

ADJC Glossary 2013

Revised 08/13/2013

Name of the Definition	Description of the Definition
100 Club	A non-profit organization that provides assistance, from private contributions, to the families of seriously injured/deceased Correctional Officers, Detention Officers and law enforcement personnel. The Director appoints a 100 Club Liaison.
Absconder	A juvenile probationer or parolee who hides, conceals, or absents him/her with the intent to avoid legal process or authorized control.
Absence Without Authorized Leave (AWOL) or Runaway	Occurs when a juvenile leaves a program site or activity without permission.
Absent Without Approved Leave	An employee who, without authority, absents him or herself from his/her place of duty for three consecutive days or more; may be considered abandonment of the job position and result in disciplinary action, up to and including dismissal.
Absent Without Leave	An employee who absents him or herself from his/her place of duty at which s/he is required to be at the expected time; may result in disciplinary action.
Absolute Discharge	A release from ADJC jurisdiction and supervision when the Department personnel decide that there is a reasonable probability that the juvenile will observe the law and, if at liberty, will not be a threat to public safety.
Abuse	The infliction or allowing of physical injury, impairment of bodily function or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior and in which emotional damage is diagnosed by a medical doctor or psychologist and is caused by the acts or omissions of an individual having care, custody and control of a child. Abuse shall include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, and molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution. ARS §8-201.
Academy Commander	An employee who is responsible for the agency pre-service academy and its operations and who directs and manages the Field Training Officer Program for its adherence, quality assurance, and training.
A Catastrophic Event	Is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.
Access	The National Crime Information Center (NCIC) Advisory Policy Board defines two types of access: a. Direct - Terminal access and dissemination within an agency; and b. Indirect - Non-terminal access outside of an agency that has direct access.
Active Duty	Duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
Activities of Daily Living (ADL)	These activities generally refer to ambulation, bathing, dressing, feeding, and toileting.
Activity	Drive to move and act (running, chewing and digging).
ADJC Employees	Employees, volunteers, interns, and service providers under contract with ADJC.

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ADJC Juvenile	Juvenciles under 18 years of age who have been adjudicated to ADJC who can either be under community or secure facility supervision.
ADJC Public Speakers	Employees, volunteers, interns, consultants, and any other public speakers designated by the Chief of Communications and Legislative Affairs or designee to represent ADJC.
ADJC Symbols	Refer to the words Arizona Department of Juvenile Corrections, the letters ADJC, the institution seal, the name or any visual representation of the institution, ADJC Positive Behavioral Interventions and Supports (PBIS), along with all other proprietary, trademark, or other identifiers of the institution, its programs, auxiliaries, and self-support operations.
Adjudicated	Juvenile hearings are considered civil matters not criminal. Adjudicated is the juvenile equivalent of the adult criminal finding of guilty.
Adjudicated Offense	Charges heard during juvenile court petition hearing or "finding of fact" before a Hearing Officer for a disciplinary hearing or parole revocation.
ADOA	Arizona Department of Administration.
ADOA Director	The Director of the Arizona Department of Administration.
Administrative Investigation	A comprehensive query into a complaint or allegation conducted by an assigned supervisor or by the Investigations Bureau into the actions or behavior of an employee.
Administrative Investigation Extension Memorandum	A written request for an extension to complete an administrative investigation. This extension memorandum shall become part of the administrative investigation.
Administrative Investigation Report Form	A document which will be completed on any misconduct allegation of employee, volunteer, interns, and service providers under contract with ADJC.
Administrative Manager	An employee designated by the Records Unit Supervisor to serve as the Formbase representative for the agency and as point of contact for Formbase Power Users.
Administrative Memo (A-Memo)	A temporary written instruction issued in memo form and signed by the Director. Director's instructions are issued to provide immediate instructions in critical/urgent situations.
Admission	When the Mental Health Team Coordinator or designee determines a juvenile who goes to Separation voluntarily or is sent there by an employee meets the criteria to remain in the Separation Program for de-escalation and stabilization.
Adulterated Specimen	A specimen that has been altered or a substitute provided by the candidate or employee to be submitted as a specimen to be drug tested, and may include the use of a masking agent to prevent the detection of drug use in the testing sample.
Agency Personnel	For the purposes of this procedure sworn, certified ADJC Special investigators trained and certified by Arizona Peace Officer Standards and Training (AZ-POST), Parole Officers, and agency personnel directly supervising the activities or movement of juveniles committed to the Department.

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Aggregate Dollar Amount	Purchase price, including taxes and delivery charges, for the term of the contract and accounting for all allowable extensions and options.
Air Scenting	The process by which the service doc examines a subject (person or object) through the dog's sense of smell (olfactory examination).
ALECA	Arizona Law Enforcement Canine Association
Alcohol	Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol and may include any medication that contains alcohol.
Americans With Disabilities Act (ADA)	A federal civil rights law requiring employers to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment related opportunities available to others. Gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national, origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, and telecommunication.
Anticipated Treatment Completion Date (ATCD)	The anticipated data for a juvenile to complete the required treatment programming based on the juvenile's own treatment needs and progress through the Stages of Change.
APO	The Agency Privacy Officer who is generally designated by ADJC to facilitate adoption of privacy safeguards and compliance for all personal identifying information acquired, used, disclosed or maintained by the agency. The APO works collaboratively with the HIPAA Compliance Officer, as applicable, the ISO and the SISPO to adopt and carry out the provisions of the SISPO Information Security Incident Management Policy (P900) and its standards (5905 and 5910). The APO will generally oversee the response to the information security incident that poses a risk of a data breach.
Applicant	A person who seeks appointment to a position in state service.
Approval Authority	The person with the authority to sign and issue a corrective or punitive action/measure as identified in the Department's Procedure 1001.03 Delegated Authority—Personnel Rules.
Approving Official	An individual authorized for approving disbursement of agency funds for his/her assigned cost center(s).
Arizona Criminal Justice Information System (ACJIS)	A computer database system that serves as the state repository for criminal records in the State of Arizona and assists law enforcement personnel in conducting background checks.
Arizona Financial Information System (AFIS)	The principal automated system for accounting and financial reporting of the State.
Arizona Health Care Cost Containment System (AHCCCS)	Arizona's Medicaid program designed to deliver quality health care under cutting-edge concepts of managed care.
Arizona Law Enforcement Telecommunications System (ALETS)	A telecommunications system that provides for the exchange of criminal justice information between terminals within the State of Arizona.

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Arizona State Employee Drivers Record Application (ASEDRA)	A web based application, was developed in 2009 to facilitate State agencies in obtaining Motor Vehicle records of State employees identified as authorized drivers in accordance with the AAC Rule R2-10-207.12. To expedite the Motor Vehicle Record (MVR)-review process, ASEDRA allows agencies to access thousands of records on a regular basis. The designated Agency representative receives notification when points on a MVR exceed a preset point value or the employee's license is either suspended or revoked.
Arizona State Forestry Division	A division of the Arizona State Land Department that provides for the prevention and suppression of wildland fires on state and private lands located outside of incorporated municipalities.
AS400	Contains more detailed delinquency information than the JOLTS Data Warehouse access permits the user to obtain.
Assault	Intentionally, knowingly, or recklessly causing or attempting to cause any physical injury to another person; including the use of bodily fluids to injure or infect another person. Includes employees assaulted by juveniles, and juveniles assaulted by juveniles.
Assessment and Documentation:	<p>Red Folder: A red colored folder containing documentation in chronological order pertaining to a juvenile's precautionary status while the juvenile is on Suicide Prevention Status (SPS). The purpose of this folder is to provide historical and ongoing information to employees monitoring and observing the juvenile while on precautionary status;</p> <p>Initial Precautionary Risk Assessment (IPRA): The standardized interview of a juvenile conducted when there is evidence that the juvenile poses a threat to him/herself or others. This assessment shall be conducted by the Qualified Mental Health Professional (QMHP);</p> <p>Crisis Intervention Assessment (CIA): A formalized follow-up assessment completed every 24 hours on any juvenile assessed at Suicide Risk Level 1, 2, or 3. This assessment shall be conducted by a QMHP.</p>
Asset	A useful and valuable resource.
Attempted Escape	Any instance in which a juvenile is apprehended prior to his/her unlawful departure from an institution or from custody while being transported. To be distinguished from a juvenile being out of area.
Automated COMPSTAT	The computer based platform that secure facility leadership uses to analyze safe environment issues for the previous two week period at the facility, to input action plans that are tracked to completion, and to generate a report used at the bi-weekly COMPSTAT meeting.
Automated External Defibrillators (AEDs)	Electronic devices that interpret cardiac rhythms and, if appropriate, deliver an electrical shock to the patient.
Authority	Lists specific statutes, rules, codes and regulations that authorize and/or guide the Department's activities in a given area. This heading is omitted if the only authority is A.R.S. 41-1604, duties and Powers of the Director. In the introduction to the policy this statute is identified as authority for the entire system of written instructions.
Authorized Personnel	A sworn, certified Special Investigator trained by Arizona Peace Officer Standards and Training (AZ-POST) meeting AZ-POST training requirements with all firearms they are authorized to carry during the performance of their duties. Also, Parole Officers certified by an ADJC certified firearms instructor and the Director to carry a firearm during the performance of their duties.
AZ POST	Arizona Peace Officer Standards and Training.

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Basic Hygiene Items	<p>Items distributed to the juvenile when s/he enters secure care. The same items are continuously supplied to the juvenile when his/her supply is depleted. These items include the following, all of which shall be appropriate to the user, free of individual allergens, and may sometimes be stored in the office or Control Room:</p> <ul style="list-style-type: none"> a. 1 shaving razor (always stored in office); b. 1 shaving cream (always stored in office); c. 1 toothbrush; d. 1 toothpaste; e. 1 shampoo; f. 1 conditioner; g. State issued ethnic specific hair products; h. 1 deodorant; i. 1 comb/pick (soft plastic only); j. 1 hairbrush (female only, soft plastic only); k. 1 roll of toilet paper; l. 1 bar soap; and m. 1 hair tie for juveniles who are allowed to wear their hair long (black, white, or gray in color only).
Basic Orientation	<p>An orientation that is provided on the first day of employment and includes information necessary for the health employee (for example, full-time, part-time, consultant, and contract) to function safely in the ADJC facility.</p>
In-Depth Orientation	<p>This orientation includes full familiarization with the health services delivery system at the facility and focuses on both the similarities and the differences between providing health care in the community and in a secure care setting.</p>
Batterer, Perpetrator or Abuser:	<p>The individual who commits an act of domestic violence or sexual harassment.</p>
Best Practice Standards that include but are not limited to North Central Accreditation (NCA), National Commission on Correctional Health Care (NCCHC) and American Correctional Association (ACA) Standards	<p>For Youth Correction and Detention Facilities shall be utilized as guidelines for self improvement and accountability to improve the quality of life for juveniles in custody.</p>
Betterment	<p>An addition made to, or change made in, a capital asset, which is expected to prolong its useful life, to alter its original functionality, or to increase its efficiency over and above the effects arising from repairs and maintenance. The cost of a betterment that meets or exceeds the State's capitalization threshold is therefore added to the book value of the original asset to or into which the betterment is added, affixed, or installed. The term "betterment" is not deemed to include building improvements, land improvements, or leasehold improvements.</p>
Bilingual Education/Native Language Instruction	<p>A language acquisition process for students in which much or all instruction, textbooks, or teaching materials are in the student's native language other than English.</p>

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Blog	A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "web log."
Brady List	An integrity list containing names of employees in the Youth Correctional Officer series, in the Youth Program Officer series, the Security Officer series and Administrators who have been disciplined for integrity violations. This list is given to the County Attorney who discloses the names to other trial attorneys.
Brand Name Determination	Used when it is determined that only an identified brand name item will satisfy the state's need. An ADJC employee may request, in writing, the use of a brand name specification to the ADJC PROCUREMENT ADMINISTRATOR including the following information: a) An explanation of why only an identified brand name item will meet the state's need; b) The name of the proposed supplier; c) The duration and estimated total dollar value of the proposed procurement; d) A description of efforts made to seek other sources.
Breath Alcohol Technician	A contract person certified by the Department of Transportation to operate and read a breath analyzer or similar testing machine utilized to perform a breath alcohol test.
Building Improvements	Fixtures, machinery and other items attached to or installed in State-owned buildings in such a way that they cannot be removed without causing damage to themselves or the buildings to which they are affixed.
Bulletin Board	Sign holders that are a frame always attached to the wall used to display temporary directional signs or signs advertising for information on facility events or programs and/or environmental quality compliance notices. A board or panel designated for posting approved solicitation announcements and materials. This includes the Electronic Bulletin Board (EBB).
Business Day	The hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding observed state holidays.
Call Back	The ADJC Director or designee may approve the time a covered and/or non-exempt uncovered employee is called into work before or after his/her standard workday (not a continuation of the shift) or during a regular day off if the employee is not already at the work site.
Call-Out	A mobilization of support crews by the Arizona State Forestry Division in the event of a wildland fire.
Camp Medic	An emergency medical technician or higher level practitioner provided by the Arizona State Forestry Division to administer emergency medical care for crew members.
Candidate	A person whose knowledge, skills, and abilities (KSAs) meet the requirements of a position who may be considered for employment and/or is seeking to be nominated to serve as a volunteer, mentor, chaplain, or intern within the organization. A current departmental employee in a non-designated position who transfers or applies for a designated position within the department is subject to a pre-employment drug test.
Canine	Same as service dog or K-9
Capital Assets	An asset with a value of \$5,000 or more purchased by the department. A long-lived tangible or intangible asset that meets the capitalization threshold of \$5,000 or more that is reported on the balance sheet and the cost of which is to be recovered over several fiscal years.

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Capital Offense	A capital offense is any commission of a Class One, Class Two, or Class Three felony that results in the loss of life.
Capital Renewal	Is the upgrading or replacement of facilities, major building systems, and supportive infrastructures.
Case Management Personnel	Employees who directly or indirectly supervise and/or provide services to juveniles.
Caustic material	A substance with the capability of destroying or eating away by chemical reaction
Cautionary Status	The procedure of observing and documenting a juvenile's activities at staggered intervals not to exceed 15 minutes, in accordance with Procedure 4250.01 Suicide Prevention Procedure.
Central Office Benefits Liaison	A Central Office Personnel employee who is knowledgeable about the processes of application for employee benefits.
Certified Firearms Instructor	An individual trained in accordance with national law enforcement firearms training standards and approved by the ADJC Director.
Chain-Of-Custody for Testing	A process used to account for the integrity of each specimen by tracking the handling and storage from point of collection to the final disposition.
Chemical Agents	The use of chemical agents is considered a less lethal tactic. Oleoresin Capsicum (Cayenne Pepper) is a less lethal weapon designed to disrupt the intended thought process, with no lasting after effects. Oleoresin Capsicum is commonly referred to as OC or pepper spray.
Child	<ol style="list-style-type: none"> 1. For purposes of R2-5-416(C), pertaining to the health benefit plan, R2-5-418(B), pertaining to the retiree health benefit plan, and R2-5-419(C), pertaining to the health benefit plan for former elected officials, an unmarried person who falls within one or more of the following categories: <ol style="list-style-type: none"> i. A natural child, adopted child, or stepchild who is younger than age 19 or younger than age 25 if a full-time student; ii. A child who is younger than age 19 for whom the employee-member, retiree, or former elected official has court-ordered guardianship; iii. A foster child who is younger than age 19; iv. A child who is younger than age 19 and placed in the employee-member's, retiree's, or former elected official's home by court order pending adoption; or v. A natural child, adopted child, or stepchild who was disabled prior to age 19 and continues to be disabled under 42 USC 1382c and for whom the employee-member, retiree, or elected official had custody prior to age 19. 2. For purposes of R2-5-417(C) and (D), pertaining to the life and disability income insurance plan, and R2-5-421(B), pertaining to the life insurance plan for former elected officials, an unmarried person who falls within one or more of the following categories: <ol style="list-style-type: none"> i. A natural child, adopted child, or stepchild who is younger than age 19 or younger than age 25 if a full-time student; ii. A child who is younger than age 19 for whom the employee or former elected official has court-ordered guardianship; iii. A foster child who is younger than age 19; iv. A child who is younger than age 19 and placed in the employee's or former elected official's home by court order pending adoption; or v. A natural child, adopted child, or stepchild who was disabled prior to age 19 and continues to be disabled under 42

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	<p>USC 1382c and for whom the employee or former elected official had custody prior to age 19; or</p> <ol style="list-style-type: none"> 3. For purposes of R2-5-207(D), pertaining to the employment of relatives, R2-5-404, pertaining to sick leave, R2-5-410, pertaining to bereavement leave, the term includes a natural child, adopted child, foster child, or stepchild; and 4. For purposes of R2-5-411, pertaining to parental leave, the term includes a natural child, adopted child, foster child, or stepchild.
Child Abuse	<p>Under circumstances likely to produce death or serious physical injury, any person who causes a child to suffer physical injury or, having the care or custody of a child who causes or permits the person or health of the child to be injured or who causes or permits a child to be placed in a situation where the person or health of the child is endangered is guilty of an offense. The terms endangered and abuse include but are not limited to circumstances in which a child is permitted to enter or remain in any structure or vehicle in which volatile, toxic, or flammable chemicals are found or equipment is possessed by any person for the purpose of manufacturing a dangerous drug. ARS §13-3623.</p>
Child Abuse Assessment/Child Advocacy Centers	<p>Centers in Maricopa and Pima County that are specially designed to help reduce the trauma to a juvenile victim by offering services such as forensic medical exams.</p>
Child Molestation	<p>As defined in ARS 13-1410: By intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with a female breast, with a child under fifteen years of age.</p>
Child Protective Services (CPS)	<p>A program mandated under ARS §8-802 for the protection of children alleged to be abused and neglected. This program provides specialized welfare services that seek to prevent dependency, abuse and/or neglect of children. The Child Protective Services program receives, screens and investigates allegations of child abuse and neglect, performs assessments of child safety, assesses the imminent risk of harm to the children and evaluates conditions that support or refute the alleged abuse or neglect and need for emergency intervention.</p>
Chores	<p>Routine, uncompensated tasks around the housing unit and its immediate area which concern the daily upkeep of the unit which may include:</p> <ol style="list-style-type: none"> 1. Housekeeping; 2. General cleaning; 3. Laundry; 4. Yard work; 5. Washing windows; 6. Cleaning room; 7. Sweeping, mopping, and vacuuming.
Chronic Disease	<p>An illness or condition that affects an individual's well-being for an extended period of time, usually (at least) six months, and generally is not curable but can be managed to provide optimum functioning within any limitations the conditions imposes on the individual.</p>
Claim	<p>An application for compensation submitted under article R10-4-101.</p>
Classification and Reception Administrator	<p>Oversees the statewide delivery of case management services, classification, and records.</p>

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Clinical Performance Enhancement	The process of having a health professional's work reviewed by another professional of at least equal training in the same general discipline, such as the review of the facility's physicians by the responsible physician.
Clinical Review	A qualitative review of clinical services that is conducted by a board eligible/state licensed Qualified Mental Health Professional (QMHP). The review focuses on the QMHP's clinical skills and policy and procedure compliance.
Close Observation	Visual observation of designated juveniles at staggered intervals to ensure the juvenile's safety.
Collection Site	An area within a facility designated for the collection of urine specimens, a medical facility, doctor's office, or hospital authorized by the department to collect a urine specimen for analysis to detect the presence of drugs. Collection sites shall be contracted through the drug testing laboratory contractor.
Collection Site Representative	A person employed by a collection agency or site who may travel to different department facilities to assist and instruct individuals directed to provide a urine specimen. The collection site person is trained to receive and make the initial examination of urine specimens to include the proper packaging and sealing of the specimen in front of the employee.
Committed Juvenile or Juvenile	Means a person who is eight years of age or older but who has not yet attained the age of eighteen years and who according to the law has been committed to the Arizona Department of Juvenile Corrections for supervision, rehabilitation, treatment, and education.
Commitment Checklist	A list of documents to be transmitted to ADJC for juveniles committed by the juvenile courts. It is the same list used by the Reception, Assessment, and Classification personnel to check that all required documents arrived with the juvenile and to meet all legal and departmental standards for admission.
Compact Administrator	The individual in each compacting state who is appointed in accordance to the terms of this compact and who is responsible for the administration and management of the state's supervision and transfer of juveniles who are subject to the terms of this compact, the rules adopted by the interstate commission and policies adopted by the state council under this compact.
Compacting State	Any state or territory of the United States that has enacted the enabling legislation for this compact.
Compel movement	The physical force used to cause the movement of a person from one location to another.
Compensation Award	A payment made to a claimant under the standards at R10-4-108.
Compensatory Instruction	Instruction given in addition to regular classroom instruction, such as: individual, small group, extended day classes, summer school or intersession school.
Complainant	The employee(s) who file a complaint
Complaint Receipt Acknowledgment Letter	A written acknowledgment of the complaint that will be provided to the complainant.
Complaint Response Letter	A written notification of the investigative findings from an administrative investigation that will be provided to the complainant.
Completed Suicide	A death resulting from a suicide attempt. The intervention and follow-up for completed suicides is outlined in Procedure

