

Rule 4. Safety

210 IAC 8-4-1 Zoning ordinances

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

Affected: IC 31-31-8

Sec. 1. Written policy, procedure, and practice provide that the facility conforms to applicable federal, state, and local building codes and zoning ordinances.

210 IAC 8-4-2 Fire safety codes MANDATORY

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

Affected: IC 31-31-8

Sec. 2. (a) Written policy, procedure, and practice provide that the facility conforms to applicable federal, state, and local fire safety codes. Compliance is documented by the authority having jurisdiction.

(b) Fire safety inspections are conducted at the following intervals:

- (1) An annual inspection is conducted by the authority having jurisdiction or other person(s) qualified to perform such inspections.
- (2) A monthly inspection is conducted by a trained fire-safety officer.
- (3) A weekly inspection is conducted by a trained facility staff.

(c) The facility is equipped with a fire alarm and automatic detection system. Additional fire-protection equipment, located throughout the facility as required and approved by the authority having jurisdiction, includes, but is not limited to, the following:

- (A) Fire Extinguishers.
- (B) Exit signs.
- (C) Emergency lighting.
- (D) Sprinkler systems.
- (E) Food service hood suppression systems.

(d) Testing and maintenance of fire-protection equipment is conducted quarterly by a qualified person.

210 IAC 8-4-3 Preventing fire and toxic smoke MANDATORY

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

Affected: IC 31-31-8

Sec. 3. Written policy, procedure, and practice provide that the facility prevents or limits the onset and spread of fire and toxic smoke through the following methods:

- (1) Furnishings and interior finish materials comply with recognized fire-safety performance requirements.
- (2) Trash and refuse receptacles made of noncombustible material are:
 - (A) Provided at accessible locations throughout the facility; and

- (B) Are emptied at least daily.
- (3) All flammable items are properly:
 - (A) Controlled;
 - (B) Handled;
 - (C) Stored; and
 - (D) Disposed.
- (4) Approved self-closing metal containers are provided for flammable liquids and for rags used with flammable liquids.

210 IAC 8-4-4 Physical plant design

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

Affected: IC 31-31-8

Sec. 4. Written policy, procedure, and practice provide that the physical plant design and staff office locations facilitate personal contact and interaction between staff and juveniles. The facility design supports juvenile housing in accordance with a classification plan.

210 IAC 8-4-5 Juvenile facility as self-contained unit

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

Affected: IC 31-31-8

Sec. 5. Written policy, procedure, and practice provide that if the juvenile facility is on the grounds of any other type of correction facility, it is a separated, self-contained unit.

210 IAC 8-4-6 Needs-evaluation study

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

Affected: IC 31-31-8

Sec. 6. (a) Written policy and procedure provide that a detention facility be:

- (1) Replaced; or
- (2) Expanded for additional beds;

Only after a needs-evaluation study has been completed by the parent agency or other appropriate agency.

(b) A copy of this study must accompany blueprints submitted to the department for review.

210 IAC 8-4-7 Facility location

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

Affected: IC 31-31-8

Sec. 7. Written policy, procedure, and practice provide that the facility location:

- (1) Encourages the use of community-based services;
- (2) Encourages continued contact between juveniles and family members; and

- (3) Ensures a timely response by emergency responders.

210 IAC 8-4-8 Facility capacity

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

Affected: IC 31-31-8

Sec. 8. Written policy, procedure, and practice provide that the number of juveniles does not exceed the facility's rated capacity.

210 IAC 8-4-9 Renovations or construction after 2014 maximum beds per living unit

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

Affected: IC 31-31-8

Sec. 9. (a) Written policy, procedure, and practice provide that after 2014:

(1) Any:

- (A) Renovations or additions to an existing facility; or
- (B) New facility;

(2) Is constructed with living units of no more than sixteen (16) beds per living unit.

(b) The juvenile detention facility does not exceed a bed capacity of one hundred fifty (150).

210 IAC 8-4-10 Renovations or construction after 2014 single occupancy sleeping rooms

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

Affected: IC 31-31-8

Sec. 10. (a) Written policy, procedure, and practice provide that after 2014:

(1) Any:

- (A) Renovations or additions to an existing facility; or
- (B) Construction of a new facility;

(2) Has:

(A) Living units designed for single occupancy sleeping rooms; and

(B) Each sleeping room with, at a minimum, the following facilities and conditions:

(i) Some degree of privacy with at least thirty-five (35) unencumbered square feet per occupant.

(ii) When confinement exceeds ten (10) hours per day, there are at least eighty (80) square feet per occupant.

(iii) A bed for each juvenile.

(iv) Adequate storage space for clothing and personal belongings for each juvenile.

(v) A desk and a chair or stool available for each juvenile.

