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Chapter 1 - Role and Authority

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Organizational Structure, Appointment and Responsibility

100.1 ORGANIZATIONAL STRUCTURE, APPOINTMENT AND RESPONSIBILITY PROCEDURE
PERSONNEL APPOINTMENT AND QUALIFICATION

The proper chain of command shall be followed when contacting Administration regarding certain emergency situations identified in this procedure manual. It is the policy of the Probation Department that all personnel report first and be accountable for job performance to their immediate supervisor.

(a) Chief Probation Officer

1. The Chief Probation Officer is the Administrator of the Juvenile Hall and the Juvenile Commitment Facility. The Chief Probation Officer is directly accountable to the Judge of the Juvenile Court and;
2. Juvenile Justice Commission and under budgetary constraints and county policy as established by the Stanislaus County Board of Supervisors.

(b) Assistant Chief Probation Officer

1. The Assistant Chief Probation Officer is the Assistant Administrator of Facilities. The Assistant Chief Probation Officer is accountable to the Chief Probation Officer.

(c) Superintendent

1. The Superintendent is responsible for the direct operation of the Juvenile Hall and the Juvenile Commitment Facility. The Superintendent is accountable to the Assistant Chief Probation Officer.
2. The Superintendent is responsible for the following, but not limited to:
   - A. On site administration of both Institutions.
   - B. Development of and policy decisions.
   - C. Business affairs and supervision of budget areas.
   - D. Provision of in-service training.
   - E. Program development.
   - F. Public relations and information.
   - G. Representation of the juvenile facilities in department meetings.
   - H. Report on both juvenile facilities to the Assistant Chief Probation Officer.
   - I. Inter agency relationships.

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J. Coordination between Department divisions and services when needed.

K. Presiding over general staff meetings and other meetings as required.

L. Evaluation of immediate subordinates.

M. Development and maintenance of the Juvenile Detention Policy and Procedure Manual.

N. Handling personnel grievances at appeal level.

O. Handling personnel issues as directed.

P. Requests for facility maintenance and coordination of work with other departments and service agencies from the Probation Department.

(d) The Facility Manager is responsible for the management of the Juvenile Hall/ Juvenile Commitment Facility.

1. The Facility Manager is accountable to the Facility Superintendent.

(e) Supervising Probation Corrections Officer

1. Supervising Probation Corrections Officers (SPCO) shall provide direct supervision over Probation Corrections Officers assigned to the facilities or other areas of responsibility. SPCOs shall be clearly identified and are responsible for operations and activities of the facilities (15 CCR 1321(d)). They are also responsible for scheduling and evaluating subordinate staff. SPCOs shall also enforce departmental policies and procedures and maintain communication between Probation Corrections Officers and Facility Managers.

2. Supervising Probation Corrections Officers are responsible for the following, but not limited to:

A. Under the direction of the Superintendent and the Facility Manager, the SPCO is in charge of the staff, program, operations, and youth in both juvenile institutions.

B. Takes complete charge of all institutional operations during those periods in a seven-day week, 24-hour operation when superiors are unavailable. May be designated as Institutional Supervisor, in charge of either institution, during an assigned shift; checks security of each unit; takes immediate action in case of emergency and notifies superiors; makes temporary reassignment of personnel as needed to cover units and programs.

C. Implements, enforces and supports institutional and departmental policies, procedures and philosophies.

D. Plans and implements programs aimed at meeting the purposes of the institution and the specific needs of the confined youth under the direction of the Superintendent and Facility Manager.

E. Anticipates problems and special handling requirements of difficult youth, advises staff on methods for handling youth with behavioral problems; personally performs intensive individual counseling with more difficult

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cases; deals with and responds to critical incidents or emergency situations arising on shift; reviews all corrective action and written reports of such action.

F. Assigns staff to various assignments and units.

G. Video record all cell extractions.

H. Establishes and maintains proper working relationships and communication between the units within the facility. Serves as a liaison between both juvenile institutions and field services officers, mental health staff, medical personnel, support staff, etc.

I. Maintains security and safety within the institutions; is alert to potential problem areas and takes steps to alleviate potential problems with appropriate documentation and communication with other supervisory personnel and the Facility Superintendent and Facility Manager.

J. Sets expectations and standards, trains staff, coordinates and supervises the work of staff. Takes corrective action as appropriate and keeps the Facility Superintendent and Facility Manager informed when irregularities in unit or staff performance occur and corrective action taken, if any.

K. Meets with assigned staff regularly (once per month minimum for probationary staff, once per quarter minimum for permanent staff) to discuss performance. Keeps written documentation of each employee's work performance in Supervisor Employee Files for training and evaluation purposes. Writes probationary and Performance Evaluations for assigned unit employees.

L. Attends meetings and prepares reports.

M. Reviews unit logs, Incident Reports, and written entries in youth records; reviews periodic summaries of youth behavior; prepares written observations, comments and evaluations for case records when required. Assures accuracy and accountability for all official written documentation. Investigates and reports on serious incidents and takes appropriate measures to contain and prevent them.

