Education, vocational training and programs

10.0

Objectives

10.01 To enable detainees to participate in educational, vocational, hobby and self-interest programs that may offer positive lifestyle options and enhance their opportunities of reintegration into society.

10.02 To provide detainees with appropriate and realistic employment training and experience.

Analysis

10.03 Education and program services are integral to the effective operation of a juvenile justice facility. It is a legal requirement that detainees younger than 15 attend appropriate educational programs. Detainees 15 and over should also have available appropriate and varied educational and vocational opportunities. Programs within the facility may be linked with approved external education programs and syllabus and industry-based programs; however, because many detainees spend only short periods in custody, these programs will be handled differently within the facility.

10.04 The planning of education services requires specialist professional input. Advice should be sought from education, special education and TAFE authorities. Consideration must be given to the different educational procedures that will occur within the juvenile justice environment. Class sizes will be small, generally less than ten, both for security reasons and because detainees may require special attention to maintain their interest and help enhance their self-image and ability.

10.05 Because there will be turnover of detainees and staff, changing interests in particular subjects, changing needs and an unpredictable usage of the facilities over time, programming is difficult and maximum space flexibility is required, including allowance for future expansion. Provide a number of large multi-purpose program areas that are able to be easily modified to accommodate a range of educational and vocational training and program needs.

Recommended design guidelines

10.06 In consultation with the local education authority, services should be provided for detainee education, programs and vocational training.

10.07 In juvenile justice facilities, educational and vocational program spaces should allow for small groupings of detainees.

10.08 Classrooms, study areas, library facilities and offices for staff need to be provided for educational and vocational training services. Specialist learning spaces may include computer rooms, music rooms, domestic science and living skills areas, hospitality training areas, telemetric and distance learning facilities, manual arts and industry workshops (such as woodwork and metalwork) and facilities for special cultural groups such as Aborigines and Maoris. External learning services may include horticulture, driver education, car maintenance and physical education. Various other services may be required including photography and radio stations.

10.09 The education area should be designed so that the size of spaces can be easily adapted to changing educational needs and class sizes. Wherever possible, they should be multi-purpose rather than single-purpose. Classrooms should be capable of adapting to new education technologies such as computer or video links to external education facilities.

10.10 Flexible, large-span spaces should be provided within the juvenile justice facility to permit industry activities. These spaces should adhere to relevant labour regulations. The industries area should provide spaces for training detainees and manufacturing and servicing goods. The design and operation of this area should be consistent with the norms observed by outside industry. The industries area should be designed to permit easy subdivision into individual workshops to cater for various types of industry activities. Adequate flexible space should be provided to allow for market and client changes, intensive manufacturing, and changes in piecemeal work.

10.11 Provision should be made for staff offices, staff-student interview rooms, stores, toilets and tea making.

10.12 The library should, if possible, be located for out of classroom hours use. It may be part of a learning resource centre or other multi-purpose area and may have other learning areas or classrooms attached. It should include study carrels for private study. The library should reflect the needs and interests of juveniles and adolescents in custody by including magazines, CDs and videos.

10.13 The music room and music practice rooms should be located together and will require soundproofing. Consideration should be given to the types and sizes of instruments likely to be used.

10.14 The telemetric and distance learning room will need specialist electrical and communications services. Space must be allowed for computer boards and other communications equipment. It is necessary to consider and anticipate new technology.

10.15 Interview and syndicate rooms may be required or multi-purpose rooms could be used for these functions. Consider interview rooms adjacent to the education, vocational and program areas for interviews during the day to minimise disruption to the detainees.

10.16 Toilets for the education area may be located for each program area to minimise movement of detainees and enable close supervision. Alternatively, a central toilet block may service the entire education program area.

10.17 Consider the provision of a separate quiet room for disruptive detainees.

10.18 Provide lockable cabinets and storage areas in excess of what would normally be provided in classrooms and workshops.

10.19 Cultural rooms should be flexible and recognise a variety of indigenous and other cultures. Members of local communities should be involved in the design and functioning of these services, to establish cultural relationships and define regional differences. The cultural facilities could include both internal and external spaces.

10.20 Photography requires considerable resources and designated spaces. Photographic facilities could be located as part of a multi-purpose area. They may have special ventilation requirements and require secure storage for chemicals.

10.21 Religious program areas must be made available if requested and could be located in a multi-purpose area.

10.22 External learning spaces could include roofed areas with provision for future expansion.

10.23 A shop or canteen for detainee use could be located in the education area or other central point. The provision of a shop for detainee use will depend on the management policy of the juvenile justice facility. Staff management issues may conflict with arguments that a shop represents a community norm.

10.24 All program facilities and equipment must be able to tolerate harsh treatment or mistreatment.

10.25 It should be possible to increase and decrease security levels as appropriate to different groups of detainees.

10.26 Appropriate security is required for the use of tools and equipment – consider shadow boards for all tools and control checks using metal detectors.

10.27 Consideration must be given to issues of occupational health and safety.

10.28 It is important to provide acoustic separation between program areas.

10.29 Facilities in the accommodation unit may be required for new admissions or for detainees unable to be accommodated in the programs area.

References

10.30 United Nations, *Standard Minimum Rules for Treatment of Prisoners*, 1958.

Clauses 77(1) and (2) state that provision shall be made for the education of all prisoners capable of benefiting and include religious instruction. Education is to be integrated with the available education system.

Young prisoners and illiterates shall have compulsory education so that on release they can continue their education without difficulty.

Recreational and cultural activities are to be provided for the benefit of the prisoners mental and physical health.

10.31 United Nations, *Standard Minimum Rules for the Administration of Juvenile Justice* (the Beijing Rules), 1986.

26.1

The objective of training and treatment of juveniles placed in institutions is to provide care, protection, education and vocational skills, with a view to assisting them to assume socially constructive and productive roles in society.

10.32 United Nations, *The Convention of the Rights of the Child*, 1989.

ARTICLE 28
EDUCATION

The child has a right to education, and the State's duty is to ensure that primary education is free and compulsory, to encourage different forms of secondary education accessible to every child and to make higher education available to all on the basis of capacity. School discipline shall be consistent with the child's rights and dignity. The State shall engage in international cooperation to implement this right.

ARTICLE 29
AIMS OF EDUCATION

Education shall aim at developing the child's personality, talents and mental and physical abilities to the fullest extent. Education shall prepare the child for an active adult life in a free society and foster respect for the child's parents, his or her own cultural identity, language and values, and for the cultural background and values of others.

ARTICLE 30
CHILDREN OF MINORITIES AND INDIGENOUS POPULATIONS

Children of minority communities and indigenous populations have the right to enjoy their own culture and to practise their own religion and language.

ARTICLE 31

States parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.

10.33 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

EDUCATION, VOCATIONAL TRAINING AND WORK

Every juvenile of compulsory school age has the right to education suited to his or her needs and designed to prepare him or her for return to society. Such education should be provided outside the facility in community schools wherever possible. Special attention should be given to the education of juveniles of foreign origin or with particular cultural or ethnic needs and those who are illiterate or have cognitive difficulties have a right to special education.

Juveniles above compulsory school age who wish to continue their education should be permitted and encouraged to do so.

Every facility should provide access to a library adequately stocked with instructional and recreational books.

Every juvenile has the right to receive vocational training.

With due regard to proper vocational selection and the requirements of institutional administration, juveniles should be able to choose the type of work they wish to perform.

All protective national and international standards applicable to child labour should apply to juveniles deprived of their liberty.

RELIGION

Every juvenile is to be allowed to satisfy the needs of his or her religious and spiritual life, by attending services in the facility or by conducting his or her own services and having possession of necessary books or items of religious observance and instruction ...

10.34 Australasian Juvenile Justice Administrators, *Quality of Care Standards (for Australasian Juvenile Justice Centres)*, 1996.

OBJECTIVE 3.3

The physical learning environment in detention centres to consist of suitable facilities to conduct a broad range of educational and vocational programs and the necessary infrastructure to support young people to undertake education and training.

10.35 *Standard Guidelines for Corrections in Australia*, 1994.

5.57

All prisoners should have access to productive work, education, recreation and leisure programs and facilities which provide them with the opportunity to utilise their time in prison in a constructive and beneficial manner.

5.60

Occupational health and safety standards that apply in the workplace in the community must apply equally to prisons.

5.63

Prisoners should have access to a library adequately stocked with both recreational and information resources, which is operated according to standard library practice. Prisoners should be encouraged to make full use of the library.

10.36 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

COMPREHENSIVE EDUCATION PROGRAM

3-JDF-5C-01 (REF 2-8356)

There is a comprehensive education program for juveniles.

Comment [by the ACA]

The facility should provide juveniles with a broad educational program that is most suited to their needs and abilities and includes but is not limited to: developmental education; remedial education; special education; multi-cultural education; bilingual education, when the profile indicates; and tutorial services as needed. This program should operate under the auspices of the year-round school system.

3-JDF-5C-03 (REF 2-8359)

The educational program is supported by specialised equipment that meets minimum state education standards.

Comment [by the ACA]

Regardless of the extent of the educational program, specialised equipment is essential.

3-JDF-2E-05 (REF 2-8146)

School classrooms are designed in conformity with local or state educational requirements.

3-JDF-5F-02 (REF 2-8149)

Written policy, procedure and practice provide that space is available for religious services.

COMMENT [BY THE ACA]

A multi-purpose room may be used for religious services, provided there is access to this space when needed.

Detainee reception

Objective

11.01 To provide a systematic and efficient detainee reception process in a humane and supportive environment. The reception period is important in determining detainee attitudes towards confinement. An appropriate atmosphere will reduce the stress to detainees during this period.

Analysis

11.02 Detainees will usually arrive at a secure facility in a secure vehicle which will proceed to a reception area sallyport.

11.03 Personal details of detainees are to be recorded, then detainees would be individually taken to a change and search room where personal belongings (clothes and goods) would then be recorded and those items not allowed into their bedrooms stored and valuables placed in separate lockers within a secure store until the detainee's discharge. The detainee may then be searched, and, if appropriate, issued with facility clothing. Newly received detainees may be required to shower. The detainee may then move to a holding area to await medical and welfare interview. Medical examinations may be undertaken within a specific period for new receptions. The detainee should then be escorted to his or her allocated accommodation unit.

Recommended design guidelines

11.04 A separate detainee reception unit should be provided to enable the effective processing of detainees into the juvenile justice facility. The unit should be designed to support the sequential reception process involving a description of the detainee, recording and storage of personal belongings, searching, showering or bathing, the issuing of detainee clothing and attendance at a medical examination and welfare interview.

11.05 The reception unit should ensure the personal privacy and dignity of detainees passing through the reception process. Particular attention should be paid to the details of initial reception areas to enhance first impressions.

11.06 The reception area should include holding room(s), interview and counselling room(s), issues store, toilets and a secure store incorporating a police gun safe. It will generally include medical service

rooms and file storage although these facilities might be incorporated elsewhere on the site. If the reception unit is to be used for police interviews, rooms should be provided with high auditory privacy and fitted with cabling to allow multiple taping.

11.07 The reception area should be designed to reflect the sequence of the facility reception process. This unit should have durable finishes but have a non-clinical, non-threatening, calming atmosphere to minimise agitation and to help to establish a good interface between the new detainee, other members of the public and facility staff. The processes of the reception centre should be clarified by the effective use of signage.

11.08 Consideration must be given to the particular technological requirements of the security of this area and to minimising self-harm risks. Conduiting should be provided for future telecommunications possibilities, such as telematics, teleconferencing and courtroom video.

References

11.09 *Standard Guidelines for Corrections in Australia*, 1994.

5.6

All money, valuables, clothing and other effects belonging to a prisoner which, under the regulations of the prison are not allowed to be retained, must, at the reception of the prisoner to the prison, be placed in safe custody. Steps must be taken to keep them in good condition ...

11.10 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

3-JDF-5A-02 (REF 2-8349, 2-8350)

Written procedures for admission of juveniles new to the system include but are not limited to the following.

- determination that the juvenile is legally committed to the facility
- complete search of the juvenile and possessions
- disposition of personal property
- shower and hair care, if necessary
- issue of clean, laundered clothing, as needed
- issue of personal hygiene articles
- medical, dental and mental health screening
- assignment to a housing unit

- recording of basic personal data and information to be used for mail and visiting lists
- assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
- assignment of a registered number to the juvenile
- provision of written orientation materials to the juvenile.