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	4250.01 Suicide Prevention Procedure.
Comprehensive Review	A qualitative and quantitative review of the delivery of behavioral health, psychiatric, and medical services conducted by the Medical and Behavioral Services Clinical Director or designee.
COMPSTAT (Computer Aided Statistics)	<p>A system designed for the collection and feedback of information on crime and related safety issues. The COMPSTAT process enables agency personnel to collect, analyze, and map incident data and other measures on a regular basis, and holds managers accountable for their performance to encourage successful outcomes and a safe environment for juveniles and employees. It is a system that allows direct information exchange between the facilities and the agency leadership. Key components of the COMPSTAT process are:</p> <ul style="list-style-type: none"> a. Accurate and Timely Information: effective control of safe environment issues in the facilities requires accurate and timely information: <ul style="list-style-type: none"> i. When (time of day, day of week, week of year) various types of incidents have been committed; ii. How various types of incidents have been committed; iii. Where various types of incidents have been committed; and iv. By whom they have been committed. b. Effective Tactics: having automatically collated, analyzed and mapped this information, action plans are developed for dealing with the problems. These action plans: <ul style="list-style-type: none"> i. Are comprehensive, flexible, and adaptable to changing trends; ii. Involve all stake holders at all levels within the organization, facility leadership, education, youth rights, mental and medical health services, etc.; and iii. Identify the issue, the plan, the responsible person to carry out the action plan, estimated completion time, and the actual completion time. c. Deployment of Personnel and Resources: once an action plan has been developed, the deployment of personnel and resources is rapid and focused; d. Ongoing Follow-up and Assessment: all action plans are reviewed on an ongoing basis and assessed to ensure that the desired results have been achieved.
Dynamic COMPSTAT	A juvenile-focused system utilizing user-friendly data screens to display incident details.
Conditional Release	The release of a juvenile under special conditions as specified by the court or agency of jurisdiction.
Consent	<ol style="list-style-type: none"> 1. The <u>parent</u> is fully informed of all information relevant to the activity for which consent is sought in his or her native language or other mode of communication; 2. The parent understands and agrees in writing to the activity for which consent is sought; 3. The consent describes the activity; 4. The consent lists the records (if any) that shall be released and to whom; 5. The parent understands that the consent is voluntary and may be revoked at any time; 6. If a parent revokes consent, that the revocation is not retroactive, meaning that the revocation does not negate an action that has occurred after the consent was given and before the consent was revoked; 7. Parental consent for initial evaluation shall not be construed as consent for initial placement.

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	<ol style="list-style-type: none"> 1. The <u>student</u> is fully informed of all information relevant to the activity for which consent is sought, in his or her native language or other mode of communication; 2. The student understands and agrees in writing to the activity for which consent is sought; 3. The consent describes the activity; 4. The consent lists the records (if any) that will be released and to whom; 5. The student understands that the consent is voluntary and may be revoked at any time; 6. If a student revokes consent, that the revocation is not retroactive, meaning that the revocation does not negate an action that has occurred after the consent was given and before the consent was revoked [§ 300.500(b)(1)]; 7. Student consent for initial evaluation will not be construed as consent for initial placement [§ 300.505(2)].
Construction	Moving, demolishing, altering, upgrading, renovating, installing, or building of a structure, facility, or system according to a plan.
Contingency Operation	A military operation that is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.
Continuing Treatment	<ol style="list-style-type: none"> a. A period of incapacity of more than three consecutive calendar days combined with medical treatment, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: <ol style="list-style-type: none"> i. Treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider; and iii. The requirement in (i) and (ii) for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity. b. Any period of incapacity due to pregnancy or for prenatal care; c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: <ol style="list-style-type: none"> i. Requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.) d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease). The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or e. Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

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Continuous Improvement	An ongoing effort that includes the inspection and evaluation activities designed to improve agency operations.
Continuous Improvement Process	<p>A six step model used by ADJC. It follows the best practices of the Deming Cycle of Plan, Do, Check/Study, Act (PDCA).</p> <p>Step 1 Identify the issue, purpose, and scope to be reviewed</p> <ol style="list-style-type: none"> 1. Identify and focus on core issues; 2. Identify and clarify what is to be reviewed. <p>Step 2 Review current practices, situations, and policies</p> <ol style="list-style-type: none"> 1. Understand the present process and policies; 2. Determine expectations for continuous improvement. <p>Step 3 Audit and Analysis</p> <ol style="list-style-type: none"> 1. Audit - collect data; 2. Analyze data; 3. Identify the major potential issues. <p>Step 4 Findings and Recommendations</p> <ol style="list-style-type: none"> 1. Present findings; 2. Keep recommendations and solutions simple. <p>Step 5 Action Plan Implementation and Follow-up</p> <ol style="list-style-type: none"> 1. Evaluate the solutions; 2. Identify barriers to implementing solutions; 3. Implement 4. Follow up inspection with data collection to compare before and after improvements; 5. Compare results with what is expected. <p>Step 6 Standardization</p> <ol style="list-style-type: none"> 1. Standardize the new process; 2. Document the changes made through policy and practice.
Continuous Quality Improvement (CQI) Program	A CQI Program in all ADJC facilities monitors and improves (oral) health care delivered to juveniles in those facilities.
Contraband	Any item possessed by confined juvenile offender or found within the facility that is illegal by law or expressly prohibited by those legally charged with the administration and operation of the secure facility. As defined pursuant to ARS §13-2501 any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive, wireless communication device, multimedia storage device, or other article whose use or possession would endanger the safety, security, or preservation of order in a juvenile secure facility or of any person within a correctional or juvenile secure care facility as defined in section 41-2801, or of any person within a correctional or juvenile secure care facility.
Contract	All types of state agreements, regardless of what they may be called, for the procurement of materials, services or construction, or the disposal of materials.
Contract Amendment	A written modification of a contract under A.R.S. § 41-2503(8) or a unilateral exercise of a right contained in the contract.
Contract Service Provider	A department-contracted and independent laboratory that meets the United States (US) Substance Abuse and Mental Health

Name of the Definition	Description of the Definition
Laboratory	Services Administration/US Department of Health and Human Services (DHHS/SAMHSA) guidelines for drug/metabolite and/or alcohol testing.
Contractor	Any person who has a contract with a state governmental unit.
Control Number	The number assigned to a Departmental administrative investigation. This number shall be obtained from the Investigations Bureau.
Control Terminal Agency (CTA)	A single state agency, under a shared management concept with the Federal Bureau of Investigation (FBI), that assumes responsibility as the control terminal (or main receiving point) for the state through and by which users in the state access NCIC information. The CTA for the State of Arizona is the Department of Public Safety.
Controlled Substance	A drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.
Correctional Program Checklist (CPC)	An evidence-based assessment tool developed by researchers at the University of Cincinnati to ascertain how closely correctional programs meet the principles of effective intervention. The CPC is divided into two basic areas: capacity and content. The capacity area is designed to measure whether a correctional program has the capability to deliver evidence-based interventions and services for offenders. There are three domains within capacity; leadership and development; personnel; and quality assurance. The content area focuses on the substantive domains of offender assessment and treatment and assessing the extent to which the program meets the principles of risk, need, and responsivity.
Courage	Absence of fear toward objects or in a situation
Court	Any court that has jurisdiction over delinquent, neglected or dependent children.
Court Order	A written command or direction given by a competent jurisdiction.
Courtesy Supervision	Supervision provided by the receiving state as requested by the sending state.
Covered Employee	<p>Is defined in ARS §41-741 as an employee who:</p> <ol style="list-style-type: none"> a. Before September 29, 2012, is in the state service, is not uncovered pursuant to ARS §41-742, subsection A and has remained in covered status without a break in service since that date; b. Before September 29, 2012, is in the state service, is employed as a Correctional Officer I, Correctional Officer II, Correctional Officer III or Community Corrections Officer and has remained in covered status without a break in service since that date; c. Before September 29, 2012, is in the state service, is a full authority peace officer as certified by the Arizona Peace Officer Standards and Training Board and has remained in that status without a break in service since that date; d. On or after September 29, 2012, is a Correctional Officer I, Correctional Officer II, Correctional Officer III or Community Corrections Officer and is appointed to a position in the covered service, but does not include a position in any other class in the Correctional Officer Class series or the Community Correctional Officer class series or in any other Correctional Class series; e. On or after September 29, 2012, is a full authority peace officer as certified by the Arizona Peace Officer Standards and Training Board and is appointed to a position that requires such a certification in the covered service.

Name of the Definition	Description of the Definition
Covered Servicemember for Exigency Leave	An employee's spouse, son, daughter, or parent who is on active duty or call to active duty status in support of a contingency operation as either a member of the reserve components (Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve and Coast Guard Reserve) or a retired member of the Regular Armed Forces or Reserve.
Covered servicemember for Servicemember Caregiver Leave	An employee's spouse, son, daughter, parent, or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves who, as a result of a serious injury or illness sustained while on active duty to support of a contingency operation, is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.
Crime	Conduct, completed or preparatory, committed in this state, which constitutes a crime as defined by the laws of this state whether or not the perpetrator of the act is convicted. Crime is not an act arising out of the ownership, maintenance, or operation of a motor vehicle, aircraft, or water vehicle except when a person acts intentionally, knowingly, recklessly, or with criminal negligence, to cause physical injury, threat of physical injury, or death.
Crime/Incident Mapping	The system using incident reports and other data as data points to plot locations of incidents in secure facilities in real time.
Crime Victim Advocate	A person who is employed or authorized by a public or private entity to provide counseling, treatment, or other supportive assistance to crime victims.
Criminal Street Gangs	As defined by ARS 13-105, an ongoing formal or informal association of persons whose members or associates individually or collectively engage in the commission, attempted commission, facilitation or solicitation of any felony act and who has at least one individual who is a criminal street gang member.
Criminal Street Gang Member	<ol style="list-style-type: none"> 1. As defined by ARS 13-105, an individual to whom two or more of the following seven criteria that indicates criminal street gang membership apply: <ol style="list-style-type: none"> a. Self proclamation; b. Witness testimony or official statement; c. Written or electronic correspondence; d. Paraphernalia or photographs; e. Tattoos; f. Clothing or colors; and g. Any other indicia of street gang membership.
Criminogenic and Protective Factor Assessment (CAPFA)	<p>Criminogenic and Protective Factors Assessment (CAPFA) V3 is the summation of the tools in the assessment and classification process. The CAPFA V3 is designed to be used as a systematic and objective means of ensuring that case planning decisions are based on a number of factors which research has proven to be vital in reducing recidivism. It is an instrument designed to identify a youth's risks and needs in the areas of: medical, mental health, school, employment, family, alcohol and drugs, aggression, sexual offending, social influences, use of free time, skills and attitudes and behavior. It is divided into the following 10 domains:</p> <ol style="list-style-type: none"> a. Mental Health; b. Education;

Name of the Definition	Description of the Definition
	<ul style="list-style-type: none"> c. Employment; d. Alcohol and Drugs; e. Aggression; f. Sexual Behavior; g. Family; h. Social Influences; i. Recidivism Risk Instrument (RRI)/Abscond Risk Instrument (ARI) Questions; and j. RRI/ARI Scores.
Criminal Investigation	An investigation into an incident that is a violation of federal, state, and/or local laws.
Criminal Justice Information	Information collected by criminal justice agencies that is needed for the performance of their legally authorized, required functions. These include persons (wanted, missing, unidentified), stolen property, criminal history record information, information compiled in the course of investigations of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable persons, and information on identifiable persons compiled in an effort to anticipate, prevent or monitor possible criminal activity.
Criminal Offense	Conduct that gives a peace officer or prosecutor probable cause to believe that a felony or a misdemeanor involving physical injury, the threat of physical injury, or a sexual offense has occurred.
Critical Incident	An event that results in serious injury or death, taking of a hostage, or an escape.
Cut-Off Level	A DHHS/SAMHSA established concentration level, usually in nanograms per milliliter (ng/ml), used to determine whether a specimen is positive or negative for the drug or drug class.
Daily Log Book	A bound volume with lined and numbered pages designed to be used as a book of original entry or record.
Damage to Property	Physical injury to an object that makes it less useful, less valuable, or less able to function.
Danger to Self or Others	When a juvenile requires more intense supervision to prevent serious and immediate danger to self or others.
Dangerous Contraband	<p>Items prohibited by ARS ' 13-2501.</p> <ol style="list-style-type: none"> 1. Dangerous drugs; 2. Narcotic drugs; 3. Intoxicating liquor of any kind; 4. Deadly weapon; 5. Dangerous instrument; 6. Explosive; or 7. Any other article whose use or possession would endanger the safety, security, or preservation of order in a correctional institution or any person therein
Dangerous Drugs	For the Purpose of this department policy, the definition is the same as defined in ARS §13-3401.
Dangerous Object	Any object that can be broken or shaped into a dangerous instrument or used in a dangerous manner. Examples - marking

Name of the Definition	Description of the Definition
	pens, parts from larger item, porcelain mugs, and correction fluid.
Data Breach	An information security incident involving (1) unauthorized access of Restricted Personal Identifying Information (RPII) and (2) the unauthorized access poses a substantial risk of financial, reputational or other harm to individuals affected by the incident. (See the Notification of Breach of Security System, the Arizona data breach notification law, ARS 44-7501 and the Health Insurance Portability and Accountability Act (HIPAA) data breach notification standard, 45 CFR Part 164, Subpart D).
Day and Evening Support Center (DESC)	A center where ADJC provides community based programming, parole supervision and monitoring, resources, and support to juveniles returning home from a secure care environment.
DEA	(Federal) Drug Enforcement Administration
Deadly Force	Any control tactic or use of force/control which, by its design or intended use, could produce serious physical injury or death to an employee or to another person. Deadly force does not include the discharge of a firearm for training or qualification, hunting or sporting events, test firing in the Crime Lab, dispatching of injured animals, tactical extinguishing of lights, or any other circumstances or situations.
Deadly Force Incident	All instances in which an officer uses deadly force/control in the line of duty or when acting in a law enforcement capacity.
Deadly Weapon	Anything designed for lethal use, including a firearm.
Death	The permanent end of an employee's or juvenile's life as determined by a qualified health care provider.
Deface	To remove, alter or destroy the manufacturer's serial number.
Defensive Purposes (drawing a weapon for)	<p>The officer reasonably believes that:</p> <ul style="list-style-type: none"> a. It is necessary to defend him/herself or a third person from what the officer reasonably believes to be the imminent use of deadly physical force; b. To effect an arrest of a person whom the officer reasonably believes: <ul style="list-style-type: none"> i. Has committed, attempted to commit, is committing or is attempting to commit a felony involving the use or threatened use of a deadly weapon; ii. Is attempting to escape by use of a deadly weapon; or iii. Through past or present conduct of the person which is known by the officer that the person is likely to endanger human life or inflict serious bodily injury to another unless apprehended without delay.
Dental Clinical Chart Review	An evaluation by a dentist of the timeliness and appropriateness of the clinical care to patients.
Department	The Arizona Department of Juvenile Corrections
Department Director	The Director of the Arizona Department of Juvenile Corrections
Dependent Child	Defined as a natural child, an adopted child, a foster child, or a stepchild, over half of whose support is received from the employee.
Deputy Compact Administrator	The individual, if any, in each compacting state who is appointed to act on behalf of a Compact Administrator pursuant to the

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	terms of this compact and who is responsible for the administration and management of the state's supervision and transfer of juveniles who are subject to the terms of this compact, the rules adopted by the interstate commission and policies adopted by the state council under this compact.
Designated Authority	The Clinical Director is responsible for overseeing the agency's psychological and psychiatric services, including the supervision of the facility Psychologists. The facility Psychologists shall provide clinical supervision to the Mental Health Team Coordinators (MHTCs) and are responsible for the administrative and clinical supervision of the Psychology Associates, who shall provide clinical oversight of all clinical work performed by the Youth Program Officers III (Case Managers). The lead Psychiatrist as designated by the Clinical Director is responsible for providing consultation on matters related to clinical practice, the oversight and administration of psychotropic medication, and psychiatric emergencies. The Medical Director is responsible for overseeing health services including the supervision of medical, nursing, dental, and pharmacy.
Designated Positions	For the purpose of this policy, designated positions refer to ADJC positions that have regular and frequent access and interaction with the juvenile population.
Destruction of Property	When Separation is necessary to prevent imminent and substantial destruction of property.
Detention Liaison Officer (DLO)	The agency representative, appointed by the Director, assigned to the Arizona Department of Public Safety's (DPS) gang task force.
Developmentally Disabled Individuals	Individuals with limited intellectual ability who may need habilitation planning, assistance in accepting the limitations of their conditions, and special attention to their physical safety in the corrections environment.
Dialysis Patients	Patients with end-stage renal disease requiring either hemodialysis or peritoneal dialyses on a recurrent basis.
Direct Observed Collection	When a collection site representative physically observes a candidate and/or employee provide a urine specimen. The observer must be the same gender as the donor.
Direct Supervision	Anyone who supervises a juvenile as part of the Housing Unit, Education and/or Security.
Director	For the purpose of this policy, Director is defined as the Director of the Arizona Department of Juvenile Corrections.
Disability	A physical or mental impairment that substantially limits a major life function of an individual; Having a history of such an impairment; or Being regarded as having such impairment.
Discharge	A juvenile committed to the Department (by an Arizona county court), that has met a condition (i.e. age, adult conviction, good behavior, etc.) for release from Department supervision.
Discharge for Cause	An administrative decision to terminate ADJC jurisdiction based on a juvenile having been convicted (as an adult) of a crime.
Discharge Medications	On-hand medications for continuation of treatment having been dispensed by the Pharmacy for a specific juvenile that are to be given to responsible adult upon release from a secure facility.
Discrimination	Includes but is not limited to: a) Preferential treatment of one individual or group over another similarly situated individual or group because of the individual's or group's race, color, national origin, religion, age, disability, genetic information, sex,

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	pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation; b) sexual harassment; c) Harassment of any individual because of the individual's race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation; and d) Failing or refusing to provide a reasonable accommodation to a qualified person with a disability.
Discrimination because of disability	<ul style="list-style-type: none"> a. Treating an individual with a disability less favorably than a similarly situated person without a disability; b. Favoring a person with one disability over a person with a different disability; c. Refusing to provide a reasonable accommodation which is necessary to enable a qualified individual with a disability to perform the essential functions of his or her job.
Disclosure	To communicate, transmit, or in any way convey information to any individual or organization in written, verbal, or other form. Sharing of records between separate department juvenile units, sections, divisions, and/or with outside entities is not to be considered as disclosure when the information is necessary in the legitimate performance of assigned duties.
Dispensing	The placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the patient, the contents of the container, and all other vital information needed to facilitate correct drug administration.
Disposal	The destruction of medication on its expiration date or when retention is no longer necessary or suitable (for example, upon the discharge of the juvenile from the facility).
Division QA Policies	The policies/procedures developed by divisions within ADJC which support the ADJC Quality Assurance Program. These policies serve as the day to day monitoring of specific procedures within each division.
Domestic Violence	An attempt to establish and maintain power, control and fear in a relationship through the use of violence and other forms of abuse. Domestic violence behaviors include but are not limited to: verbal harassment, disorderly conduct, emotional abuse, isolation from family or friends, economic control, sexual assault, stalking, intimidation, destruction of personal property, and actual or threatening physical harm (direct, veiled or implied). Domestic violence occurs between people living together or separately, married or unmarried, in short-term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.
Drives	Subconscious impulses to react to stimuli.
Drug Enforcement Administration (DEA)- Controlled Substances	The medications that come under the jurisdiction of the Federal Controlled Substances Act. They are divided into five schedules (I through V).
Dual Minute Entry	A Minute Entry in which the court has stated a specific length of stay and has also recommended that if the said juvenile completes a specialized treatment program before the stated time frame then ADJC can determine an early release.
Due Process	Legal proceeding(s) according to those rules and principles which have been established in systems of jurisprudence for the enforcement and protection of private and public rights.
Due Process Proceedings Office (DPPO)	Is an administrative office in ADJC. The Chief Hearing Officer supervises Youth Hearing Officers who make determinations on discharges and warrants for juveniles' conditional liberty suspension, revocation, and reinstatement.