N. Handles staff scheduling and insures that an adequate number of staff are on duty at all times.

O. Authorizes overtime and time off in accordance with policy.

P. May be assigned to related administrative duties.

Q. Assists administration in employee selection, evaluation of applicants, employment decisions, induction, orientation, training development and performance appraisals.

R. Delegate responsibilities to staff in accordance with designated position (i.e., shift leader responsibilities, maintenance requests, clothing orders, recreational supplies, inventory control, etc.)

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S. Submit all maintenance requests to the appropriate maintenance personnel.

T. Approves all youth for booking in accordance with administrative policy.

(f) Probation Corrections Officer III

1. Probation Corrections Officer IIIs shall serve as the lead PCO and shall serve in a position of authority. The PCO III will lead, plan and direct all activities and programs and will assist/support SPCOs in training, mentoring and correcting subordinate staff. The PCO III will also serve as the Acting SPCO in the absence of an SPCO in the facility.

(g) Probation Corrections Officers I & II

1. Provide the basic daily detainee supervision.
2. The Probation Corrections Officers I & II are accountable to the Probation Corrections Officer III for technical supervision or to the Unit or Duty Supervising Probation Corrections Officer for performance, training, and evaluation supervision.

(h) Specific Duties of the Probation Corrections Officers I, II and III include but are not limited to the following:

1. Implements and adheres to the Stanislaus County Juvenile Detention Policy and Procedures Manual.
2. Maintains security and safety within the institution, is alert to problem areas and takes steps to alleviate potential problems. Counsel youth regarding personal and group living problems; attempts to de-escalate situations by use of interpersonal communications skills.
3. Provides orientation by explaining the purpose, rules, and programming to the youth.
4. Plans, organizes, and executes programs that meet the needs of youth, including participation in specific programs of their assigned unit.
5. Observes and reports on the attitudes, behaviors, and adjustments of youth.
6. Prepare for, attend, and participate in department training including being punctual.
7. Perform individual and group counseling.
8. Takes corrective action and makes recommendations to the lead Probation Corrections Officer or Institution Supervisor when irregularities within the unit occur. If anything out of the ordinary occurs, is to notify the Institution Supervisor through the lead Probation Corrections Officer.
9. Takes appropriate action in emergency situations.
10. Maintains unit logs, and makes necessary reports as indicated by departmental policy or procedure.
11. Directs and supervises all daily programs and activities.

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12. Supervises the visiting program.
13. Attends unit/general meetings and in-service training sessions as scheduled.
14. Acts as a lead Probation Corrections Officer when designated as such by an Institution Supervisor.
15. The Probation Corrections Officer III and acting Probation Corrections Officer III coordinates all activities, follow post orders, and ensures all staff are given appropriate time for breaks.
16. The Probation Corrections Officer III performs additional supervisory and/or administrative duties in the absence of the Supervising Probation Corrections Officer and may supervise special projects or programs.

(i) Specific Duties of the Probation Corrections Officers I, II and III – 7:00 a.m. to 3:00 p.m.

1. Responsible for seeing that all beds are made and rooms are neat and clean at all times.
2. Responsible for planning the daily program in their respective units.
3. Keep a written shift report of any events during their shift and other such reports as may be required.
4. On Saturday and the Juvenile Hall and Sunday at the Juvenile Commitment Facility, shall see that all walls and windows in the unit are washed and cleaned. The recreation area and hallways will be buffed on Saturday mornings.
5. Search visiting areas after visits.
6. Make sure all youth are offered school work.
7. Make sure youth going outside of our facility are ready for the Transportation Officers.
8. Search one room for every staff assigned to the unit, at least once during their shift.
9. Ensure that all doors are checked and locked prior to going off duty.
10. Visually check that each youth housed in the unit is alive and accounted for at the beginning of shift and prior to going off duty.
11. Make sure that all unit keys, rescue tools, and all other security equipment are accounted for prior to going off duty.
12. Visually check on youth at least every fifteen (15) minutes, while in their rooms. When a youth is on suicide watch, they shall be checked per policy, with the date and time logged on the Suicide Watch Log.
13. Prior to the end of their shift, make sure the daily points and any relevant observations are completed and documented for each youth.
14. Ensure the unit is clean and stocked for the next shift.

(j) Specific Duties of the Probation Corrections Officers I, II and III – 3:00 p.m. to 11:00 p.m.

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1. Ensure all youth are showered.
2. Ensure the showers are mopped and cleaned thoroughly after the youths' showers are complete.
3. Ensure all units have dirty laundry ready for laundering and placed in storage.
4. Search one room for every staff assigned to the unit at least once during their shift.
5. Responsible for planning and implementing the evening program in their respective units.
6. Keep a written shift report of any unusual events during their shift and other reports as required.
7. Ensure the youths' rooms are neat and clean, prior to the end of shift.
8. Ensure that all doors are checked and locked, prior to going off duty.
9. Visually check that each youth, who is housed in the unit, is alive and accounted for at beginning of the shift and prior to going off duty.
10. Visually check on youth in their rooms at least every fifteen (15) minutes. When a youth is on suicide watch, they shall be checked, per policy, with date and time logged on the Suicide Watch Log.
11. Prior to the end of their shift, make sure the daily points and any relevant observations are completed and documented for each youth.
12. Ensure the unit is clean and stocked for the next shift.
13. Facilitate groups as needed.