PERSONAL PROPERTY

3-JDF-5A-16 (REF 2-8352)

Written policy, procedure and practice govern the control and safeguarding of juvenile personal property ...

Comment [by the ACA]

All personal property retained at the facility should be accurately inventoried and securely stored ...

Health services

12.0

Objectives

12.01 To provide outpatient medical services to at least community standards, with the aims of treatment, prevention of illness, harm minimisation and health promotion. More acute medical needs will generally be handled by transfer to approved external medical facilities.

12.02 To promote the importance of health in a fully functional lifestyle.

Analysis

12.03 The health status of detainees should be maintained and improved while in custody as a result of their access to quality health services and health promotion programs.

12.04 Medical treatment should consist of outpatient care and medicine dispensing. Detainees who require medical attention and cannot be treated in this facility should be transported to the nearest appropriate hospital centre.

Recommended design guidelines

12.05 Each juvenile justice facility should provide medical facilities for the treatment of detainees, including:

- separate room(s) for use by a nurse or doctor for medical examinations; specimen collection requirements should also be kept in mind
- welfare interview room and group room
- secure medicine dispensary point
- clean and soiled linen control points.

12.06 Most detainees are in need of dental care. The inclusion of a dental clinic within the facility will depend on the size and location of the facility. Consideration could be given to the use of a mobile or small package clinic.

12.07 The medical unit should comply with relevant health authority requirements with particular regard to finishes and detailing as well as the services and accommodation requirements for staff.

12.08 The drug cabinet in the clinic needs to be effectively secured to prevent detainee access.

12.09 Combining the detainee reception facilities and the medical unit within one building, would permit these activities to be rationalised. Detainee medical and welfare needs could be easily dealt with under the one roof at the time of reception. However, it would not be mandatory for these two distinct functions to be part of one building. It may be preferable dependent upon site constraints, size and facilities to separate these functions.

12.10 *Refer to 6.4 Observation room.*

References

12.11 United Nations, *Standard Minimum Rules for Treatment of Prisoners*, 1958.

Clauses 22 to 26 inclusive state that there should be provision for psychiatric, medical and dental treatment, including appropriate pharmaceutical supplies.

The rules state that, where hospital facilities are provided in an institution, the equipment and furnishings shall be proper for the medical care and treatment of sick prisoners.

Prisoners, if necessary, are to be isolated if suspected of having contagious diseases. Medical officers shall be responsible for the hygiene, cleanliness, quantity and quality of food *et cetera* of the prison, with the ability to report problem areas to the governor.

Women should have for pre-natal and post-natal treatment available and, if required, provision for an infant nursery and qualified staff.

12.12 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

... Every facility should have immediate access to adequate medical facilities and equipment appropriate to the number and requirements of its residents and to staff trained in preventive care and emergency treatment.

12.13 United Nations, *The Convention on the Rights of the Child*, 1989.

ARTICLE 24

States parties recognise the right of the child to the enjoyment of the highest attainable standard of health and to facilities for the treatment of illness and rehabilitation of health. States parties shall strive to ensure that no child is deprived of his or her right of access to such health care services.

To ensure the provision of necessary medical assistance and health care to all children with emphasis on the development of primary health care.

12.14 United Nations, *Standard Minimum Rules for the Administration of Juvenile Justice* (the Beijing Rules), 1986.

26.2

Juveniles in institutions shall receive care, protection and all necessary assistance – social, educational, vocational, psychological, medical and physical – that they may require because of their age, sex and personality and in the interest of their wholesome development.

12.15 Australasian Juvenile Justice Administrators, *Quality of Care Standards (for Australasian Juvenile Justice Centres)*, 1996.

OBJECTIVE 4.7

Culturally appropriate health services and, where appropriate, interpreter services to be available for young people from non-English-speaking backgrounds and Aboriginal backgrounds.

12.16 Royal Commission into Aboriginal Deaths in Custody, *National Report: Overview and Recommendations*, 1991.

RECOMMENDATION 150

That the health care available to persons in correctional institutions should be of an equivalent standard to that available to the general public. Services provided to inmates of correctional institutions should include medical, dental, mental health, drug and alcohol services, either be provided within the correctional institution or made available by ready access to community facilities and services ...

12.17 *Standard Guidelines for Corrections in Australia*, 1994.

5.66

... Medical services should be organised in close relationship with the general health administration in the community and must include access to a psychiatric service for the diagnosis and treatment of mental disorder.

5.67

Prisoners who require specialist treatment should be transferred to specialised institutions or to community hospitals. Where hospital facilities are provided within a prison, the equipment, furnishing and pharmaceutical supplies must be proper for the medical care and treatment of sick prisoners, and there must be sufficient staff of suitably trained officers.

5.70

Prisoners isolated for health reasons should be afforded all rights and privileges which are accorded to other prisoners as long as such rights and privileges do not jeopardise the health of others.

5.73

Every prisoner must have access to reasonable dental treatment necessary for preservation of dental health.

5.80

Prisoners in need of psychiatric treatment must have access to such services through the prison medical services.

5.81

Specialised facilities under appropriate professional management should be available for the observation and treatment of prisoners suffering from mental illness or intellectual disability.

12.18 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991. .

PHARMACEUTICALS

3-JDF-4C-18 (REF 2-8279)

Written policy, procedure, and practice provide for the proper management of pharmaceuticals and address the following subjects ...

- procedures for medication receipt, storage, dispensing, and administration or distribution
- maximum security storage and periodic inventory of all controlled substances, syringes and needles ...

3-JDF-4C-26 (REF 2-8272) MANDATORY

Written policy, procedure, and practice provide for 24-hour emergency medical, dental, and mental health care availability as outlined in a written plan that includes arrangements for the following:

- on-site emergency first aid and crisis intervention
- emergency evacuation of the juvenile from the facility
- use of an emergency medical vehicle
- use of one or more designated hospital emergency rooms or other appropriate health facilities
- emergency on-call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community

- security procedures providing for the immediate transfer of juveniles when appropriate.

Comment [by the ACA]

Arrangements should be made with nearby hospitals or other facilities for all health services which cannot be appropriately provided within the facility or where contractual arrangements can result in a better or broader range of services. In the event the usual health services are not available, particularly in emergency situations, the facility should have a backup to service the program. The plan might include an alternate hospital emergency service or a physician 'on call' service.

Recreation and exercise

13

Objectives

13.01 To provide indoor and outdoor facilities that will enable detainees to engage in a wide range of recreational and exercise activities either on an individual or group basis.

13.02 To help detainees realise their physical and social potential and to increase self-esteem.

Analysis

13.03 Diverse recreation facilities and programs should be made available to detainees to allow physical exercise, to teach discipline and teamwork and to offer opportunities for success.

13.04 Some of these leisure and recreation facilities could be on a time-share basis (grassed playing field, swimming pool and multi-purpose hall). Each accommodation block should have dedicated facilities, hardcourt, and landscaped areas. In larger units, an exercise room may be included.

13.05 Decentralised individual recreation facilities would be required for segregation or special accommodation units within a secure juvenile justice facility.

13.06 Recreation facilities should be provided to permit detainees to pursue varied recreational interests even during inclement weather. Weather permitting, detainees should be allowed access to open air for at least one hour each day.

13.07 A multipurpose hall provides for both indoor recreational activities and use during inclement weather. It can also be used for a range of functions including meeting room, movies or performing arts area. It should be available during normal out of bedroom hours.

Recommended design guidelines

13.08 Recreation facilities could include a multi-purpose hall, grassed playing field and dedicated accommodation block facilities such as hardcourt, landscaped areas and exercise rooms.

13.09 Recreation facilities should be located (and fenced if necessary) to prevent large groups of unsupervised trainees congregating in a particular facility or area.

13.10 The grassed playing field should be of an appropriate size and shape for the chosen sports. The relationship to the perimeter should ensure there is no breakdown in security. The provision of toilets nearby may assist in maintaining security.

13.11 The indoor sporting facility should ideally cater for a full-sized basketball court. It should have space for spectators (perhaps by using a mezzanine which can be used for other small activities or by raising the sides of the area to create a small grandstand effect). The area should be well-lit with a high ceiling. Sound-absorbent treatment is required for the walls and ceiling. Floor materials should be suitable for general activities and easily maintained.

13.12 If the multi-purpose hall is to be used in conjunction with community groups, it should be located towards the visitors' entrance or visits centre to restrict movement of visitors into the site. It should be located at a position of the lowest possible level of security and provided with separate amenities (toilets and showers) that can double for community use.

13.13 An outdoor hardcourt area should be provided for sports such as basketball, netball and volleyball. Courts may be attached to units or shared between units. A tennis court might also be considered.

13.14 An exercise or weights room should be provided. Wherever possible, fixed weights and static machines should be considered. Specific management plans and procedures must be in place.

13.15 Facilities for non-physical recreation and leisure programs should be provided. These should support activities readily available to young people in the community.

13.16 A swimming pool could be provided. It may be indoor or outdoor depending on the climate. The use of solar heating may be considered. It should be sized to suit, but preferably as large as economics and the size of the centre allow. If community use is proposed, it should be a standard size. The depth should be suitable for a range of activities such as scuba lessons and water polo. Provide secure control of pool chemicals. Toilets and showers directly accessible to the pool should be provided.

13.17 Provide appropriately secured, conveniently located storage facilities.

References

13.18 United Nations, *Standard Minimum Rules for Treatment of Prisoners*, 1958.

Clauses 21 (1) and (2) state that every prisoner who is not employed in outdoor work shall have at least one hour of suitable exercise in the open air daily if weather permits and that space, installations and equipment should be provided to allow physical and recreational training during the period of exercise.

13.19 United Nations, *The Convention of the Rights of the Child*, 1989.

ARTICLE 31

States parties recognise the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

13.20 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

RECREATION

Every juvenile should have the right to a suitable amount of time for daily free exercise, in the open air when weather permits, during which recreational and physical training normally be provided. Appropriate space, installations and equipment are to be provided. There should be additional time for daily leisure activities, including arts and crafts skill development, if the juvenile so wishes. Remedial physical education and therapy under medical supervision should be offered to juveniles needing it.

... Design of facilities should be in keeping with the rehabilitation aim, with due regard for privacy, sensory stimuli, opportunities for association between peers, sports and physical exercise and leisure activities. Risk of fire should be minimised and safe evacuation ensured ...

13.21 *Standard Guidelines for Corrections in Australia*, 1994.

5.57

All prisoners should have access to productive work, education, recreation and leisure programs and facilities which provide them with the opportunity to utilise their time in prison in a constructive and beneficial manner.

13.22 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

SECTION E: RECREATION AND ACTIVITIES

3-JDF-2E-01 (REF 2-8143)

The total combined indoor activity area, which includes the gymnasium, multi-purpose room(s), library, arts and crafts room(s), and all other leisure areas outside the living unit, provides space equivalent to a minimum of 100 square feet per juvenile.

3-JDF-5E-02 (REF 2-8298)

Written policy, procedure, and practice grant juveniles access to recreational opportunities and equipment, including outdoor exercise when the climate permits.

Comment [by the ACA]

Exercise and recreation are essential to good health. The facility should provide juveniles a well-designed and comprehensive recreation program. Special effort should be made to provide daily physical exercise for those juveniles in restricted living units.

EQUIPMENT

3-JDF-5E-03 (REF 2-8298)

A variety of fixed and movable equipment is provided for indoor and outdoor recreation.

3-JDF-5E-04 (REF 2-8363)

Written policy, procedure, and practice provide a recreation and leisure time plan that includes at a minimum at least one hour per day of large muscle activity and one hour of structured leisure time activities.

Comment [by the ACA]

Large muscle development and opportunities for play and creative activity are essential for the growing youth. There should be opportunities for exercise and constructive leisure time activity for at least two hours on school days and three hours on non-school days, not including time spent watching television.

