

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 04-07	Effective Date: 08/11/04	Revision Date: 05-19-14
Subject: Safety and Health Practices		

I. Policy Statement

Division staff have a responsibility to provide and maintain a clean, safe, and healthy environment for the juveniles in our care. Staff shall encourage and assist juveniles in the acquisition of appropriate health and hygiene skills. Staff shall follow safety and health practices when providing services to juveniles.

II. Rationale

Division facilities/programs should be maintained and in good working order to ensure a clean, safe, and healthy environment for the juveniles in our care.

III. Procedures

- A. A toilet and washbasin with hot and cold running water shall be available to juveniles in all Division programs or facilities twenty-four (24) hours a day.
- B. Juveniles shall have access to a shower or bath daily to facilitate appropriate personal hygiene.
- C. Staff shall provide all juveniles access to laundry service. Laundry services will be sufficient to provide clean clothes, bedding, linen, and towels to be changed at least weekly.
- D. Staff shall supervise and assist juveniles to clean their personal and group living spaces daily to maintain high standards of cleanliness and safety. Adequate equipment and cleaning supplies will be made available.
- E. Staff shall be responsible to make routine checks, observe general maintenance needs and report them to maintenance staff via work-orders. Staff shall keep work areas clean and organized.
- F. Staff responsible for the preparation and handling of food shall employ hygienic food handling techniques in accordance with the JJS Juvenile Food Service policy 01-12.
- G. All dishes and utensils will be washed and sanitized after use per Health Department standards.
- H. To ensure food is fresh and maintains its nutritional value, food will be stored at appropriate temperatures and used within a reasonable period of time in accordance with the JJS Juvenile Food Service policy 01-12.

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- I. Garbage will be taken out daily, or more often as needed.

- J. Medical and dental services are available to juveniles in the custody of the Division to ensure good physical health is maintained. (See Chapter 7 of the Policy & Procedure manual for specific policies and procedures related to medical and dental services.)

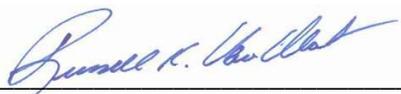
- K. If a contagious or infectious disease is diagnosed, the facility/program medical staff or APD shall coordinate with the local health department to determine the need for any immediate action, appropriate precautions and the provision of health education services.

- L. Juveniles will have clothing which fits properly, is climatically suitable, and is in good repair. Clothes will be furnished either by the parent or the Division facility/program, according to the procedures in the Operations Manual. Staff shall encourage juveniles to develop pride in their appearance, and require them to be clean, neat and dressed appropriately.

IV. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This Policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

05-19-14

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

05-19-14

Signature Date