(k) Supervising Custodial Cook

1. The Supervising Custodial Cook shall provide direct supervision and training to the Assistant Cooks and Custodial Cooks. The Supervising Custodial Cook shall enforce departmental policies and procedures and maintain communication between Assistant/Custodial Cooks and Facility Manager(s). The Supervising Custodial Cook will also be responsible for the ordering and procurement of all food and communicating with the contracted medical provider for all special dietary needs and allergies of youth.

(l) Custodial Cook

1. The Custodial Cook serves in a lead capacity and plans and directs activities related to the preparation of food. They are also responsible for maintaining an accurate count of all utensils used in the kitchen. The Custodial Cook will assist/ support the Supervising Custodial Cook in training, mentoring and correcting subordinate staff.

(m) Assistant Cook

1. The Assistant Cook shall be responsible for assisting in the preparation and service of food for youth and staff. They are also responsible for unloading

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and stocking shelves, ensuring inventory is rotated by date, and maintaining, sanitizing and cleaning all equipment and food prep areas.

(n) Legal Clerk

1. The Legal Clerk(s) assigned to the facilities is responsible for preparing, gathering, inventorying, sorting and distributing files, duplicating documents, data entry, providing customer service and preparing, processing, and reviewing legal documents.

(o) Storekeeper

1. The Storekeeper is responsible for receiving, storing, ordering and issuing supplies, equipment and materials used by youth and staff. This position also launders youth's clothing and bedding.

CHAIN OF COMMAND

The section contains information on the chain of command and lines of communication. The proper chain of command shall be followed when contacting Administration regarding certain emergency situations identified in this procedure manual. It is the procedure of the Probation Department that all personnel report first, and be accountable for job performance, to their immediate supervisor. Subordinate staff shall always follow the directives of a superior officer unless the directives are inherently illegal.

(a) Contacting a Superior Staff

1. When a situation occurs where it is necessary to contact a superior staff member, the following chain of command shall be followed. Contact the first person on the following list. Continue to work down the list, until someone of superior rank is contacted. That person shall give the instructions as to how to handle the situation, and whether others on the list should be contacted. If you are unsure as to whether additional people should be contacted, ask the person with whom you are speaking. Staff shall also use chain of command to deal with a problem area, starting with the Supervising Probation Corrections Officer and moving down the list as necessary to get resolution if denied.

   A. Probation Corrections Officer III

   B. Any Supervising Probation Corrections Officer

   C. Facility Manager

   D. Superintendent

   E. Assistant Chief Probation Officer

   F. Chief Probation Officer

(b) Procedures that preempt written procedures

1. In certain circumstances (i.e., such as an escape, etc.) standard procedure is to contact more than one person on the above list. Be sure to follow the response chain or instructions the superior officer gives you.

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2. In the event of an emergency or disaster involving serious consequences to life or limb, command decisions and custodial responsibility for command decisions and control of the youth may be delegated. The most senior officer on scene has the power to exercise discretionary authority in these situations. However, the Supervising Probation Corrections Officer, Facility Superintendent, Assistant Chief Probation Officer and Chief Probation Officer shall be contacted at the earliest opportunity via the chain of command.

LINES OF COMMUNICATION

(a) Effective Communication

1. Lines of communication and procedures for handling input have been established to assure effective means of communication.

(b) Standard Procedure

1. Administration is responsible for the effective communication via the chain of command. Departmental staff must understand that they have a right to access the chain of command in a proper manner. Any employee who is aware of a discrepancy and/or problems or has a suggestion shall report or discuss it with their immediate supervisor first. Communications or directives are expected to follow the same lines when emanating from a higher level of management.

(c) Action

1. The individual receiving communication from an employee is bound by County Policies to take action. This action includes, corrective measures, (if within their purview) or, if beyond their capacity, to report the situation to their supervisor. The principle aim is to rectify discrepancies and conduct operations within established standards. When corrective action has been accomplished, it is the responsibility of the correcting authority to promptly notify all involved personnel of the results and to inform their supervisor.

(d) Follow-up

1. If pursuing the normal departmental chain of command does not result in satisfactory resolution of the discrepancy, the office of the Facility Superintendent is open at all times to receive reports, which an employee believes has not been handled properly and appropriately.

See Juvenile Detention Policy Manual on Organizational Structure, Appointment and Responsibility for further information.

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Chapter 2 - Organization and Administration

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Supervision of Youth

200.1 JUVENILE DETENTION PROCEDURE MANUAL- SUPERVISION OF YOUTH
STAFF PLACEMENT AND SUPERVISION DURING A GROUP MOVEMENT

(a) Staff Positioning:

1. When traveling from one destination to another outside the living unit, the security measures associated with proper staff positioning and supervision are as follows:

   (a) Staff shall assume a position relative to the group which places them between the group and the outer facility fence fence when outside. The remaining two staff, if applicable, shall be positioned at each end of the group in a manner which allows for unobstructed observation of the entire group and co-workers.