- (vi) Access to toilets and a washbasin with hot and cold running water twenty-four (24) hours per day.
- (vii) Natural light.
- (viii) Temperatures that are appropriate to the summer and winter comfort zones.

(b) Hot and cold running water is thermostatically controlled at temperatures ranging from one hundred (100) degrees to one hundred twenty (120) degrees Fahrenheit.

210 IAC 8-4-11 Juvenile housing in facilities constructed prior to 2014

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

Affected: IC 31-31-8

Sec. 11. Written policy, procedure, and practice provide that detention facilities constructed prior to 2014 with multiple-occupancy sleeping rooms, including open-bay dormitories, have, at a minimum, the following facilities and conditions:

- (1) Some degree of privacy with at least twenty-five (25) square feet of unencumbered space per occupant.
- (2) When confinement exceeds ten (10) hours per day there are at least eighty (80) square feet per occupant.
- (3) A bed for each juvenile.
- (4) Adequate storage space for clothing and personal belongings for each juvenile.
- (5) Access to toilets and a washbasin with hot and cold running water twenty-four (24) hours per day for use without staff assistance.
- (6) Natural light.
- (7) Temperatures that are appropriate to the summer and winter comfort zones.
- (8) A desk and a chair or stool available for each juvenile.

210 IAC 8-4-12 Dayrooms and common areas

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

Affected: IC 31-31-8

Sec. 12. Written policy, procedure, and practice provide that dayrooms or common use areas are:

- (1) Situated adjacent to or in close proximity of juvenile sleeping areas; and
- (2) Provide the following:
 - (A) A minimum of thirty-five (35) square feet per juvenile for the maximum number of juveniles who use the dayroom at one time, excluding lavatories, showers, and toilets.
 - (B) Furnishings and other decorations reflect a home-like, non-penal environment to the maximum extent possible, consistent with the custody level of the juveniles assigned.

(C) Sufficient seating and writing surfaces.

210 IAC 8-4-13 Plumbing fixtures

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

Affected: IC 31-31-8

Sec. 13. Written policy, procedure, and practice provide that, unless otherwise specified by national, state, or local codes, plumbing fixtures including showers, sinks, and toilets are provided as follows:

- (1) All housing units with five or more juveniles have at least two toilets.
- (2) At least one toilet is provided for every twelve (12) male juveniles (1:12). Urinals may be substituted for up to one-half of the toilets in male facilities.
- (3) At least one toilet is provided for every eight (8) female juveniles (1:8).
- (4) At least one sink with hot and cold running water is provided for every twelve (12) juveniles (1:12).
- (5) At least one shower is provided for every eight (8) juveniles (1:8). Showers provide thermostatically controlled hot and cold running water at temperatures ranging from one hundred (100) degrees to one hundred twenty (120) degrees Fahrenheit.

210 IAC 8-4-14 Accommodations for juveniles with disabilities

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

Affected: IC 31-31-8

Sec. 14. (a) Written policy, procedure, and practice provide that reasonable accommodations are made to ensure that juveniles with disabilities are housed in a manner that provides for their safety and security and appropriate facility programs and activities are accessible.

(b) Single occupancy rooms shall be available, when indicated, for the following:

- (1) Juveniles with severe medical disabilities.
- (2) Juveniles suffering from serious mental illness.
- (3) Sexual predators.
- (4) Juveniles likely to be exploited or victimized by others.
- (5) Juveniles who have other special needs for single housing.

(c) Juveniles with disabilities are provided with the following:

- (1) Rooms or housing units designed for their use that provide for integration with other juveniles.
- (2) Programs and services that are modified or specifically accessible, or both, to them.
- (3) Staff members who are appropriately trained to assist juveniles who cannot otherwise perform basic life functions.

- (4) Education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonable private environment.

210 IAC 8-4-15 Security rooms

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

Affected: IC 31-31-8

Sec. 15. (a) Written policy, procedure, and practice provide that:

- (1) Security rooms, separate from the living unit, used for:
 - (A) Room confinement; or
 - (B) Isolation purposes;
- (2) Are equipped with a:
 - (A) Toilet;
 - (B) Sink; and
 - (C) Security furniture.

(b) Security rooms used for one (1) hour or less for the following purposes:

- (1) Intake;
- (2) Courtroom holding cell;
- (3) Timeout;
- (4) Dry cell;
- (5) Restraint-chair observation; or
- (6) Padded safety room;

Are not required to be equipped with a toilet, sink, and security furniture.

210 IAC 8-4-16 Facility lighting

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

Affected: IC 31-31-8

Sec. 16. (a) Written policy, procedure, and practice provide that lighting in the facility is appropriate for the task being performed but of at least twenty (20) foot candles at desk level and in personal grooming areas.

(b) Natural light in housing areas is available from:

- (1) An opening or window that has a view to the outside; or
- (2) A source within twenty (20) feet of the room.

