



JI-NJ-0001-0003

STANLEY C. VAN NESS  
Commissioner  
Public Advocate of the  
State of New Jersey  
Public Defender  
520 East State Street  
Trenton, New Jersey 08625

By: William J. Bizub  
First Assistant  
Deputy Public Defender  
Passaic County 279-9800

JOHN J. DEGNAN  
Attorney General of New Jersey  
Attorney for Department of Corrections  
State House Annex  
Trenton, New Jersey 08625

By: Elaine W. Ballai  
Deputy Attorney General  
(609) 292-8556

**COPY**  
~~ORIGINAL~~ FILED

DEC 22 1978

PASSAIC COUNTY  
WILLIAM L. KATTAK  
CLERK

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION - PASSAIC COUNTY  
DOCKET NO. 8669-78

THE STATE OF NEW JERSEY  
(Department of the Public  
Advocate, Office of the Public  
Defender)

IN THE INTEREST OF P.H., et al,

vs.

PASSAIC COUNTY BOARD OF FREEHOLDERS,  
AND MARTIN BARNES, DIRECTOR OF THE  
PASSAIC COUNTY YOUTH CENTER

CIVIL ACTION

ORDER

This matter having come before the Court for a hearing on November 20, 1978, on motion of William J. Bizub, Esq., First Assistant Deputy Public Defender, appearing on behalf of plaintiffs, P.H. et al, and Elaine W. Ballai, Esq., Deputy Attorney General, appearing on behalf of the New Jersey Department of Corrections, and Leo Gellene, Esq., appearing on behalf of defendants,

Passaic County Board of Freeholders and Martin Barnes, and Burrell Ives Humphreys, Esq., Passaic County Prosecutor, appearing as Amicus Curiae, and the Court having heard the testimony of Joseph DeJames, Director, Juvenile Detention and Monitoring Unit, Department of Corrections as to conditions and inspections conducted at the Juvenile Detention facility and Wing Unit at Preakness Hospital, and having heard testimony from defendants' witness Martin Barnes, Superintendent of the Juvenile Detention facility, and the Court having determined from the testimony and its review of the entire record in this matter that:

1. Numerous violations of the Department of Corrections Standards both physical and programatic, exist at both the Juvenile Detention facility and Preakness Wing;

2. The present facilities are inadequate to meet the needs of the juveniles confined therein and to meet requirements of law and public safety, and are not in accordance with N.J.S.A. 2A:4-42b;

3. The present facilities are overcrowded;

4. The present facilities present a hazard to the well-being of the juveniles confined therein;

5. Additional discretionary space (recreation, classroom, indoor, outdoor) is needed immediately to satisfy requirements of law;

6. There has been unnecessary and unjustifiable delay on the part of the Board of Freeholders in correcting these undesirable conditions;

And for good cause shown;

THEREFORE, IT IS on this  
1978, ORDERED that:

11<sup>th</sup> day of December

1. The use of the Passaic County Detention Center at Wayne, New Jersey, is permitted on a temporary basis only, such temporary use being subject to the provisions hereinafter contained.
2. Defendants shall begin immediately to abate present violations at both the main structure and the Preakness Wing all as set forth on attached Schedules A, B, C and D, said abatement of violations to be completed no later than sixty days from the date of this Order.
3. A representative of the Board of Freeholders shall meet with and consult with representatives of the Department of Corrections twice a month (or upon application to the Court by any party more than twice a month). The dates and time to be determined by the parties. Said meeting is to enable the Freeholder representative to advise the Department of any progress and the Department to advise the Freeholder representative what remains to be accomplished to abate violations.
4. Defendants shall, within fifteen days of this Order, provide the Court and the Department of Corrections with a written schedule under which abatement of violations shall be accomplished and on or before February 15, 1979, a list of those items completed together with schedule for completion of abatement of remaining items.
5. Defendants shall within fifteen days, supply the Court and the Department of Corrections with the name or names of the persons employed

at the Juvenile Detention facility primarily responsible on an ongoing basis, who actually perform the janitorial duties so as to meet Department of Corrections Standards and applicable law regarding sanitation on a continuing basis. No juvenile shall be used as a substitute for staff.

6. Within thirty days the Board of Freeholders and Martin Barnes are to provide specifications and plans to the Court and Department of Corrections for the procurement and installation of a modular unit, similar in type and size to the present unit used for a lounge and classroom, for additional classroom and recreation space. The modular unit shall be subject to approval by the State Department of Corrections and the appropriate official of the Township of Wayne. Within sixty days after such approvals, the aforementioned modular unit shall be installed and completed.