(b) Focus on Group Behavior

1. In addition to proper placement, staff attention shall be focused, at all times, on the group's behavior. During the movement, never allow a youth to divert your attention away from the group with casual conversation. Make sure the group movement is always tightly aligned and controlled, and never allow the group to become spread out to the degree that observation of the group as a whole or visual contact with other staff becomes impaired. Always be alert for suspicious activity within the group and never allow horseplay.

2. Whenever staff is outside with a group, the possibility for an escape attempt increases. However, through staff awareness, proper positioning and group control, the likelihood of a successful escape is greatly diminished.

(c) Smaller Group Movement

1. When outdoor group movements involve a smaller number of youth, the number of staff providing security and supervision may be reduced to two with the Supervising Probation Corrections Officer's approval, while maintaining a 10 to one (1) ratio in the Juvenile Hall and a 15 to one (1) ratio in the Commitment Facility. One staff is not allowed to take a group to the Juvenile Hall nor the Juvenile Commitment Facility large recreation yard by themselves. Supervising staff shall always assume a position between the group and the fence, thereby enabling them to monitor the whole group, while maintaining visual contact with the other PCO's. If an escape attempt or crisis occurs during a small group movement, staff's primary responsibility is with the group. Do not respond to a crisis until the group has been secured,

(d) Staff Supervision Placement Outside

1. During any outside activity, proper staff positioning is essential in establishing security and control.

2. As a general rule, staff providing supervision of an outdoor activity shall align themselves in a manner which places them between the group and the most

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likely avenue of escape. When considering specific alignment configurations, staff shall assume a position between the group and the outer perimeter.

(e) Activity Types

1. When determining positioning, staff must take into account the group activity. Games and activities which are performed in an enclosed area (i.e., volleyball, basketball) will dictate positioning.

(f) Supervising Activities

1. Supervision requirements will also affect staff positioning. When activities bring large groups of youth closer together, staff members must position themselves strategically close to the center of activity as to increase the direct supervision of the activity, giving staff greater group control.

(g) Staff Involvement Activities

1. Staff participation in recreational or program activities is **prohibited**. The group's limited security supervision is the primary objective.

(h) Individual Youth Returning to the Facility

1. Adjustments in the outdoor supervision of youth often occur when youth are requested to return for an interview or when an injury occurs. When a youth is called back to the facility, staff is required to radio the youth's movement, while visually following their actions. Under no circumstances shall staff provide an escort of a youth at the expense of maintaining security and supervision of the group. In situations where an injury occurs to a youth and staff assistance is needed, additional staff from the facility will be required to ensure that the security of the group is not compromised.

200.1.1 RADIO USAGE

When conducting any group movement, outside recreational activity or special event, the utilization of a properly functioning radio is required. It is imperative that staff be fully trained in radio operation. Such training includes knowledge of the codes for effective communication with the radio base station. Staff shall also be familiar with the institutional codes for an emergency situation i.e., fire evacuation (Code Red) and medical emergency (Code Blue).

(a) 10 Codes

1. Common radio transmission codes include the following ten codes:

i. **Code Meaning**

1. 10-4 Affirmative
2. 10-9 Repeat message
3. 10-11 Assist other officer (non emergency)
4. 10-19 Return to station/unit
5. 10-20 Current location
6. 10-21 Phone Call

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7. 10-22 Cancel previous message
8. 10-35 Confidential information
9. Code 3 Emergency (fight)
10. Code 4 Situation under control
11. Code 6 Escape in progress
12. Code Red Fire
13. Code Blue Medical Emergency

ii. Method of Communication

1. All radio messages should be brief. When preparing for a transmission, wait for radio silence before switching the transmitter on. Do not carry on intercommunication with other units, except for an emergency or urgent business. Never use profanity or obscene language when transmitting a message. Under no circumstances should a youth be allowed access to the unit radios.
2. When communicating, the proper procedure involves using “Routine Call” to identify non-emergency traffic, identifying yourself, followed by who you are contacting and then the message. A typical exchange would encompasses the following:
   - “Routine call, Unit 4 to Central Control. We have a youth for court; is the hallway clear?” “The hallway is clear Unit 4. Send your youth.”

iii. Emergency Transmission

1. In an emergency, the involved unit can clear radio traffic by transmitting the phrase “Code 3” or “Emergency” followed by the location of the emergency. When transmitting emergency information, remain calm and use plain language to provide the information. Staff not involved in the emergency, will refrain from radio traffic until cleared. This includes staff at the non-involved facility.

iv. Radio Checks

1. When outdoors, the radio is the primary means of communication between the group and the institution. Prior to exiting the building, unit staff shall conduct a radio check to ensure that the radio is operating properly.

See Juvenile Detention Policy Manual on Supervision of Youth for further information.