Name of the Definition	Description of the Definition
Duty Officer	A weekend and/or night administrator or higher who is designated to make operational or procedural decisions.
Dynamic	Refers to changeable factors that if addressed can produce incremental change for an individual.
Ectoparasites	Such as pediculosis and scabies are parasites that live on the skin. They are communicable and may lead to secondary infections.
Education Record	<p>A comprehensive, uniform file of information which contains, but is not limited to, a juvenile's school history, transcripts, grades, and disciplinary history that is specifically related to educational experiences and activities. Any record (in handwriting, print, tapes, film, or other medium) maintained by the education system, an employee of the system, or any agent of the system that is related to a student, except:</p> <ol style="list-style-type: none"> a. A personal record kept by a school staff member that meets the following tests: <ol style="list-style-type: none"> i. Made as a personal memory aid; ii. Held in the personal possession of the individual who made it; iii. Information contained has never been revealed to another person except the maker's temporary substitute; iv. Medical treatment records maintained for an eligible juvenile; and v. Records of a law enforcement unit of the school.
Education Work Experience	Participation in Education and work related programs to include Food Service, Maintenance, and Grounds Keeping which receives educational credit and compensation.
EEO Complaint Coordinator	The Human Resources Equal Employment Opportunity (EEO) Coordinator within the Department who is responsible for receiving complaints, determining applicability under the complaint system, investigating or assigning the complaint to the appropriate individual within the agency for review or investigation, and tracking the processing of the complaints.
Electronic Media	For the purpose of this policy, any method of providing copies of written instructions in a format for use on a computer. This includes CD-ROM, e-mail copies, Internet based manuals, and database versions of the policies, procedures, forms, technical manuals, post orders and administrative memos.
Electronic Record	Any combination of text, graphics, data, audio, pictorial, or any other information representation in digital form that is created, modified, maintained, archived, retrieved, or distributed by electronic means.
Eligible dependent	<p>Means the employee-member's, retiree's, or former elected official's spouse under Arizona law or an unmarried child who falls within one or more of the following categories:</p> <ol style="list-style-type: none"> a. A natural child, adopted child, or stepchild who is younger than age 19 or younger than age 25 if a full-time student; b. A child who is younger than age 19 for whom the employee-member, retiree, or former elected official has court-ordered guardianship; c. A foster child who is younger than age 19; d. A child who is younger than age 19 and placed in the employee-member's, retiree's, or former elected official's home by court order pending adoption; or e. A natural child, adopted child, or stepchild who was disabled prior to age 19 and continues to be disabled under 42 USC 1382c and for whom the employee-member, retiree, or former elected official had custody prior to age 19.

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Name of the Definition	Description of the Definition
ELL	English Language Learner
Emergency Procurements	Used for procurements exceeding \$50,000 when there is an immediate and serious need for materials, services, and/or construction that cannot be met through normal procurement methods, or there exists a serious threat to the functioning of state government, the preservations and protection of property, or the health and safety of a person.
Employee	<ol style="list-style-type: none"> 1. For the purpose of Procedure 1119.05 an employee refers to juvenile corrections officers and corrections employees who have direct contact with ADJC juveniles. 2. Any person acting in an official capacity for ADJC to include, but not limited to, those compensated (both full and part time), volunteers, interns, and mentors (specific designated volunteers who perform as tutors).
Employee Disciplinary Records	Records containing disciplinary actions, including employee responses to all disciplinary actions involving ADJC employees, are subject to inspection and copying, unless inspection or disclosure of the records or information in the records is contrary to law. It does not require disclosure of the home address, home telephone number or photograph of any person who is protected pursuant to sections §§39-123 and 39-124.
Employee Organization	For the purpose of this Department Policy and Procedures 1119.01, .02, .03, and .04, an employee refers to all full and part time employees and includes volunteers, chaplains, mentors, and interns who provide services to the Department with or without compensation to include religious service providers who contract with the Department and have direct contact with committed juveniles. For the purpose of Procedure 1119.05 an employee refers to juvenile corrections officers and corrections employees who have direct contact with ADJC juveniles.
Employee Organizational Representative	A member of the association elected by majority to promote association membership, to communicate association information, to assist with member grievance resolution and to participate in departmental administrative investigations pursuant to Arizona Revised Statutes (ARS) 38-1101.
Employee Organizational Elected Executive, Employee Organizational Chief Official, or Employee Organizational Chair	A member of the association elected by majority to perform the responsibilities assigned to the Office of President.
Employee Organizational Elected Official, Employee Organizational Board Members, or Employee Organizational Leadership	A member of the association elected by majority to perform the responsibilities assigned to the office of President, Vice President, Secretary, Treasurer, and Sergeant at Arms.
Employee/Volunteer Service Provider	For the purpose of this policy, an employee refers to all full and part time employees and includes volunteers, chaplains, mentors, and interns who provide services to the department with or without compensation.
Employment Discrimination	Any personnel transaction/employment decision that has an adverse effect, whether intentional or unintentional, on a member of a protected group under the law (race, color, sex, religion, national origin, disabled veteran status, age, disability status, veteran status or political affiliation).
Empty Hand Control	A method of control used without the aid of equipment or weapons:

Name of the Definition	Description of the Definition
	<ol style="list-style-type: none"> 1. Soft Empty Hand Techniques: The subcategory that includes escort control holds, touch pressure points, and take down techniques that have a minimal chance of injury; 2. Hard Empty Hand Techniques: The subcategory that includes kicks, punches other striking techniques such as a brachial stun or other strikes to key motor points that have a moderate chance of injury.
English Language Classroom	A classroom in which English is the language of instruction used by the teaching personnel, and in which such teaching personnel possess a good knowledge of the English language. English language classrooms encompass both English language mainstream classrooms and sheltered English immersion classrooms.
English Language Mainstream Classroom	A classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English.
English Learner or Limited English Proficient Student	A student who does not speak English or whose native language is not English, and who is not currently able to perform ordinary classroom work in English.
ERASOR (Estimate of Risk of Adolescent Sexual Offense Recidivism)	An empirically-guided checklist to assist evaluators to estimate the short-term risk of a sexual re-offense for juveniles aged 12-18.
Errors in Form	A minor problem such as a typographical or punctuation error, a pagination fault or grammar issue contained in a written instruction. Errors in form may include corrections made when updating organizational structure, such as changing a title or proper name. An error in form does not include any item that changes meaning or content and shall not be so extensive that significant corrections are needed. Typically, an error in form would require no review and may be corrected without the Director's signature through a publication announcement distributed by the Policy Unit.
Escape	The unlawful departure of a juvenile from an institution or from custody while being transported, or failure to return to the facility while on leave.
Escape Risk	When there are reasonable grounds to believe that a juvenile is a serious and continuing threat to escape, based upon demonstrated intent, actions, and a reasonable possibility to succeed.
Evaluation	<ul style="list-style-type: none"> • The procedure used to determine the relative knowledge, skills, and abilities of an applicant. • Means procedures used pursuant to §§ 300.530-300.536 to determine whether a student has a disability and the nature and extent of the special education and related services that the student needs [§ 300.500(b)].
Evidential Breath-Testing Devices	Department of Transportation approved equipment utilized by the Breath Alcohol Technician to detect and determine the concentration of alcohol.
Exclusion	<ol style="list-style-type: none"> 1. The removal of one or more juveniles from regular programming and contact from other juveniles between waking and regularly scheduled bed time-hours by requiring the juvenile(s) to remain in a specified location such as hallways and locked or unlocked juvenile rooms. 2. Anytime these conditions exist (including shift change, transition periods, early bed times, etc), juveniles are considered to be on exclusion and shall be managed in accordance with this policy.

Name of the Definition	Description of the Definition
	3. The confinement of juveniles to their rooms during an authorized large group is not exclusion and shall be conducted in accordance with Procedure 4220.04 Large Group Protocol – Secure Facilities. 4. The confinement of juveniles in their room during an emergency such as a 1024 in the Housing Unit or facility lockdown during activation of the Emergency Management System is not exclusion and shall be conducted in accordance with Procedure 4007.06 Lockdown (Secure Confinement) Limitations.
Exigency	An urgent situation resulting from a covered family member's active duty or call to active duty in the armed forces needing immediate attention or remedy.
Explosive	Any dynamite, nitroglycerine, black powder or other similar explosive material including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
Exposure Control Plan	Describes employee actions to be taken to eliminate or minimize exposures to pathogens.
Extended Illness or Injury	A period of at least three weeks to a maximum of six consecutive months.
Extracurricular Activities	a. All interscholastic activities which are of a competitive nature; b. Involve more than one school where a championship, winner, or rating is determined; c. All those endeavors of a continuous and ongoing nature for which no credit is earned in meeting graduation or promotional requirements and are organized, planned, and sponsored by the ADJC Education Division; d. Activities which are an integral part of a credit class shall be excepted from this rule.
Facility-based Quality Assurance Teams	The secure facility quality assurance work groups, led by the institutional coordinators, with cross-facility representation designed to participate in QA activities. This team will work with the facility management team to address QA issues agreed upon by the QA administrator and facility Superintendent or members of Leadership Team.
Failure to Comply/Program	Refusal to participate in programming or comply with a directive issued by an employee.
Family	The primary care giving unit and is inclusive of the wide variety of primary care giving units in our culture. Family is a biological, adoptive, legal and/or recognized self-created unit of people residing together consisting of adult(s) and child(ren) with the adult performing duties of parenthood/guardianship for the child(ren). Persons within this unit share bonds, culture, practices, and significant relationships. Biological parents, siblings, and others with significant attachment to the child(ren) living outside of the home are included in the definition of family.
Family Member	Includes: spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, foster parent, grandparent, grandchild, brother, sister, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law, aunt, uncle, nephew, or niece.
Family Support Liaison	An employee who is trained in crisis intervention and advocacy services, knowledgeable of the Department's written system of instructions, procedures and protocol for funeral/memorial services, and provides assistance and support to the family of a deceased employee.
FEP: Fluent English Language	A student who has met the requirements for exit from an English language learner program.

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Proficient	
FERPA	Family Educational Rights and Privacy Act; i.e., the federal laws regarding parents rights to inspect their children's school records.
Field Training Officer (FTO)	An employee who successfully completed the specialty FTO training and is certified to train and mentor new and other officers.
Field Training Program	A two week training of practical job aids, worksheets, checklists, and best practices designed to move a Youth Correctional Officer (YCO) in the YCO series to a higher level of performance and accountability.
Fight	Drive to measure physical power with rivals.
Financial Items	Any items bought by the State of Arizona for use in the daily work responsibilities of an ADJC employee member; e.g. postage stamps, bus tickets.
Fire	The event of something burning (often destructive).
Firearm	Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.
Fire Season	A season when most fires occur and usually runs March 1 st through October 31 st each year.
Fire Science Student	A juvenile working toward certification in a Fire Science Program.
Firearms Automated Training System	A system which visually presents situations the officer may encounter in the officer's duties and requires the officer to make use-of-force decisions relating to the use of a firearm.
Fixed Asset	An accounting term that historically refers to tangible capital assets. The term "fixed asset" is used somewhat interchangeably with the terms "capital asset" and "non-capital asset."
Flammable Material	<ul style="list-style-type: none"> a. Flash point: A minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or within the vessel used); b. Flammable liquid: A substance having a flash point below 100 degrees Fahrenheit (F) (37.8 degrees C) and classified as a Class I liquid; c. Combustible liquid: A substance having a flash point at or above 100 degrees F and classified by flash point as a Class II, IIIA, or IIIB liquid.
FLSA	The Federal Fair Labor Standards Act: FLSA exempt means a position that is not entitled to overtime compensation under the FLSA; FLSA non-exempt means a position that is entitled to overtime compensation under the FLSA.
FMLA	Federal Family and Medical Leave Act.
Food Service Manager	Means any person who supervises/trains a food service worker(s) to follow all food safety regulations.
Food Service Worker	Means any person who handles, prepares, serves, sells, or gives away food for consumption by persons other than his or her

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	immediate family, or who handles utensils and equipment needed thereto.
Force	Any physical contact exerted upon a person to compel or arrest bodily movement
Foreign Born Juveniles	A juvenile born outside of the U.S. Foreign born are often non-citizens, but can also be naturalized citizens. The term foreign born encompasses both immigrants and expatriates but is not synonymous with either. Foreign born may, like immigrants, have committed to living in a country permanently or, like expatriates, live abroad for a significant period of time with the plan to return to their birth-country.
Forensic Interview	A forensic interview is an interview that is recorded while it's being conducted and performed by a child interview specialist (also known as a forensic interviewer) who has had extensive training and is certified as a specialist.
Forensic Medical Exam	An examination conducted to diagnose sexual trauma and collect trace evidence. The exam is performed by a specially trained medical professional who can provide expert testimony in judicial proceedings.
Forensic Nurse Examiner (FNE)	A specially trained nurse with the necessary qualifications to provide child abuse examinations.
Formbase	A web-based imaging system designed to electronically capture, index, store, and display documents.
Forms	Attachments to the procedure. These may include tables, charts, flow charts, illustrations statement of exempted sections, etc. Forms may accompany a policy but generally are appended to the procedures.
Restraint	The complete or partial constraint of a person's bodily movement through physical or mechanical means
Compel Movement	The physical force used to cause the movement of a person from one location- to another
Mechanical Restraints	<p>Mechanical device(s) used to aid in the restriction of a person's bodily movement. The use of mechanical restraints by employees shall not be construed as "Use of Force" unless other forcible restraint measures have been applied in response to physical resistance by the juvenile in accordance with Policy 4058 Use of Force and Procedure 4058 Use of Force Continuum. Mechanical restraints are limited to:</p> <ul style="list-style-type: none"> a. Leg brace; b. Hand cuffs; c. Waist chain and handcuffs (upper); d. Ankle cuffs (lower); e. Full: Both upper and lower restraints; f. Upper and lower restraints with a lead chain; i. Lead Chain: A chain that attaches the upper and lower restraints with or without a waist chain. g. Spit Shield/Mask: A shield or a mask that agency personnel may place over the restrained juvenile's face to prevent the juvenile from biting or spitting on another individual.
Formulary	List of pharmaceuticals including prescription and non-prescription medications that are available to authorized prescribers at the ADJC secure facility
Fragile Juveniles	Juveniles who suffer from conditions that impair their ability to function to the extent that they require assistance in activities of

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	daily living (for example, dressing, feeding, transferring, or toileting).
Fraud	Intentional material misrepresentation or omission when there is a duty to disclose a loss or unlawful diversion of public funds.
Free Appropriate Public Education (FAPE)	Special education and related services that: <ol style="list-style-type: none"> 1. Are provided at public expense, under public supervision and direction, and without charge; 2. Meet the standards of the Arizona State Department of Education; 3. Include elementary school or secondary school education; and 4. Are provided in conformity with an Individual Education Program (IEP) that meets the requirements of Federal Regulations, Individuals with Disabilities Education Act (IDEA) Part 300 (of §§ 300.340 and 300.350.)
Full-Body Restraint	The complete constraint of bodily movement to protect a person from imminent serious self-injury, achieved by securing the person to a (specially designed) security chair in the Separation Unit, using approved restraint devices. Mechanical devices used to restrain a person to a bed or a chair especially designed for this purpose. (Mechanical devices used to restrain a person to a bed or a chair especially designed for this purpose.
Fund	The Victim Compensation and Assistance Fund established by ARS §41-2407.
Gang Activity	As defined by ARS 13-105, anything used to promote, recognize, or communicate gang membership. Gang activity may include graffiti, hand signs, verbal communication, or anything that identifies membership in a specific gang.
Gang and Immigration Intelligence Team Enforcement Mission (GIITEM)	A statewide multi-agency task force consisting of five districts that provide gang and illegal immigration enforcement and intelligence services.
Garrity Warnings	Admonishments given to an employee in an administrative investigation that: <ol style="list-style-type: none"> a. S/he will be asked to answer questions related to official duties or the complaint under investigation; b. Failure or refusal to do so will subject the employee to Departmental charges and discipline up to and including termination of employment; and c. Neither any statement given nor information or evidence gained from it can be used in any criminal proceeding against the employee but may be used against the employee in any subsequent administrative charges; d. The employee in the Corrections Officer Series has the right to representation by an agency employee who would be present during questioning and who would be a nonparticipating representative.
Good Faith Effort	Effective communication, coordination, and cooperation between two or more states regarding the return of runaways, absconders, and escapees in the most expeditious manner.
Grievance	A formal complaint regarding a condition, circumstance, or action considered by the grievant to be unjust.
Grievance Coordinator	The designated employee within the Department who is responsible for reviewing grievance requests to determine applicability under the grievance system issuing Grievance Tracking Numbers, and tracking the grievance throughout the process.
Grievant	A person who files a grievance.

Name of the Definition	Description of the Definition
Gross Donation	The amount of a donation before being reduced by the value of anything received by the donor in return for his/her donation. If the donation is in the form of cash, the value is its dollar amount, otherwise the value is its fair market value (actual, if ascertainable, otherwise estimated) at the time of the donation.
Gross Negligence	Wanton or reckless disregard of one's duty of due care.
Guard	Drive to warn intruders by barking, growling or biting to keep someone or something out of territory.
Guardian	One who legally has the care and management of a person, or the estate, or both, of a child during his/her minority or for the purpose and duration expressed in an order-of-guardianship.
Guardian ad litem	A person who is appointed by the court to look after the best interest and welfare of a juvenile.
Handler	An officer qualified to care for, use and maintain the proficiency of a trained working dog to accomplish a specific mission.
Hardness	Resilience toward unpleasant experiences.
Harassment because of race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation	<p>Involves unwelcome and unsolicited conduct which is predicated upon an individual's race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status when:</p> <ol style="list-style-type: none"> a. Submission to the conduct is made either explicitly or implicitly a term or condition of employment; b. Submission to or rejection of such conduct by an employee is used as a basis for an employment decision affecting the employee; or c. The conduct has the purpose or effect of substantially interfering with an employee's work performance and creating a hostile, intimidating, or otherwise offensive working environment. Prohibited harassment includes, but is not limited to: <ol style="list-style-type: none"> i. Derogatory comments, epithets or slurs directed at an individual because of that individual's race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, or any other status protected by federal law, state law, or regulation; ii. Posting or circulating written or graphic materials, including but not limited to, cartoons, pictures, posters, or calendars containing derogatory comments, epithets or slurs based upon an individual's race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, or any other status protected by federal law, state law, or regulation; and iii. Abusive or derogatory remarks or conduct targeted at identifiable groups which are identified based upon their race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation.
Hardship	An extreme condition or state especially of adversity or disease.
Hazardous materials	<p>Some of the more commonly used items that require special handling and storage include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Gasoline; 2. Insecticides; 3. Lye; 4. Anti-freeze; 5. Caustic acids; 6. Yeast;

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	7. Cleaning fluids; 8. Pharmaceuticals; 9. Paint thinners; 10. Flammable and/or combustible liquids; 11. Other poisonous substances.
Health Assessment	The process whereby the health status of a juvenile is evaluated through screening, initial health appraisal, physical examination, and laboratory testing.
Health Care Request (HCR)	A Health Care Request form utilized to request health care services.
Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191)	HIPAA protects the privacy of Personally Identifiable information (PII). (HIPAA is used as a best practice since ADJC is exempt from HIPAA as a Correctional Institution).
Health-Trained Personnel	Individuals trained in limited aspects of health care, as directed by the responsible physician which may include Youth Correctional Officers or other non-health personnel.
Home Unit	Administrative office for the Wildland Fire Program.
Homing	Drive to return to territory or pack leader.
Horseplay	Wrestling, rough contact, or roughhousing between juveniles that rises to the level of an incident but is not considered an assault.
Hostage Situation	An event when a person holds someone against his/her will to secure that person's demands.
"Hot Shot" Crew	A nationally recognized twenty person land fire crew composed of trained wildland fire fighters as listed in Publication NFES 2092 National Interagency Mobilization Guide.
Hours of Service	The number of hours actually worked; does not include any type of paid or unpaid leave with the exception of military leave.
Hunting	Drive to pursue prey or objects.
Immediate Family Member	The recipient employee's parent, spouse, or child, whether natural, adopted, foster, or step.
Immediate Threat	The subject poses a risk of instant harm or attack with the elements of jeopardy, opportunity, and ability.
Immigration and Customs Enforcement (ICE)	An investigative branch of the Department of Homeland Security (DHS). The agency was created by combining the law enforcement arms of the former Immigration and Naturalization Service (INS) and the former U.S. Customs Service, to more effectively enforce our immigration and customs laws. ICE does this by making use of its resources and expertise to transport aliens, to manage them while in custody and waiting for their cases to be processed, and to remove unauthorized aliens from the United States when so ordered. ICE assists ADJC in coordinating the release of juveniles to Conditional Liberty status in the United States or repatriates juveniles in a humane and dignified manner.