(c) Measurements are documented by a qualified source at least every three (3) years.

210 IAC 8-4-17 Heating and cooling systems

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

Affected: IC 31-31-8

Sec. 17. (a) Written policy, procedure, and practice provide:

- (1) Heating;

- (2) Ventilation; and
- (3) Cooling systems;

Ensure healthful living and working conditions for juveniles and staff with temperatures appropriate to the summer and winter comfort zones.

(b) Circulation is:

- (1) At least fifteen (15) cubic feet of:
 - (A) Outside; or
 - (B) Re-circulated filtered;

Air per minute, per occupant;

- (2) For the following:
 - (A) Rooms;
 - (B) Housing areas;
 - (C) Staff stations; and
 - (D) Dining areas.

(c) Measurements are documented by a qualified source at least every three (3) years.

210 IAC 8-4-18 Indoor activity area

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

Affected: IC 31-31-8

Sec. 18. Written policy, procedure, and practice provide that the total indoor activity area provides space equivalent to a minimum of one hundred (100) square feet per juvenile. Indoor activity area includes the following:

- (1) Gymnasium.
- (2) Multi-purpose room(s).
- (3) Library.
- (4) Arts and crafts room.
- (5) All other leisure areas outside the living unit.

210 IAC 8-4-19 Recreational activity

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

Affected: IC 31-31-8

Sec. 19. (a) Written policy, procedure, and practice provide that recreation facilities ensure that each juvenile is offered at least one (1) hour of access daily and includes the following areas:

- (1) Outdoor; and
- (2) Indoor covered; or
- (3) Indoor enclosed.

(b) Any renovation, addition, or new construction after 2014, regardless of facility size, of outdoor or indoor, covered or enclosed, or both, recreation areas must:

- (1) Provide at least fifteen (15) square feet of unencumbered space per juvenile for the number of juveniles who may use the space at the same time.
- (2) Have outdoor recreation that meet the following criteria:
 - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand five hundred (1,500) square feet of unencumbered space.
 - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than seven hundred fifty (750) square feet of unencumbered space.
- (3) Have indoor, covered or enclosed, or both, recreation:
 - (A) Facilities where one hundred (100) or more juveniles utilize one (1) recreation area have no less than one thousand (1,000) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.
 - (B) Facilities where less than one hundred (100) juveniles utilize one (1) recreation area have no less than five hundred (500) square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.

210 IAC 8-4-20 Visiting rooms and areas

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

Affected: IC 31-31-8

Sec. 20. (a) Written policy, procedure, and practice provide that sufficient space is provided for a visiting room or areas for contact visiting.

(b) There is adequately designed space to permit screening and searching of both juveniles and visitors.

(c) Space is provided for the proper storage of visitor's personal items not allowed into the visiting area, including coats, handbags, and other personal items.

210 IAC 8-4-21 Private interview space

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

Affected: IC 31-31-8

Sec. 21. Written policy, procedure, and practice provide that there is private interview space available that is:

- (1) Equipped with a duress security system; or
- (2) Located in the direct line-of-sight of staff.

210 IAC 8-4-22 School classrooms

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

Affected: IC 31-31-8

Sec. 22. Written policy, procedure, and practice provide that school classrooms are designed in conformity with local or state educational requirements.

210 IAC 8-4-23 Food service facilities

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

Affected: IC 31-31-8

Sec. 23. Written policy, procedure, and practice provide that food service facilities, including kitchen and dining areas, meet the following design requirements:

- (1) Toilet and sink facilities are available in the vicinity of the food preparation area to:
 - (A) Food service personnel; and
 - (B) Juveniles.
- (2) Space is provided for group dining except where security or safety considerations justify otherwise.
- (3) Adequate space is provided for food preparation based on the:
 - (A) Population size;
 - (B) Type of food preparation; and
 - (C) Methods of meal service.
- (4) There are provisions for adequate:
 - (A) Storage;
 - (B) Loading areas; and
 - (C) Garbage disposal facilities.

210 IAC 8-4-24 Janitorial closet

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

Affected: IC 31-31-8

Sec. 24. Written policy, procedure, and practice provide that sufficient space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a:

- (1) Sink;
- (2) Cleaning implements; and
- (3) System of ventilation.

210 IAC 8-4-25 Storage and issuance of necessities

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

Affected: IC 31-31-8

Sec. 25. Written policy, procedure, and practice provide that there is sufficient space for the:

- (1) Storage; and
- (2) Issuance of:

- (A) Clothing;
- (B) Bedding;
- (C) Cleaning supplies; and
- (D) Other items required for daily operations.

210 IAC 8-4-26 Storage of personal property

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

Affected: IC 31-31-8

Sec. 26. Written policy, procedure, and practice provide that sufficient space is provided for storing the personal property of juveniles safely and securely.