7. All rooms, including reception rooms, hallways and stairways shall be adequately lighted. Power and lighting systems shall be installed and maintained in conformity with the New Jersey Uniform Construction Code and related national standards for efficient design and safety. Such systems shall include emergency light and power necessary and critical for safety, (particularly fire protection, equipment operation and exit illumination), security and minimum program continuity.

8. Defendants, Passaic County Board of Freeholders and Martin Barnes, shall take the necessary steps forthwith, to provide for the long-range needs of juveniles confined at the juvenile detention facility pursuant to N.J.S.A. 2A:4-42b, either by the construction of a new and larger facility

approved by the Department of Corrections or by expansion of existing structures in conformity with applicable state law, local building codes and Department of Corrections Standards for same. All plans for said facility shall be submitted promptly to the Department of Corrections for prior approval and to the Presiding Judge of the Passaic County Juvenile and Domestic Relations Court for review and recommendations.

9. Within ninety days from this Order, defendants shall submit final architectural and financial plans to this Court and the Department of Corrections together with schedule of construction.

10. Thereafter, on the first day of every month, defendants shall notify the Court and the Department of Corrections in writing as to the progress made on said construction work. After abatement of all violations, the parties herein will meet once a month (or upon application to the Court by any party more than once a month). The dates and time shall be determined by the parties. Said meeting is to enable the representative and the Department of Corrections to consult on progress (or lack of it) of the new construction.

11. The defendants may continue to use the Passaic County Juvenile Detention facility as a facility for juveniles detained on juvenile delinquency complaints on a temporary basis pending the construction cited above, but shall comply with requirements of N.J.S.A. 2A:4-42b and the standards set forth by the Department of Corrections and on condition that the heating problem is solved by a temporary measure approved by local fire, health and building code

and in cooperation with the Department of Corrections and subject to the Department of Corrections' approval.

12. Prior to the expansion of existing facilities or construction of new facilities, the defendants shall not house more than the number of boys and girls approved by the Department of Corrections. However, if the Prosecutor of Passaic County deems said number of allowable population inadequate to meet the needs of public safety, the Prosecutor shall apply to the Court, on three days notice to the Department of Corrections, for permission to increase the number of juvenile detainees on a temporary basis. Pending the hearing on said application, the number may exceed the number approved by the Department of Corrections.

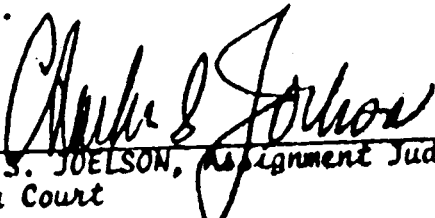
13. Within fourteen days defendants shall provide information to the State Department of Corrections regarding how the needs of the juveniles housed at the second floor of the Preakness Hospital Unit will be met. The information provided shall be in accordance with the outline for Juvenile Detention facility plans (forwarded to Martin Barnes, Director, dated September 11, 1978) and shall provide adequate provisions to the satisfaction of the State Department of Corrections for the needs established therein, except that Section I, Needs Assessment, need not be addressed. See Schedule D attached to this Order.

14. The Manual of Standards for Juvenile Detention Facilities authored by the State of New Jersey, Department of Corrections, shall be


complied with by the Board of Freeholders and Martin Barnes, Director of the Passaic County Juvenile Detention facility, and his staff trained in accordance with the provisions therein.


15. No juvenile shall be housed in any quarters which do not maintain a minimum temperature of 68 degrees F. during the day, 65 degrees F. during the night.

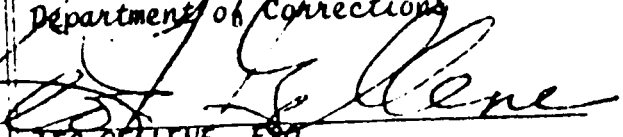
This Court shall retain jurisdiction of this matter to insure compliance with all terms of this Order.

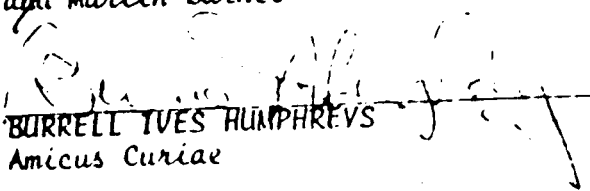
  
CHARLES S. JOELSON, Assignment Judge  
Superior Court

I hereby consent to the form of the above Order.