13.23 American Correctional Association, *Standards for Juvenile Training Schools* 3rd ed, 1991.

3-JTS-2E-02 (REF NEW)

Outdoor and covered/enclosed exercise areas for general population juveniles are provided in sufficient number to ensure that each juvenile is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available

for use in inclement weather. Covered/enclosed exercise areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

The minimum space requirements for exercise areas [in larger facilities] are as follows:

- outdoor exercise areas – 15 square feet per juvenile for the maximum number of juveniles expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
- covered/enclosed exercise areas in institutions of 100 or more juveniles – 15 square feet per juvenile for the maximum number of juveniles expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space
- covered/enclosed exercise areas in institutions of less than 100 juveniles – 15 square feet per juvenile for the maximum number of juveniles expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.

Comment [by the ACA]

Exercise/recreation spaces are not the same as dayrooms, although dayrooms can provide additional opportunities for some exercise and recreation activities. The standard establishes performance requirements for exercise spaces, offering design and operational flexibility. It allows facilities in some climates to cover and/or enclose a yard, while others have to provide indoor space; these spaces do not have to be 'indoor', but must be fully functional when the outdoor areas are not feasible for use.

Kitchens

14.0

Objective

14.01 To provide kitchen facilities suitable for the preparation of food presented at normal meal times that meets dietary, hygiene and health standards.

Analysis

14.02 Kitchen services should promote self sufficiency. Food services should be used to promote a healthy lifestyle.

14.03 The success of a juvenile justice facility's food services program will have an immediate effect on its climate and institutional atmosphere.

14.04 Food preparation could either be contracted out, prepared in a central kitchen, or prepared within accommodation unit kitchens. Food preparation systems may include cook chill, bulk preparation and hot or cold distribution, preparation and cooking within the accommodation unit, or casual meals such as barbecues or take away.

Recommended design guidelines

14.05 Kitchens are to be in accordance with local health authority guidelines and should be designed and detailed to ensure that detainees and staff are able to prepare multiple meals with minimal disruption.

14.06 Juvenile justice facilities will generally incorporate a single central kitchen as well as kitchens or kitchenettes in accommodation units. Kitchen facilities should be as responsive as possible to changes in food preparation procedures. If detainees are to use a kitchen, it should be of robust construction and security issues should be addressed with regard to control of utensils.

14.07 Dishwashers should be provided with a system of direct detergent supply to avoid detainee access to dangerous chemicals.

14.08 A vocational training kitchen within the programs complex may also function in conjunction with or independently of the facility kitchens.

14.09 Where the kitchen is not adjacent to the dining facilities, consideration should be given to food delivery and transport routes and food heating systems.

References

14.10 United Nations, *Standard Minimum Rules for Treatment of Prisoners*, 1958.

Clauses 20 (1) and (2) refer to the provision of well-prepared and served nutritional meals adequate for health and strength to prisoners at normal hours, including drinking water as required.

14.11 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

PHYSICAL ENVIRONMENT AND ACCOMMODATION

Every detention facility shall ensure suitably prepared food presented at normal meal times and of quality and quantity to meet dietary, hygienic and health standards and, as far as possible, religious or cultural requirements. Clean drinking water is to be available at any time.

14.12 American Correctional Association, *Adult Correctional Institutions* 2nd ed, 1981.

Clauses 2.4143, 2.4238 and 2.4254 state that adequate health protection procedures should be adopted for food preparation and proper food storage; equipment should be subject to inspection; and there should be adequate toilet facilities. Meals should be served under supervision but not in a regimented fashion.

14.13 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

FOOD SERVICE

3-JDF-2E-07 (REF 2-8145)

The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.

3-JDF-2E-08 (REF 2-8228)

There are provisions for adequate storage and loading areas and garbage disposal facilities.

Comment [by the ACA]

In order to ensure efficient food service and adherence to health and safety regulations, it is essential that the kitchen be located near the space it requires to accomplish its mission. The amount of space needed for the kitchen is affected by such variables as type of food service, location of dining area, number of persons to be served, complexity of the menu, equipment placement, storage of mobile equipment, and traffic sites.

3-JDF-2E-09 (REF NEW)

Toilet and wash basin facilities are available to food service personnel and juveniles in the vicinity of the food preparation area.

Laundries

15

Objective

15.01 To provide cleaning and laundering services for facility laundry requirements.

Analysis

15.02 Detainees may be responsible for their personnel laundry within laundry facilities provided in each accommodation unit. Bulk laundry and laundry from the medical unit and elsewhere within the facility could be handled in a central laundry or contracted out of the facility.

15.03 All laundry from a facility may be contracted out to an external agency. If all laundry is contracted out, it will be necessary to establish a central sorting and distribution area associated with the laundry service.

15.04 If bulk laundry is not contracted out to an external agency, and a main laundry is proposed within the facility, it should be centrally located to allow for easy transport of items to be cleaned. The laundry area may be staffed by detainee labour with appropriate supervision. Alternatively a central laundry may be located outside the secure perimeter to minimise vehicle penetration of the perimeter.

Recommended design guidelines

15.05 Bulk laundering facilities, if required within a juvenile justice facility, should be designed and equipped to cater for the efficient throughput of bulk articles. The laundry layout, size and equipment should be designed to cater for the processing of sheets, pillow slips, blankets, bedspreads and soiled industrial clothing and should be planned and based on industry standards. Equipment should be commercial or industrial quality with sorting benches, soaking troughs, waster and extractors, and tumble dryers. A small sewing and repair area should be provided.

15.06 Detainee underwear and clothing will generally be laundered in the accommodation units by the detainees. Accommodation unit laundries may also handle all laundering from each accommodation unit. Laundry machines located within the units should be heavy duty, capable of withstanding harsh treatment or possible abuse by detainees.

15.07 All laundry areas should be provided with high levels of efficient ventilation.

15.08 Services within each laundry should provide for the separate handling and storage of hazardous or infectious waste materials in accordance with regulations.

15.09 External clothes drying, or airing areas should be provided for each accommodation unit, depending on climate.

References

15.10 United Nations, *Standard Minimum Rules for Treatment of Prisoners*, 1958.

Clauses 17 (2) and 19 briefly state that prisoner clothing shall be kept clean and in proper condition and prisoners issued with clean bedding, kept in good order and changed often enough to ensure cleanliness.

15.11 *Standard Guidelines for Corrections in Australia*, 1994.

5.50

When a prisoner is not allowed to wear personal clothing the prisoner must be provided with clothing suitable for the climate. This may include clothing for general use, work and recreation.

5.52

All clothing should be clean and kept in proper condition.

5.53

Every prisoner must be provided with a separate bed and with separate and sufficient bedding. This bedding must be clean when issued, kept in good order, and changed often enough to ensure its cleanliness.

15.12 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

HOUSEKEEPING

3-JDF-2E-10 (REF 2-8156)

Adequate space is provided for janitorial closets that are accessible to the living and activity areas. Each closet is equipped with a sink, cleaning implements, and a system of ventilation.

CLOTHING AND SUPPLIES

3-JDF-2E-11 (REF 2-8155)

Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.

Maintenance and stores

16.0

Objectives

16.01 To provide a facility to enable the efficient delivery, storage and breaking down of all bulk deliveries.

16.02 To provide a service area for associated juvenile justice facility maintenance works, with facilities for storing and dispensing various fuels.

Analysis

16.03 The main storage area should be able to store bulk items such as cleaning materials, detainee canteen food provisions and bedding (including mattresses). Also included should be separate storage for kitchen dry goods and cold storage for various foods such as vegetables, meats and confectionery. The general store should receive bulk items to be broken down into manageable lots for transfer into a secure facility as required. This should avoid unnecessary ingress of non-facility vehicles into the facility.

16.04 In larger facilities, consideration could be given to having a maintenance area able to accept and service vehicles, ride-on mowers and other generally used equipment. If the juvenile justice facility is isolated, this area may be used to provide facility vehicles and other motorised equipment with suitable motor fuels. This area may also be an appropriate location for the storage of dangerous chemicals required within the facility.

Recommended design guidelines

16.05 Stores and maintenance services should be provided in a location to avoid unnecessary ingress of non-juvenile justice facility vehicles into the facility site, particularly if it is a secure facility.

16.06 The stores area should provide bulk storage spaces for diverse materials including bulk food (dry and cold storage), dairy goods, other catering items, clean and dirty laundry, workshop material, spares and fittings, chemicals and cleaning items, rubbish, detainee personal property, program material and miscellaneous items such as stationery. Local health authority requirements for the separation of those goods must be adhered to. All legal requirements in terms of the storage, control, and designation of dangerous chemicals should be observed.

16.07 A maintenance services area capable of storing and maintaining the juvenile justice facility's maintenance equipment should be provided. Suitable liquid fuel storage should be within this service area. This service area should be under staff supervision with restricted detainee access.

16.08 The stores and maintenance building hard standing area should be able to accept articulated vehicles for delivery of goods along with turning area for fork lift or small trucks for delivery of goods.

16.09 Facility management of waste materials should incorporate recycling policies wherever practical.

16.10 General stores and clothing and linen stores should be located within accommodation units.

16.11 Cleaners' rooms should be located within each accommodation unit and program facility. Provide separate secure storage in accommodation units for detergents, solvents and the like.

16.12 The system of collecting waste from all areas of the facility should not break down the security link of the facility. The system should allow a reserve containment capacity of at least one week. The system should minimise any containment and all public health standards should be observed.

16.13 No waste collection point should be near any area where an open fire source is available and the waste management program should be secure from fire hazards. An adequate water source must be available at all major waste collection points for cleaning. Waste under humid and wet conditions will be collected away from entrance areas and food service areas. Waste collection areas should be located away from sleeping areas and meeting rooms, classrooms and the like to avoid disruption due to noise from early morning collection. The collection area should be fenced to avoid stray animals and unsightly appearance.

References

16.14 *Standard Guidelines for Corrections in Australia*, 1994.

5.29

All parts of a prison should be properly maintained and kept clean at all times.

16.15 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

3-JDF-4B-04 (REF 2-8238)

The institution provides for a waste disposal system in accordance with an approved plan by the appropriate regulatory agency.

Comment [by the ACA]

Liquid and solid wastes should be collected, stored, and disposed of in a manner that will avoid nuisance and hazards and protect the health and safety of juveniles and staff.

3-JDF-4B-05 (REF 2-8237)

Written policy, procedure, and practice provide for the control of vermin and pests.

Comment [by the ACA]

Any condition conducive to harbouring or breeding insects, rodents, or other vermin should be eliminated immediately. Licensed pest control professionals should be used when necessary to clean or fumigate the facility. Their use on a regular basis is essential.

3-JDF-4B-07 (REF 2-8245)

The stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum juvenile population.

3-JDF-2E-08 (REF 2-8228)

There are provisions for adequate storage and loading areas and garbage facilities.

3-JDF-2E-10 (REF 2-8156)

Adequate space is provided for janitorial closets that are accessible to the living and activities areas. Each closet is equipped with a sink, cleaning implements, and a system of ventilation.

3-JDF-2E-11 (REF 2-8155)

Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.

3-JDF-2E-12 (REF 2-8154

Space is provided for storing the personal property of juveniles safely and securely.

3-JDF-2E-13 (REF 2-8157)

Separate and adequate space is provided for mechanical and electrical equipment.

FLAMMABLE, TOXIC AND CAUSTIC MATERIALS

3-JDF-3B-05 (REF 2-8182) MANDATORY

Written policy, procedure, and practice govern the control and use of all flammable, toxic and caustic materials.

Comment [by the ACA]

... All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to juveniles, and a prescribed system should be used to account for their distribution. Juveniles should never possess such items unless under the close supervision of qualified staff ...

Security

17

Objectives

17.01 To produce a facility with the appropriate level of security for the category of detainees to be contained within it.

17.02 To have a facility where security is required to provide:

- safe custody of all detainees
- the necessary protection for the community
- a safe environment for all staff working within the facility
- a safe and manageable environment for community interaction with detainees, including visitors, sporting teams and others.

17.03 To ensure that the level of security achieved will have the confidence of the relevant stakeholders.

17.04 To ensure that security design supports dynamic security measures that complement positive detainee-staff management practices.

17.05 To integrate the technology used into the architecture and planning to ensure that it supports management objectives.

17.06 To create a security and communications package that enhances and simplifies security management and delivers the best possible return for the given expenditure.[1]

Analysis

17.07 Within a juvenile justice facility, it is necessary to balance duty-of-care and community protection responsibilities against the need to provide an environment conducive to rehabilitation and reintegration into society. As such, security levels require careful consideration to be sufficient and effective while being as non-intrusive as possible.