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Imminent	Likely to occur without delay.
Improvement other than buildings	Includes the cost of land improvements, leasehold improvements and other improvements except buildings. Improvements in this account include the cost of landscaping, retaining walls, fences, and parking lots.
Incapacitating Injury	Any injury that threatens the life of the employee or renders the employee unable to participate in treatment, the notification of the family or other necessary life functions. Media interest is likely to be higher with an incapacitating injury requiring Department support for the employee and/or the family.
Incapacity	Inability to work, attend school or perform regular daily activities due to the serious health condition, treatment or recovery.
Incident	An event or crisis that may compromise the safety and security of employees and juveniles and requires employee response and written documentation.
Individual Education Program (IEP)	A written statement specifying special education services to be provided to a child with a disability.
Independent Educational Evaluation	Means an evaluation conducted by a qualified examiner who is not employed by the public agency responsible for the education of the student [§ 300.502(a) (3)].
Individual Behavior Plan	An individualized plan to assist juveniles who are struggling to demonstrate consistent safe and pro-social behavior and/or to progress in treatment objectives.
Individual With a Disability	Defined by the ADA as a person who has: A physical or mental impairment that substantially limits one or more major life activities; record of such impairment; or is regarded as having such impairment.
Individuals with Disabilities Education Act – (IDEA)	A federal law that guarantees all students with a disability the right to a free and appropriate education designed to meet their individual needs. Under the provision of IDEA, students with disabilities who qualify for Special Education services will be afforded an Individualized Education Program to ensure suitable curriculum and a complete series of instructional and related services is provided by the school.
Individualized Re-Integration Plan	An individual plan designed to allow a juvenile to transition successfully from Separation to regular programming.
Infection Control Practices	Defined by the American Dental Association and Center for Disease Control and Prevention as including sterilizing instruments, disinfecting equipment, and properly disposing of hazardous waste.
Information levels of access/restrictions:	See Restricted Personal Identifying Information (RPII), Confidential Information (CI), and Sensitive Information (SI).
Restricted Personal Identifying Information (RPII)	<ol style="list-style-type: none"> 1. Means data elements that are a subset of confidential information and create a high risk information security incident from unauthorized access. The RPII also may be subject to the Arizona data breach notification law (ARS 44-7501) or HIPAA data breach notification standard (45 CFR Part 164, Subpart D). The data elements defined as RPII by SISPO Information Security Incident Management Policy (P900) are: <ol style="list-style-type: none"> a. An individual's first name or first initial and last name in combination with any one or more of the following data elements for the individual, when the data element is not encrypted, redacted or secured by any other method rendering the information unreadable, unusable or undecipherable:

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	<ul style="list-style-type: none"> I. Social security number; II. Driver's license number; III. Non-operating identification license number; IV. Financial account number, credit card number, debit card number, or charge card account number; V. Financial account number, credit, debit, or charge card account number in combination with computer access information as defined by ARS 13-2301(E)(2), including any security code, access code, biometric identifier or record, password or user ID for access to any electronic file or account. b. Protected Health Information (PHI) as defined by the Privacy Rule of the Health Insurance Portability and Accountability Act or 19961 (HIPAA) as maintained by an agency that must comply with HIPAA.
Confidential Information (CI)	Means information other than Restricted Personal Identifying Information (RPII) that may only be disclosed as permitted or required by state or federal law. Confidential information includes critical business infrastructure information as defined by ARS 41-1801 and critical infrastructure information as defined by the U.S. Department of Homeland Security (6 USC 131; 49 CFR 1520).
Sensitive Information (SI)	Means personal identifying information or other categories of information that if disclosed are reasonably likely to adversely affect the best interest of the state or the best interest of an individual. SI may include personal identifying information as discussed in the Arizona statute Government Anti-Identification Procedures (ARS 41-4171 and 41-4172) when such information is not otherwise defined as "restricted personal identifying information" or "confidential information."
Informed Consent/Assent	<ul style="list-style-type: none"> a. Informed Consent - is the agreement by a juvenile and his/her parent/legal guardian to a treatment, examination, or procedure after they receive the material facts about the nature, consequences, and risks of the proposed treatment, examination, or procedure; the alternatives to it; and the prognosis if the proposed treatment is not undertaken. b. Assent - is an informal, joint decision-making process in which the juvenile, to the extent of his/her capacity, is involved in discussions about his/her healthcare to improve long-term outcomes, to foster trust, and to enhance the juvenile-provider relationship.
Information Security Incident	Means an event as referenced in ARS 41-3507(E) which an agency, a department's business partner or contractor, or the state reasonably believes has the potential to compromise the confidentiality, integrity, or availability of a RPII, CI or SI or the state information technology infrastructure.
Infrastructure and Utility System	Any system controlled and maintained by ADJC that services, or is available to service, multiple campus structures, buildings, or improvements (e.g. the domestic water system).
Injury	Any instance in which a juvenile or employee is hurt, even if treatment is not provided; this includes minor injuries such as scratches or swellings.
Institutional Coordinators (IC)	QA Division personnel responsible for the coordination of all QA activities at their assigned facility.
Institutional Review Board (IRB)	An administrative body established to protect the rights and welfare of human research subjects. Guiding the process is the application of federal and state laws, Departmental policy, and ethical principles. The IRB must have at least five members with varying backgrounds. One member must not be affiliated with the secure facility or part of the immediate family of a person who is affiliated with the secure facility.

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Intelligence	Critical information that has been collected, analyzed, and distributed.
Intelligence Coordinator	Agency employee appointed by the Director and is the focal point for Department information on homeland security and gang intelligence. S/he may be assigned to assist other agencies and/or assigned to a special task force at the discretion of the Investigations Bureau Administrator.
Intelligence Officers	Designated agency employees to gather and disseminate gang intelligence
Intern	Person who provides services to juvenile with or without compensation as a part of formal education program supervised by an approved institution of learning.
Internal Complaint	Allegations made by an employee directed at specific misconduct on the part of another employee.
Interpandemic Period	<ul style="list-style-type: none"> a. Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risks of human infection or disease are considered to be low; b. Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease; c. The distinction between phase 1 and phase 2 is based on the risk of human infection or disease resulting from circulating strains in animals. The distinction is based on various factors and their relative importance according to current scientific knowledge. Factors may include pathogenicity in animals and humans, occurrence in domesticated animals and livestock or only in wildlife, whether the virus is enzootic or epizootic, geographically localized or widespread, and/or other scientific parameters.
Interpreter	Someone who translates orally. They interpret what someone says into another language. The key skill of an interpreter is the ability to translate in both directions, in real time, without using dictionaries or other supplemental reference materials. Interpreters must have extraordinary listening abilities and the intellectual capacity to instantly transform idioms, colloquialisms and other culturally specific references into analogous statements the target audience will understand.
Interstate Compact for Juveniles (ICJ)	An agreement pertaining to the legally authorized transfer of supervision and care as well as the return of juveniles from one State to another which has been adopted by all member states who have enacted legislation in substantially the same language.
Interstate Parole	A juvenile adjudicated (by a jurisdiction outside of Arizona) that is on Parole in this state, under Department supervision.
Interstate Probation	A juvenile adjudicated (by a jurisdiction outside of Arizona) that is on probation in this state, under Department supervision.
In The Line of Duty	An occurrence while the employee is on duty or is the result of performing any function in an official Departmental capacity.
In-the-Line-of-Duty Death	An employee's death or incapacitating injury that occurs while the employee is on duty or is the result of performing any function in an official Departmental capacity. The final determination of whether an employee's death is in the line of duty shall be made by the Director.
Intra-Agency Transfer	The movement of an employee from one position in the Arizona Department of Juvenile Corrections (ADJC) to another position

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	in the same agency in the same pay grade.
Invitation for Bids (IFB)	A formal solicitation for sealed bids for the procurement of goods and services as required by ARS §§ 41-2533, 41-2539, and 41-2540.
Jeopardy	Exposure to or imminence of death, loss, or injury.
JOLTS Data Warehouse Full Access	Provides information on treatment and financial data fields.
JOLTS Data Warehouse Restricted Access	Does not give access to treatment and financial data fields.
JOLTS Data Warehouse System	Contains delinquency information for juveniles from each of Arizona's 15 counties. It gives details on ADJC juveniles with K Numbers only.
Juvenile	<ol style="list-style-type: none"> 1. An individual who is eight years of age or older but who has not yet attained the age of eighteen years and who has been committed according to law to the Arizona Department of Juvenile Corrections for supervision, rehabilitation, treatment and education. 2. Any person within the juvenile jurisdictional age limit of any court in the home/sending state, or any individual adjudicated delinquent within the home/sending state and who remains under custodial care or community supervision by a juvenile authority.
Juvenile Grievance Coordinator	A juvenile in a housing unit assigned by the Juvenile Ombuds to distribute grievances and explain the grievance process to other juveniles on the housing unit.
Juvenile Ombuds (formerly known as Youth Rights Specialist)	Are ADJC employees, who are under the direction of the Youth Rights Ombuds Administrator, ensuring that juveniles under the jurisdiction of ADJC are informed of and understand their rights. Juvenile Ombuds administer both formal and informal conflict resolution processes, including ADJC's grievance process for juveniles in the secure care facilities and on conditional liberty. Juvenile Ombuds also provide training to ADJC employees on legal processes and juvenile rights issues. Furthermore, they are utilized as a legal resource for both employees and juveniles; therefore, they must be knowledgeable and well versed in current Department policies and procedures, case law, and recent changes to the Arizona Revised Statutes.
Juvenile on Juvenile Fight	A physical altercation between two or more juveniles with the intent to harm or intimidate.
Juvenile Rights	<ol style="list-style-type: none"> a. Juveniles have the right to be protected from physical and psychological harm, and they shall: <ol style="list-style-type: none"> i. Not be deprived of the following in the interests of treatment or discipline: <ol style="list-style-type: none"> (1) Food; (2) Sleep; and (3) Basic hygiene items. ii. Not be required to perform purposeless or degrading work; iii. Not be abused or harassed by employees or other juveniles; iv. Receive meals that are: <ol style="list-style-type: none"> (1) Nutritionally balanced; and

Name of the Definition	Description of the Definition
	<p>(2) Planned and served in a manner that meets established nutritional guidelines and health and safety codes.</p> <ul style="list-style-type: none"> v. Be provided with clean clothing; vi. Be provided with an initial set of clean linens; vii. Be provided with the opportunity to launder or have laundered clothes and linen; viii. Be allowed to shower daily; ix. Be provided with articles to maintain proper personal hygiene; x. Be provided with one hour of large muscle activity daily; and xi. Be provided safe and secure housing. <p>b. Juveniles have the right to basic and necessary medical, behavioral health, and dental care, both routine and emergency. They shall:</p> <ul style="list-style-type: none"> i. Have direct access to sick call; ii. Be provided behavioral health care by qualified mental health professionals; iii. Be provided healthcare by qualified medical personnel; and iv. Be provided with gender specific and specialty care as necessary. <p>c. Juveniles have the right to access to appropriate educational services.</p> <p>d. Juveniles have the right to be treated free of discrimination, based on:</p> <ul style="list-style-type: none"> i. Race; ii. Gender; iii. Language; iv. National origin; v. Religion; vi. Disability; vii. Sexual orientation; viii. Gender identity; and/or ix. Personal beliefs/opinions. <p>e. Juveniles have the right to be informed of all rights, policies, procedures, and regulations affecting them while in the custody of ADJC.</p> <p>f. Juveniles have the right to:</p> <ul style="list-style-type: none"> i. Responsible criticism of ADJC policies; ii. Direct access to the grievance process; iii. Written responses to all grievances; iv. Responses within a reasonable time limit, except in the case of emergencies; v. Supervisory review of grievances; vi. Participation along with employees in the grievance process; and vii. Appeal grievance decisions to the Assistant Director or appropriate executive team member. <p>g. Juveniles have the right to:</p> <ul style="list-style-type: none"> i. Expect that all decisions made concerning them are correct and fair and based on a truthful presentation of facts. <p>h. Juveniles have the right to keep and use personal property inside a secure facility, as allowed by the stages of progress, with the following exceptions:</p> <ul style="list-style-type: none"> i. Inhalants, drugs, narcotics, drug paraphernalia, and alcohol;

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	<ul style="list-style-type: none"> ii. Items that may be used as a weapons; iii. Anything that shows sexually explicit male or female nudity or sexual acts; iv. Posters or books that contain or promote prohibited expressions; v. Money in excess of the amount permitted by facility rules; vi. Items which may: <ul style="list-style-type: none"> a) Put employees and other juveniles in danger; b) Interrupt/contradict programming; c) Encourage delinquent ideas; or d) Affect them and/or other juveniles in inappropriate ways as determined by the Facility Superintendent, Assistant Superintendent, or Security Lieutenant. vii. Stereos, radios, musical instruments, jewelry, and other large, expensive, or potentially disruptive items. These items are a privilege and may be restricted because of: <ul style="list-style-type: none"> a) Facility safety issues; b) Space limitations; c) Fire hazard; d) Liability for loss; and e) Disturbance to others. i. Juveniles have a right to be strip-searched only in accordance with Procedure 4052.01 Search of Juvenile and/or Belongings. j. Juveniles have the right to: <ul style="list-style-type: none"> i. Express themselves freely during appropriate times. <ul style="list-style-type: none"> a) Juveniles may speak their own language and use non-verbal expressions; b) Juveniles may not: <ul style="list-style-type: none"> 1. Use swear words; 2. Abuse others; 3. Encourage delinquent values; 4. Display emblems that are illegal or obscene; 5. Use gestures that are: <ul style="list-style-type: none"> a. Obscene; b. Gang related; c. Illegal; or d. Immoral. 6. Speak a language other than English during the following unless they have limited English language skills: <ul style="list-style-type: none"> a. Classroom discussion when not participating in the English Language Learner Program in accordance with Procedure 4430.01 English Language Learner Program; b. Organized activities; and c. Communication with agency employees who are only English speaking. k. Juveniles have the right to receive approved visitors and to refuse to receive visitors. For visitation purposes: <ul style="list-style-type: none"> i. Facilities may place reasonable restrictions on: <ul style="list-style-type: none"> a) The number of visitors; and

Name of the Definition	Description of the Definition
	<ul style="list-style-type: none"> b) The time and location of visits; ii. Facilities may not place limitations on the right to receive visits due to disciplinary reasons. i. Juveniles have the right to speak with their attorneys in private in accordance with Procedure 2302.02 Access to Attorneys and Courts. m. Juveniles have the right to: <ul style="list-style-type: none"> i. Send and receive mail in accordance with ADJC Policy 4051 ADJC Mail System and Procedure 4051.02 Juvenile Mail; ii. Be notified within five business days, in accordance with Procedures 4051.02 Juvenile Mail and 1190.01 Incident Reports when mail: <ul style="list-style-type: none"> a) Is read by employees; b) Is withheld in part or in full; c) Is returned to juvenile or corresponding party; or d) Has contraband items removed. iii. Be notified within 30 business days if there is a pending Investigations Bureau (IB) investigation regarding withheld mail and/or its contents; iv. Correspond freely with: <ul style="list-style-type: none"> a) Courts; b) Attorneys; c) Department administrators; and d) Legal Systems Bureau Administrator. v. Appeal mail seizures in accordance with ADJC Procedure 2304.01 Juvenile Grievances. n. Juveniles have a right to: <ul style="list-style-type: none"> i. Restricted access to telephones and local telephone calls, consistent with their behaviors in accordance with Procedure 4081.01 Juvenile's Use of the Telephone; ii. Have brief (no less than five minutes) telephone conversations with family members during family emergencies; and iii. Have ADJC pay for incoming or outgoing long distance calls in some emergencies. o. Juveniles have the right to: <ul style="list-style-type: none"> i. Practice the religion of their choice; ii. Be free from efforts to convert them to any particular religious beliefs or practices; iii. Expect that ADJC shall provide access to religious activities consistent with their respective religious beliefs and preferences, except where doing so would interfere with the safe operation of the secure facility; and iv. Not participate in any religious activity. p. Juveniles have the right to: <ul style="list-style-type: none"> i. A personal trust account to deposit earned money and/or money received from the community; ii. Expect that ADJC shall not withdraw money from a juvenile's personal trust account without the juvenile's consent except for restitution that was ordered by a Disciplinary Hearing or Court Order; iii. Make purchases from the canteen in accordance with ADJC policies and procedures; and iv. Send earned money to their parent or guardian, or other approved person in accordance with ADJC policies and procedures. q. Juveniles have the right to: <ul style="list-style-type: none"> i. Confidential education, medical, and behavioral health information in accordance with ADJC policies and procedures;