  
WILLIAM J. BYRNES, First Assistant  
Deputy Public Defender, for plaintiffs  
P.H. et al

  
ELAINE W. BALLAT, Deputy Attorney  
General, State of New Jersey,  
Department of Corrections

  
LEO GELLENE, Esq.  
On behalf of Defendants, Freeholders  
and Martin Barnes

  
BURRELL IVES HUMPHREYS  
Amicus Curiae

SCHEDULE A

STATE OF NEW JERSEY  
DEPARTMENT OF CORRECTIONS  
JUVENILE DETENTION AND MONITORING UNIT

PHYSICAL INSPECTION REPORT

Name of Facility Children's Shelter of Passaic County

Address Oldham Road

Wayne, New Jersey 07470

Inspection Date November 3, 1971

Date of Notice November 16, 1971

Reinspection Date Dec. 21, 1971

Administrator Martin Barnes

Telephone (201) 684-2332

SLEEPING ROOMS 16 M-6 F SGL: <u>13</u> DBL: <u>3</u> MULTI: <u>0</u> <u>15</u> <u>7</u>	NUMBER OF STORIES 1	TYPE OF CONSTRUCTION Masonry	MAXIMUM POPULATION CAPACITY 29
---	---------------------------	------------------------------------	-----------------------------------

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & ST.
	<p><u>Toilet Facilities</u></p> <p><u>Boys "JD" Wing</u></p> <p>2 Showers 2 Sinks 2 Commodes 2 Urinals</p> <p><u>Boys "Observation" Wing</u></p> <p>2 Showers 2 Sinks 2 Commodes 2 Urinals</p> <p><u>Girls Wing</u></p> <p>2 Showers 2 Sinks 1 Commode</p>	
1	<p><u>Main Entrance</u></p> <p>Secure the large window in the foyer with either stainless steel security screen or unbreakable security glass.</p>	
2.	<p><u>Boy's Wing Foyer</u></p> <p>Correct the following conditions in the two utility closets:</p> <p>a. Repair ceiling; b. Repair lock on door; c. Repair inoperative light; d. Clean both closets and store contents in orderly fashion</p>	



PHYSICAL INSPECTION REPORT  
(CONTINUED)

OL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & STAT		
3.	Electric panel boxes shall be locked at all times.			
4.	Repair light in foyer.			
5.	Provide a properly charged fire extinguisher in foyer.			
	<u>Boy's Wing</u>			
6.	Secure all heavy, steel locker units to the wall and/or floor.			
7.	Clean the drinking fountain and entire area around bases. Repair broken foundation and metal cover on fountain on "J.D." wing.			
8.	Clean cobwebs and debris from ceiling and window areas in dayrooms.			
9.	All heavily soiled or defaced walls, doors, etc., shall be repainted (dayrooms, sleeping rooms, bathrooms).			
10.	All floors shall be thoroughly cleaned and disinfected. Particular attention should be given to areas where dirt is thick and encrusted in corners and around the perimeter of baseboards. (dayrooms, sleeping rooms, bathrooms)			
11.	Repair or replace broken pegboard in dayroom.			
12.	Repair or replace broken chairs. Provide an adequate number of chairs in dayrooms.			
13.	Repair or replace frayed, taped electric cord on television.			
14.	All bathrooms shall be thoroughly cleaned and disinfected (toilets, sinks, showers, tile, grout, floors, walls, and ceiling)			
15.	Repair and repaint damaged areas on dividers between commodes.			
16.	Repair and repaint broken bathroom door.			

PHYSICAL INSPECTION REPORT  
(Continued)