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Disposition of Evidence

201.1 JUVENILE DETENTION PROCEDURE MANUAL- CONTROL OF CONTRABAND

Contraband control is a necessary safety precaution designed to prevent injury to youth, staff and visitors. Members must be constantly aware of the possibility that youth may manufacture, smuggle, or hide various types of contraband in the Institutions. Constant monitoring by members for contraband will help prevent the occurrence of fights, assaults, theft and unlawful sexual activity. The control and confiscation of contraband will further prevent medical problems, which could occur as a result of an overdose of medication, injury, illness or suicide.

By maintaining stringent control of contraband, the potential for members and departmental liability, as well as legal and law enforcement problems, can be drastically reduced, if not eliminated.

201.2 CONTRABAND

Contraband which may exist within an institution includes items which violate institutional rules but would be legal outside the institution and contraband consisting of items which are illegal whether possessed inside or outside an institution.

The type of contraband will mandate the appropriate sanction, as well as the depth and formality of the reporting procedure.

The following guidelines shall be utilized by staff members to determine whether contraband is viewed as an administrative/institutional rule violation, or whether it is an illegal substance, requiring specific chain of custody procedures, law enforcement notification and possible prosecution.

(a) Examples of contraband which may result in a minor violation of institutional rules include:

- Possession of money, eating utensils, glass objects, stamps, money, dice, tattooing devices, items belonging to staff members or other youth, cigarettes, matches/lighters, non-regulation/personal clothing, unauthorized use of cleaning products/solvents, unauthorized pencils, pens, markers, white-outs, pictures, gang slogans, symbols, writing and pictures. Further examples include: storage/hoarding of nurse/clinic dispensed medication and carving tools (staples, paperclips, false fingernails, etc.)

  (a) Depending upon the severity, repetitiveness or number of items, any of the following sanctions may be imposed, at the discretion of staff members.

    (a) Issuance of a reflection

    (b) Loss or suspension of privileges

    (c) Room confinement

    (d) Reclassification and removal to another unit/facility

    (e) Loss of good time

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(b) Examples of contraband which is illegal and requiring specific chain of custody procedures, possible law enforcement notification and prosecution include:

- Possession of weapons such as shanks (metal, plastic, wood), knives, blackjacks, razor blades, clubs, brass knuckles and guns. Further examples include possession of a controlled substance, illegal drugs, unauthorized or fraudulent prescriptions, alcohol (legal or otherwise) and drug paraphernalia.

  (a) Depending upon the severity the following sanctions may be imposed.

    (a) The filing of new criminal charges

    (b) The filing of a violation of probation

201.3 PROCEDURE FOR HANDLING CONTRABAND WHICH MAY RESULT IN A PROBATION VIOLATION

Chain of Evidence: When staff members discover an item believed to be illegal contraband, the following steps are to be followed to establish a proper "Chain of Custody" when securing evidence:

(a) Notify the Supervising Probation Corrections Officer (SPCO), then place the contraband in plastic bag, seal it and write the youth's name and date of birth over the seal, along with the date and time it
was found.

(b) Complete an Incident Report.

(c) The Incident Report and the contraband are to be taken to the SPCO. Only the staff member who discovered the contraband is to handle the evidence, ensuring the chain of custody is as short as possible.

(d) The contraband is to be taken to the Evidence Room located in Juvenile Probation Field Services.

- Complete the Evidence Receipt;
- Seal the evidence and the receipt in an evidence bag;
- Log the evidence into the Master Evidence Log;
- Place the evidence in the locker and secure it. The locker will lock upon closing.

(e) An Evidence Handling Procedure binder for all illegal contraband shall be kept in the supervisor's office. The binder lays out detailed steps in dealing with illegal contraband, as well as providing Evidence Receipts for use by staff members.

201.4 PROCEDURE FOR HANDLING ILLEGAL CONTRABAND WHICH MAY RESULT IN ADDITIONAL CRIMINAL CHARGES

Prosecution of a youth for the possession of illegal contraband while in custody is to be initiated when the suspect can be identified and probable cause has been established. Staff members must exercise extreme caution to preserve the legality of the case, as well as the rights of the suspected youth.

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When illegal contraband is discovered and the identity of the suspect is certain enough that prosecution is a possibility, the following procedures shall be used:

(a) Seize the contraband, following the chain of evidence procedure. Do not book evidence into the probation evidence room; secure the evidence in the evidence locker in the SPCO's office until law enforcement arrives to take control of the evidence.

(b) Staff must advise the suspected youth of their Miranda Rights, prior to any questioning regarding the illegal contraband.

(c) **Youth 15 years of age or under shall not be questioned regarding illegal contraband.**

(d) An Incident Report shall be written by the staff member who discovers the contraband or evidence. The Incident Report shall indicate where, when and under what circumstance the contraband/evidence was discovered.

(e) The SPCO or Intake Officer may contact law enforcement and request that an officer come to the institution to take a report and take possession of the contraband.