17.08 *Refer to paragraph 5.005 for security classifications.*

17.09 Security objectives should be to:

- minimise escape
- control the aggressive behaviour of detainees towards other detainees and staff

- control the flow of contraband, particularly drugs, into the facility
- prevent illegal entry
- minimise the extent of damage to the facilities.

17.10 The solution to security problems depends on a mix of staffing, technological devices and physical means. Such a system should assure a safe and secure environment within the facility for both staff and detainees.

17.11 All juvenile justice facilities should establish a security management plan. This plan will provide a hierarchy of security and procedures that will enable a security design philosophy to be formulated for the facility. Generally a less secure facility will incorporate some of the following security systems, but to a lesser degree than in a secure facility. A juvenile justice facility security system design should be sufficiently flexible to accommodate a range of security requirements within the one facility and varying security requirements at different times of the day or night.

17.12 Security design should relate to the classification of the detainees, the security rating(s) required by the juvenile justice facility, and its security management plan. Consideration should be given to the way any point within the facility will be enclosed by a multi-layered system of security barriers (for instance, the secure enclosure of a bedroom, within the secure enclosure of the accommodation unit, within the secure enclosure of the facility as a whole). To avoid unnecessary expense and an excessively repressive atmosphere, the total of the secure enclosures of each area of the facility should match the required security enclosure overall.

17.13 Balance is required between dynamic and static security systems. Electronic or physical systems should only be an aid to staff, not a replacement. The greatest degree of security for staff and detainees is achieved through positive relationships between these groups. Security measures should be flexible to allow increased and decreased security according to the risks apparent at a given time. Security is not an absolute quantity of a physical environment but is heavily affected by the nature and frequency of surveillance. No security system is completely safe or escape proof.

17.14 Closed-circuit television (CCTV) may be a cost-effective security tool useful for monitoring fence lines, rooftops, corridors and car parks. It may aid in the detection of people passing though particu-

lar areas. CCTV can be used with motion detectors. However, it should not be used to monitor detainees as they go about their regular activities. 'There is no substitute for personal interaction.'[2]

17.15 Security design must match the proposed staffing systems. A security design that requires high levels of staffing should only be installed if these levels of staffing are available as required. All proposed security technology must be proven suitable for use by staff with the proposed levels of technical skill – and preferably by staff with no special technical training.

Recommended design guidelines

17.16 Prior to embarking on the design of any facility, a clear definition of the level of security required by each individual component of the accommodation unit is required and *minimum time to defeat rating* applied which is integrated with the overall security philosophy. The facility should then be constructed to meet the philosophy and time rating agreed. It should incorporate those security elements detailed in the guidelines and deemed appropriate.

17.17 In secure facilities, the security system should provide perimeter walling or fencing supported by electronic security, physical security or both. Security should be capable of being monitored from a central control room. Provision should be made to minimise aids to escape by careful design, layout and placement of buildings, walls, structures, services elements, furniture, fittings and equipment. The buildings and perimeter should be designed in such a way as to reduce the perceived and actual opportunities to escape or do damage.

17.18 Electronic systems can become outdated quickly. It is best to select the least sophisticated but most suitable electronic systems, with the flexibility for easy future modification, enhancement or replacement.

17.19 Physical security should be as unobtrusive as possible. Adequate staffing should minimise the need for physical security. A reasonable balance should be struck between the security features of a secure facility and an architectural environment that projects a spirit of openness and reconciliation.

17.20 The design should ensure that the safety demands for early and quick egress during emergencies is reconciled with the security demands of keeping detainees under legal restraint.

17.21 A few isolated specialised pieces of security equipment in a building predominantly without corresponding high levels of security overall should be avoided. The environmental message of the space will be institutionalised by the security equipment, yet the security is no more effective than its weakest point.

17.22 The security classification of a juvenile justice facility directly determines the nature and level of both static and dynamic security elements. The facility authorities should initiate a risk analysis incorporating the principles of perceived threat to determine the security package design.

17.23 Juvenile justice facility security systems should be classified under the two categories of:

- static systems
- dynamic systems.

17.24 Static systems can include:

- the basic bedroom unit (secure ceiling and walls, bars on windows, secure glazing)
- movement control and metal detection through access points
- interlocking doors
- good sight lines between and within all detainee occupied buildings, including all roof surfaces
- secure physical perimeter systems, including
  - walls and fences
  - physical barriers
  - electro-mechanical devices and alarms
  - perimeter roads.

17.25 Dynamic systems can include:

- human interaction and management of detainees
- perimeter patrol and response vehicles
- staff patrols and designated staff response teams.

Perimeter

17.26 Security should be heightened at the perimeter to allow the buildings and areas within to be of a less secure, more domestic construction. This applies whether the buildings form the perimeter or it is fenced. Where the perimeter does not provide the main line of security, it may be necessary to provide for greater security within the units.

17.27 Sufficient space should be provided around the perimeter to control the flow of contraband and to minimise illegal entry. Generally provide at least a 30 metre buffer to the community. Where campus-style, the perimeter should be a minimum of 10 to 15 metres from buildings. If multiple perimeter barriers are provided, they should be a minimum of 7 to 10 metres apart.

17.28 Each perimeter detection system has individual characteristics which make it suitable for use in some circumstances and not suitable in others. In general, major parameters that should be analysed prior to the system's choice are:

- the security rating of the detainee population
- the appropriateness of the installation and configuration of the system considering the construction methods used and physical terrain in which it must operate – for example, the area available, site undulation and adjacent perimeter structures
- the susceptibility of the particular system to the environment in which it is installed, which includes meteorological factors, flora and fauna
- the system's ability to be false-alarmed; the system should not generate false alarms or nuisance alarms unless they fall within acceptable parameters
- how the system may be defeated or tampered with; the system should not be easily compromised or defeated by readily available bridging aids or by fabricated products generally found within juvenile justice facilities
- the problems associated with maintaining the system; any system proposed must have proven backup resources in Australasia for service and replacement parts
- the system must display high integrity to maintain the confidence of the operators.

17.29 The formula for measuring the adequacy of a perimeter security system should be expressed as: *Surveillance/Detection + Barrier/ Delay = Response/Apprehension Time.* Use of a detection system implies that someone is maintaining the system and able to respond to an alarm. In smaller facilities where no staffing may be available to monitor the system, a simple alarm system may be more appropriate.

17.30 The system should detect any human-size target traversing the zone in any direction (into, out of and along the zone).

17.31 Detection zones may be coordinated with a closed-circuit television surveillance system.

17.32 The physical perimeter security system in a secure facility may include any combination of the following elements:

- walls (such as a 3.5 metre high wall with a 1 metre diameter anti-grapple cowl on top)
- fences (such as a 5 metre high weldmesh or perforated metal panel fence with half cowl or outriggers)
- anti-climb obstacles (such as metal weld mesh or chainmesh fences of varying heights in combination with electronic detection systems)
- an internal or courtesy fence to clearly identify detainee no-go areas and to prevent detainees easily reaching either physical or electronic security systems
- razor ribbon, which may be used under certain circumstances, – although its use in a juvenile justice facility is not recommended other than for short-term strengthening of security.

17.33 A perimeter detection system, where used, may incorporate one or more of the following elements to detect unauthorised intrusion into or out of the inner facility perimeter of a secure facility:

- microwave
- pulsed infrared or laser beams
- video motion detection
- buried line sensor systems
- fence disturbance systems
- fibre optic capable systems
- taut wire systems
- microphonic cable systems.

17.34 The visual impact of the secure perimeter should be minimised by landscaping.

Lighting

17.35 Lighting levels should be set to achieve optimum performance from staff and equipment such as CCTV systems. There should be adequate overlap between the areas illuminated by neighbouring fittings to ensure that movement may still be detected in the event of a single lamp failure.

17.36 External lighting should be interspersed on separate circuits such that alternative lights are on different power supplies.

17.37 Night security lighting should be designed so as not to be offensive to the surrounding community.

17.38 Perimeter security lighting should be designed to provide a level of lighting for the proper management of closed-circuit television and video motion detection systems if installed.

17.39 Lighting should be installed to ensure an efficient system and layout. The lighting system should incorporate a dedicated power supply so as to enable the perimeter security lighting system to continue to operate in an efficient manner during a power failure.

17.40 Suitable backup lighting should be considered during the time of the changeover to an emergency generator.

17.41 Poles should be positioned in relation to the physical perimeter so as not to provide bridging aids for possible escape attempts. The height, number, and position of lighting poles together with the type and rating of individual lights or clusters of lights should be selected to optimise costs while still providing the required illumination.

17.42 Lighting should be designed to be energy-efficient. Illumination levels may possibly be reduced at certain times of the night. The lighting could then be supplemented with emergency lighting if required. Emergency lighting should be designed for quick response when required.

17.43 Access to and around the facility during evening hours for staff and visitors is aided by appropriate illumination of car parks and pedestrian pathways.

17.44 Lighting should be consistent with the particular surveillance levels required. In secure facilities, the lighting should illuminate buildings and areas within the complex so that attempted escapes are silhouetted. Where provided, staff patrol roads should be in semi-darkness so that the presence of staff cannot be readily determined.

Closed-circuit television

17.45 Poles should be designed with a minimum deflection at the top for mounting a CCTV camera. This deflection should be such that there will be no distortion of the CCTV picture. Deflection design should take into account the sail area of CCTV surveillance equipment, wind speed and other relevant key factors.

17.46 Cameras should not be mounted on lighting poles.

Metal detectors

17.47 It is possible that both walk-through and hand-held metal detectors could be required.

17.48 The walk-through unit's sensitivity should be readily adjustable by inexperienced operators and then locked to avoid unauthorised tampering.

17.49 Output of units should be proportional to the amount of metal required to be detected.

17.50 The walk-through units should be so located as to allow efficient processing of persons.

17.51 Operation of metal detectors should not affect adjacent services nor cause interference with the facility radio or TV systems.

17.52 Hand-held units should operate off rechargeable batteries.

Duress alarm system

17.53 Such a system should provide personal panic buttons that identify the officer initiating an alarm and, ideally, give his or her approximate location. Zones should be designed such that officers under duress can be readily found. Consideration should be given to establishing a system which can provide updates should an officer change location after an alarm has been initiated. Antennae are required to ensure appropriate coverage over the site.

17.54 Static alarms appropriately located in certain areas, like health facilities, may augment personnel duress alarms.

17.55 Careful thought should be given to where alarms are monitored or displayed after activation.

Radio system

17.56 A radio system should be provided for foot patrols or vehicles, and monitored in a surveillance control room.

17.57 The system should provide reliable voice communications, with total area coverage into all parts of the juvenile justice facility and have several channels, with one dedicated for emergency use or special operations.

17.58 Limit use of radio communication within the detainee-occupied spaces. Intrusive noises from the radio system create an institutional atmosphere.

Locking systems

17.59 The types of locks to be used for all areas throughout the facility should be graded in accordance with the level of security required for the doors and frames in which those locks are installed.

17.60 The type of lock should be commensurate with the strength of the door and the role it plays in the overall security system.

17.61 A hierarchical system of high-security, key-operated locking devices should be established, consistent with the facility's operational requirements.

17.62 Consideration should be given to the keying philosophy to be used as early as possible in the design process. It should be identified and recorded in the security management plan.

17.63 The keying hierarchy should be designed to minimise the use of master keys – thereby maintaining the highest level of security achievable – while at the same time allowing adequate safety access.[3]

External storm water drainage

17.64 Prior to any outfall drain entering the perimeter security zone of a secure juvenile justice facility, pipe sizes should reduce to multiple pipes of no greater than 300 millimetres in diameter to prevent escape through pipes.

Entry building and control room

17.65 Within secure facilities, the objective of an entry building is to provide secure access both into and out of the facility for officers, official visitors, administrators and vehicular traffic, including delivery vehicles to industries, transport vehicles and emergency vehicles. A control room housing security and essential communication equipment, including all backup and emergency supplies, should be provided. The maximum amount of observation and supervision should be obtainable from this room.[4]

17.66 The control room function should generally be separate from but adjacent to the administration and reception areas. It should be of secure construction.

17.67 Pedestrian access may be incorporated into the entry building along with vehicle in and out access, or may be provided at a separate location.