COL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & STAT		
17.	Repair and clean inoperative exhaust vents in bathrooms.			
18.	Replace sharp-edged, broken water control handles in showers.			
19.	Repair track for shower door.			
20.	Provide hot water for all showers.			
21.	Repair all inoperative lights in bedrooms and provide tamperproof safety glass or heavy translucent plastic covers.			
22.	Repair all leaking or otherwise defective commodes in bedrooms. All commodes and sinks shall be thoroughly cleaned and disinfected.			
23.	All patched or otherwise defective security screens shall be replaced. Rusted and/or defaced window frames shall be repainted.			
24.	All windowsills between security screens and windows shall be thoroughly cleaned.			
25.	Repair or replace all broken beds and properly secure them to the floor and/or wall.			
26.	Replace all missing floor tiles.			
27.	All mattresses shall be covered with fire and water resistant covers. At present, some of the mattresses do not have covers over the foam core.			
28.	Some of the viewing ports in the bedroom doors cannot be seen through because of heavy paint build-up on the screening. They should be cleaned or, preferably, replaced with security glass or heavy translucent plastic.			
29.	Repair broken baseboard strip in dayroom			
30.	Exposed plumbing valves in two bedrooms shall be repaired to operate properly and secured with tamperproof covers.			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & STA.		
31.	Objects lying on top of lockers shall be removed and stored in a proper place.			
32.	All damaged areas in walls shall be repaired and repainted.			
33.	Toilet tissue dispensers shall be provided in all bathrooms.			
34.	The level of light in the bathrooms and sleeping rooms is very low. All defective lights shall be repaired and bulbs of increased wattage installed in all lights to provide a normal level of lighting. In most of these areas, light meter readings registered less than five foot-candles. Normal lighting should not be less than fifteen footcandles in any part of the room.			
35.	All supervisors working in the "observation" wing shall have a key to the fire door and gate just beyond the door. Bed frames and other objects should never be stored along the path of emergency egress between the fire door and the gate. The area around the tool shed shall be cleaned. The outside light shall be repaired.			
36.	The outside recreation yard on the observation wing shall be cleaned and the rusted portable grills removed.			
37.	Repair inoperative outside light in "J.D." recreation yard.			
38.	Clean or replace window shades in day-room. Repair broken window.			
39.	Provide a filter for the air conditioner in the "J.D." section and secure the cover properly.			
40.	The fire damaged sleeping room shall be cleaned, disinfected, and repainted. Smoke damaged walls and ceilings in surrounding areas shall also be cleaned and repainted.			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & ST		
	<u>Dining Room</u>			
41.	A <u>Chapter 12</u> health inspection shall be conducted of the dining area and all other areas where food is prepared, stored or served. A "satisfactory" certificate shall be secured and prominently posted.			
42.	Spilled milk and other food debris must be cleaned quickly and thoroughly from countertops, tables, serving cart, etc.			
43.	Missing or broken floor tiles shall be replaced.			
44.	Broken window shades shall be repaired or replaced.			
45.	Repair broken area of wall near electric outlet.			
46.	Repair inoperative window.			
47.	Roaches and/or other vermin shall be exterminated.			
	<u>Foyer Between Dining Room and Staff Toilet</u>			
48.	The entire area shall be thoroughly cleaned.			
49.	The large storage drum of questionable contents shall be removed to an area of safe storage.			
	<u>Back Yard</u>			
50.	Outside steps and entry way to the basement shall be cleaned and all refuse removed from the area.			
51.	The entire back yard, particularly in the area of the storage sheds and around the refuse bins, shall be cleaned. All refuse shall be removed and all objects stored properly. All refuse containers shall have covers to minimize attraction of animals and vermin.			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & ST		
52.	The storage sheds shall be cleaned and the contents stored properly.			
53.	Clogged storm drains shall be cleaned.			
54.	All ladders shall be secured when not in use.			
	<u>Girls' Wing</u>			
55.	All defaced walls, doors, etc. shall be painted.			
56.	All mattresses with damaged or missing covers shall be replaced or recovered.			
57.	The pipes lying on the ground outside of the fire exit door shall be removed from the path of emergency egress and stored properly. Chairs and/or other furniture shall not be placed in front of the fire exit door.			
58.	The shower door shall be repaired to operate properly.			
59.	The broken toilet seat shall be repaired.			
60.	All bathroom vents shall be cleaned and made operational.			
61.	Repair the broken screen door leading from the staff lounge to the front yard.			
62.	The overgrown bushes in the walkway shall be trimmed back.			
63.	A <u>Chapter 12</u> health inspection shall be conducted of all areas where food is prepared, stored or served. A "Satisfactory" certificate shall be prominently posted.			
64.	The dishwashing/sterilizer unit shall be repaired or replaced.			
65.	All inoperative vents shall be cleaned and made operational.			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & ST		
	<u>Pre-Fab Unit (Lounge &amp; Classroom)</u>			
	<u>(Lounge)</u>			
66.	Repair or replace torn rug.			
67.	Repair or replace all broken furniture and equipment. Broken furniture or equipment not in use shall be removed and either discarded or stored properly.			
68.	Remove furniture and/or other objects in front of exits.			
69.	Repair broken cabinets.			
70.	Repair inoperative sinks in the bathrooms.			
71.	Repair defective commode.			
72.	Clean and disinfect sinks, commodes, floors, and walls in bathrooms.			
73.	Provide paper towels for bathrooms.			
74.	The drinking fountain shall be thoroughly cleaned.			
75.	The broken refrigerator shall be either thoroughly cleaned and repaired or removed.			
76.	The area containing the refrigerator, stove, sink, etc., shall be thoroughly cleaned. A <u>Chapter 12</u> health inspection shall be conducted and a "Satisfactory" certificate prominently displayed. The cabinets shall be cleaned and caps and lids shall be maintained securely on all items.			
77.	All storage areas shall be cleaned and their contents stored orderly.			
78.	Provide a cover for the exposed telephone circuit panel.			
79.	The entire lounge area shall be cleaned and all defaced areas shall be either cleaned, painted or otherwise covered.			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & ST.		
	<u>(Classroom)</u>			
80.	Clean and disinfect commodes, floor, and walls in bathrooms.			
81.	Repair damaged walls in bathroom.			
82.	Provide washbasins in bathrooms.			
83.	Repair broken baseboard heating unit.			
84.	Provide a filter and cover for the air conditioner.			
	<u>General</u>			
85.	The facility has no smoke or thermal fire detectors. A fire detection system approved by the State Fire Marshall and this Department shall be provided.			
86.	The facility is lacking in storage space. Boxes were found lying about the interview room, objects were stored in one of the girl's shower stalls and outside areas were cluttered, as was the lounge area. Additional storage space should be made available to prevent these dangerous and unsightly conditions.			
87.	The level of light in most of the juvenile's areas is very poor. Consequently, these areas are quite dreary and depressive. The bulbs in these areas should be replaced with ones of higher wattage.			
88.	The following documents, which were previously requested, have not been submitted to the Department: <ul style="list-style-type: none"> <li>a. Copies of inspection reports from the local fire, building, and health officials (must be current within the last twelve (12) months);</li> <li>b. Copy of electrical inspection report (must be conducted by an agency approved by the N.J. Public Utility Commission and be current within the past twelve (12) months);</li> <li>c. Copy of a heating inspection report (must be conducted by a valid heating expert and be current within the past twelve (12) months);</li> <li>d. Copy of the facility's fire insurance</li> </ul>			

PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	REINSPECTION DATE & S		
89.	The entire facility is infested with roaches. The current extermination techniques which are employed have not been sufficient to eliminate this problem.			
90.	The heat throughout the building is generally uneven. Some of the sleeping rooms and other areas have no heat while others are oppressively hot.			
91.	There is insufficient outdoor recreational space for males and females. An outdoor recreational area of at least 200' x 200' shall be provided.			
92.	There is an insufficient number of toilet facilities, including showers, sinks, and commodes, to meet the needs of the average daily population of males. Since a plan for the short-term overpopulation problem has not yet been developed, the Department will reserve any decisions regarding the necessity to expand toilet facilities at the present time.			
93.	The boys' wing is acutely overcrowded. Even though additional quarters in a separate building for approximately ten (10) boys are currently utilized, many boys are regularly required to sleep on cots or mattresses set out in the day-rooms in the evening due to an insufficient number of sleeping rooms. Since the facility has been housing twenty-five to thirty (25-30) boys in the main building and an additional eight to ten (8-10) boys in the other building on a regular basis, a more acceptable arrangement must be developed to meet the housing needs of these juveniles.			
94.	The facility is severely lacking in discretionary program space. The number of rooms and available space for activities such as recreation, arts, and crafts, education, interviews, staff meetings, etc., is inadequate to meet the needs of the present population and staff. A plan must be developed and implemented to provide additional approved space to meet these needs.			



PHYSICAL INSPECTION REPORT  
(Continued)

VIOL. NO.	LOCATION & DESCRIPTION	RETIRECTION DATE & ST		
95.	<p>The facility does not have posted emergency evacuation routes, exit locations and evacuation procedures. Emergency exit routes must be prominently posted in all major areas of the facility and all emergency exits must have signs which are either self-illuminated or have lights directly over them with minimum 25 watt bulbs.</p>			

SCHEDULE B

PASSAIC COUNTY PROPOSED TEMPORARY JUVENILE DETENTION FACILITY  
PRELIMINARY PHYSICAL FACILITY INSPECTION REPORT

The following is a report of physical facility problems which were noted during a preliminary inspection tour on August 24, 1978 of the Passaic County Jail Work Release building, second floor front. Pursuant to N.J.S.A. 2A:4-57, the premises were inspected for possible use as a temporary juvenile detention facility. It is recommended that no renovation work commence until a final decision regarding the viability of the proposed program is made by this office. A comprehensive description of the proposed program has been requested in previous correspondence. Once this information is received, a decision will be made and the County will be so notified.