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	<ul style="list-style-type: none"> ii. Expect that ADJC will only release confidential juvenile information to those who have legally authorized access; and iii. Expect that ADJC shall prohibit the release of personally identifiable information in accordance with all applicable state and federal laws and regulations. r. Juveniles have a right to expect that the following juvenile data is considered personally identifiable, non-public access data: <ul style="list-style-type: none"> i. The juvenile's name; ii. Social Security number; iii. The juvenile's or family's telephone number(s); iv. Community or home address of the juvenile and parent(s)/guardian(s). s. ADJC juveniles have a right to participate in non-medical, non-drug, or non-cosmetic research on a voluntary, non-coercive basis. Juveniles shall not: <ul style="list-style-type: none"> i. Participate in experimental projects involving medical, drugs, or cosmetic research; ii. Participate in research activities which may cause negative personal results; iii. Be denied basic services available to other juveniles. t. Juveniles have a right to be free from retaliation for the exercise or discussion of any right listed in this policy.
Juvenile Sex Offender	A juvenile under the jurisdiction of a court or agency for an offense involving sexual behavior or of a sexual nature.
Juvenile Web Access (JWA)	Allows limited access to Maricopa County's records including Complaints, Petitions and Minute Entries.
Juvenile Welfare/Self Harm	<ul style="list-style-type: none"> a. Danger to Self: <ul style="list-style-type: none"> i. Constitutes a danger of inflicting serious physical harm on oneself, including attempted suicide or the serious threat thereof, if the threat is such that, when considered in the light of its context and in light of the individual's previous acts, it is substantially supportive of an expectation that the threat will be carried out; and ii. Without intervention will result in serious physical harm or serious illness to the person. b. Precautionary/Cautious Suicide Prevention Status (SPS): When a juvenile is at increased risk for suicide or self-harm behavior but has not made any action or statements of suicide or self-harm. The list below is not all inclusive, but shows some good examples where a juvenile might be at increased risk: <ul style="list-style-type: none"> i. Elevated Massachusetts Youth Screening Inventory - Second Edition (MAYSI-2); ii. Recent death of family member or member of their support system; and iii. Changes of mood or behavior with a history of suicide ideation, suicide attempts, or engaging in self-injurious behavior. c. Self-Injurious Behavior: An act performed with the apparent intention to cause injury or disfigurement but not death. Examples include: self-inflicted superficial scratches, cutting/scratching one's self with a comb or eraser, head-banging, biting, bruising, hitting, picking/pulling scabs, tattooing/scarification, or ingesting of foreign substances or objects with the intent to cause injury but not death. d. Suicidal Thoughts and/or Behaviors: <ul style="list-style-type: none"> i. Suicidal Ideation: Thoughts of ending one's life or of being dead, or wishing death; ii. Suicidal Intent: The intent to end one's life; iii. Suicide Statement/Threat: A juvenile verbally states, writes, or shows by behavior a self-destructive desire, intent, or wish with or without physical injury, regardless of presence of actual intent, desire, or wish. Examples might include verbal or written statements expressing a desire to: commit suicide, be killed, hang, suffocate, bleed out, or not

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	<p>continue living. Threats of suicide at a future time are treated with the same consideration as are current threats. Threats involving methods not currently available (i.e., shooting or running into traffic) are also treated with current consideration.</p> <p>iv. Suicidal Behavior: Any type of deliberate action with potential life threatening consequences. This behavior may include: suicidal gestures, and/or ingestion of medication, substances, or objects with the intent to cause serious harm or death. The categories include:</p> <ol style="list-style-type: none"> (1) Suicide Attempt: An act apparently intended to end one's life; (2) Life Threatening Suicide Attempt: A suicide attempt that a QHCP determines would have resulted in death except for circumstances beyond the juvenile's control; (3) Serious Suicide Attempt: A suicide attempt that requires medical treatment and/or hospitalization. (4) Completed Suicide: A death resulting from a suicide attempt.
Juvenile Work and Vocational Education Classification System	Classification guidelines used for screening and placement of juveniles into the appropriate work and training program.
K-9	Military terminology, same as service dog.
Key Employee	A salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees who work for the State within 75 miles of the job site.
Labor Relations Liaison	for the purpose of this Department Policy, the Labor Relations Liaison serves as an appointee of the Director; assists in resolving routine issues; prepares reports; coordinates meetings; coordinates and maintains a positive working relationship with employee organizations; conducts research and analysis; provides a strong employer-employee relations framework; and makes recommendations on policies and procedures relating to employee organizations.
Land, Building, and Improvement Projects	<p>Purchasing of land, construction of a building facility, and improvements to existing secure facilities and includes:</p> <ol style="list-style-type: none"> a. Additions of buildings or systems, reconstruction, and alteration to include temporary/portable executions of construction; b. A rearrangement of the interior partition layout of a building (such as cutting new openings, closing old openings, or piecemeal rebuilding); c. Rehabilitation of existing structures or a site improvement; and d. Permanent modifications to any structure or other development.
Leadership Member	The Assistant Director, Program Administrator, and/or Director of the Arizona Department of Juvenile Corrections.
Legal Custody	The agency and/or person who has been ordered or given authority by the appropriate court to render care, custody, transport, and treatment of a juvenile.
Legal Jurisdiction	The court which has the legal authority over the proceeding and the power to render a decision pertaining to one or more specified offenses with which a juvenile has been charged.
Level Of Mental Health Services Based On The Severity Of Need (Mental Health Classification) And	<p>L1: Community-Based Mental Health Services:</p> <ol style="list-style-type: none"> a. These juveniles require psychiatric services for stabilization and treatment, which in extreme situations may go beyond ADJC's capacity to manage them;

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Functional Impairment	<ul style="list-style-type: none"> b. These juveniles present the biggest challenge due to their high acuity level and functional impairment; c. When the needs of juveniles meet a higher level of severity, the QMHP may initiate a referral to an off-site mental health facility for crisis stabilization and/or acute mental health care to facilitate the transfer to a community-based psychiatric hospital; and d. If the juvenile remains in an ADJC secure facility, the QMHP assesses and provides crisis intervention services on a daily basis. <p>L2: Specialized Mental Health Services:</p> <ul style="list-style-type: none"> a. These juveniles require services due to their moderate acuity level and functional impairments; and b. A QMHP provides at minimum weekly individual interventions to youth requiring this level of service. <p>L3: Unit-Based Mental Health Services:</p> <ul style="list-style-type: none"> a. These juveniles require services due to their low acuity level, mental health needs and emotional needs; b. When the needs of these juveniles meet this level of severity, a QMHP assigns them to a mental health caseload; c. A QMHP provides at minimum bi-weekly individual interventions for these juveniles; d. FACILITY PSYCHOLOGIST may remove these juveniles from the mental health caseload upon stabilization and completion of their mental health treatment goals.
License	A document issued by the Environmental Services Department certifying that an individual has fulfilled the requirements to work as a Food Service Manager or Worker.
Life-Threatening Circumstances	Actions which may cause serious bodily injury or death.
Life Threatening Suicide Attempt	A suicide attempt that a Qualified Health Care Professional (QHCP) determines would have resulted in death except for circumstances beyond the juvenile's control. The intervention and follow-up for life threatening suicide attempts is outlined in Procedure 4250.01 Suicide Prevention Procedure.
Litigation	A legal proceeding in a court or administrative body.
Local Education Agency - LEA	The school district or charter school that provides educational services.
Local Time Keeper	An employee designated to collect and process time sheets from a unit or division to include calculating, adding, totaling each employee's earned time, and making changes with the employee's approval.
Low Light Condition	Firearms training conducted in situations either natural or simulated, designed to expose officers to situations they may encounter while working at night or in reduced light situations.
Maintenance	<p>Upkeep of property, machinery, systems, facilities, buildings, utility infrastructure, roads, and grounds to remain operational and in good working order. Maintenance can include replacements if it is done:</p> <ul style="list-style-type: none"> e. On a routine or recurring basis; f. To bring the equipment or building system back to its fully functional state; g. To ensure the equipment or building system retains its functionality for its anticipated useful life; h. For preservation not improvement
Maintenance Management	Systematic and effective management of a maintenance activity in which sound applications are made of the three basic

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	elements of management: a. Organization; b. Measurement; and c. Control
Maintenance (types of)	Refer to Facilities Management Operation, Maintenance and Construction Manual.
Maintenance and Repairs	Includes maintenance of a facility, or a system within a facility, in a manner to maintain that asset in good condition and to preserve a facility's or a structure's usable life expectancy, e.g., plumbing, air conditioning, structural, architectural, or other systems.
Quality Improvement	A process on ongoing monitoring and evaluation to assess adequacy and appropriateness of the care provided and to institute corrective action as needed.
Medical Director	Oversees the design, development, and delivery of all behavioral health services. These services are designed to meet the mental health needs of juveniles, including, but not limited to, screening, assessment, classification, treatment planning, crisis intervention, individual counseling, group interventions, family interventions, substance abuse counseling, psychiatric services, and other specialized behavioral health services. S/he oversees the Bureau and is the authority for behavioral health services. The Medical Director develops the following guidelines for the implementation of behavioral health services: a. The definition of behavioral health services; b. Quality assurance procedures; c. Training and continuing education; d. Clinical practice standards; e. Strategic planning; and f. Deployment of behavioral health employees.
Medical Emergency	A serious medical problem presenting unexpectedly that can lead immediately to loss of life, limb, or other serious morbidity.
Medical Isolation	Housing the juveniles in a separate room with a separate toilet, hand washing facility, soap, and single-service towels, and with appropriate accommodations for showering.
Medical Necessity, Routine	A medical problem which can be addressed days or weeks in the future; a delay in response is unlikely to affect the outcome.
Medical Procurement	The system for ordering medications for the secure facility.
Medical Records	Any Health Services records of medical, dental, mental health, or substance treatment services rendered to an ADJC juvenile.
Medical Review Officer	A certified, licensed physician who reviews laboratory positive drug test results. This officer has knowledge of substance abuse disorders and medical training to interpret and evaluate an individual's positive test result to include the medical history and any other relevant biomedical information.
Medical Urgency	A medical problem that needs to be addressed within 72 hours.
Medically Necessary	A medical need for the leave, as distinguished from voluntary treatments and procedures.

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Medication Accounting	The act of recording, summarizing, analyzing, verifying, and reporting medication usage.
Medication Administration	The act in which a single dose of an identified drug is given to a patient.
Medication Distribution	The system for delivering, storing, and accounting for medications from the source of supply to the nursing station or point where they are administered to the patient.
Medication Reclamation	The process of reclaiming pharmaceuticals for reuse/usefulness.
Mental Health Classification Based On Severity And Functional Impairment	<p>M1: Severely Mentally Ill:</p> <ul style="list-style-type: none"> a. These juveniles are diagnosed with a serious mental illness as defined by a disorder of thought, mood, anxiety, or impulse control that substantially impairs judgment, capacity to recognize reality, or to cope with the usual demands of life in a secure facility; b. These juveniles would more than likely have a formal DSM-IV-TR disorder (for example, Schizophrenia, Dissociative Identity Disorder, Obsessive Compulsive Disorder, or Panic Attacks); c. These juveniles present the biggest challenge as they are determined to be functionally impaired with a high level of severity; and d. Serious mental illness requires diagnoses and a mental health treatment plan. <p>M2: Severely Emotionally Disturbed:</p> <ul style="list-style-type: none"> a. These juveniles do not meet the criteria for serious mental illness, yet their emotional disturbances are such that their adjustment in the general population would, as a rule, be compromised due to their functional impairments; b. These juveniles have the capacity to meet the criteria to be classified as Severely Mentally Ill. These juveniles may or may not have formal DSM-V-TR diagnoses; and c. If a DSM-IV-TR diagnosis is present, the disorder would more than likely be of moderate severity and require a mental health treatment plan that delineates consultation or intervention by a qualified mental health provider (for example, Dysthymic, Generalized Anxiety Disorder, or Parent-Child Conflict). <p>M3: Adjustment Issues:</p> <ul style="list-style-type: none"> a. These juveniles do not meet the criteria for serious mental illness or severe emotional disturbance, yet have the capacity to meet said criteria on any given day; b. These juveniles are capable of satisfactory adjustment and functioning in the general population; and c. These juveniles may or may not have been diagnosed with a mental health disorder of moderate to low severity and may require a mental health treatment plan that delineates consultation or intervention by a qualified mental health provider.
Mental Health Professional	A staff member who is a licensed psychiatrist, psychiatric nurse, social worker, psychologist, or psychology associate.
Mental Health Review Panel	A panel of ADJC mental health, secure care, and/or community personnel convened to review a significant suicide gesture by a juvenile. The Review Panel consists of personnel listed in Procedure 4250.08
Mental Health Team Coordinator	A Qualified Mental Health Professional (QMHP) who coordinates mental health services at each secure facility and reviews the recommendations of the Mental Health Admission/Discharge Board.
Mental Health Transfers	Transfers that occur for juveniles in need of mental health services consistent with their level of diagnosis and treatment and

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	approved by the Clinical Director or designee.
Mental Impairment	"Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities."
MET	Multi-Disciplinary Education Team
Metabolite	Any substance involved in metabolism, either as a product of metabolism or is necessary for metabolism.
Mezzanine	A story or floor in between two other stories or floors of greater height. a. Small mezzanine -shall be considered a room and numbered accordingly. b. Large mezzanine - shall be considered a floor and numbered accordingly.
Mid-Level Provider	Nurse Practitioner (NP) or a Physician Assistant (PA).
Military Leave	A leave of absence without loss of time, pay, or performance rating for all days spent on training duty with any branch of the armed services of the United States for a period not to exceed thirty (30) days in any two consecutive years. An employee shall not be charged military leave time for Regular Days Off (RDO) or for official state holidays. The training time (under military orders) shall not be deducted from the vacation period with pay to which any employee is otherwise entitled. ARS 38-611, ARS 26-168. See ADJC general operating policy on "Military Leave".
Monitoring and Quality Assurance	<ul style="list-style-type: none"> a. Red Folder Review: A review of the red folder documentation including IPRA, CIA, and SPS time sheets conducted by Quality Assurance personnel, Psychology Associate, or Psychologist; b. Clinical Mortality Review: An assessment of the clinical care provided and the circumstances leading up to a death. Its purpose is to identify any areas of the juvenile's care or the system's policies and procedures that can be improved, as well as positive areas of care; and c. Psychological Autopsy: Sometimes referred to as a psychological reconstruction and usually conducted by a Psychologist or other QMHP, is a written reconstruction of an individual's life with emphasis on factors that may have contributed to the individual's death.
12-Month Period	A rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
Mortality Review and Support	<ul style="list-style-type: none"> a. Administrative Ordered Status: A level of supervision instituted as a precautionary measure for juveniles who may have been involved in or impacted by a completed suicide or serious attempt not resulting in death; b. Critical Incident Debriefing: An intervention designed to reduce the psychological impact of a traumatic event for both the juveniles and employees; c. Internal Review Committee: A multidisciplinary review team developed to critically review the circumstances surrounding a death or serious incident; d. Critical Incident Support Team: A team used to provide support to juveniles, employees, and families involved in, or adversely affected by the death of a juvenile, employee, or other functionary under the auspices of ADJC.
Multi-disciplinary Team (MDT)	MDT includes representatives from all ADJC disciplines, both secure-care and community, who coordinate, develop and evaluate the case of each juvenile and their family while s/he is in custody, transferred, and discharged. Facility safety,

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	<p>security, staff development, and unit life issues are also addressed in this process. The following representatives comprise the MDT:</p> <ul style="list-style-type: none"> a. Youth Program Supervisor, Facilitator; b. Psychology Associate (QMHP), Co-Facilitator; c. Youth Program Officer III (YPO III), Case Manager; d. Psychiatry, when applicable; e. Education Representative; f. Medical Representative, when applicable; g. Youth Correctional Officer (YCO) (Primary) staff; h. Recreation representative; i. Parole Officer and/or Family Services Coordinator; j. Parents/legal guardians, family members; k. Other employees and visitors as deemed necessary; and l. Juvenile.
Nanogram	A unit of measurement in the detection of most drugs of abuse. Drug concentrations are expressed in nanograms per milliliter (ng/ml) of urine.
Narcotic Detector Dog	Highly specialized service dog the primary mission of which is to locate and detect the odor of narcotics.
National Commission on Correctional Health Care (NCCHC)	Standards for medical and mental health care in corrections. These standards are used to accredit jails, prisons, and juvenile confinement facilities, and to assist public and private agencies in monitoring the quality of medical services provided in these settings.
National Crime Information Center (NCIC)	The FBI repository of files on persons and property. It is a system overseen by the FBI. The aspects that the Compact utilize involve the location of missing persons, and people with active warrants for their arrest or detainment.
National Law Enforcement Telecommunications System (NLETS)	A message switching system for the interstate exchange of criminal justice information, also providing a variety of on-line help files.
Needs Prioritization	Identifies High, Moderate, and Low Dynamic Risks, Protective Factors and the Stage of Change the juvenile is in for each of the Criminogenic and Protective Factor Assessment (CAPFA) domains. It is used as a reference for Classification and treatment decisions. It is produced from the RAC process, initially, and is updated as needed.
Negative Drug Test Result	Test results that conclude that the drug(s) and metabolite(s) tested for are either absent or below the cut-off levels.
Neglect or neglected	The inability or unwillingness of a parent, guardian or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare, except if the inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services. ARS §8-201.
Negligence	Failure to act reasonably under the then and there existing circumstances.

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Newly Committed Juvenile	A juvenile committed to ADJC for the first time by an Arizona county court.
Next-of-Kin	The nearest blood relative of the servicemember, other than the spouse, son, daughter or parent, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of servicemember caregiver leave, in which case the designated individual shall be deemed to be the next of kin.
NIK	Marquis/Scott Reagent test kit, for narcotic identification.
NNDDA	National Narcotic Detector Dog Association
Non-Capital Assets	An asset purchased by the Department at a value of less than \$5,000 including, but not limited to: laptops, flat panel monitors, 21" monitors, printers, scanners, fax machines, cameras, radios, televisions, VCRs/DVD players, projectors, palm pilots, weapons, etc. A long-lived tangible or intangible asset the cost of which is to be treated as an expense.
Non-therapeutic contact	Any non-counseling activity that results in a relationship unrelated to therapy. For the purpose of this procedure, it is a volunteer, intern or mentor who does not have a therapeutic role in a family member's or juvenile's life and willfully enters into a non-professional relationship that is unethical or harmful.
Normal User	An employee who uses the Formbase system to view and access juvenile information
NPBA	National Police Bloodhound Association
NPCA	National Police Canine Association
Notice of Investigation (NOI)	A written memorandum that informs the employee of the specific nature of the investigation and the employee's status in the investigation.
Nuisance Contraband	<p>All items not approved by established policy and procedure for possession, including, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. Items which can be used, made, or adapted to use as a weapon; 2. Pictures or drawings which depict male or female nudity or sexual acts including magazines or periodicals; 3. Items such as posters, clothing with slogans, mottos, or emblems which are obscene, advocate illegal or immoral conduct, hold individuals or groups to ridicule, or reinforce values of a delinquent sub-culture; 4. Money; <ol style="list-style-type: none"> a. Not allowed for the confined juvenile; 5. Anything in excess of the approved allotment of clothing or personal belongs listed in Procedure 4042.01, unless approved by the Superintendent; 6. Any item which can be used to threaten the orderly operation of a secure facility; 7. Any food item not approved in writing by the superintendent; 8. Tobacco or any accessory used for tobacco substances, including chewing tobacco products; and 9. Plastic bags or film.
OSHA	Federal regulatory agency charged with the responsibility of enforcing standards related to the health and safety of workers in

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	the workplace.
Observation Beds	Designated beds used for medical observation of specific purposes, such as watching the patient's response to a change in medication regimen. In addition, patients can be placed in observation beds to prevent them from eating or drinking prior to a medical test which requires such restriction or to allow patients to recover from day surgeries or medical procedures.
Occupied Structure	Any building, object, vehicle, watercraft, aircraft or place with sides and a floor that is separately securable from any other structure attached to it, that is used for lodging, business, transportation, recreation or storage and in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the discharge of a firearm occurs. Occupied structure includes any dwelling house, whether occupied, unoccupied or vacant.
Occupational Safety and Health Administration (OSHA)	An agency of the U.S. Department of Labor established in 1971 pursuant to the Occupational Safety and Health Act of 1970. Its main responsibilities are to provide for occupational safety by reducing hazards in the workplace and enforcing mandatory job safety standards and to implement and improve health programs for workers.
Off Duty	The time period during which the officer is not involved in performing the officer's respective duties or functioning at the direction of the officer's respective department.
Officer	Sworn, certified Investigations Bureau Special Investigators.
Officer-in-Charge (OIC)	An ADJC employee designated to accompany the wildland camp crew for the duration of their assignment. The OIC shall supervise and direct all ADJC wildland camp crew members and is directly responsible for organization, safety, work effectiveness, conduct, welfare, discipline, and briefings of crew members for the duration of their assignment.
Officer-in-Training (OIT)	A new pre-service academy graduate participating in the Field Training Program.
Officer Presence	The method of control/force which includes the mere presence of an agency employee.
Official Capacity	The presentation of oneself as a Department employee engaged in Department business.
On Duty	The time period during which the officer is involved in performing the officer's respective duties or functioning at the direction of the officer's respective department.
On-The-Job Training (OJT)	Is a series of days scheduled within the Academy, on the facilities, to allow cadets to observe and practice skills learned in the Academy.
Operations and Maintenance Component	A constituent part of a system (see System below).
Oral Examination	By a dentist includes taking or reviewing the patient's oral history, examinations, an extra oral head and neck examination, charting of teeth, and examination of the hard and soft tissue of the oral cavity with a mouth mirror, explorer, and adequate illumination.
Oral Health Care	Includes instruction in oral hygiene, examination, and treatment of dental problems. Instruction in oral hygiene minimally includes information on plaque control and proper brushing of the teeth.