If the illegal contraband is discovered during the booking process, the contraband should be given directly to the arresting officer, if they are still available. If the arresting officer is still present, giving the contraband directly to them will negate having to complete the chain of custody procedures as outlined above. If the arresting officer is not available, and the contraband is of a significant nature and prosecution is desired, the SPCO shall follow the departmental procedure as indicated above.

201.5 DESTRUCTION OF CONTRABAND EVIDENCE

All evidence to be destroyed will be done so under the direct supervision of the Probation Department's Evidence Officer, in accordance with established protocol. Under no circumstance shall evidence be destroyed by staff members not authorized to do so.

See Juvenile Detention Policy Manual Disposition of Evidence for further information.

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Records Retention and Release

202.1 DISSEMINATION OF INFORMATION PROCEDURE MANUAL

Institutional staff is an integral part of the casework process and system and often have significant data to impart to the Field Services Probation Officer. This procedure is designed to aid staff members, by designating the framework in which such information can be shared.

(a) Discussion with Parents

1. Institutional staff may briefly discuss with parents, a youth's general behavior or attitude while in custody. However, if parents, guardians or relatives inquire if their child should come home or be sent to one place or another, staff members shall not express an opinion. Instead the parents/legal guardians shall be referred to the assigned Probation Officer or attorney of record for information.

(b) Refer Health Questions to Clinic

1. If parents/legal guardians inquire about the youth's health or medication, they shall be referred to the medical coordinator.

(c) References

1. All requests by attorneys, parents, relatives and other interested parties to Institutional staff members to write letters, appear in court or to make statements that could interfere with the assigned Services PO's plan for the youth, should be referred to the youth's assigned Services Probation Officer. The Probation Officer's name and work number shall be given to the individual requesting such information.

(d) Placement Advice

1. Staff members shall not make statements to the youth detained at either institution relative to where the youth is to be or should be placed. Such information may be ill-informed and might upset them greatly, and could even lead to the failure of a particular placement. Counseling shall be directed toward improving a youth's behavior and toward getting them to accept the placement decision that has been decided by the court.

See Policy Manual on Records Retention and Release; Custodian of Records, for further information.

202.2 RELEASE OF INFORMATION

The following procedure has been developed to ensure staff members are in compliance with state law regarding the confidentiality and release of juvenile records.

(a) Institutional Records Released

1. All institutional records and reports shall not be directly released to any outside person or agency. Requests for such information shall be directed to the appropriate Supervising Probation Corrections Officer or Probation Officer. In

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case of an emergency, all requests for information shall be directed to the Superintendent.

(b) No Still Photos/Movie

1. Other than the booking photo, no still or motion pictures or voice recordings may be taken for any purpose without the permission of the Court, and/or the Facility Superintendent. No voice recordings may be made of youth who are in custody.

(c) Media Requests

1. Requests for information made by the news media for information (i.e., newspapers, TV, radio, etc.) are to be referred to the Chief Probation Officer.

(d) Juvenile Waiver and Consent Form

1. Except as provided for in Welfare and Institutions Code Section 676, prior to the release of any information to the media, a youth, and their parent or legal guardian must sign a waiver and consent form. This form must then be submitted and approved by a judge of the Stanislaus County Juvenile Court.

(e) Request for Information by Parents or Guardians

1. Certain information may be released by staff members to parents and legal guardians. Information which may be directly divulged to parents and legal guardians includes:

   (a) Whether the youth is detained in custody

   (b) The criminal charge for which the youth is being detained

   (c) The name, phone number and office location of the detained youth's assigned Probation Officer

   (d) The name, office, and agency of the arresting officer(s) (i.e., SO, MPD, CHP, etc.)

   (e) A general statement concerning the youth's behavior and physical condition

(f) Verify ID

1. Prior to divulging such information, staff members are required to verify the identity of the person(s) requesting the information and their relationship to the detained youth. Ask for the youth's date of birth, place of birth and name of guardian.

(g) Attorney's Request for Information

1. Attorney appointed by the court or retained by the youth for representation in Juvenile Court proceedings, are entitled to receive the same information as that provided to parents and legal guardians.

2. Requests for information beyond that which is routinely provided (i.e., prior probation information, prior criminal record, arrest reports, etc.) are to be referred to the appropriate assigned Probation Officer or Supervising Probation Corrections Officer.

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(h) Release of Information Procedure

1. All requests for release of information regarding operational procedures, directives, manuals and non-detainee institutional related reports from attorneys, youth, parents and/or members of the public, are to be referred to the Superintendent. Information regarding security practices and/or safety procedures is to remain confidential. Exceptions to this policy extend only to law enforcement agencies and/or other Probation Departments within California. Requests from these agencies shall be forwarded to the Superintendent and will be handled on a need to know, case by case basis.

See Policy Manual on Records Retention and Release;Processing Requests, for Records for further information.

202.3 SUBPOENA DUCES TECUM

If served with a subpoena duces tecum, the decision to disclose the subpoenaed information will usually depend upon the identity/status of the person requesting the information and whether that person states a
legitimate need for the data which exceeds the interest for maintaining the privacy of the material. Upon receipt of a subpoena duces tecum or any other information pertaining to juvenile records it should be routed to the Facility Superintendent or their designee.