A. General Information

1. Sleeping Rooms:

Thirteen (13) rooms were inspected for use as sleeping rooms. Each room contains approximately 72 sq. ft. of space. The Manual Of Standards For Juvenile Detention Facilities requires 80 sq. ft.; however, a variance would be granted to permit one (1) juvenile per room if the program is approved. A maximum population capacity will be assigned at that time.

2. Toilet Facilities:

Two (2) commodes- Three (3) urinals-Three (3) basins  
Two (2) showers- One (1) bathtub  
Note: Present toilet facilities are sufficient for twelve (12) juveniles.

3. Other Rooms:

Storage room (#505)- 72 sq. ft.  
Supervisor's Office (#501)- 72 sq. ft.  
Day room- 198 sq. ft.

B. Physical Violations

1. The facility is infested with roaches and must be professionally exterminated.
2. All torn or otherwise damaged window screens shall be repaired or replaced as necessary.
3. All cracked or broken window panes shall be replaced.
4. All window frames with cracked and peeling paint shall be scraped and repainted.
5. All beds shall be securely anchored to the floor.
6. All beds shall be equipped with comfortable, fire and water resistant mattresses.

**B. Physical Violations (cont'd)**

7. All closets shall either be repaired to operate properly or kept locked. Room number 510 has an electrical circuit breaker panel in the closet which must be adequately protected from tampering.
8. All radiators and covers shall be cleaned.
9. All loose, missing, or broken floor tiles shall be replaced.
10. Locate and repair the source of all water leaks. Scrape and repaint damaged areas.
11. All electrical outlets shall be securely covered using tamperproof hardware.
12. All electric lighting fixtures shall be completely enclosed with tamperproof hardware and safety glass or heavy translucent plastic.
13. All standard electric light switches shall be replaced with tamperproof security type switches.
14. An inspection by an agency certified by the New Jersey Public Utilities Commission shall be conducted of all electrical work to ensure compliance with standard electrical codes. A copy of their report shall be submitted to this office.
15. All locks shall be checked and repaired as necessary.
16. All glass mirrors shall be replaced with unbreakable security mirrors.
17. The entire bathroom area shall be thoroughly cleaned and disinfected. Clean the grout and tiles in the shower stalls.
18. All defective or missing shower heads shall be repaired or replaced as necessary.
19. All defective water control handles shall be repaired or replaced as necessary.
20. All leaking or otherwise defective commodes and urinals shall be repaired.
21. Repair all holes in the walls.
22. Scrape and re-paint room divider around the tub.

**B. Physical Violations (cont'd)**

23. Repair the water fountain.
24. Install a lock on closet door in the bathroom.
25. Replace shower curtains.
26. Provide adequate furnishings and equipment for the operation of a juvenile detention program.
27. Remove pipes and/or other objects from the fire escape area outside.
28. Replace or remove all defective window shades.
29. An appropriate number of portable fire extinguishers and smoke or thermal alarms shall be provided. An inspection shall be conducted by the local fire marshall and a copy of his report shall be forwarded to this office.
30. A graded, properly drained and enclosed outdoor recreation area shall be provided which is adequate in size for the population to be served.

SCHEDULE C

MAJOR PROGRAM VIOLATIONS

1. The facility lacks adequate fire safety procedures. The following provisions shall be implemented immediately:
  - (a) Emergency evacuation drills shall be conducted at least once a month, at varying times of the day and evening, and a separate log shall be kept which records the date, time of day and the length of time required to evacuate the building;
  - (b) All staff shall receive training at least once each year in the use of fire alarms, fire equipment and emergency evacuation techniques and procedures. A record of such training shall be maintained.
  - (c) Emergency evacuation procedures and diagrams indicating the location of all exits shall be prominently posted throughout the building. This information shall be explained to all staff and to each juvenile upon admission.
2. Comprehensive admission policies and procedures shall be immediately developed and implemented which provide for the following:
  - (a) Thorough search and shower procedures;
  - (b) Intake interview to secure necessary information regarding the juvenile, relieve undue emotional stress and explain the nature of the detention facility and programs in accordance with the requirements of Section V of the N.J. Department of Corrections' Manual of Standards for Juvenile Detention Facility.
3. The facility shall immediately develop and implement policies and procedures for the provision of emergency psychological or psychiatric care for the following types of crisis situations:
  - (a) Severe mental disturbance at time of admission, and;
  - (b) Severe behavioral aberrations such as attempted suicide, refusal to eat for extended periods of time, etc.
4. The facility shall immediately develop and implement policies and procedures for the use of room confinement which provides for the following:

- (a) Discontinuance of routine room confinement pending medical examination;
  - (b) Development of written rules, regulations and sanctions regarding the use of room confinement as a disciplinary measure;
  - (c) Development of written alternative sanctions to be used in lieu of room confinement;
  - (d) Discontinuance of the routine practice of confining juveniles to their rooms for periods of twenty-four (24) to forty-eight (48) hours or more at a time. Room confinement should rarely be required for periods in excess of two (2) hours and should only be continued if the behavior which warranted isolation continues beyond that time.
5. The facility shall immediately provide an adequate number of staff to maintain the facility in a clean, healthy manner. A written maintenance schedule shall be developed which provides for regular cleaning of all areas of the facility. Juveniles shall not be used as substitutes for maintenance staff.
6. The facility lacks adequate education programming. The following provisions shall be implemented immediately:
- (a) Two (2) additional full time teachers shall be hired immediately for a total of three (3) full time teachers assigned and teaching at the Passaic County Juvenile Detention facility.
  - (b) All other standards regarding education as cited in the Manual of Standards shall be implemented immediately.

All of the above are to be abated in accordance with standards of the Department of Corrections.

SCHEDULE D

OUTLINE FOR JUVENILE DETENTION FACILITY PLANS

I. Needs Assessment

- A. Describe in narrative form the problems necessitating expansion of the juvenile detention facility. Be specific as possible and include all pertinent information.
- B. Submit the daily population counts of males and females for the months of June, July and August, 1978.
- C. For each juvenile admitted during July and August, 1978, please submit the following information:
  1. Date of admission and date of release
  2. Age
  3. Sex
  4. Presenting offense
  5. Number of previous admissions
- D. Have any other alternatives to expanding the current facility been explored to relieve the problem of overcrowding? If so, please describe in detail.

II. Program Description

A. Staffing

Describe what provisions will be made to adequately staff the proposed programs.

1. Administrator

- (a) Will an additional administrator be appointed to manage the proposed facility?
- (b) If yes, what qualifications and duties will be required? Will the position be full time? If part time, how many hours per week?
- (c) If no, what percentage of time will the current administrator devote to the proposed facility and what impact will the increased administrative responsibilities have on the operation of the existing detention center?

2. Child Care Workers

- (a) Will additional child care workers be appointed to staff the proposed facility?
- (b) If yes, what qualifications and duties will be required? Will the positions be full time? If part time, how many days and hours per week?
- (c) If no, how will the use of current child care workers affect staffing patterns in the current facility for each shift, including weekends?
- (d) What will be the staffing patterns for each shift within the proposed facility? Please include weekend duty staff patterns.

3. Social Worker

- (a) Will additional social service staff be appointed to serve the proposed facility?
- (b) If yes, what qualifications and duties will be required? Will the position(s) be full time? If part time, how many days and hours per week?
- (c) If no, how will the use of current social service staff affect social services in the existing facility?

4. Teacher

- (a) Will additional teaching staff be appointed to provide educational services in the proposed facility?
- (b) If yes, what qualifications and duties will be required? Will the position(s) be full time? If part time, how many days and hours per week?
- (c) If no, how will the use of the current teaching staff affect the educational program in the existing detention facility?



5. Physician and Nurse

- (a) Will the services of an additional physician and/or nurse be obtained to provide medical services to the proposed facility?
- (b) If yes, what hours and which days will the physician and/or nurse be available?
- (c) If no, how will the use of the current physician and/or nurse affect medical services in the existing detention center?

6. Clerical Staff

- (a) Will additional clerical staff be appointed to manage the proposed facility?
- (b) If yes, will the position be full time? If part time, how many hours per week?
- (c) If no, what percentage of time will current clerical staff devote to the proposed facility and what impact will the increased clerical duties have upon the existing detention facility?