17.68 The control room is the security hub of the juvenile justice facility. Within the room, staff will monitor the operation of the facility and all alarm systems.

17.69 All communications and security services should terminate on or around a purpose-designed ergonomic work station. For secure facilities relying on electronic detection and monitoring, this room will be occupied 24 hours per day by at least two members of staff.

17.70 Controls, displays and monitors should be located such that they are readily accessible and viewable by operators.

17.71 All events detected by perimeter detection systems, duress alarm systems, bedroom call systems or other alarms should be capable of being logged in hard copy. In addition, a video recording system should be considered to automatically record any alarm activity associated with a CCTV-monitored perimeter detection system.

17.72 The control room could control all vehicles access gates both in and out of the facility, particularly at night. The vehicle access sallyport gates should be interlocked so as to prevent external and internal gates from opening at same time (override to be provided for emergencies).

17.73 The pedestrian entry within a secure facility should be controlled. There should be a facility for processing keys handed in and out to facility staff. A secure police gun safe should be provided in reception for storing guns handed in and out to visiting police.

17.74 The following communications and security systems could terminate in the control room:

- CCTV surveillance system, including all cameras
- perimeter detection system, including alarms, mimic panel and logging
- radio system
- PA system
- duress alarm system
- bedroom intercom alarm system

- PABX system
- intercom
- access door controls
- building services alarm systems
- site lighting control
- fire safety monitoring.

17.75 Any video recording system, voice recording system or hard-copy records of bedroom intercom calls and fire alarms should be located in a separate secured area.

17.76 There should be separate dedicated phone lines in the control room or other parts of site not tied to PABX.

17.77 In secure facilities, consideration may be given to providing toilets for the control room.

17.78 Separate ventilation should be provided, with particular attention given to the heat load and clean air requirements of electronic equipment.

References

17.79 Royal Commission into Aboriginal Deaths in Custody, *National Report: Overview and Recommendations*, 1991.

RECOMMENDATION 139

The commission notes recent moves by police services to install TV monitoring devices in police cells. The commission recommends that:

a. the emphasis in any consideration of proper systems for surveillance of those in custody should be on human interaction rather than on high technology. The psychological impact of the use of such equipment on a detainee must be borne in mind, as should its impact on a person's privacy. It is preferable that police cells be designed to maximise direct visual surveillance. Where such equipment has been installed, it should be used only as a monitoring aid, and not as a substitute for human interaction between the detainee and his or her custodians; and

b. police instructions specifically direct that, even where electronic monitoring cameras are installed in police cells, personal cell checks be maintained.

RECOMMENDATION 140

That as soon as practicable, all cells be equipped with an alarm or intercom system which gives direct communication to custodians. This should be pursued as a matter of urgency at those police watch houses where surveillance resources are limited.

17.80 J. Reser, 'The Design of Safe and Humane Police Cells: A Discussion of some Issues Relating to Aboriginal People in Police Custody', in D. Biles and D. McDonald (eds), *Deaths in Custody in Australia 1980–1989* (Canberra: Australian Institute of Criminology, 1992). A Research Paper of the Royal Commission into Aboriginal Deaths in Custody.

Conventional behavioural design wisdom is that a design plan which minimises the need for electronic surveillance is more effective and less alienating for both detainees and staff.

17.81 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

SECTION G: SECURITY

Principle: The physical plant supports the orderly and secure functioning of the facility.

CONTROL CENTRE
3-JDF-2G-01 (REF 2-8185)

In secure facilities, space is provided for a 24-hour control centre for monitoring and coordinating the facility's security, safety, and communications systems. The control centre provides access to wash basin and toilet.

Comment [by the ACA]

The control centre should contain sufficient space for monitoring and coordination of all internal and external security systems, communications systems, safety alarms and detection systems, and other mechanical and electrical systems.

PERIMETER SECURITY
3-JDF-2G-02 (REF 2-8131)

The facility's perimeter is controlled by appropriate means to provide that juveniles remain within the perimeter and prevent access by the general public without proper authorisation.

Comment [by the ACA]

The means chosen to ensure perimeter security should reflect the facility's needs based on size and the degree of security required. Perimeter surveillance can be maintained through mechanical surveillance devices (eg, electronic, pressure, or sound detection

systems), mobile patrols, or some combination of these techniques. All areas adjacent to the perimeter should be visible under all conditions.

SECTION A: SECURITY AND CONTROL

Principle: The facility uses a combination of supervision, inspection, accountability, and clearly defined policies and procedures on the use of security to promote safe and orderly operations.

SECURITY MANUAL

3-JDF-3A-01 (REF 2-8184)

There is a manual containing all procedures for facility security and control, with detailed instructions for implementing these procedures. The manual is available to all staff and is reviewed at least annually and updated as needed.

Comment [by the ACA]

The manual should contain information on physical plant inspection, juvenile counts, chemical agent control, contraband, key control, tool and equipment control, and emergency procedures.

3-JDF-3A-02 (REF NEW)

The facility has a communication system between the control centre and juvenile living areas.

Comment [by the ACA]

A mechanical or audio communication system should be used to supplement direct staff supervision activities (ie, to advise staff of emergency needs), not as a substitute for staff supervision.

JUVENILE CAREWORKERS

3-JDF-3A-04 (REF NEW)

Juvenile careworker positions are located in or immediately adjacent to juvenile living areas to permit workers to hear and respond promptly to emergency situations.

Comment [by the ACA]

The presence of juvenile careworkers within hearing distance of juvenile living quarters can help prevent juvenile misbehaviour and avoid disturbances.

3-JDF-3A-22 (REF 2-8200)

Written policy, procedure, and practice govern the control and use of keys.

Comment [by the ACA]

The key control system should provide a current accounting of the location and possessor of each key. All keys should be issued from the central control area, and a log should be used to record the number of each key issued, the location of each lock, the number of keys to each lock, and the names of all employees possessing keys.

Keys should be stored so that their presence or absence can be easily determined and should be returned to the control centre daily. All keys should be numbered, and the facility should maintain at least one duplicate key for each lock. Fire and emergency keys should be colour-coded and marked for identification by touch. Juveniles should not possess keys other than those to living quarters or work assignments, when appropriate, and to personal lockers.

3-JDF-3A-29 (REF 2-8199)

Firearms are not permitted in the facility except in emergency situations.

Comment [by the ACA]

No person, including law enforcement personnel, should be in possession of a firearm within the confines of a facility. A system of receipts for the temporary safe storage or checking of such equipment is required.

3-JDF-3B-12 (REF 2-8180) MANDATORY

Written policy, procedure, and practice specify the means for the immediate release of juveniles from locked areas in case of emergency and provide for a backup system

Comment [by the ACA]

The responsibilities of personnel in an emergency situation should be clearly defined. Staff should be aware of the location and identification of keys and be knowledgeable about all evacuation routes. Juveniles should receive instructions concerning emergency procedures.

The authority having jurisdiction must certify that locking arrangements allow for prompt release and that sufficient staff are available to operate locking devices when necessary. A 'backup system' means that there is a manual backup if power-operated locks fail. A control station or other location removed from the juvenile living areas should be equipped with reliable, manual means for releasing locks on swinging and sliding doors to permit prompt release. If the facility has only a manual locking system, a staff plan for manually releasing locks must be in place.

Notes

1. These objectives draw on CCD Australia's *Malmsbury JJC Security and Communications Brief* (unpublished, 1996).

2. Refer to the discussion of security in the American Correctional Association's *Design Guide for Secure Adult Correctional Facilities* (1983).

3. This discussion of locking systems draws on the work of CCD Australia, *op. cit.*

4. American Correctional Association, *op. cit.*, pp.161–68.

Emergency management

18.0

Objectives

18.01 To specify requirements for providing an effective emergency management approach in juvenile justice facility design.

18.02 To assure the safety and security of detainees and facility staff in an emergency situation.

Analysis

18.03 Juvenile justice facility administrators need to ensure the design and systems used in the facility support an effective and comprehensive approach for preventing as well as responding to all types of emergencies.

18.04 Integrated emergency planning within juvenile justice facilities can be divided into four phases: prevention, preparedness, response and recovery.

Prevention

18.05 In this phase, all types of emergencies are identified, probability analyses are undertaken of each emergency type and strategies are then taken to reduce the potential incidence of each emergency type.

18.06 Typical types of juvenile justice facility emergencies can include:

- fire
- escape
- riot
- barricades
- bomb threats
- hostages
- food poisoning
- emergency evacuation
- industrial action
- explosion

- gas leak
- acid or chemical spill
- ventilation system contamination
- major vehicle accident
- violent storm
- earthquake.

18.07 Key considerations include:

- sight lines within a facility for detection and safety
- storage off site of toxic or inflammable materials
- food handling processes
- use of non-inflammable and non-toxic building materials and furniture.

Preparedness

18.08 Given that not all emergencies are preventable, it is important that juvenile justice facility management is well prepared to deal with each type of emergency. A preliminary reference is Australian Standard AS 3743-1990.

18.09 When designing a juvenile justice facility, consideration needs to be given to such factors as:

- unimpeded access of emergency services
  - into the facility
  - within the facility
  - within units
- dual access to facilities in the event of a main entry gate failure
- the number, adequacy and location of fire hydrants and fire fighting equipment
- dual exits from detainee areas for staff
- the use of outward swinging bedroom doors and the elimination of sliding doors in detainee accessible areas to prevent barricades
- bedroom fit-out designed to minimise barricade and self-harm potential

- the capacity for doors to be opened manually, swiftly and with ease, independent of mechanical, electrical, pneumatic or hydraulic systems in an emergency
- the capacity for units to be breached if exit doors barricaded
- the availability of sufficient equipment to deal with any type of barricade situation (or the availability of outside support from police and emergency services)
- the availability of automatic fire systems (sprinklers, smoke detectors and heat detectors)
- the direct linking of automatic fire systems to fire services
- the availability at the entrance to a major facility of a fire detection panel for access by fire personnel
- the avoidance of excessively complex and technical control rooms which unnecessarily test the capacity of staff, especially in an emergency
- the ability to convert conference rooms to provide facilities for emergency services personnel dealing with an emergency
- access to backup emergency water supplies
- the design of perimeter security (fence versus wall) and facility buildings in fire-prone rural areas
- the design of facility kitchens (central or in units) to prevent and suppress fires
- compliance with the occupational health and safety requirements of the relevant jurisdictions
- the location of detainee and staff assembly areas during an emergency
- the design should ensure that the safety demands for early and quick egress during emergencies are reconciled with the security demands of keeping detainees under legal restraint
- the adequacy of communications required during the normal operations of the juvenile justice facility as well as during emergencies.

Response

18.10 Once an emergency occurs, facility management must be in a position to respond quickly and professionally in executing contingency plans. Staff need to be adequately trained in emer-

gency procedures and in the use of relevant equipment. Ready and direct access should be available between buildings to allow staff in other units to assist quickly in times of emergency.

Recovery

18.11 Following an emergency, procedures need to be in place to ensure appropriate support services are available to detainee, staff and their families. Action may be needed to restore or replace facilities and accommodation.

Recommended design guidelines

General

18.12 Jurisdictions need to develop an integrated approach to emergency management within juvenile justice facilities.

18.13 Juvenile justice facility design needs to be mindful of the types of emergencies that can occur within a facility. Wherever possible, design factors should be such so as to prevent the occurrence of emergency situations. All emergency equipment should be available in readily accessible locations.

18.14 Properly fitted-out rooms (for example, a conference room) should be available within each juvenile justice facility for use by emergency services personnel and facility personnel as operations rooms during an emergency.

Fire

18.15 Fire services should conform to relevant fire authority regulations and requirements. When designing facilities, liaise with authorities to reach an acceptable compromise between fire escape requirements and the requirements for the security of the facility. This compromise should then form the basis of an approved variation to regulations.

18.16 Fire protection services should have emergency water supply. Fire hydrants and hoses should be present in sufficient quantities and appropriate locations, as required by the relevant fire authority and in keeping with the facility's operational needs. Provide a master control at the main gate. Fire-fighting equipment should be located and fitted in approved housings which should be lockable (if required) and tamper-proof.

18.17 Tamper-resistant smoke detectors – or thermal detectors where smoke detectors are not appropriate – should be located in all areas of the facility. Detectors should indicate at appropriate staff points and central panels. Specific consideration should be given to the installation of sprinklers in accommodation units.