See Policy Manual on Records Retention and Release; Subpoenas and Discovery Requests for further information.

202.4 SERVICE OF SUBPOENA ON AN IN-CUSTODY YOUTH

Supervising Probation Corrections Officer Responsibilities: When a subpoena is issued to a youth detained in either the Juvenile Hall or the Juvenile Commitment Facility, it will be routed to the Supervising Probation
Corrections Officer.

(a) Upon arrival of the subpoena, the Supervising Probation Corrections Officer shall complete the steps listed in the following table:

The following steps include:

1. Verify that the individual subpoenaed is actually in custody. If the individual is not in custody, the subpoena should not be accepted.
2. Contact the youth, the youth's parents and, if appropriate, the attorney of record to inform them of the subpoena. Inform them of the date, time and location of the hearing.
3. Make a copy of the subpoena for the scheduling Supervising Probation Corrections Officers', the original to be placed in the youth's file and a notation that the youth has been informed.
4. Transport shall arrange to have the youth in court on the hearing date.
5. If the youth is released prior to the appearance date, Unit 1 shall serve the youth with the original subpoena, prior to being released and make a copy for the youth's file.

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The officer should make a notation on the copy, the date and time the subpoena was served, as well as who served the youth.

See Juvenile Detention Policy Manual on Records Retention and Release; Subpoenas and Discovery Requests for further information.

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Institutional Incident Reports Procedures

203.1 INSTITUTIONAL REPORTS

Reports have been designated for documenting special incidents and recording observations which occur within the institutions. These reports are required to be on hand at all work stations within each facility and staff members are expected to be knowledgeable in the procedures for completing forms. This section focuses on the individual responsibilities for writing/reviewing these reports, as well as the requirements for uniformity of content, style and format.

(a) False Information

1. Members shall not knowingly or willingly enter or cause to be entered any inaccurate, false, or improper information into any department books, records, or reports.

(b) Institution Informational Reports

1. When documenting a youth's in custody history, Unit One staff shall notify the Supervising Probation Corrections Officer of all reports which relate to physical or sexual violence, single room status requests,
escapes (and/or attempts) and any other activity that impacts the youth's classification as well as the safety and security of the institution, its staff and/ or youth.

203.2 INCIDENT REPORTS

It is the responsibility of all staff members to be familiar with the provisions for preparing an Incident Report. Training in report writing is extended to all new members through STC core training classes. Supervising Probation Corrections Officers and Training Officers shall also provide on-going feedback and guidance to members for the writing of reports.

(a) When to Write an Incident Report

1. An Incident Report shall be written to document all incidents where the potential for legal liability may exist; however, the purpose of an Incident Report is not limited to this purpose. Other incidents which
require documentation in an Incident Report include, but are not limited to, the following:

(a) Any threats made by youth toward staff or the public. Administration will be responsible for designating the appropriate probation corrections officer to notify the potential victim.

(b) Assaults on staff by youth.

(c) Physical fights between two or more youth.

(d) Assaults, physical harm or serious threat of physical harm.

(e) Bomb threats, fires, explosions.

(f) Use of OC spray.

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(g) Use of physical force by staff on a youth.

(h) Placement of youth in restraint equipment.

(i) Placement of youth in a safety room.

(j) Reports of sexual activity between youth or between staff and youth.

(k) Dispensing of incorrect medication by Medical staff, failure to dispense medication, or "cheeking" of medication by youth.

(l) Placement of youth in a special program.

(m) Horseplay between youth which result in physical contact.

(n) Youth injuries, including carving on one's body or tattooing.

(o) Room Confinement or Isolation of 15 minutes or more.

(p) Any incident where staff physically touch a youth or vice versa.

(q) Strip searches.

(r) Riotous behavior or unit disruption.

(s) Gang activity.

(t) Child abuse allegations.

(u) Missed safety check.

(v) Lost equipment.

(w) Refusing to attend school.

(x) As directed by Administrator or supervisor.

2. The responsibility for writing an Incident Report rests with the primary staff member involved having pertinent information regarding the particular incident in question or any staff member designated by the Supervising Probation Corrections Officer.

(b) Probation Corrections Officer III or "acting" Probation Corrections Officer III

1. The Probation Corrections Officer III or “acting” Probation Corrections Officer III shall review and make any necessary corrections on all reports written on their shift and approve them by initialing the report prior to the conclusion of their shift and prior to forwarding it for review by the Supervising Probation Corrections Officer.

(c) Timeliness

1. Incident Reports shall be completed as soon as possible after the event and routed to the on-duty Supervising Probation Corrections Officer prior to the completion of the shift. This will give the Supervising Probation Corrections Officer the opportunity to review the report and allow for corrections/ amendments prior to the staff member leaving the work site.

