate in the development of a coordinated plan for the following services:

- (1) Education.
- (2) Employment.
- (3) Counseling.
- (4) Medical.

**210 IAC 8-10-18 Release procedure**

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

**Affected: IC 31-31-8-2**

Sec. 18. Written procedure for releasing juveniles includes, but is not limited to, the following:

- (1) Verification of identity.
- (2) Verification of release papers.
- (3) Completion of release arrangements, including the person or agency to whom the juvenile is to be released.
- (4) Return of personal effects.
- (5) Completion of any pending action, such as grievances or claims for damaged or lost possessions.
- (6) Arrangements for medical follow-up in the community, when needed.
- (7) Transportation arrangements.
- (8) Forwarding of mail

**210 IAC 8-10-19 Specific release information**

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

**Affected: IC 31-31-8-2**

Sec. 19. Written policy, procedure, and practice provide that juvenile offenders are given specific release information in writing and the decision is recorded in the case record.

**210 IAC 8-10-20 Legal placement**

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

**Affected: IC 31-31-8-2**

Sec. 20 (a) Written policy, procedure, and practice provide that a juvenile's placing agency is documented by:

- (1) Court order;
- (2) Statute; or
- (3) Compact.

(b) Materials in the case file are clearly identified as to:

- (1) Source;
- (2) Verification; and
- (3) Confidentiality.

**210 IAC 8-10-21 Temporary leaves**

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

**Affected: IC 31-31-8-2**

Sec. 21. Written policy, procedure, and practice provide that juveniles are afforded opportunities for escorted and unescorted day leaves into the community:

- (1) Where statutes permit; and
- (2) With the permission of the placing agency.