**Section 2603.20 Administration**

a) Introduction

Shelter care procedures and programs should be based on a homelike environment. A non-secure setting is open in nature and designed to allow youth maximum participation in the community and its resources. It is intended to minimize the psychological hardships on youth held out-of-home and not to restrict freedom of movement.

b) Minimum Standards

1) Shelter Care Responsibility

A) The Chief Judge of the circuit court or any judge of the circuit designated by the Chief Judge, shall appoint the superintendent of the shelter care home, as well as all other necessary employees [55 ILCS 75/3].

B) The superintendent shall have responsibility and accountability for shelter care management.

2) Objectives

The purposes of supervision, guidance, and treatment shall be clearly stated in writing and each staff member shall be 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 staff development program.

A) Staff training shall consist of a minimum of 40 scheduled hours the first year of employment and 20 hours each year thereafter.

B) All staff assigned to shelter care 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 a fire, runaway, bomb threat, riot or natural disaster shall be a part of the manual.

5) Job Description

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

6) Records

The superintendent shall ensure that all required records are maintained.

7) Staff Library

Access to professional literature dealing with shelter care and related fields shall be provided.

8) Capacity

A shelter care facility shall have a capacity of at least five and no more than 20 youths. Counties contemplating establishing a facility of more than 20 capacity must submit a request for variance to the Director, Department of Juvenile Justice.

(Source: Amended at 12 Ill. Reg. 12405, effective October 1, 1988)