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Oral Screening	Includes visual observation of the teeth and gums, and notation of any obvious or gross abnormalities requiring immediate referral to a dentist.
Oral Treatment	Includes the full range of services that in the supervising dentist's judgment are necessary for proper mastication and maintaining the juvenile's health status.
Out of Area	Failure of a Juvenile to be in an authorized location which rises to the level of an incident.
Outpatient Status	Is with respect to a covered service member, the status of a member of the Armed Forces assigned to: a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients
Page	The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
Pandemic Alert Period	<ul style="list-style-type: none"> a. Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact; b. Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans; c. Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk); d. The distinction between phase 3, phase 4 and phase 5 is based on an assessment of the risk of a pandemic. Various factors and the irrelative importance according to current scientific knowledge may be considered. Factors may include rate of transmission, geographical location and spread, severity of illness, presence of genes from human strains (if derived from an animal strain), and/or other scientific parameters.
Pandemic Period	<ul style="list-style-type: none"> a. Phase 6. Pandemic: increased and sustained transmission in general population
Parent	<p>The biological, adoptive, step or foster father or mother of an employee or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter. Does not include parents-in-law.</p> <ul style="list-style-type: none"> a. General. As used in this part, the term parent means: <ul style="list-style-type: none"> i. A natural or adoptive parent of a child; ii. A guardian but not the state if the child is a ward of the State; iii. A person acting in the place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare); or iv. A surrogate parent who has been appointed pursuant to §300.515. b. Foster parent. Unless state law prohibits a foster parent from acting as a parent, a State may allow a foster parent to act as a parent under Part B of the IDEA if: <ul style="list-style-type: none"> i. The natural parents' authority to make educational decisions on the child's behalf has been extinguished under State law; and ii. The foster parent: <ul style="list-style-type: none"> (1) Has an ongoing, long-term parental relationship with the child;

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	<p>(2) Is willing to make the educational decisions required of parents under the IDEA; and (3) Has no interest that would conflict with the interests of the child.</p>
Parent/Guardian	The child(ren)'s parental figures or primary caregivers, including natural, adoptive, foster, and shelter primary care givers, as well as grandparents and other extended family and friends who are primary care givers for the child(ren).
Parole Officer	Designated Parole Officer authorized to carry a weapon (for this policy and accompanying procedures only- 1170).
Parole Violator Juvenile	A juvenile on conditional liberty status who has violated the terms of community supervision and has had a Conditional Liberty Hearing by a Legal Systems Hearing Officer.
Personally Identifiable	<p>Information includes:</p> <ol style="list-style-type: none"> 1. The name of the student, the student's parent, or other family member; 2. The address of the student; 3. A personal identifier; such as, the student's student number; 4. A list of personal characteristics or other information that would make it possible to identify the student with reasonable certainty.
PHLOTE	Primary or Home Language Other Than English.
Physical Custody	The boundaries/perimeters that have been clearly and unequivocally defined either by the physical structure of the secure facility in which a juvenile is confined, by written instructions published to all affected juveniles, or by verbal instruction to juveniles under direct supervision outside the boundaries of a secure facility.
Physical Disabilities	Disabilities that refer to mobility impairments (for example, amputations or paraplegia) or other disabilities that limit a person's daily functioning (for example, visual impairments, hearing impairments, or speech impairments).
Physical Evidence	Any article, object, document, record or other thing of physical substance.
Physical injury	The impairment of physical condition and includes any skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of any bone, subdural hematoma, soft tissue swelling, injury to any internal organ or any physical condition that imperils health or welfare. ARS §13-3623.
Physical or Mental Impairment	<ul style="list-style-type: none"> • Not all inclusive, is any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genital-urinary, hemic and lymphatic, skin, and endocrine. A person who has a contagious disease has impairment. For example, infection with the Human Immunodeficiency Virus (HIV) is impairment. • Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory including speech organs, cardiovascular, reproductive, digestive, genitor-urinary, hemic, and lymphatic, skin or endocrine: or any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
Physician Clinical Chart Review	An evaluation by a physician of the timelines and appropriateness of the clinical care to patients.

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Pipe Ceremonies	Religious ceremonies involving the use of the Sacred Pipe. No one with the exception of the American Indian facilitator shall use the Sacred Pipe.
Placement Team Conference	The meeting of the Reception, Assessment, and Classification (RAC) Multidisciplinary Team (MDT) after completing the screening and assessment protocol in which they determine the juvenile's needs and unit placement.
Play	Drive for physical contact with pack member (handler).
Policies	The primary method for management to communicate its philosophy, intent and expectations to employees, juveniles and the public. The only written instructions authorized for development are Director's policies and procedures, forms, technical manuals and administrative memos. Issued under the Director's signature, these written instructions cross organizational lines to guide the uniform administration and operation of the Department. Based on a systems approach, each policy, procedure and form comprehensively addresses a specific topic. Policies are organized with major section headings and subsections as follows: Policy number 1105 ; Procedure and Form indexes - First major section may include definitions
Policy Analyst	Is a person who is involved in the evaluation and formulation of policy. A policy analyst examines existing policy and is involved in research designed to identify what needs to be addressed with new policy. This work can include compiling statistics, reading reports and synthesizing the information into a meaningful document and helping with the actual drafting of policy language.
Position	A job that is filled by a specific employee (for example, medical records librarian, physician, chief nurse, etc.). A position has a <i>position description questionnaire (PDQ)</i> that is on file with ADJC Human Resources.
Positional Asphyxia	The reduction in oxygen in the bloodstream and tissues due to an impairment of a person's respiratory system caused by body positioning or the application of external weight/pressure, resulting in death. Predisposing factors include obesity, alcohol/drug use and enlarged heart.
Positive Drug Test Result	Test results that conclude that both the initial and confirmation test-drug(s) and metabolite(s) tested for are at or above the cut-off level(s).
Post	A job defined by its location, time, and duties that can be filled by different employees (for example, 7-3 infirmary nurse). Continuous coverage usually distinguishes a post from a position; a post has tasks that cannot usually be deferred.
Post Offer Drug Test	A urine drug test taken by the candidate as a condition of employment.
Practicable	Something that is doable or feasible.
Preclusion	Elimination of all lesser means of control/force. The lesser means of control/force have been tried and they have not been effective or the type of resistance is greater than the method of control/force.
Predatory Behavior	Behavior that victimizes, plunders, or destroys, in a preying manner and possibly for self-gain.
Prescribing Provider	A person licensed by the State of Arizona such as a Medical Doctor (MD)/Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA), or Doctor of Dentist Surgery (DDS) who is authorized to write prescriptions.

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Name of the Definition	Description of the Definition
Prescription-Only Drugs	For the purpose of this department policy, the definition is the same as defined in ARS §13-3401.
Preserved or appropriate for preservation	A reference regarding whether the document has value sufficient to place into a file and index it in a manner to facilitate later retrieval. The term does not assume any retention period or any need for permanent preservation.
Prey	Drive to bite/kill prey witnessed during tug-of-war.
Primary Care	According to the National Academy of Sciences Institute of Medicine, primary care is the provision of integrated, accessible health care services by clinicians who are accountable for addressing a large majority of personal health care needs, developing a sustained partnership with patients, and practicing in the context of family and community.
Primary Care Providers	All licensed practitioners providing primary care including medical physicians, psychiatrists, dentists, midlevel practitioners (for example, nurse practitioners and physicians assistants), and Ph.D. level psychologists.
Primary Investigator	Designated lead investigator.
Primary FTO	An FTO, who during the training process is distinguished from other FTOs for spending the majority of time with a new Officer-in-Training (OIT.) For example, when a new OIT is assigned more than one FTO due to emergency circumstances s/he shall defer to the primary FTO for all training needs.
Principal Investigator (PI)	The individual proposing to do research using ADJC Adobe Mountain School/Black Canyon School (AMS/BCS) Complex, personnel, or juveniles in that research.
Procedures	Describes processes to be followed and may include the steps involved, who carries them out, when they are carried out and how they are carried out. Procedures are organized with major section headings and subsections as follows: Procedure number 1105 .01 Rule 1 - First major section Rule 1. a. Procedures/descriptive information; may include multiple subsections
Probation or Parole	Any kind of supervision or conditional release of juveniles that is authorized under the laws of the compacting states.
Process Owner	Is a person who has the ultimate responsibility for the performance of a process in realizing its objectives measured by key process indicators and has the authority and ability to make necessary changes. Additionally, a process owner may designate a signatory or be the sole signatory to his/her division/area policy and procedure operations.
Procurement	<ul style="list-style-type: none"> a. Buying, purchasing, renting, leasing or otherwise acquiring any materials, services, construction, or construction services b. Includes all functions that pertain to obtaining any material, services, construction, or construction services, including descriptions of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
Procurement Card (P-Card)	A commercial credit card, which allows selected activities and selected employees to purchase items with State funds for OFFICIAL GOVERNMENT USE ONLY directly from vendors in lieu of the normal requisition process and is subject to limitations.
Procurement Officer	<ul style="list-style-type: none"> a. Any person duly authorized to enter into and administer contracts and make written determinations with respect to the

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	<p>contracts.</p> <p>b. Includes an authorized representative acting within the limits of the authorized representative's authority.</p>
Program Transfers	<p>Transfers to specialized programming for juveniles that are recommended by the juvenile court or ADJC intake assessments. Specialized programming includes the following:</p> <p>a. Substance abuse and dependence; and</p> <p>b. Sexual offending.</p>
Progressive Behavior Control	<p>Agency personnel intervention ranging from discussion to application of maximum-control restraints to the extent necessary to control a juvenile's unacceptable behavior.</p>
Progressive Mechanical Restraints	<p>Any application of mechanical restraints used in a progressive manner to restrict movement of juveniles to prevent injury to themselves or others which does not include:</p> <p>a. The restraint of a juvenile to fixed object such as a bed or chair;</p> <p>b. The use of handcuffs when escorting juveniles to the Separation Unit; or</p> <p>c. The use of mechanical restraints during off-site transport for the purpose of escape prevention.</p>
Prohibited Possessor	<p>Any person:</p> <p>a. Who has been found to constitute a danger to himself or to others pursuant to court order under section 36-540, and whose court ordered treatment has not been terminated by court order;</p> <p>b. Who has been convicted within or without this state of a felony or who has been adjudicated delinquent and whose civil right to possess or carry a gun or firearm has not been restored;</p> <p>c. Who is at the time of possession serving a term of imprisonment in any correctional or detention facility</p> <p>d. Who is at the time of possession serving a term of probation pursuant to a conviction for a domestic violence offense as defined in section 13-3601 or a felony offense, parole, community supervision, work furlough, home arrest or release on any other basis or who is serving a term of probation or parole pursuant to the interstate compact under title 31, chapter 3, article 4;</p> <p>e. Who is a prohibited possessor under 18 United States Code 922(g)(5), except as provided by 18 United States Code 922(y).</p>
Prohibited Weapon	<p>Means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:</p> <p>a. Explosive, incendiary or poison gas:</p> <p>i. Bomb;</p> <p>ii. Grenade;</p> <p>iii. Rocket having a propellant charge of more than four ounces;</p> <p>iv. Mine.</p> <p>b. Device that is designed, made, or adapted to muffle the report of a firearm;</p> <p>c. Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger;</p>

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	<ul style="list-style-type: none"> d. Rifle with a barrel length of less than 16 inches, or shotgun with a barrel length of less than 18 inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than 26 inches; e. Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense; f. Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited; g. Chemical or combination of chemicals, compounds or materials, including dry ice, that are placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container; h. Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph. i. The items set forth in paragraph 7, subdivisions a, b, c and d of this section do not include any firearms or devices that are registered in the national firearms registry and transfer records of the United States treasury department or any firearm that has been classified as a curio or relic by the United States treasury department.
Project	As defined in the Public Contract Code, includes the erection, construction, alteration, repair, or improvement of any ADJC structure, building, road, or other improvement.
Protected Health Information or PHI	<p>Means individually identifiable health information (45 CFR 160.103) including demographic information that is created or received from an individual by a HIPAA covered entity or component that is:</p> <ul style="list-style-type: none"> a. Transmitted or maintained in electronic media or in any other form or media; b. Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and c. Identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual.
Protection	Drive to defend the pack leader (family or handler).
Protective Factors	Refers to strengths that protect a juvenile from the dynamic risks.
Provider's Clinic	Face-to-face meeting with juvenile by a mid-level provider, physician, or dentist.
Public Domain	Also known as Freeware is copyrighted software given away for free by the author. The author retains the copyright, allowing use only as expressly allowed. Usually this means that the software can be copied in accordance with its copyright notice, but cannot be sold.
Public Expense	Means that the ADJC either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the student, consistent with FAPE [§§ 300.502(a)(3), 300.301].
Punishment	A penalty imposed for wrongdoing.
Purchasing Card (P-Card)	A credit card provided through State contract to state employees, for the purpose of conducting purchase or payment activities for a valid public purpose.
Qualified Health Care Professional (QHCP)	Includes physicians, physician assistants, nurse practitioners, dentists, and others who, by virtue of their education, credentials, and experience, are permitted by law to evaluate the health of juveniles and provide them with health care.

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<p>Qualified Mental Health Professional (QMHP)</p>	<p>a. Is a psychiatrist, psychologist, mental health treatment coordinator, psychology associate, family services employee, community provider, or any direct care employee, as designated by the psychologist, who holds any of the following board certifications and licenses:</p> <ul style="list-style-type: none"> i. Board certified or board eligible licensed psychiatrist; ii. Board certified or board eligible psychologist; iii. Licensed or licensed eligible Master's level or above in psychology and/or counseling; and iv. Licensed or licensed eligible Master's level or above in social work. <p>b. Has the education, training, and experience adequate to perform the duties required, in accordance with professional standards.</p> <p>c. The QMHPs include:</p> <ul style="list-style-type: none"> i. The FACILITY PSYCHOLOGIST provides clinical supervision and consultation to Psychology Associates and Youth Program Officer (YPO) III Case Managers. S/he is the mental health authority in the secure facility and is responsible for overseeing the delivery of all psychological services, including specialized services; ii. The FACILITY PSYCHIATRIST oversees the delivery of all psychiatric services and is available for consultation on matters related to the clinical practice of psychotropic medication-related issues; and iii. The PSYCHOLOGY ASSOCIATE delivers psychological and social services and provides clinical oversight of all clinical work performed by the YPO IIIs.
<p>Duties of the QMHP and Behavioral Health Employees</p>	<p>To ensure behavioral health services are provided. These services include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Screening: a relatively brief process designed to identify juveniles who are at increased risk of having disorders that warrant immediate attention, intervention, or more comprehensive review. Screening is a triage process employed with every juvenile entering a particular part of the juvenile justice system; b. Assessment: a more comprehensive and individualized examination of the psychosocial needs and problems identified during the initial screening. The examination includes the type and extent of mental health disorders, substance abuse disorders, and other issues associated with the disorders, as well as recommendations for treatment intervention; c. Classification: a formal process used to ascertain and categorize the risks, strengths, and needs of juveniles in order to determine appropriate placement. This process includes a method (re-classification) after initial classification for re-assessing needs and placement based on a juvenile's treatment progress and behavior; d. Continuous Case Planning (CCP): a process that guides treatment where treatment goals and objectives are identified from admission through discharge. The Continuous Case Plan (treatment plan) is a dynamic process that reflects changes in treatment and interventions and is reviewed every month; e. Multidisciplinary Team (MDT) Participation: is a process that includes representatives from all ADJC disciplines, both secure care and community, to coordinate, develop, and evaluate the care of each juvenile and his/her family while the juvenile is in the custody of ADJC; f. Crisis Intervention: a process where services are provided to juveniles who are actively attempting to hurt himself/herself or has just experienced a major loss or trauma and is experiencing overwhelming emotions in order to deescalate emotions and behavior and decrease the risk of harm; g. Individual Counseling: a treatment intervention where the focus is placed on a juvenile's mental health, substance use, and family needs. Counseling may involve behavioral control, managing mental health symptoms, managing traumatic experiences, exploration of family issues, identification of appropriate emotional and behavioral triggers, management of

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	<p>aggression, and acquisition of social skills;</p> <p>h. Group Interventions: a treatment intervention where the focus is placed on multiple juveniles' interpersonal and intrapersonal skills. It generally involves the acquisition of pro-social skills and processing emotional and behavioral responses to triggering events;</p> <p>i. Family Interventions: a treatment intervention in which family members are involved in the therapeutic process with their child. This process generally involves the acquisition of pro-social skills through establishing family rules, boundaries, structure, cohesion, warmth, and role-modeling;</p> <p>j. Substance Abuse Treatment: a therapeutic program in which the juvenile is helped to develop healthy coping skills, healthy relationships, effective decision making, and effective coping mechanisms to combat triggers and urges to use;</p> <p>k. Psychiatric Management: the administration, management, and monitoring of psychotropic medications to alleviate or minimize psychiatric symptoms experienced by juveniles;</p> <p>l. Case Consultation and Supervision: a process where various disciplines meet to share information to determine the best course of action for addressing a juvenile's problem areas; and</p> <p>m. Transition Planning: a process where needed services in the community are discussed and planned for juveniles upon admission to the Department, no later than day 35, and throughout the juvenile's stay until absolute discharge. This involves a multidisciplinary process to help juveniles transition successfully from the secure facility into the community.</p>
Qualified Wildland Fire Crew Member	An ADJC employee or a furlough approved juvenile who has met the qualifications and completed at minimum Fire Science II or equivalent training.
Quality Assurance Activities	Can be evaluations and monitoring activities, unannounced site visits, various types of inspections, or any other activity deemed appropriate
Quality Assurance Inspection (Monitoring and Evaluation Activities)	Are the tasks for collecting, analyzing, interpreting, and documenting information during an evaluation or monitoring. These activities could include, but are not limited to: direct observation, inspections, review of management reports, specific case review, and fidelity checks for specific programming.
Quiet Time Exclusion	A juvenile voluntarily separating him/herself from other juveniles as a reward given for good behavior by the Multi-Disciplinary Team (MDT). Quiet time is not to exceed 60 minutes.
Reasonable Belief	The conclusion based upon facts and/or totality of the circumstances that a reasonable person would believe to be true.
Reasonable Suspicion	Specific, objective facts, and reasonable inferences drawn from those facts, that suggest that an employee is using or has used drugs or alcohol and there are reasonable grounds for suspecting that a search will provide evidence of work-related drug/alcohol use. Reasonable suspicion may include but is not limited to: smell of marijuana or alcohol, carelessness or erratic behavior, abnormal physical appearance, excessive absences, poor judgment, bizarre behavior, any such behaviors in conjunction with an accident or weapons discharge.
Reassessment for Reclassification	The process of determining whether an English language learner may be reclassified as fluent English proficient.
Recall	The request for assigned off-duty staff to return to the secure facility in the event of secure facility emergency after a telephone call or an e-mail from an Authorized Superior.

