

Collocated Facilities Checklist

Section 31.303(e)(3) of OJJDP Formula Grants Regulation (28 CFR 31) established criteria that must be met in order for a state and OJJDP to determine whether a separate juvenile detention or correctional facility exists within the same building, or on the same grounds as an adult jail or lockup. OJJDP is currently in the process of drafting new regulations to address changes regarding collocated facilities in the JJDP Act of 2002, which went into effect on October 1, 2003. OJJDP will issue a new Collocated Facilities Checklist when these regulations are finalized. Until that time, it is recommended that each state maintain the following information for each collocated facility in order for OJJDP to verify the state's approval of a collocated facility as a separate juvenile detention or correctional center.

STATE: _____

NAME AND ADDRESS OF FACILITY: _____

	<u>YES</u>	<u>NO</u>
A. Initial Facility Review 31.303(e)(3)(ii)		

Did the state agency conduct an onsite review to determine compliance with the four criteria of the collocated facility regulation?	_____	_____
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Or, for facilities in the planning or construction phase...

Did the state agency review the full construction and operations plans?	_____	_____
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Date of state determination: _____

B. Collocated Definition 31.303(e)(3)(i)(a)		
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Are the two facilities located in the same building?	_____	_____
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or

Are they part of a related complex of buildings located on the same grounds?	_____	_____
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Describe what physical features the two buildings share or what services two programs share in common. _____

C. Collocated Criteria 31.303(e)(3)(i)(C) and JJDP Act of 2002

1. Separation Between Juveniles and Adults 31.303(e)(3)(i)(C)(1)

Separation between juveniles and adults such that there could be no sustained sight or sound contact between juveniles and incarcerated adults. Total separation must be achieved in residential areas, e.g., sleeping and bathroom, through architectural design such that no contact is possible. In program areas, e.g., educational, vocational, and recreational, separation must be achieved wither through architectural design or through time-phased use of areas as directed by written policies and procedures

- a. A legible floor plan for the proposed facility is provided? _____ _____
- b. All relevant areas of the physical plant are clearly labeled? _____ _____
- c. The floor plan, as well as other documents (list below), clearly indicate the total spatial separation in the residential areas (e.g., sleeping, bathrooms, lavatories) of the respective facilities? _____ _____
- d. The floor plan or policies and procedures clearly indicate either total spatial separation or time-phased use of the following areas:

	Time-Phased	Spatial
Entrance	_____	_____
Intake/Processing	_____	_____
Dining	_____	_____
Indoor Recreation	_____	_____
Outdoor Recreation	_____	_____
Education	_____	_____
Counseling	_____	_____
Medical	_____	_____
Religious Services	_____	_____
Visitation	_____	_____
Other Programs (list below)	_____	_____

- e. Supporting documentation clearly describes resident movements, both scheduled and emergency? Note: Separation requirements may be suspended in emergencies. _____ _____

f. List supporting documentation: _____

2. Separate Programming 31.303(e)(3)(i)(C)(2)

Total separation in all juvenile and adult program activities within the facilities, including recreation, education, counseling, health care, dining, sleeping, and general living activities.

- a. The facility has provided a complete, narrative description of all programs that will be available for juveniles, and where the programs will be conducted? _____
- b. Juvenile and adult residents do not share any program activities, including but not limited to those cited in the standard above? _____
- c. There is an independent and comprehensive operational plan for the juvenile detention center which provides for a full range of separate program services? _____

3. Staff 31.303(e)(3)(i)(C)(3) and JJDP Act of 2002

The JJDP Act of 2002 revises the criteria for colocated facilities to allow for the use of same staff for adult and juvenile populations in colocated facilities under specific circumstances. Collocated facilities that continue to use separate staff for juvenile and adult populations must provide the information requested in items a–d. Collocated facilities that use the same staff for juvenile and adult populations must provide the information requested in items e–h.

Separate Staff 31.303(e)(3)(i)(C)(3)

Separate juvenile and adult staff, including management, security staff, and direct care staff such as recreation, education, and counseling. Specialized services staff, such as cooks, bookkeepers, and medical professionals who are not normally in contact with detainees, or whose infrequent contacts occur under conditions of separation of juveniles and adults, can serve both.

- a. The juvenile facility’s organizational chart, and/or other documentation, clearly indicate a permanent, full-time manager or superintendent for the juvenile facility (this manager or superintendent may report to the sheriff or jail administrator)? _____
- b. The juvenile facility’s organizational chart, and/or other documentation, clearly indicate that the juvenile facility’s line staff (as cited in the standard above) are permanently assigned to the juvenile facility, viz., juvenile and adult facility staffs are not rotated between the facilities based on occupancy in either facility? _____

YES NO

- c. The juvenile facility's organizational chart, and/or other documentation, clearly indicate that staff from the adult jail will not serve as relief workers for the juvenile facility on their regularly scheduled workdays in the jail, viz., staff from the adult jail may only work in the juvenile facility in emergency, life-threatening situations, or as private citizens employed by the juvenile detention center? _____ _____

- d. The juvenile facility's organizational chart, and/or other documentation, clearly indicate that the adult residents (trustees) will never be permitted to supervise or provide direct services for juvenile residents, e.g., serving meals, dispensing reading materials, etc.? _____ _____

Same Staff (JJDP Act of 2002)

Same staff are utilized for the juvenile and adult populations (including management, security, and direct-care staff). Staff providing specialized services (medical care, food service, laundry, maintenance, and engineering, etc.) who are not normally in contact with detainees, or whose infrequent contacts occur under conditions of separation of juveniles and adults, can serve both populations (subject to state standards or licensing requirements).

- e. The state has a policy and training program which will certify staff to work with juveniles in the facility? _____ _____

- f. The training program to work with juveniles includes, at a minimum, training in the following areas:
 - Youth development _____ _____
 - Adolescent physical health _____ _____
 - Adolescent mental health _____ _____
 - Nonviolent crisis intervention _____ _____

- g. Juvenile facility's organizational chart and/or other documentation clearly indicate that the staff is assigned to one population (adult or juvenile) per shift? _____ _____

- h. Juvenile facility's policies, organizational chart, and/or other documentation clearly indicate that adult residents (trustees) will never be permitted to provide direct services (e.g., serving meals, dispensing reading materials, etc.) for juvenile residents? _____ _____

State agency responsible for training and certification: _____

YES NO

4. Licensing 31.303(e)(3)(i)(C)(4)

In states that have established state standards or licensing requirements for secure juvenile detention facilities, the juvenile facility meets the standards and is licensed as appropriate.

- a. Juvenile detention centers must comply with established state standards in order to operate? Must be licensed to operate? _____
- b. If the answer is “yes,” states’ approval clearly indicates that it is contingent upon the juvenile facility being found in compliance with the state standards, and (if applicable) being licensed by the state to operate as a juvenile detention center? _____
- c. Compliance with standards already documented? _____
- d. Licensing already documented? _____

D. Annual Onsite Review 31.303(e)(3)(iv)

The state agency or its designee (contractor, subgrantee) annually reviewed the collocated facility onsite and determined the facility to be in compliance with the four criteria.

List date of initial onsite review: _____

List dates of each subsequent annual onsite review: _____

E. Summary of SRAD Findings

SRAD Staff Signature

Date