210 IAC 8-4-27 Mechanical and electrical equipment

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

Affected: IC 31-31-8

Sec. 27. Written policy, procedure, and practice provide that there is separate and adequate space for mechanical and electrical equipment.

210 IAC 8-4-28 Sufficient space for staff

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

Affected: IC 31-31-8

Sec. 28. (a) Written policy, procedure, and practice provide that there is sufficient space for the following staff:

- (1) Administrative;
- (2) Security;
- (3) Professional; and
- (4) Clerical.

(b) This space includes the following:

- (1) Conference rooms;
- (2) A storage room for records;
- (3) A public lobby; and
- (4) Toilet facilities.

210 IAC 8-4-29 Accessible areas for staff and visitors with disabilities

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

Affected: IC 31-31-8

Sec. 29. Written policy, procedure, and practice provide that reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible to and useable by staff and visitors with disabilities.

210 IAC 8-4-30 Flammable, toxic, and caustic materials MANDATORY

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

Affected: IC 31-31-8

Sec. 30. (a) Written policy, procedure, and practice provide that all flammable, toxic, and caustic materials are controlled, handled, labeled, and stored properly.

(b) Staff and juveniles are trained in the proper use and safe handling of toxic and caustic materials as required by federal, state, and local safety codes.

(c) The following are made available:

- (1) Material Safety Data Sheets (MSDS); or
- (2) Safety Data Sheets (SDS); and
- (3) Personal protective equipment;
- (4) Emergency spill kits; and
- (5) Eyewash stations.

210 IAC 8-4-31 Alternative power source MANDATORY

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

Affected: IC 31-31-8

Sec. 31. Written policy, procedure, and practice provide that the facility has:

- (1) An alternate power source, such as a generator, to maintain essential services in an emergency; and
- (2) An active, effective physical plant maintenance program that includes the following:
 - (A) A proactive, written preventive maintenance plan.
 - (B) Provisions for emergency repair in life threatening situations.
 - (C) A reporting or work order request and response system to document and track needed repairs.
 - (D) Weekly power generator inspections and quarterly load tests.
 - (E) Quarterly emergency equipment and systems tests.

210 IAC 8-4-32 Communication systems

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

Affected: IC 31-31-8

Sec. 32. (a) Written policy, procedure, and practice provide for communications systems:

- (1) Both:
 - (A) Within the facility; and
 - (B) Between the facility and community;
- (2) In the event of emergency situations or incidents that are:
 - (A) Urgent;
 - (B) Special; or

(C) Unusual.

(b) Emergency communications systems are tested at least annually.

210 IAC 8-4-33 Fire and emergency evacuations MANDATORY

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

Affected: IC 31-31-8

Sec. 33. (a) Written policy, procedure, and practice provide that facility staff are trained in and knowledgeable about fire and emergency evacuation plans and procedures, which include but are not limited to the following:

- (1) Provisions to ensure adequate Emergency Medical Services (EMS) and fire response for the location, size, and type of facility.
- (2) Procedures for reporting and notification of designated facility staff and appropriate local emergency responder(s) during an emergency or fire.
- (3) Means of immediate release of juveniles from locked areas and a backup release system.
- (4) Instructions for orderly and prompt evacuation, including primary and secondary routes for each area and building.
- (5) Special instructions for disabled, incapacitated, and high-security juveniles.
- (6) Use of exit signs and directional arrows that are easily seen and read.
- (7) Evacuation drills of all occupied areas at least monthly or at intervals designated by applicable codes, whichever is more frequent.

(b) Fire and emergency-evacuation plans and procedures are:

- (1) Available to all staff at designated locations; and
- (2) Approved by a person trained in the application of appropriate codes.

(c) Plans are:

- (1) Reviewed annually;
- (2) Updated if necessary; and
- (3) Reissued to the local fire jurisdiction or other responding agencies, or both.

(d) A critical incident report shall be completed for all unplanned incidents requiring emergency evacuation.

210 IAC 8-4-34 Safety and sanitary inspections MANDATORY

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

Affected: IC 31-31-8

Sec. 34. Written policy, procedure, and practice provide that the facility is clean, sanitary, and safe. There are weekly safety and sanitation inspections of all facility areas. Inspection reports are reviewed, and deficiencies are corrected.

210 IAC 8-4-35 Safety, sanitation, and health codes MANDATORY

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

Affected: IC 31-31-8

Sec. 35. (a) Written policy, procedure, and practice complies with applicable federal, state, and local safety, sanitation, and health codes.

(b) There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal/local/state codes.

(c) The facility's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.

(d) Waste is disposed of according to a plan approved by the appropriate regulatory agency.

(e) Vermin and pests are controlled.