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Receiving State	A state to which a juvenile is sent for supervision under provision of the Interstate Compact on Juveniles.
Recipient	An employee who is eligible to receive donation of annual leave by meeting the defined criteria.
Re-awarded Juvenile	<p>A juvenile committed to ADJC by an Arizona county court and who is currently under ADJC's jurisdiction:</p> <ul style="list-style-type: none"> a. Community re-awarded juvenile - a juvenile committed to ADJC by an Arizona county court who is currently on community supervision, and who has gone to court, and received a new adjudication(s). b. Institutional re-awarded juvenile - a juvenile committed to ADJC by an Arizona county court who is currently in secure care and has received a new adjudication(s).
Re-Committed Juvenile	A commitment status denoting a juvenile who has been discharged by ADJC and returned by a county court after a delinquent adjudication for a new offense.
Records	<p>All books, papers, maps, photographs, email, or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to ARS §41-1348. They are made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because of the informational and historical value of the data contained therein:</p> <ul style="list-style-type: none"> a. All records media are included in this definition from the traditional paper forms to electronic types not yet invented; and b. Materials specifically excluded from this statutory definition are: <ul style="list-style-type: none"> i. Library or museum material made or acquired solely for reference or exhibition purposes; and ii. Extra copies of documents preserved only for convenience of reference and stocks of publications or documents intended for sale or distribution to interested persons.
Records Automation	An automated system that provides orderly management and retrieval of all juvenile records by reducing space and eliminating dependence on cumbersome paper files.
Records Management	An application of systematic controls for records and information activities used from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection, and preservation.
Records Management Supervisor (RMS)	An employee designated by the Records Administrator to coordinate inventories of records used by their organizational units and assist in determining appropriate retention schedules and disposition of purged records.
Records Retention Schedule	<ol style="list-style-type: none"> 1. A list of official records for each division in which is prescribed the periods of authorized retention. 2. The agency submits records retention and disposition schedules for approval by the Records Management Division of the Arizona Department of Library and Archives. The authorized schedules give agency employees the authority to retain and/or to dispose of agency records in an economic and timely manner. Staff records are the property of the State of Arizona. Records are not employees' personal property nor are they the property of a specific agency.
Recovery	A dialogue between staff and juvenile to process the crisis cycle after any use of force is administered.
Redact	To obscure or remove (text) from a document prior to publication or release. For the purposes of this policy, removing

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	information that identifies specific classes of ADJC employees, their address, and other personal information found in public records such as Motor Vehicle Department, county tax records, and voter registration.
Reduced Leave/Work Schedule	A leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee. It is a change in the employee's schedule for a period of time, normally from full-time to part-time.
Referral	When a juvenile goes to Separation voluntarily or is sent there by an employee, prior to the MHTC or designee determining the juvenile is appropriate to be admitted to the Separation Program.
Regional Behavioral Health Authority (RBHA)	The agencies under contract with the Arizona Department of Health Services (ADHS) to deliver or arrange for behavioral health services for eligible persons within specific geographic areas.
Religious Activity	Any group service, meeting, study group or other group gathering for approved religious purposes.
Religious Services	Act(s) of devotion to God (gods) such as ceremony, rite, or the teaching of a religion.
Religious Visit	A meeting between an accredited minister or religious leader and a specific juvenile.
Repairs	To restore property, machinery, systems, facilities, buildings, roads, grounds and their operations and maintenance to working order. This may require: <ol style="list-style-type: none"> a. The submission of plans; b. The submission of calculations; c. Construction inspection requirements; d. Other data to ensure operations and maintenance compliance with the Arizona Building Code; and/or e. Change to the stamped plans, specifications, reports or documents used for its construction.
Repatriation	For purposes of this procedure, the restoration and/or return to México of Mexican National juveniles who were committed to ADJC.
Request for Proposals (RFP)	All documents, whether attached or incorporated by reference, which are used for soliciting proposals in accordance with procedures prescribed in §41-2534.
Requisition	A Formal Request sent to affect the return of a non-delinquent runaway, probation or parole absconder, or escapee.
Rescission	Is the cancellation, nullification, invalidation, or made void by action of the enacting authority of a policy, procedure, or form. It does not mean to cancel or treat as non-existent and restore the superseded policy, procedure, or form to its place had there been no rescission.
Residence	A place in which a home or regular place of abode is maintained.
Respondent	An ADJC employee who is responsible for responding and attempting to resolve a grievance.
Responsible Bidder or Offeror	A person who has the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance.

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Responsive Bidder	A person who submits a bid which conforms in all material respects to the invitation for bids.
Restricted License	A license that the respective Arizona State Board has placed stipulations that must be followed.
Restricted Products	Products (for example, cleaning products) whose use or possession would endanger the safety, security, or preservation of order in a secure facility. The approved products must be accompanied by a Material Safety Data Sheet.
Retrieve	Drive to bring prey (objects) to the pack leader (handler or territory).
Runaway	A child under the juvenile jurisdictional age limit established by the state he/she resides in, who leaves from his/her home within the home state or out-of-state, without the consent of a parent, guardian, person, or agency entitled to his/her legal custody or supervision.
Sacred Sweat Lodge (Purification Lodge)	Sweat lodge ceremonies are Native American religious ceremonies held for the purification of the participant. They are generally three to four hours in length.
Safe Environment Transfers	<p>These are transfers that are initiated by the secure facility for juveniles who pose a major threat to the safety, security, and welfare of themselves or others within the secure facility. These juveniles fall under the following categories:</p> <ul style="list-style-type: none"> c. Juveniles who have displayed behavioral problems and have failed to respond to programming and other interventions by the Multidisciplinary Team (MDT) and facility clinical team. They may have been unsuccessful in completing the requirements of their Individualized Behavior Plan (IBP) or responding to other interventions; d. Juveniles who are victims, codefendants, or rival gang members of juveniles in the same housing unit.
Salaried	On a salary basis, as defined in 29 Code of Federal Regulations 541.118.
Scent Article	An item that has been handled and has human scent on it.
Secondary Dissemination	The dissemination of criminal justice information from an individual or agency that originally obtained the information from the central state repository or through ACJIS to another individual or agency authorized to receive the information.
Section 504 of the Rehabilitation Act of 1973	States that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.
Secure Care or Secure Facility	Means confinement in a facility that is completely surrounded by a locked and physically secure barrier with restricted ingress and egress.
Self-Defense	Drive to bite real or imagined danger.
Self Injurious Behavior	An act performed with the apparent intention to cause injury but not death. Examples include: self-inflicted superficial scratches, cutting/scratching one's self with a comb or eraser, tattooing, head-banging, biting, bruising, hitting, picking/pulling scabs, or ingesting of foreign substances or objects with the intent to cause injury but not death. The intervention and follow-up for self injurious behavior is outlined in Procedure 4250.01 Suicide Prevention Procedure.
Self-Referral; Self Referral to	Upon a juvenile's own request employees may not refuse to refer a juvenile to Separation unless a specific behavioral contract

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Separation	has been developed with clinical supervision that outlines alternatives to the use of Separation.
Sending State	A state which has sent or is in the process of sending a juvenile to another state for supervision under the provisions of the interstate Compact for juveniles.
Serious Communicable Diseases	Diseases that are transmitted sexually through the respiratory system or by infected blood (for example, syphilis, gonorrhea, Chlamydia, HIV, tuberculosis, or hepatitis).
Serious Health Condition	An illness, injury, impairment, or a physical or mental condition that involves either: inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider.
Serious Injury or Illness	An injury or illness incurred by a covered servicemember in the line of active duty on active duty that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.
Serious physical injury	Physical injury that creates a reasonable risk of death or that causes serious or permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb. ARS §13-3623.
Serious Suicide Attempt	A suicide attempt that requires medical treatment and/or hospitalization. The intervention and follow-up for a serious suicide attempt is outlined in Procedure 4250.01 Suicide Prevention Procedure.
Service Dog	ADJC owned working service dog.
Service Dog Record Book	A record book that contains up-to-date documentation and history on the service dog team.
Servicemember Leave	Leave established under the FMLA for an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember to care for the servicemember.
Services	<ul style="list-style-type: none"> a. The furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance. b. Does not include employment agreements or collective bargaining agreements.
Sexual Abuse	As defined in ARS 13-1404: By intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. It is a defense to a prosecution pursuant to section 13-1405 if the victim is fifteen, sixteen or seventeen years of age, the defendant is under nineteen years of age or attending high school and is no more than twenty-four months older than the victim and the conduct is consensual.
Unlawful sexual conduct; correctional facilities	<p>As defined in ARS 13-1419: A person commits unlawful sexual conduct by engaging in any act of a sexual nature with an offender who is in the custody of the State Department of Corrections, the Department Of Juvenile Corrections, a private prison facility, or a city or county jail or with an offender who is under the supervision of either department or a city or county.</p> <ul style="list-style-type: none"> a. For the purposes of this subsection, "person" means a person who is employed by the State Department of Corrections or the Department of Juvenile Corrections; b. For the purposes of this section, "any act of a sexual nature" includes the following:

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	<ul style="list-style-type: none"> i. Any completed, attempted, threatened or requested touching of the genitalia, anus, groin, breast, inner thigh, pubic area or buttocks with the intent to arouse or gratify sexual desire; ii. Any act of exposing the genitalia, anus, groin, breast, inner thigh, pubic area or buttocks with the intent to arouse or gratify sexual desire; iii. Any act of photographing, videotaping, filming, digitally recording or otherwise viewing, with or without a device, a juvenile or offender with the intent to arouse or gratify sexual desire, either: <ul style="list-style-type: none"> (1) While the juvenile or offender is in a state of undress or partial dress; (2) While the juvenile or offender is urinating or defecating.
Sexual Harassment	<p>Means unwelcome and unsolicited conduct of a sexual nature when:</p> <ul style="list-style-type: none"> d. Submission to the conduct is made either explicitly or implicitly a term or condition of employment; e. Submission to or rejection of such conduct by an employee is used as a basis for an employment decision affecting the employee; or f. The conduct has the purpose or effect of substantially interfering with an employee's work performance and creating a hostile, intimidating, or otherwise offensive working environment. Examples of conduct that can violate this policy include, but are not limited to: i. Explicit sexual behavior by a supervisor, manager, co-worker, contractor, visitor, client, or other entity with whom the employee interacts during the course of employment; <ul style="list-style-type: none"> ii. Implicit request for sex; iii. Direct or indirect pressure for dates or sexual activity; iv. Pinching, patting, or other unwelcome touching; v. Leering or gawking; vi. Posting or circulating of sexually graphic materials including, but not limited to, cartoons, pictures, posters, or calendars; vii. Sexually derogatory comments, including slurs, jokes, and other inappropriate remarks; viii. Reprisals or threats after a negative response to sexual advances; ix. Unwelcome sexual advances; and x. Conditioning favorable terms and conditions of employment upon a positive response to abusive remarks or conduct targeted at only one sex, even if the context of the abusive remarks is not sexual.
Quid Pro Quo	<p>Employee submission to or compliance with the supervisor's or fellow employee's demands for sexual favors to avoid an economic or tangible job loss; e.g., failure to promote, failure to receive a merit increase, demotion, dismissal, or other retaliatory acts for failure to submit or comply.</p>
Environmental	<p>Creating or condoning an intimidating hostile or offensive work environment. Environmental sexual harassment does not entail any tangible job loss to the victim, but is prohibited because it creates a hostile term and condition of employment based upon sex.</p>
Sharpness	<p>Tendency to react aggressively to stimuli.</p>
Sharps	<p>Any object that contains a sharp point or edge and may be used to self-abuse or injure another person. Examples - knives, scissors, razors, utensils, needles.</p>

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Sheltered English Immersion, or Structured English Immersion	An English language acquisition process in which nearly all classroom instruction is in English, but with the curriculum and presentation designed for students who are learning the language. Books and instructional materials are in English and all reading, writing, and subject matter are taught in English. Although teachers may use a minimal amount of the student's native language when necessary, no subject matter shall be taught in any language other than English.
Sheltered Housing	(As opposed to infirmary or observation beds) – This housing provides a protective environment that does not require 24-hour nursing care. The beds can be within the infirmary itself or in other designated areas of the facility. Sheltered housing is equivalent to home care for those not confined to a correctional facility.
Sick Call	The face-to-face evaluation, generally performed by a QHCP.
Signs, Signage	<p>Any identification, description, illustration, or device that is visible from any public place or is exposed to the public, and which directs attention to a product, message, service, place, person, entity, institution, event, business use, or cause. Categories of signs or signage include:</p> <ul style="list-style-type: none"> i. Temporary - any emblem, symbol, logo, trademark, poster, banner, painting, flyer, handbill, sticker, flag, pennant, awning, placard, or other printed material displayed for a limited amount of time, which is designed to advertise, identify, or convey information. j. Permanent - any signs that are attached to buildings, structures, or landscape features; or freestanding monument signs, permanent plaques, or marquees. k. Fixed - frames or enclosures for either temporary or permanent signage. l. Directional - Signs erected for the convenience of the public, such as signs identifying restrooms, public telephones, walkways, and similar features or facilities. m. Government - signs, notices, emblems, or other forms of identification erected or placed by authority of the local municipality or state agency which conform to state or federal laws or regulations generally pertaining to health and safety. Traffic control signs outside the institution property line are a common type of government signs (e.g. Traffic control signs outside the institution property line).
SISPO	Statewide Information Security and Privacy Office as enacted by ARS § 41-3507(A) and a unit of the Arizona Government Information Technology Agency.
SOAP (Subjective, Objective, Assessment, and Plan)	<p>Medical acronym for the written notes documenting the health professional's expert observations and deductive reasoning which results in a diagnosis and treatment choice for the patient's presenting symptom(s). It is a professional documentation standard and format used to accurately reflect the services rendered.</p> <p>S = what the patient said; O = health professional's observations; A = Assessment (diagnosis) of the patient's treatment needs; P = plan of action or treatment.</p>
Social Media	A technology that takes many different forms including, but not limited to, magazines, internet forums, weblogs, social blogs, microblogging sites (Twitter, Nixle), wikis (Wikipedia), podcasts, photographs or pictures, video-sharing sites (Flicker, YouTube), rating and social bookmarking. Common forms of social media are Facebook, Google+, Twitter, and MySpace.

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Name of the Definition	Description of the Definition
Social Networks	Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
Softness	Remembering unpleasant experiences.
Solicitation	For the purpose of this Department policy, solicitation means an activity that may be considered or interpreted as promoting, selling, or transferring products, services, or memberships or for the participation in a venture of any kind, including organizational, public affairs, or protest activities. The posting of advertising, circulars, flyers, handbills, leaflets, posters, or other printed materials for these purposes constitutes solicitation.
Solicitation Material	Includes but is not limited to advertising, circulars, flyers, handbills, leaflets, posters, or other printed materials.
Solicitor	A person conducting a solicitation
Son or Daughter	A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. For the purpose of servicemember leave, a son or daughter on “active duty or call to active duty status” can be older than 18 years of age.
Special (and General) Education Acronyms	
A	Autism
AAPSEC	Arizona Association of Private Schools for Exceptional Children
AADSI	Alternate Assessment Data System, Internet
AAGT	Arizona Association for Gifted & Talented
AAS	Arizona Academic Standards
AASBO	Arizona Association of School Business Officials
AASP	Arizona Association of School Psychologists
ABI	Arizona Behavioral Initiative
ABLE	Arizona Basic Learning Experience
AC	Augmentative Communication
ACPE	Arizona Center for Professions in Education
ACTT	Arizona Community Transition Team
ACTT	Arizona Community Transition Team Training
ACYF	Administration of Children, Youth and Families

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Name of the Definition	Description of the Definition
ADD	Attention Deficit Disorder
ADE	Arizona Department of Education
ADHD	Attention Deficit Hyperactivity Disorder
ADJC	Arizona Department of Juvenile Corrections
ADC	Arizona Department of Corrections
AEEB	Arizona Education Employment Board
AIB	Arizona Industries for the Blind
AIMS	Arizona's Instrument to Measure Standards
AIMS-A	Arizona's Instrument to Measure Standards-Alternate
AIMS-DPA	Arizona's Instrument to Measure Standards-Dual Purpose Assessment
AIMSweb	Achievement Improvement Monitoring System-Web
ALJ	Administrative Law Judge
ALLC	Arizona Literacy & Learning Center
AMT	Accessible Mainstream Technology
AOC	Administrative Office of the Courts
APE	Adaptive Physical Education
API	Arizona Performance Indicators
APR	Annual Performance Report
ARS	Arizona Revised Statutes (state laws)
ARSHA	Arizona Speech-Language-Hearing Association
ASAT	Alternate Standards Achievement Test
ASBA	Arizona School Boards Association
ASBCS	Arizona State Board for Charter Schools
ASDB	Arizona State School for the Deaf and the Blind
ASH	Arizona State Hospital

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Name of the Definition	Description of the Definition
ASHA	American Speech-Language-Hearing Association
AT	Assistive Technology
AZ-AGO	Arizona-Attorney General's Opinion
AZCASE	Arizona Council of Administrators of Special Education
AZEIP	Arizona Early Intervention Program
AZ LEARNS	Arizona Leading Education through the Accountability and Results and Notification System
AZ READS	Arizona Readiness, Early Diagnostic Assessment and Intervention, Accountability, Development of Teacher Expertise and Support
AZTAP	Arizona Technology Assistance Project
BD	Behavioral Disorder
BHS	Behavioral Health Services
BIP	Behavior Intervention Plan
CAI	Computer Assisted Instruction
CAP	Corrective Action Plan
CAPD	Central Auditory Processing Disorder
CASA	Court Appointed Special Advocate
CASE	Council for Administrators of Special Education
CBM	Curriculum Based Measurement
CBI	Community Based Instruction
CCTM	Continuous Comprehensive Transition Model
CCR	Cross Categorical Resource
CEC	Council for Exceptional Children
CFR	Code of Federal Regulations
CHIC	Center for Hearing Impaired Children
COPD	Community Outreach Program for the Deaf

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Name of the Definition	Description of the Definition
COTA	Certified Occupational Therapy Assistant
CP	Cerebral Palsy
CPS	Child Protective Services
CRS	Children's Rehabilitative Services
CRT	Criterion Referenced Test
CSPD	Comprehensive System of Personnel Development
CST	Child Study Team
CTE	Career and Technical Education
DAP	District Achievement Plan
DBHS	Division of Behavioral Health Services
DD	Developmental Disability/Delay
DDD	Division of Developmental Disabilities
DES	Department of Economic Security
DHS	Department of Health Services
DI	Direct Instruction
DIBELS	Dynamic Indicators of Basic Early Literacy Skills
DOC	Department of Corrections
DOE	Department of Education (United States)
DOL	Department of Labor
DSM-IV	Diagnostic and Statistical Manual of Mental Disorders-IV
EC	Early Childhood
ED	Emotional Disability
EDP	Emotional Disability, Private School
EHA	Education of the Handicapped Act, P.L. 94-142
ELL	English Language Learner

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Name of the Definition	Description of the Definition
EPS	Education Program Specialist
EPSDI	Early Periodic Screening Diagnosis & Treatment
ESEA	Elementary & Secondary Education Act
ESL	English as a Second Language
ESS	Exceptional Student Services
ESY	Extended School Year
FACE	Family and Child Education
FAPE	Free Appropriate Public Education
FAS	Fetal Alcohol Syndrome
FBA	Functional Behavior Assessment
FERPA	Family Educational Rights and Privacy Act
GATB	General Aptitude Test Battery
GATE	Gifted and Talented Education
HI	Hearing Impairment
HIPPY	Home Instruction for Parents of Preschool Youngsters
HSD	Home School District
IAES	Interim Alternative Educational Setting
IDEA	Individuals with Disabilities Education Act, PL 105-17
IDEIA	Individuals with Disabilities Education Improvement Act
IEP	Individualized Education Program
IFSP	Individualized Family Service Program
IHE	Institutions of Higher Education
ILS	Independent Living Skills
IPE	Individual Plan for Employment (formerly IWRP)
IQ	Intelligence Quotient

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Name of the Definition	Description of the Definition
ISC	Interim Service Coordinator
ISP	Individual Service Plan
ITP	Individualized Transition Program
IVEP	Individualized Vocational Education Program
JTPA	Job Training Partnership Act
LD	Learning Disability
LDA	Learning Disabilities Association
LEA	Local Education Agency
LEP	Limited English Proficient
LETRS	Language Essentials for Teachers of Reading and Spelling
LRE	Least Restrictive Environment
MAP	Measure of Academic Progress
MD	Multiple Disabilities
MDSSI	Multiple Disabilities Severe Sensory Impaired
MET	Multidisciplinary Evaluation Team
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
MPRRC	Mountain Plains Regional Resources Center
MR	Mental Retardation
MS	Multiple Sclerosis
MSW	Master of Social Work
NAEP	National Assessment of Educational Progress
NASDSE	National Association of State Directors of Special Education
NASP	National Association of School Psychologists
NCES	National Center for Education Strategies

