

NMAC 2019 Juvenile Detention Standards Documents for Inspection

1. Current staff roster (full name, date of hire and current position) with schedules
2. Clearance/background letters for staff, Contractors, volunteers and interns
3. Job descriptions for each position/group of similar positions
4. Facility policy and procedure manual (including signature review pages)
5. Policy and procedure manuals for food service, education and medical/mental health (if contractors and not included in facility manual)
6. Most recent environmental improvement division (EID) inspection report and certificate
7. Most recent fire marshal inspection report
8. Most recent hood range inspection
9. Fire equipment inspection reports
10. Preventive maintenance plan
11. Alternative power testing log
12. Local zoning certificate and/or Certificate of occupancy
13. Security device inspection and/or maintenance log
14. Emergency plan (include evacuation map/floor plan)
15. Monthly fire drill documentation
16. Meal schedule
17. Dietician approved menu
18. Dietician's license
19. Medical services contract(s)
20. Sick call schedule
21. First aid kit inspection log
22. AED test log, if applicable
23. Client grievances, if any
24. Program schedule (education, recreation, religious services and visitation)
25. Medical, Mental Health, Behavioral Health, Pharmacy and Dental Provider licenses
26. Incident reports/log
27. Client rules and regulations (if not in the policy and procedure manual)
28. Client orientation packet (in all available languages)
29. Phone rules (in all available languages)
30. Mail logs (incoming, outgoing and attorney/legal)
31. Telephone logs (incoming, outgoing)
32. Visitor logs
33. Post orders
34. Educational memorandum of understanding (MOU)
35. Hair care provider (beautician/barber) license, if applicable