**Section 702.20 Administration**

a) Introduction

Detention, by legal definition, has emphasized protection and treatment of youth. All too often, concept and reality are not reconciled. Detaining procedures and programs should be based on a variety of behavior control methods.

b) Minimum Standards

1) Detention Responsibility

The superintendent shall have full responsibility and accountability for secure custody management.

2) Objectives

The purposes of supervision, guidance, and treatment shall be clearly stated in writing and each staff member made fully aware of them.

3) Staff Training

The superintendent shall be responsible for providing staff orientation, in-service training, and a regular and continuous development program.

A) Staff with direct contact with detainees shall be provided a minimum of forty scheduled hours of training each year.

B) All staff assigned to detention duties shall be made familiar with these standards.

4) Written Procedures

A written manual of policies and regulations shall be published and furnished to each employee. Written emergency procedures in event of fire, riot, escape, bomb threat, and natural disaster shall be a part of the manual.

5) Post Description

Comprehensive duty descriptions for each detention position shall be in writing and furnished to each employee performing the function.

6) Records

The superintendent shall assure that all required records are maintained.

7) Staff Library

Access to professional literature dealing with detention and related fields shall be maintained.

c) Recommendations

1) The superintendent should exert leadership in advocating and assisting in the establishment of alternative detention services.

2) The judge of the juvenile court should encourage the formation of a committee of citizens to provide assistance and consultation to the superintendent and interpret the detention function to the community.

(Source: Amended at 12 Ill. Reg. 12340, effective October 1, 1988)