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Name of the Definition	Description of the Definition
NCLB	No Child Left Behind
NIMAC	National Instructional Materials Accessibility Center
NIMAS	National Instructional Materials Accessibility System
NRT	Norm Referenced Test
OAH	Office of Administrative Hearings
OCR	Office of Civil Rights
OJE	On-the-Job Evaluation
OJT	On-the-Job Training
OI	Orthopedic Impairment
OHI	Other Health Impairment
O & M	Orientation and Mobility
OSEP	Office of Special Education Programs
OSERS	Office of Special Education and Rehabilitative Services
OT	Occupational Therapy
OT/PT	Occupational Therapy/Physical Therapy
OTR	Occupational Therapist, Registered
PALS	Parents Are Liaisons to Schools
PBI	Positive Behavior Intervention
PBS	Positive Behavior Supports
PDLA	Professional Development Leadership Academy
PDSB	Phoenix Day School for the Deaf
PEA	Public Education Agency
PHL	Primary Home Language
PI	Performance Indicator
PIC	Prescriptive Instructional Center

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Name of the Definition	Description of the Definition
PIC	Private Industry Council
PIN	Parent Information Network
PINS	Parent Information Network Specialist
PLC	Professional Learning Community
PLAAFP	Present Level of Academic Achievement and Functional Performance
PMD	Preschool Moderate Delay
P & P	Policies & Procedures
PSD	Preschool Severe Delay
PSL	Preschool Speech/Language
PSN	Procedural Safeguards Notice
PT	Physical Therapy
PTI	Parent Training and Information
PWI	Projects with Industry
PWN	Prior Written Notice
RTC	Residential Treatment Center
RF	Reading First
RFP	Request for Proposal
RFQ	Request for Quotation
RBHA	Regional Behavioral Health Authority
RIG	Reading Intervention Grant
RPT	Registered Physical Therapist
ROAR	Reach Out and Read
RRC	Regional Resource Center
RSA	Rehabilitation Services Administration
RTI	Response to Intervention

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Name of the Definition	Description of the Definition
SAIS	Student Accountability Information System
SBE/SBOE	State Board of Education
SBRR	Scientifically Based Reading Research
SBRV	Scientifically Based, Research Validated
SCD	Significantly Cognitively Disabled
SCI	Spinal Cord Injury
SEA	State Education Agency
SEAA	Special Education Administrators Association
SEAP	Special Education Advisory Panel
SEAT	Special Education Administrative Team
SED	Serious Emotional Disability
SEEK	Special Educators Enhancing Knowledge
SEI	Structured English Immersion
SEVEP	Special Education Vocational Education Program
SELECT	Special Education Learning Experience for Competency in Teaching
SIG	State Improvement Grant
SLD	Specific Learning Disability
S/LI	Speech/Language Impairment
SLP	Speech/Language Pathologist
SLPA	Speech/Language Pathology Assistant
SMR	Severe Mental Retardation
SOF	Summary of Findings
SOP	Summary of Performance
SPA	State Placing Agency
SPED/LEP	Special Education/Limited English Proficient

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Name of the Definition	Description of the Definition
SPP	State Performance Plan
SSDI	Supplemental Security Disability Income
SSI	Supplemental Security Income
SST	Student Study Team
SLT	Speech/Language Technician
SUPPORT	A System for Utilizing Peers in Program Organization, Review, and Technical Assistance
SW	Social Worker
SWAT	School-Wide Assistance Team
SWEP	Student Work Exploratory Program
TA	Technical Assistance
TABE	Test of Adult Basic Education
TASH	The Association for Persons with Severe Handicaps
TAT	Teacher Assistance Team
TBI	Traumatic Brain Injury
TLCF	Technology Literacy Challenge Fund
TOP	Transition Outcomes Project
T/RBHA	Tribal Regional Behavioral Health Authority
USDOE	United States Department of Education
VI	Visual Impairment
VIP	Visually Impaired Preschool
VR	Vocational Rehabilitation
VS	Vision Specialist
WOTC	Work Opportunities Tax Credits
Specialized Research Equipment	Equipment or system is unique or so specialized that it requires technical expertise that is not commonly commercially available.

Name of the Definition	Description of the Definition
Split Specimens	The specimen is divided into two collection bottles in the presence of the candidate or employee and collection site person. Thirty milliliters in specimen bottle A and approximately fifteen milliliters in specimen bottle B. One collection bottle remains sealed and analyzed only if the candidate or employee requests retest by an independent DHHS/SAMHSA Certified laboratory.
Special Needs Patients	Patients with chronic or acute diseases or conditions that require ongoing specific health care.
Spouse	A husband or wife as defined or recognized under Arizona State Law. It does not include unmarried domestic partners.
Stable and Cooperative	A juvenile is considered stable and cooperative when a Qualified Mental Health Professional determines s/he: a. Is rational in the present time; and b. Demonstrates pro-social attitudes, behavior, and speech.
Staffing Plan	A plan, that lays out the full-time equivalent(FTE) of employee coverage required, lists current incumbents and vacancies, and addresses how full coverage will be accomplished if all positions are not filled (for example, use of agency, temporary, or part-time employee). A staffing plan is a detailed schedule on which classifications of employees are assigned to posts and positions for delivery of health services.
Staggered Intervals	An irregular and unpredictable schedule in order to promote the juvenile's safety.
Standard Precautions	As defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under standard precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other bloodborne pathogens.
State	A state of the United States, the District of Columbia or its' designee, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa and the Northern Mariana Islands.
Static	Refers to unchangeable historical reflection of risk.
Step I or Step II Responding Authority	The member of the management team who responds to the employee grievance at the respective step. For example, the Bureau Administrator or equivalent at Step I or the Department Director or designee at Step II.
Student Learner	Juveniles 16 and 17 years of age who are enrolled in a course of study and /or vocational training program in accordance with Arizona Department of Education (ADE) and the Arizona Revised Statute (ARS) Title 15.
Subject Matter Expert (SME)	A person who provides functional area expertise to the process owner and/or policy analyst and serves as a liaison between the policy unit and their respective division.
Subpoena	A writ issued by court authority or administrative body to compel the attendance of a witness at a judicial proceeding; disobedience may be punishable as a contempt of court.
Subpoena Duces Tecum	A legal writ issued by an officer of the court or administrative body requiring a person to produce official documents or files in his/her possession and to testify, if necessary.
Substance-Free Environment	An environment free at all times from substances that have the potential to damage the health and safety of the employees, visitors, and juveniles. These substances include, but may not be limited to, the following: alcohol, illegal drugs and drug

Name of the Definition	Description of the Definition
	paraphernalia, and illegally obtained or abuse of prescription medication.
Suicidal Behavior	Any type of deliberate action with potentially life threatening consequences. The suicidal behavior categories, as defined in Policy 4250 Suicide Prevention include: suicide attempt, life-threatening suicide attempt, and serious suicide attempt. This behavior may include statements of suicidal behavior, gestures, threats, and tattoos denoting suicidal intent, ingestion of medication of substance with the intent to cause serious harm or death. The intervention and follow-up for suicidal behavior is outlined in Procedure 4250.01 Suicide Prevention Procedure.
Suicidal Threat	Any action where a juvenile verbally states, writes, or shows by behavior a self-destructive desire, intent, or wish, with or without physical injury. The intervention and follow-up for suicidal threat is outlined in Procedure 4250.01 Suicide Prevention Procedure.
Suicide Prevention Equipment and Location	<ol style="list-style-type: none"> 1. Suicide resistant room: <ol style="list-style-type: none"> a. A stripped-down room which provides a safe environment and which has no obvious materials/possessions that can be used in self-injurious behavior, such as sharp objects or any item which may be used for hanging such as sheets/blankets, towels, or clothing; b. A room which is free of all obvious protrusions and of any items that provide an easy anchoring device for hanging; c. The lighting in the room is tamper proof and there are no switches or electrical outlets in the room; and d. The door of the room has a heavy gauge clear panel which allows employees an unobstructed view of the room. 2. Security Case: An Emergency Medical Treatment (EMT) case carried by direct care employee that contains: One Cardio-Pulmonary Resuscitation (CPR) Micro Shield, one pair of standard precaution gloves, and one 911 extraction knife: <ol style="list-style-type: none"> a. 911 extraction knife: A knife that is designed for cutting tightly wrapped material from the neck area of any individual who may be attempting suicide.
Summons	A notice ordering a person to report to court or administrative body as a witness or juror.
Supervision Levels for Juveniles with Suicidal Thoughts and/or Behaviors	<ol style="list-style-type: none"> 1. Suicide Prevention Status (SPS): The specific level of supervision initiated as a result of a risk assessment that defines the parameters of supervision for a juvenile. These are levels 1, 2, and 3. They are: <ol style="list-style-type: none"> a. Level 1: Constant Supervision: Continuous, uninterrupted supervision of juveniles during waking and sleeping hours by an assigned employee who remains in close proximity to the juvenile. Written documentation of the juvenile's mood and behavior shall occur at staggered intervals and no greater than every 15 minutes. The employees shall visually confirm the juvenile is breathing and appears normal. A juvenile placed on this level will be reassessed after 24 hours of observation by a QMHP to determine any indicated change in level; b. Level 2: Close Supervision: Close visual observation and monitoring of a juvenile during waking and sleeping hours. Written documentation of the juvenile's mood and behavior shall occur at staggered intervals no greater than every ten minutes; c. Level 3: Cautionary Supervision: Visual observation and monitoring of a juvenile during waking and sleeping hours. Written documentation of the juvenile's mood and behavior shall occur at staggered intervals and no greater than every 15 minutes. 2. Standard Supervision: Juveniles who are on regular supervision and not designated to a SPS Level. EMPLOYEES shall: <ol style="list-style-type: none"> a. Ensure that during normal daily programming activities, each juvenile is within sight and sound observation of at least

Name of the Definition	Description of the Definition
	<p>one employee at all times with the exception of activities that preclude direct and immediate observation as listed below;</p> <ul style="list-style-type: none"> b. Directly observe juveniles at no more than 15 minute randomly staggered intervals: <ul style="list-style-type: none"> i. During activities that preclude direct observation such as: <ul style="list-style-type: none"> a) Showers; b) Sleeping; and c) Bathroom usage. ii. When juveniles are in their room for any reason. <ul style="list-style-type: none"> a) Directly observe the head and breathing of juveniles who are lying down.
Supervisor	The first line supervisor of the employee.
Supervisory Employee	Any person directly supervising juveniles in a work assignment/experience or Vocational Education Program.
Supplementary Aids and Services	As used in this section means aids, services, and other supports that are provided in regular education classes or other education-related settings to enable the student with a disability to be educated with non-disabled students to the maximum extent appropriate pursuant to §§ 300.550 and 300.554.
Support Team Camp	Temporary site used to house Wildland Fire Support Team.
Surveillance	The continuous or periodic watching of persons, vehicles, places, or objects. Neither the routine observation of individuals or groups acting in a suspicious manner, nor the photographing and visual monitoring of events for safety, historical, or training purposes constitute surveillance.
Survival	Drive to flee from real or imagined danger.
System	A regularly interacting or interdependent group of items forming a unified whole.
Tactical Condition	A training which involves the officer's appropriate use of a firearm in training involving the use of distance, shielding, and movement, and other issues the officer may encounter during the course of duty.
Tattooing	Making a mark on a juvenile's body by inserting pigment into the skin.
Technical Manual	Is a detailed written instruction signed into effect and issued by the Assistant Director and Bureau Administrators. They are limited to cases in which a written instruction affects only the Bureau Administrator or Assistant Director's area or applies to a limited number of employees in highly specialized areas within one or more work units, providing a level of detail unnecessary to the majority of employees (such as the Nurses Protocols).
Technique	Refers to a physical restraint or a self-defensive action by an ADJC employee for the purpose of this procedure.
Telework	A powerful management option allowing selected employees to work at home or a state office location closer to home, one or more days a week.
Temperament	Attitude toward life.

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Termination	The relinquishment of wardship of a juvenile probationer or parolee by the proper authority in the sending state following receipt of recommendations from the receiving state with proper notice to, or communication with, the receiving state.
Theft	An intentional diversion of state property for personal use.
Threatening/Intimidating	Communicating intention to cause physical injury to another person, or serious damage to the property of another, or creating a feeling of fear in another person.
Time Sheet	A report of work, leave, and overtime hours for each employee over the two week pay period.
Tools	Any object used in the maintenance or manufacture of an item and typically used by hand. Examples - hammer, pliers, screwdriver.
Toxic material	A substance with the capacity to, through chemical reaction or mixture, produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract, with toxicity dependent on the quantity of material or substance absorbed and the rate, method, and site of absorption.
Tracking	Drive to follow ground disturbance or sign.
Translator	Someone who interprets written text. They translate from one language to another. The key skill of a translator is the ability to understand the source language and the culture of the country where the text originated, and, using a good library of dictionaries and reference materials, render that material clearly and accurately into the target language. The most important mark of a good translator is the ability to write well in the target language.
Treatment Plan	A series of written statements specifying a patient's particular course of therapy and the roles of qualified health care professionals in carrying it out.
Tribal Regional Behavioral Health Authority (TRBHA)	A Native American Indian tribe under contract with the Arizona Department of Health Services (ADHS) to deliver or arrange for behavioral health services for eligible persons who are residents of the federally recognized Tribal Nation
Truth Verification Examinations	An examination utilizing a validated instrument and/or investigative technique such as the polygraph or Computer Voice Stress Analysis to assist in verifying the integrity and accuracy of the information provided during an investigation.
UA	Urinalysis
Unauthorized Access	To access, acquire, use, disclose, view, exchange, transmit, maintain, retain, modify, store, record, dispose of or destroy RPII, CI, or SI without authority, in excess of authority or with the intent to compromise the confidentiality of the information. Unauthorized Access includes the loss or other unauthorized access of a device, technology component or record containing RPII, CI, or SI or the destruction/disposal of records that does not comply with the Arizona Record Destruction law, ARS 44-7601.
Unit Administrative Records Manager	An employee designated by his/her organizational unit administrator to be responsible for their unit's compliance to the retention policy and procedure.
Unobserved Collection	The collection of a urine specimen performed in a manner reasonably designed to preclude the possibility of sample

Name of the Definition	Description of the Definition
	contamination, adulteration, or misidentification without a collection site representative physically present.
Unprofessional behavior	Refers to any state employee who: a. Uses his/her official position for personal gain or attempts to use or use confidential information for personal advantage; b. Permits himself/herself to be placed under any kind of personal obligation that could lead a person to expect official favors; c. Performs an act in a private capacity that may be construed to be an official act; and d. Performs any activity or has any contact with a juvenile or a juvenile's family that is unrelated to the employee's assigned duties and/or Department business.
U.S. Department of Labor, Child Labor Laws	Federal child labor provisions authorized by the Fair Labor Standards Act to ensure that the work place for juveniles does not jeopardize their health, well-being or educational opportunities.
Use of Force	A "hands on" approach used with a resistant juvenile to compel or limit movement.
Use of Force	Definitions relating to the use of physical force are: 1. Force - Any physical contact exerted upon a person to compel or arrest bodily movement; 2. The complete or partial constraint of a person's bodily movement through physical or mechanical means; 3. Compel Movement - The physical force used to cause the movement of a person from one location to another; 4. Mechanical Restraints - Mechanical device(s) used to aid in the restriction of a person's bodily movement; 5. Full-Body Restraint - The complete constraint of bodily movement to protect a person from imminent serious self-injury, achieved by securing the person to a specially designed restraint chair in the Separation Unit using approved restraint devices
Verbal Control: Persuasion, Negotiation, or Command	Includes instruction or direction from another individual in the form of a verbal statement(s) or command(s).
Verified Drug Test Results	A positive test result verified by the Medical Review Officer as containing evidence of one or more targeted drugs for which, in their opinion, there is no legitimate medical explanation.
Victim	A person against whom the criminal offense has been committed, including a minor, or if the person is killed or incapacitated, the person's spouse, parent, child, grandparent or sibling, any other person related to the person by consanguinity or affinity to the second degree or any other lawful representative of the person, except if the spouse, parent, child, grandparent, sibling, other person related to the person by consanguinity or affinity to the second degree or other lawful representative is in custody for an offense or is the accused.
Victims of Crime Act (VOCA)	Established in 1988 through an amendment to the Victims of Crime Act (VOCA) of 1984, the Office for Victims of Crime (OVC) is charged by Congress with administering the Crime Victims Fund (the Fund). Through OVC, the Fund supports a broad array of programs and services that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives.
Violent Behavior	Physical force exerted for the purpose of violating, damaging, or abusing: crimes of violence, expression of physical force against self or other, compelling action against one's will, or pain of being hurt.
Vocational Education	An organized set of specialized courses to prepare juveniles for employment.

Name of the Definition	Description of the Definition
Voluntary Return	The voluntary agreement of the juvenile runaway, absconder, or escapee to return to his home state.
Volunteer	An unpaid person, including an off-duty ADJC employee, as approved in accordance with Procedure 1310.01 Volunteer and Intern Programs, who works directly with juveniles under direct ADJC employee supervision and has a written description of duties and responsibilities including restrictions and guidelines. Note - Off-duty ADJC employees shall apply individually as Fair Labor Standards Act (FLSA) shall be taken into consideration.
Volunteers For Juvenile	Persons who work directly with juveniles under direct ADJC staff supervision and have a written job description of duties and responsibilities with restrictions and guidelines. These persons are assigned to a specific area supervisor for training, monitoring, and evaluating.
Vulnerability Assessment	An assessment which shall serve to identify physical plant and operational issues that exist within secure facilities that create vulnerabilities for sexual offenses to occur.
Warrant	An order authorizing any Law Enforcement entity to apprehend or detain a specified juvenile.
WICP	Written Individualized Compensatory Plan that documents the scope and type of services provided to an ELL to overcome the identified language and academic deficiencies.
Wildland Fire Crew Camp	A safe campground environment where ADJC juvenile and employee crew members are stationed, approximately five miles from the actual fire.
Wildland Fire Program	<p>See definitions for the following Wildland Fire Program terms:</p> <ol style="list-style-type: none"> 1. Fire Camp 2. Wildland Fire Crew Member 3. Officer in Charge 4. Call-Out 5. "Hot Shot" Crew 6. Home Unit 7. Wildland Fire Program Manager (WFPM) 8. Daily Log Book 9. Camp Medic 10. Community Juvenile 11. Camp Support Duties 12. Fire Season 13. Intergovernmental Agreement (IGA)
Wildland Fire Program Manager (WFPM)	An ADJC employee designated to oversee and manage the ADJC Wildland Fire Program. The WFPM is responsible for recruitment, selection, training, and administrative matters relating to the Wildland Fire Program.
Wildland Fire Support Camp Duties	Tasks essential to the basic function of a fire camp to include but not limited to: loading and unloading of supplies, assembling tents and equipment, tool check out and repair, garbage collection, food and water dispersal, basic cleaning, raking ground, digging drainage ditches, and scullery duties.

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Wildland Fire Support Team	Acts in support of the Arizona State Forestry Division or other contracted governmental agency in the development of forest trails, pre-cut fire line, camp ground clean up, and other duties as directed.
Work Areas	All areas maintained by or for the use of a state agency, department, bureau, or unit where employees or officers conduct official state business. Cafeterias and break rooms are not work areas.
Work-related	Related to an employee's present or prior employment at ADJC or other state agency.
Working Dog Team	A working dog and handler, trained to work together in performing their specialized mission.
Youth Banking System	A bookkeeping system on individual juvenile accounts to ensure all juvenile monies are accounted for and returned when a juvenile is released from a secure school.
YPO III Case Manager	An unlicensed provider with education, training, and experience adequate to perform case management services and other select clinical duties required under the clinical supervision of the QMHP, in accordance with professional standards, as authorized by the designated mental health authority.