7. Maintenance and Housekeeping Staff

- (a) Will additional maintenance and housekeeping staff be appointed to service the proposed facility?
- (b) If yes, will the position(s) be full time? If part time, how many days and hours per week?
- (c) If no, how will the use of the current maintenance and housekeeping staff affect services at the existing detention center?

B. Program Services

1. Medical

- (a) What medical services will be available and what policies and procedures will be established regarding admission examinations, sick call, emergencies and medication?
- (b) Where will medical services be provided?
- (c) If examinations and other medical services are to be provided within the proposed facility, indicate the room and furnishings which will be available.
- (d) What provision will be made for first-aid supplies and services? Specify what supplies will be available for first-aid treatment and what staffing provisions will be made? Also, specify where first-aid supplies and medication will be stored.

2. Recreation

- (a) Does the proposed facility have an indoor recreational area to accommodate its full capacity of juveniles?
- (b) If yes, describe this area and the equipment it will be supplied with. Will this room serve any other purpose? If so, describe other activities and how they will impact on the indoor recreational program.
- (c) Does the proposed facility have an outdoor recreational area?
- (d) If yes, describe the area including total square feet of space. Please include security and equipment in this description.
- (e) What indoor and outdoor recreational activities will be regularly programmed for residents of the proposed facility?

3. Education

- (a) Does the proposed facility have a classroom?
- (b) What equipment and supplies will be utilized and what is the size of the room?
- (c) Will the classroom be used for any other purpose? If yes, describe the other activities and how they will impact on the educational program.
- (d) Where will appropriate records on each juvenile's work and progress be maintained?
- (e) Describe the educational program which will be provided stipulating the number of hours of instruction daily, curriculum to be offered and materials and methods which will be utilized.

4. Psychological and Psychiatric Services

- (a) What arrangements will be made for the provision of psychological and psychiatric services within the proposed facility?
- (b) Will consulting services be made available to staff in regard to the supervision and treatment of juveniles?
- (c) If yes, how will this be implemented?

5. Religion

- (a) What provisions will be made to meet the religious needs of juveniles detained in the proposed facility?

6. Visiting

- (a) What area within the proposed facility will be utilized for visiting purposes?
- (b) What will be the visiting policies?

7. Mail

- (a) What will be the policies pertaining to incoming and outgoing mail?
- (b) Will writing materials and postage be provided? If so, to what extent?

8. Telephone

- (a) Does the proposed facility have a telephone available for use by the detained juveniles?
- (b) What will be the policies governing the use of the telephone by detained juveniles?

C. Intake and Admissions

1. Reception and Office Area

- (a) What area will be provided for the orderly admission and release of juveniles?
- (b) Does this area serve any other purpose? If yes, specify other activities.

2. Admission Classification

- (a) What admission criteria will be utilized in assigning juveniles to the proposed facility?
- (b) What will be the maximum length of stay for juveniles admitted to the proposed facility?

3. Admission Procedures

- (a) Please describe in detail all procedures involved in admitting a juvenile to the proposed facility.
- (b) Where will admission records be kept?

D. Control, Discipline and Grievance Procedures

1. Control

- (a) List the rules and regulations of the proposed facility.

2. Discipline

- (a) List sanctions and procedures that will be employed for violations of rules and regulations.

- (b) What will be the policy regarding use of temporary restriction (isolation, seclusion, etc.)? Who will authorize such restriction and release?

3. Grievance Procedures

- (a) Describe the written grievance procedure which will be provided for detained juveniles.
4. Will each juvenile be provided with written information regarding rules and regulations, sanctions and grievance procedures upon admission? Describe how this will be done.

E. Physical Care of Juveniles

1. Food and Nutrition

- (a) Describe the food service program including regular and weekend meals and evening snacks.
- (b) Will the food service program vary as to number of meals, menu, snacks, etc. from the existing food service program? If so, specify in what ways.

2. Clothing

- (a) Will space be provided for the storage of juveniles' clothing and other personal belongings?
- (b) Will an adequate amount of clothing be provided to meet the needs of the detained juveniles in the proposed facility? Please specify clothing articles which will be regularly issued.

3. Personal Hygiene

- (a) What personal hygiene items will be regularly issued?

4. Household Duties and Work

- (a) If chores will be required of juveniles, please specify duties and frequency.

III. Finance

- A. Has the Passaic County Board of Chosen Freeholders appropriated additional funds for the operation of the proposed facility?
- B. If yes, please submit a "line item" description of the additional budget.
- C. If no, what financial impact will this have on the current facility and how will it affect the services and program provided at the current facility?