18.18 Detection systems should be designed to minimise tampering and self-harm risks. If located on the underside of ceilings, they are potential hanging points. However, they should only be located in ducts if the mechanical system operates 24 hours a day to ensure their effectiveness.

18.19 The fitting out and furnishing of bedrooms should aim to minimise fire and the emission of toxic gases.

18.20 Emergency services should preferably have unimpeded access into the facility from at least two entrance points.

18.21 All doors should be capable of being opened manually. Consideration should be given to installing fire doors in accommodation units that are linked electronically to the fire detection system (with staff override if required).

18.22 Automatic fire detectors should be installed in detainees' accommodation and program units. These should be directly linked to fire services (at least). They should also be supplemented by break-glass alarms in the control room or another central location.

18.23 Special attention should be paid to the location of extinguishers, fire hoses, fire blankets and related equipment to minimise tampering and vandalism and maximise access during an emergency. Staff should be adequately and regularly trained in the use of fire fighting equipment.

18.24 An alternative power supply or an uninterruptable power supply is required to ensure that fire protection systems are maintained.

Barricades

18.25 Bedroom doors should open outward. Sliding doors should be avoided wherever possible.

18.26 Bedroom fit-out and furnishing should be such so as to reduce the possibility of detainees barricading their bedrooms.

18.27 Adequate equipment should be readily available to respond quickly to barricade situations. Alternatively, suitably equipped outside support from police, fire and emergency services should be readily available.

Food poisoning

18.28 Food receipt, handling, processing and distribution should comply with relevant health regulations.

18.29 Food preparation should be properly supervised and undertaken in hygienic surroundings.

Toxic substances

18.30 Toxic substances should be stored and labelled in accordance with all regulatory requirements, preferably outside the secure perimeter of the facility.

18.31 Flammable liquids require appropriate storage, preferably outside the secure perimeter of the facility.

18.32 Assembly areas should be available for detainees and staff to move to in the event of toxic gas being emitted at or near a juvenile justice facility.

Disturbance

18.33 Where appropriate, enclosed areas should have at least two exits to minimise the risk of barricading and allow staff to exit safely and avoid a disturbance.

References

18.34 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

... Risk of fire should be minimised and safe evacuation ensured. Facilities should not be located in areas where there are known health risks or other hazards.

18.35 Australasian Juvenile Justice Administrators, *Quality of Care Standards (for Australasian Juvenile Justice Centres)*, 1996.

OBJECTIVE 4.19

All sleeping areas to be fitted with fire detection devices that comply with the relevant State standards.

OBJECTIVE 4.21

Individually activated alarm and/or communication systems to be installed in each bedroom and detention cell to alert staff to medical emergencies. Such alarms should be regularly tested.

18.36 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

SECTION B: SAFETY AND EMERGENCY PROCEDURES

Principle: The facility adheres to all applicable safety and fire codes and has in place the equipment and procedures required in the event of a major emergency.

FIRE SAFETY

3-JDF-3B-01 (REF 2-8170, 2-8173)

Written policy, procedure, and practice specify the facility's fire prevention regulations and practices. These include but are not limited to the following:

MANDATORY

- provision for an adequate fire protection service
- a system of fire inspection and testing of equipment at least quarterly or at intervals approved by the authority having jurisdiction, following the procedures stated for variances, exceptions, or equivalencies
- an annual inspection by local or state officials or other qualified person(s)
- availability of fire protection equipment at appropriate locations throughout the facility.

Comment [by the ACA]

Facility administrators should plan and execute all reasonable procedures for the prevention and prompt control of fire. The use of national codes, such as the Life Safety Code, can help to ensure the safety of staff, juveniles, and visitors ...

3-JDF-3B-02 (REF 2-8172)

Written policy, procedure, and practice provide for a comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for mandatory compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the facility by a qualified departmental staff member. This policy and procedure is reviewed annually and updated as needed.

Comment [by the ACA]

The 'qualified departmental staff member' who conducts the weekly inspections may be a facility staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, it is expected that the safety and

sanitation specialist will provide on-the-job training regarding applicable regulations and inspections, including the use of checklists and the methods of documentation.

3-JDF-3B-03 (Ref 2-8175) Mandatory

Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected.

Comment [by the ACA]

Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber (ie, polyurethane, polystyrene) may pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Such materials should be subjected to careful fire safety evaluation before purchase or use. All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction. The fire authority should consider the flammability and toxicity characteristics of the products being evaluated.

3-JDF-3B-04 (Ref 2-8176)

Facilities are equipped with non-combustible receptacles for smoking materials and separate containers for other combustible refuse at accessible locations throughout mandatory living quarters in the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids. All receptacles and containers are emptied and cleaned daily.

Comment [by the ACA]

The proper and safe containment of flammable materials and the sanitation of such containers are essential activities in fire prevention.

Flammable, toxic and caustic materials

3-JDF-3B-05 (Ref 2-8182) Mandatory

Written policy, procedure, and practice govern the control and use of all flammable, toxic and caustic materials.

Comment [by the ACA]

... All flammable, toxic, and caustic materials should be stored in secure areas that are inaccessible to juveniles, and a prescribed system should be used to account for their distribution. Juveniles should never possess such items unless under the close supervision of qualified staff ...

EMERGENCY POWER AND COMMUNICATIONS

3-JDF-3B-06 (REF 2-8178)

The facility has access to an alternate power source to maintain essential services in an emergency

3-JDF-3B-07 (REF 2-8208)

Written policy, procedure, and practice provide for a communications systems within the facility and between the facility and community in the event of urgent, special, or unusual incidents or emergency situations.

Comment [by the ACA]

The facility should have available walkie-talkies or a radio base station, receivers, and transmitters or other independent mechanical means of communication in order to maintain constant contact with the outside community if conventional means of communication are disrupted. Facilities located in areas subject to severe storms, tornadoes, or hurricanes should maintain a ready means of voice communication with the community.

3-JDF-3B-08 (REF 2-8158)

There is a written plan for preventive maintenance of the physical plant that includes provisions for emergency repairs or replacement of equipment in life-threatening situations.

Comment [by the ACA]

Regular care and inspection of equipment is essential for safe and efficient operations. The preventive maintenance plan should be implemented by qualified staff or maintenance professionals.

3-JDF-3B-09 (REF 2-8209)

Power generators are tested at least every two weeks, and other emergency equipment and systems are tested at least quarterly for effectiveness and are repaired or replaced if necessary.

Comment [by the ACA]

Emergency equipment, such as stand-by lighting, batteries, power generators, fire fighting apparatus, communications systems, and alarms, should be checked frequently to ensure their reliability.

3-JDF-3B-10 (REF NEW) MANDATORY

The facility has a written evacuation plan prepared in the event of fire or major emergency that is certified by an independent, outside inspector trained in the application of appropriate codes. The plan is reviewed annually, updated as needed, and reissued to the local fire jurisdiction. The plan includes the following:

- location of building and room floor plan
- use of exit signs and directional arrows for traffic flow
- location of publicly posted plan
- monthly drills in all occupied locations of the facility
- staff drills when evacuation of dangerous juveniles may not be included.

3-JDF-3B-12 (REF 2-8180) MANDATORY

Written policy, procedure, and practice specify the means for the immediate release of juveniles from locked areas in case of emergency and provide for a backup system

Comment [by the ACA]

The responsibilities of personnel in an emergency situation should be clearly defined. Staff should be aware of the location and identification of keys and be knowledgeable about all evacuation routes. Juveniles should receive instructions concerning emergency procedures.

The authority having jurisdiction must certify that locking arrangements allow for prompt release and that sufficient staff are available to operate locking devices when necessary. A 'backup system' means that there is a manual backup if power-operated locks fail. A control station or other location removed from the juvenile living areas should be equipped with reliable, manual means for releasing locks on swinging and sliding doors to permit prompt release. If the facility has only a manual locking system, a staff plan for manually releasing locks must be in place.

Engineering services

19.0

Objective

19.01 To provide engineering services that exhibit a high degree of flexibility in relation to operational and building requirements and incorporate high operational reliability and energy efficiency.

Analysis

19.02 Engineering services should be designed with consideration of the security and efficient management of the facility. They must be reliable, effective, energy-efficient, simple and inexpensive to maintain and repair and easy to adapt. They must minimise risk to detainees and staff even under circumstances of abuse or attempted self-harm. They must not be conducive to assisting escape. Engineering services should maintain the overall philosophy of creating as normal a domestic environment as possible.

19.03 The security services consultant should have a close working relationship with the architectural, structural, mechanical, electrical, and hydraulic services consultants. It is imperative that all of these specialists are familiar with the intent and operation of the security and communication systems proposed for the facility. The overall management of security can only be cost-effective if the physical environment is sympathetic to security objectives.[1]

Recommended design guidelines

19.04 All service runs and elements should be concealed to prevent tampering or vandalism by detainees. If agreement is reached to permit exposure of any services, such agreement will be contingent upon the safety to all detainees and personnel with detailing and construction to minimise vandalism and self-harm risks.

19.05 Concealed service runs and elements that require to be accessed for inspection, maintenance or alterations should have securely fabricated and lockable access panels or doors. Service access panels or doors should be avoided in bedrooms; however, if a panel or a door is located in a bedroom, it should have a pressure-sensitive switch alarm behind to identify if a detainee is tampering with or removing the panel or door.

19.06 Consider the interrelations of different engineering services and engineering services to other building elements, including finishes, ceiling heights, windows and detailing. Consider the use of common trenching for various services.

19.07 Plant rooms, if required in accommodation units, should be secured and isolated from other functions in the building and accessed through separate external doors.

19.08 The position of underground pipework, joints and other structural elements that may have implications for security are to be marked by location plaques on adjacent buildings to allow prompt identification. Access to them should be lockable.

Electrical

19.09 Electrical services should incorporate the following design concepts:

- electrical design should exhibit a high degree of flexibility in relation to operational and building requirements
- the electrical services should incorporate high operational reliability
- the electrical design should give due regard to ease of operation and maintenance
- the electrical design should give due regard to safety aspects and should comply with statutory requirements
- the electrical services should be energy-efficient and the lighting fittings should incorporate high power factor correction
- incoming high-voltage supply or consumer mains should be run underground from the property boundary
- where required, any substation should be located outside the secure perimeter, but under general surveillance
- wiring should be concealed
- switchboards should be located in safe, convenient, accessible positions with due regard being given to the occupancy and function of the area; switchboards should be lockable and weatherproof.

19.10 Coordinate electrical services with security requirements as follows:

- integrate the lighting installation with any closed-circuit television system used in or proposed for the facility
- check power conduit locations in relation to communication and video conduits

- check the positioning of power control equipment such as switchboards in relation to communication control panels in switch rooms
- check the general positioning of equipment to avoid conflicts with security and communication equipment
- provide adequate power sources for normal, essential and emergency lighting to satisfy security and communication requirements
- check the orientation of mains, sub-mains, switchboards and final sub-circuiting to give the installation the highest degree of integrity.[2]

19.11 Establish user needs, including lighting levels and phase requirements for equipment. Avoid over-design, as this will result in higher ongoing costs. Lighting should reflect zones and uses. Consider providing night lights in secure areas and bedrooms. Provide a time clock for lighting.

19.12 Secure juvenile justice facilities may require inner and external perimeter lighting to suit 24-hour CCTV surveillance with power supplied on dedicated circuits and controlled by photo-electric switching from surveillance control room.

19.13 Area lighting of major night trafficable roads and pathways within the perimeter and beyond the perimeter to the site boundary is recommended.

19.14 Adequate provision should be made for access to switchboards, plant and equipment to permit testing, servicing and maintenance.

19.15 Locate substations, plant rooms and plant so as to afford reasonable secure access for the replacement of machinery and equipment.

19.16 Essential supply should be provided between a stand-by generator and the main switchboard. An uninterruptable power supply (UPS) should be installed to supply all equipment connected to the security system distribution switchboard, including the security perimeter lighting sub-switchboard. The essential supply circuits emanating from main switchboard should be as required, but should cover lighting and power.

19.17 An uninterruptable power supply system should include a rectifier, battery, invertor and manually operated static switch, together with all operational and safety switch gear and controls for fully automatic operation. The control board panel should be located in a staff room or lockable area.

