

TITLE 83 - JAIL STANDARDS BOARD - STANDARDS FOR JUVENILE  
DETENTION FACILITIES

CHAPTER 2 - ADMINISTRATION, ORGANIZATION, AND  
MANAGEMENT

001 Legal Authority. The governing body shall have the legal authority to establish and operate a juvenile detention facility.

002 Facility Administrator. The facility shall have a designated administrator who shall be responsible for all facility operations.

003 Organizational Chart. The facility shall have a written organizational chart which accurately reflects the structure of authority, responsibility, and accountability within the facility.

004 Mission Statement. The facility shall have a written mission statement which describes its philosophy and goals, who it will house and for what purposes, and what programs and services will be offered.

005 Policies and Procedures. The facility administrator shall develop and maintain a set of written policies and procedures describing all aspects of facility administration and operation.

005.01 All policies and procedures shall be reviewed at least annually and shall be revised as necessary. When policies and procedures are revised, a copy of the policies and procedures being replaced shall be kept on permanent file.

005.02 Written policies and procedures shall be made available to all facility employees.

005.03 Written policies and procedures shall form the basis for new facility employee orientation and training.

005.04 There shall be a procedure for dissemination of new or revised policies and procedures to facility employees prior to implementation.

TITLE 83  
CHAPTER 2

005.05 The written policies and procedures shall be formally approved by the governing body having authority over the facility. When a subsequent revision to the written policies and procedures is made, the facility administrator shall provide a copy to the governing body and may proceed with implementation. The governing body shall review and approve subsequent revisions on at least an annual basis.

006 Post Orders. The facility shall have written post orders that state the duties and responsibilities for staff with post assignments. These post orders shall be reviewed at least annually and updated as necessary.

Effective: August 8, 1993