19.18 Bedroom light fittings should be tamper-proof and unbreakable.

Emergency power

19.19 Emergency power needs should be assessed individually on the availability and continuity of existing power supplies, bearing in mind the cost of maintaining stand-by power systems. Large or secure facilities should be provided with a stand-by generator installation, including an engine with cooling and exhaust facilities, an alternator, underground fuel storage (located outside the secure perimeter), safety devices, automatic controls, a control panel and noise suppression equipment.

19.20 Emergency power should provide for the critical operation of life safety functions, most functions in the residential unit, and all security systems.

Mechanical

19.21 Mechanical services will vary in accordance with the climatic conditions of each facility. Levels of atmospheric control should mirror that acceptable for buildings with similar functions in the general community.

19.22 Mechanical services should incorporate the following design concepts:

- system designs should be of basic simple application
- plant life should be designed for trouble-free operation with the exception of normal routine maintenance requirements
- system designs should exhibit a high degree of flexibility in relation to operational and building requirements
- the various mechanical services should incorporate high operational reliability
- equipment in occupied areas should be of vandal resistant design and construction, selected to avoid supervision problems
- separate air-conditioning and ventilation is required to areas housing specialist electronic, computer and communication equipment
- system designs should be energy-efficient
- transmission of noise and vibration from the mechanical services to the buildings and occupied spaces in the buildings should be minimised
- piping should be concealed and inaccessible to detainees unless specifically authorised

- consider the detailing of any penetrations through walls, floors and ceilings in secure sections of the facility
- any roof-mounted plant should have a low profile, both for aesthetic reasons and to minimise the possibility of detainees hiding on the roof
- where security measures limit natural ventilation, additional mechanical ventilation may be provided
- appropriate heating and cooling in activity areas can reduce tensions for detainees and staff
- life-cycle costing
- design systems to be adaptable for possible additional future demand
- building design for energy efficiency will reduce the need for mechanical services.

19.23 Electrical engines and other machinery capable of generating electro-magnetic emissions should be positioned so that they do not interfere with sensitive communications or alarm equipment.

19.24 The air conditioning controls are to be the remote sensing type and all appliances or accessories are to be optimised for minimal access for hiding contraband, minimal vandalism and for ease of maintenance without interfering with the detainees.

19.25 The air system is to be controlled to follow time zones and to follow the time schedule of the detainees' activities. The system should include allowance for all heat loadings, including lighting.

19.26 Adequate provision should be made for access to permit testing, servicing, maintaining and replacing various items such as air filters, dampers, valves, controls, air conditioning plant, boilers, heaters and pumps. Maintenance of systems should generally be provided from outside activity and bedroom areas.

19.27 If mechanical ventilation is provided, additional natural ventilation should be available in the event of a power failure. Supplement mechanical ventilation with natural ventilation wherever climate and security conditions will allow.

Hydraulic

19.28 Design all penetrations through secure walls for pipes to ensure that hydraulic services meet security requirements. This specifically applies to bedroom walls. Apertures should be sized, detailed and positioned such that:

- they provide as neat a fit as practically possible around the pipe
- the surrounding wall is reinforced to prevent the aperture being enlarged to form a breach
- secure sealing can be installed between the wall and the pip
- toilet flush buttons can be fitted with dispensable links
- the number of access points for servicing fixtures is minimised and they are located where they can be routinely surveilled to reduce the risk of tampering and facilitate the adoption of secure maintenance procedures.[5]

19.29 The position of underground pipework, pits and other hydraulic services that may have implications for security should be marked by location plaques on adjacent buildings, to allow for prompt identification by maintenance and other staff.

STORMWATER

19.30 Stormwater from the facility buildings and grounds should be collected into surface drains and pipework.

19.31 Stormwater may be disposed of on site using soakwells, or collected in ponds and dams. Surface water will require appropriate security to prevent self-harm or unauthorised usage.

19.32 In secure facilities, any stormwater outfall drains penetrating the site perimeter should be no more than 300 millimetres in diameter to prevent escape. It may necessary to used multiple drains.

19.33 Consideration should be given to special program area needs, such as the oil and detergents from the motor mechanics area.

SEWERAGE

19.34 Sewerage collection and disposal should be in accordance with authority requirements. If necessary, appropriate disposal may be established on site.

19.35 Special treatment may be required for kitchen and laundry areas.

19.36 All security piping should be sized extra large to minimise blockages, with adequate traps outside of buildings.

WATER SUPPLY

19.37 Supply water to the site and reticulation within the site for all domestic water needs.

19.38 There should be backup supplies in the event that the available mains supply is inadequate to service dual fire and domestic services. Suitable on-site storage installation and pumping systems should be provided.

19.39 Pipework should be installed so as to prevent water hammer.

TEMPERATURE CONTROL

19.40 Hot water for use by detainees should have a thermostatically controlled maximum temperature to prevent accidental or intentional misuse. The proposed water control system may be required to also supply water at a higher temperature elsewhere in the facility, such as the kitchen.

Fire

19.41 *Refer to 18.0 Emergency management.*

Security

19.42 *Refer to 17.0 Security.*

Communications

19.43 The communications system should be active at all times and designed to remain operational during emergencies.

19.44 An intercom system should be provided to all lockable bedrooms. It should have the ability to perform even if a single unit has been damaged. Consider a system with call prioritisation.

19.45 The telephone system should provide links to all sections of the facility as well as to other juvenile justice offices and the general community. All detainees should have access to a telephone with some degree of privacy if required. This telephone should be under staff supervision to prevent crank calls and threatening calls.

19.46 A public address system should be provided to all areas of the facility for use during emergencies. The PA should be zoned and could be linked to the bedroom intercom system.

References

19.47 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

EMERGENCY POWER AND COMMUNICATIONS
3-JDF-3B-06 (REF 2-8178)

The facility has access to an alternate power source to maintain essential services in an emergency.

3-JDF-4B-03 (REF 2-8236) MANDATORY

The institution'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.

Comment [by the ACA]

Safe drinking water is basic to human health and should be provided in any facility operation ...

SECTION D: ENVIRONMENTAL CONDITIONS

Principle: Environmental conditions significantly influence the overall effectiveness of facility operations. Standards for lighting, air quality, temperature, and noise levels are designed to preserve the health and well-being of juveniles and staff members and to promote facility order and security.

HOUSING AREAS

3-JDF-2D-01 (REF 2-8133)

Written policy, procedure, and practice require that all housing areas provide at a minimum the following:

- lighting of at least 20 foot candles at desk level and in the personal grooming area
- natural light available from an opening or window that has a view to the outside, or from a source within 20 feet of the room
- other lighting requirements for the facility determined by tasks to be performed
- access to drinking fountain
- heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for juveniles and staff.

3-JDF-2D-02 (REF 2-8142)

Ventilation is available in the event of a power failure.

Comment [by the ACA]

Where the climate warrants, individual rooms that cannot be adequately ventilated by other means should be air conditioned. When ventilation systems fail, there should be backup power sources or alternate means of ventilation.

HEATING AND COOLING
3-JDF-2D-03 (REF NEW)

Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones

3-JDF-2E-13 (Ref 2-8157)

Separate and adequate space is provided for mechanical and electrical equipment.

19.48 American Correctional Association, *Guidelines for the Development of Policies and Procedures: Juvenile Detention Facilities*, 1992.

... Emergency water shut-off valves and electronic circuit breakers shall be under staff control ...

Notes

1. This discussion draws on CCD Australia's *Malmsbury JJC Security and Communications Brief* (unpublished, 1996).
2. *Ibid.*
3. *Ibid.*

Construction

20.00

Objective

20.01 The design and construction of a juvenile justice facility should be planned to promote a sense of the normal, subject to the constraints of control, security and life-cycle costing.

Analysis

20.02 To maintain a non-institutional environment, the juvenile justice facility should avoid an imposing appearance and as closely as possible keep within a domestic scale. In general, buildings should have an understated, familiar air, using similar architecture to other buildings in the area. The construction system should be selected to improve the aesthetics of the finished buildings. Variety in plan, form and silhouette is recommended, together with variety in the texture and colour of finishes, with neat and consistent detailing.

Recommended design guidelines

20.03 The design of a juvenile justice facility should be as flexible as possible to the possibility of future change. Make provision for future expansion of both program and accommodation services at the master planning stage. Ideally, buildings should be constructed in a way that allows internal walls to be relocated or the building itself to be extended at some time in the future if the need arises.

20.04 Use mock-ups or prototypes for detailed analysis of the construction of key building elements, such as bedrooms, which are duplicated throughout the site. It is essential to ensure any errors, omissions or other problems associated with the design of these critical elements are identified as quickly as possible. Carefully detail critical elements early in the design process. A mock-up unit should be completed as soon as all finishes and fittings are selected. A thorough inspection and assessment may then be undertaken for that element. Reference should also be made to post-occupancy evaluations of similar facilities.

20.05 Materials, fixtures and furnishings should have the robustness to withstand institutional usage but should retain a domestic atmosphere. They should be easily available and economic to supply, install and maintain. Maintenance, cleaning and repair should be quick, simple and economical. All internal and external finishes

should be resilient, but consideration may be given to a policy of quick replacement and repair rather than building with supposedly indestructible materials throughout.

20.06 All decisions in selection of materials, equipment and systems should be energy conscious in order to be environmentally responsible and to minimise future operating costs. Prevent heat loss and air infiltration in winter and excessive heat gain in summer through the installation of insulation of roofs and walls, and the use of weather stops. Moderate daily temperature cycles with the use of thermal mass in walls and slabs. Utilise passive solar energy in the types and placement of windows and other openings, including shading devices and shading planting. Maximise use of natural daylight in the size and placement of openings and interior reflecting surfaces. Orientate buildings to optimise sun and wind factors. Temperature and light controls should be coordinated with activity schedules and changing light and temperature conditions.

20.07 Building construction should be designed to deter fabric damage and possible break-outs through the fabric, particularly in high-security areas.

20.08 Roofing may be a standard product, but total roof construction should be designed to deter breaking through from both the outside and the inside. The junction of roof and walls should be carefully detailed and maintained for security. All roof penetrations should be checked for security weak points.

20.09 Wall systems should be selected for security rating, economy and environmental requirements. Walls may be required to provide fire, smoke and acoustic partitioning and safety. Walls must meet operational requirements, including use by disabled persons, damage from food trolleys and vandalism.

20.10 Safety glazing should be used extensively throughout the facility. In most instances, the use of specialised security glazing or polycarbonate (or both) will minimise the need for external bars and grilles on windows.

20.11 Ceilings are the primary surface for sound control, especially in areas of hard-surfaced walls and floors. Consideration should be given to using a product that either intrinsically or through the use of acoustic insulation provides high performance in the reduction of noise levels. Ceilings should be able to resist impact and staining from thrown objects and be easily replaceable or refinishable. There should be no concealed spaces above the ceiling to which detainees might gain access. Moisture resistance is necessary in bathroom, kitchen and pool areas.

20.12 In secure juvenile justice facilities, all services should be concealed to prevent tampering or vandalism by detainees. Where such services are required to be exposed they should be located where they do not jeopardise safety to detainees and personnel, and with detailing and construction aimed to minimise vandalism.

20.13 Construction systems should seek to use innovative and effective delivery methods to provide economies of construction time and budget.

20.14 Although a general aim of facility design should be the provision of variety in spaces and environments, construction systems should be standardised where ever possible to simplify the construction process and future maintenance requirements. Building elements, such as windows and doors should be selected from the essential minimum number of types. These element types may then be permanently retained in stock for replacement as required.

20.15 Construction methods should not place reliance on a few specialist fabricators, but take advantage of as many competitive companies as possible. In rural areas, the use of local labour and materials and local suppliers can assist in the acceptance of the facility within the community. The use of local products and suppliers may also simplify later maintenance and replacement requirements.

20.16 Juvenile justice facilities should meet minimum standards for the accommodation of detainees; therefore a juvenile justice facility design should conform where applicable to relevant statutory building regulations as well as fire safety, clean air, noise abatement, health and safety, service authority and other requirements.

References

20.17 United Nations, *Rules for the Protection of Juveniles Deprived of their Liberty*, General Assembly Resolution 45/113, 1991.

Design of facilities should be in keeping with the rehabilitation aim, with due regard for privacy, sensory stimuli, opportunities for association between peers, sports and physical exercise and leisure activities. Risk of fire should be minimised and safe evacuation ensured ...

20.18 United Nations, *Standard Minimum Rules for the Treatment of Prisoners*, 1958.

All accommodation provided for the use of prisoners and in particular sleeping accommodation shall meet all requirements of health, due regard being paid to climatic conditions and particularly to cubic content of air, minimum floor space, lighting, heating and ventilation.

20.19 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

3-JDF-2A-04 (REF 2-8159) MANDATORY

There is documentation by a qualified source that interior finishing materials in juvenile living areas, exit areas, and places of public assembly are in accordance with recognised codes.

Comment [by the ACA]

No facility furnishings, ceilings, partitions or floors should be constructed of foamed plastics or foamed rubber unless the fire performance characteristics of the material are known and acceptable.

Finishes, furniture and equipment

21

Objective

21.01 To establish a safe and healthy environment for both detainees and staff with a non-institutional, domestic-like environment to facilitate rehabilitation programs.

Analysis

21.02 Experience has shown that detainees are more likely to vandalise or respond violently to institutionalised surroundings and fittings, and they are more expensive to replace than domestic fittings. However, common sense indicates that the least damageable and most easily repaired and replaced domestic scale construction methods should be adopted.[1]

Recommended design guidelines

21.03 Irrespective of the proposed security rating, all accommodation building facilities and equipment must be able to tolerate harsh treatment or mistreatment. Materials that are both durable and require minimum maintenance should be selected to minimise future operating costs and inconvenience.

21.04 Furnishings should be functional and adaptable to the changing needs of users.

21.05 Where possible, furnishings and decorations should be of a normal domestic, office or educational character rather than overtly security-oriented or severely institutional.

21.06 Furniture in secure facilities should be residential in look, but of sturdy construction to withstand heavy use and abuse, including impacts, burning and cuts.

21.07 Consider the aims of normalisation. All spaces and furnishings within the facility should have an atmosphere that mirrors the atmosphere of a similar space within the general community. Accommodation buildings should aim for domestic design, whereas program spaces might have more educational or vocational detailing, as appropriate. Reception, visits areas and administration areas

should have a pleasant, non-threatening atmosphere that avoids institutional images and stereotypes. Furniture and furnishings should reflect this.

21.08 Allow for easy maintenance and cleaning. Protect materials from weather and vandalism. Except for materials with integral colour, such as tiles, it should be assumed that all surfaces will need frequent repainting.

21.09 Individual furniture elements should be replacable without the need to replace the whole system, and should be stylistically consistent.[2]

21.10 The effect of colour on behaviour should be taken into consideration particularly with respect to internal and covered spaces.

21.11 Care should be taken to securely fix items which could be used as weapons. All proposed furniture and equipment should rigorously tested to ensure it cannot be easily broken or dismantled, and that if broken or dismantled it will not form dangerous items or potential weapons.

21.12 Safety glazing should be used extensively throughout the facility. In most instances, the use of specialist security glazing, polycarbonate or both will minimise the need for external bars and grilles on windows.

21.13 All juvenile justice facility construction, finishes, fittings, furniture and equipment should be selected to minimise fire loading and meet relevant codes.

21.14 The light fittings in a facility must be vandal proof or installed out of reach of detainees to reduce maintenance costs and to ensure the safety of detainees.

21.15 It may be necessary to leave lights on for long periods – even 24 hours a day in certain circumstances. It is therefore imperative to use fittings that consume little energy and lamps with a long life.

21.16 Light fittings should be designed very carefully, since most vandal -proof fittings are extremely well sealed. This makes the fitting very hard to ventilate, which may in turn reduce lamp life unless the fitting is designed with these considerations in mind.

21.17 Light fittings which are accessible to detainees should be fixed tight against the surface on which they are installed and should have diffusers which aren't easily removed and replaced. This will make it harder to use the fitting as a hiding place for contraband or hypodermics. Tamper-proof seals can also be used to make light fittings more secure.

References

21.18 Royal Commission into Aboriginal Deaths in Custody, *National Report: Overview and Recommendations*, 1991.

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The commission notes that prisons and police stations may contain equipment which is essential for the provision of services within the institution but which may also be capable, if misused, of causing harm or self-harm to a prisoner or detainee. The commission notes that, in one case, death resulted from the inhalation of fumes from a fire extinguisher. Whilst recognising the difficulties of eliminating all such items which may be potentially dangerous, the commission recommends that police and corrective services authorities should carefully scrutinise equipment and facilities provided at institutions with a view to eliminating and/or reducing the potential for harm. Similarly, steps should be taken to screen hanging points in police and prison cells.

21.19 American Correctional Association, *Standards for Juvenile Detention Facilities* 3rd ed, 1991.

3-JDF-5E-03 (REF 2-8565)

A variety of fixed and mobile equipment is provided for indoor and outdoor recreation.

3-JDF-2A-04 (REF 2-8159) MANDATORY

There is documentation by a qualified source that interior finishing materials in juvenile living areas, exit areas, and places of public assembly are in accordance with recognised codes.

Comment [by the ACA]

No facility furnishings, ceilings, partitions or floors should be constructed of foamed plastics or foamed rubber unless the fire performance characteristics of the material are known and acceptable.

FURNISHINGS

3-JDF-2C-05 (REF NEW)

Dayrooms provide sufficient seating and writing surfaces for every juvenile using the dayroom at one time. Furnishings are consistent with the security needs of the assigned juveniles.

3-JDF-3B-03 (REF 2-8175) MANDATORY

Specifications for the selection and purchase of facility furnishings indicate the fire safety performance requirements of the materials selected.

Comment [by the ACA]

Furnishings, mattresses, cushions or other items of foamed plastics or foamed rubber (ie, polyurethane, polystyrene) may pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Such materials should be subjected to careful fire safety evaluation before purchase or use. All polyurethane should be removed from living areas unless its use is approved in writing by the fire authority having jurisdiction. The fire authority should consider the flammability and toxicity characteristics of the products being evaluated.

Notes

1. For a fuller discussion, see the American Correctional Association's *Design Guide for Secure Adult Correctional Facilities* (Laurel MD: American Correctional Association, 1989).

2. Refer to Brawn Persons Wood Planning Partnership, *Facility Program for the Southern Alberta Youth Development Centre* (Edmonton: Alberta Social Services and Community Health, 1979).

Landscape and external planning

22.0

Objective

22.01 Overall site planning, including arrangement of buildings, external facilities and the use of landscape, should create an easily and quickly comprehended layout that supports the security requirements of the facility while providing interest and variety in external atmospheres.

Analysis

22.02 The layout of buildings on the site and all external treatments should assist staff, detainees and visitors in gaining an understanding of the layout of the juvenile justice facility and orientating themselves within this facility. Landscape should enhance area definition and allow for direct pedestrian circulation.

22.03 Landscape should not interfere with security measures or create security issues. All planting and external equipment and furnishings should be carefully selected to be appropriate to the security requirements of the facility.

22.04 Landscape should not place excessive demands on labour, materials or water. Drainage and irrigation to sporting ovals and the like should be carefully considered. Alternatively, appropriate planting may reduce costs by moderating the temperature within the buildings.

22.05 Landscape may be used to break down the institutional atmosphere within the facility, by lessening the visual impact of security elements and creating smaller, interesting and more personal zoning. Landscaping may provide privacy screening between the facility and the outside community.

Recommended design guidelines

22.06 The perimeter to the overall site should be fenced and provided with clear warnings that trespassing is prohibited.

22.07 Trees adjacent the site perimeter or any other security barrier should be of a type and location so as not to facilitate escape or entry over the barrier.

22.08 Trees planted within the facility should be selected to avoid impeding sight lines. Low overhanging branches that may obstruct sight lines should be avoided.

22.09 The grounds of the facility should be well-landscaped to match local conditions. The site should ideally have a gentle slope to allow spatial interest and delineation of various areas. Landscape variety may be used to provide differing atmospheres to different areas of the facility. Garden beds may be used as soft barriers to demarcate areas.

22.10 Be aware of program activities that use the grounds, including activities designed to involve detainees in maintaining and improving the grounds themselves.

22.11 Wherever possible, native planting should be selected with local conditions and minimising maintenance and water requirements in mind. Planting should enable minimal grounds maintenance.

22.12 Vegetation with a high fuel content should be minimised or eliminated near buildings to reduce fire risk.

22.13 Trees can be effectively used as visual and wind breaks. Appropriate trees may be located to provide summer shading while allowing winter sun penetration.

22.14 Outdoor furniture and landscape items should be carefully selected for low maintenance and robust construction that will not provide weapons if dismantled or destroyed by detainees. In secure facilities, it may be necessary to fix outdoor furniture to the ground. Landscaping should avoid the use of materials, like rocks and tiles, that may be used as weapons.

22.15 Building elements should be grouped and townscaped to promote a feeling of community and, if possible, be arranged around a community green or central area. This space should be planned to act as a central focus and visual activity centre for the juvenile justice facility and at the same time should provide an inner setting which is easy to comprehend and understand. Sporting facilities to be shared by all accommodation units may be located in this area.

22.16 Logical and efficient pedestrian and vehicular circulation space should be provided between all juvenile justice facility elements and should include appropriate consideration of clear sight lines and circulation routing for observation from and between staff posts and work stations, plus the ability for disabled detainees or staff to move easily between buildings. Detainee no-go areas including a perimeter buffer area between buildings and any perimeter security systems should be clearly defined and may be specifically sign-posted if required.

22.17 The layout should minimise vehicle intrusion into the juvenile justice facility, particularly in areas accessible to detainees. This pertains to kitchen delivery and pick-up vehicles and contractors' vehicles. Areas and routes that vehicles can travel within the facility should be clearly sign-posted. Car parking areas should be well-lit and located and designed to promote the safety of staff and visitors.

22.18 Buildings on site should be set out to avoid dead-end areas and unlit pockets where detainees could conceal themselves or make it difficult for facility officers to carry out security rounds.

22.19 Detainee accommodation should be organised into groups of units, preferably with their own external recreation area. This area will include any sporting facilities to be specifically attached to individual units. In secure accommodation, this area may provide a suitable venue for detainees' involvement in garden building and maintenance. Each unit should also be provided with an external area for drying or airing laundry.

Appendix
Workshop attendance

Following feedback from questionnaires sent to all States and Territories in Australia and New Zealand, a workshop on *Design Guidelines for Juvenile Justice Facilities in Australia and New Zealand* was held in Melbourne on 25 and 26 May 1995 to provide a framework for the design guidelines.

The workshop was attended by:

- Johan Top, Health and Community Services, Victoria (Convenor)
- Michael Milesi, Building Services Agency, Victoria (Facilitator)
- Janet Biswell, Children and Young Persons Service, New Zealand
- Oleh Burdenuik, Department for Building Management, South Australia
- Bill Dichsel, Department of Family Services, Aboriginal and Islander Affairs, Queensland
- Janet Fleming, Building Services Agency, Victoria
- Clare Frisby, Children and Young Persons Service, New Zealand
- David Hughes, Health and Community Services, Victoria
- Lou Johnston, Department of Juvenile Justice, New South Wales
- Gerard Jones, Health and Community Services, Victoria
- Terry Keating, Ministry of Justice, Western Australia
- John Lacey, Health and Community Services, Victoria
- Paul Mulgrew, Building Services Agency, Victoria
- Hemant Naik, Q-Build, Queensland
- Sean Perse, Building Management Authority, Western Australia
- Allen Race, Department of Juvenile Justice, New South Wales
- Dick Smith, Department of Juvenile Justice, New South Wales
- Grant Tidswell, Department for Family and Community Services, South Australia
- Chris Tsioulos, Public Works, New South Wales

- Stephen Ward, Department for Building Management, South Australia
- Lindsey Wegener, Department of Family Services, Aboriginal and Islander Affairs.

Additional input was provided by:

- Jim Horsman, Department of Community Services, Tasmania
- Leonie McKinnon, Juvenile Justice Services, Australian Capital Territory
- Stephen Parker, Department of Correctional Services, Northern Territory.

Specialist security and services advice was provided by:

- Kerran Campbell of CCD Australia Pty Ltd in Western Australia.

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