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(d) Components of Incident Reports

1. The Incident Report shall be legible, comprehensive, accurate and truthful. Staff members writing an Incident Report are responsible for including the following components in the document:

   (a) Date and time of incident;

   (b) Definition/description of incident;

   (c) Type of violation or incident; where, how, and why:

   (d) Facts that answer who, how, when, where, and why;

   (e) Names of all youth and staff member(s) involved in the incident;

   (f) Nature of subject(s) activity and severity of offense(s) clearly articulated;

   (g) Location of incident and staff member(s) positioning;

   (h) Witness information and statements;

   (i) Nature of subject(s) level(s) or resistance;

   (j) Manner of potential and/or immediate threats to staff members, client(s) or bystander(s) clearly articulated;

   (k) A thorough explanation of which techniques, tactics, and/or defensive tools were, attempted or deployed;

   (l) Use of restraints including physical, mechanical, or chemical;

   (m) Justifications for the use of force within the policies and procedures as established by this Department;

   (n) All necessary criminal elements sufficient for filling appropriate criminal charges against subject(s) for successful prosecution;

   (o) Any injuries to youth or staff members;

   (p) Any medical treatment provided;

   (q) Date, time and signature of staff member completing the report;

   (r) Recommendations, i.e. mental health, substance abuse counselors, medical, etc.;

   (s) Any corrective action taken

(e) Supervising Probation Corrections Officer Duties

1. Supervising Probation Corrections Officers are required to review, evaluate, date and sign all incident reports generated by line staff members. In their review, Supervising Probation Corrections Officers shall evaluate all incident reports for the preceeding components and also the following:

   (a) Areas of potential employee, institutional and County liability;

   (b) Areas where staff member training appears inadequate or further training is needed;

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(c) Adherence with institutional policies and procedures;

(d) Situations where established policy and procedures are outdated, or in need of modification and/or revision;

(e) Situations where established policy and procedures are absent and need to be developed and implemented;

(f) Recommendations regarding the disciplinary action to be taken or the preventative measures to be initiated. In the absence of staff recommendations regarding the above, Supervisors shall indicate the actions/measures to be taken. This does not replace the Disciplinary Hearing Form that shall be completed to give the youth due process.

2. Medical staff shall review and sign all incident reports which medical observation or treatment was provided.

(f) Subject Headings

1. Subject headings for Incident Reports shall be accurately checked in the appropriate box which describes the incident in question. Check the appropriate box regarding the action or behavior it describes.. The following examples indicate commonly used subject headings, which appropriately highlight the basis of an incident. If a heading is not available as an option, write appropriate heading in space provided. All reports should be submitted with a heading.

(g) General Guidelines

1. This section provides a general guide for correctly writing an Incident Report.

(a) Completed reports are to be typed on the formatted Incident Report in the computer,

(b) Staff members shall not use abbreviations. For example: denoting Room Confinement as RR, as some reports may be routed or read by persons unfamiliar with our institutional symbols and/or terminology.

(c) The Supervising Probation Corrections Officer is responsible for forwarding the report to the Facility Superintendent, or designee, once all information is collected and the copies are complete.

(d) The Facility Superintendent or designee shall review and sign all reports once they are complete and all appropriate concerns are addressed.

(e) The Supervising Probation Corrections Officer shall be responsible to notify the parent or guardian of any youth injured in the facility and document their effort to notify the parent or legal guardian.

203.3 DOCUMENTING PROPERTY DAMAGE

Youth and their parents may be responsible for the resulting cost of damage to property equipment when the damage is caused by a youth's intentional act of vandalism. In order to try to recover these costs, staff members are required to document the damage via an Incident Report. Photographs should be included when possible. This report may be submitted to the assigned

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Field Services probation officer for possible submission to the District Attorney's Office, and Probation Department Accounting Division for collection purposes once an estimated cost is received by Building Maintenance.

(a) Reporting Procedures

1. Whenever staff members observe an act of vandalism (a malicious or intentional act of destruction) and property/equipment is damaged, an Incident Report must be completed documenting the incident. In reporting the property damage, staff members shall provide an accurate description of the extent of property/ equipment damaged.

See Juvenile Detention Policy Manual on Report Preparation for further information.

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Daily Activity Logs Procedure

204.1 ACTIVITY LOGS, RECORDS, FILES AND FORMS PROCEDURES

This procedure focuses on the various logs, records, files and forms, required to be maintained in each facility, unit and work site. Specifically addressed are the procedures for maintaining and updating the required logs and records, their content and staff members' responsibility. All logs are considered official documents and are not to be used as a means of communicating non-official information. All entries are to be recorded in ink, legible and professional.

204.1.1 HALL MOVEMENT LOG

(a) Each shift and each unit (including but not limited to the Juvenile Commitment Facility Academics) is required to establish and maintain a daily Hall Movement Log, which contains the official running count of youth assigned to the unit. At any given time, the Hall Movement Log shall accurately reflect the unit's population, location of all youth outside of the unit, date and time of all new unit entries, releases and transfers.

204.1.2 SAFETY CHECK LOG

(a) The youth shall be checked by direct visual observation while in their room at a minimum of every 15 minutes at random or varied intervals during hours when the youth are asleep or when youth are in their rooms or confined to an observation room.

(b) All safety checks shall be documented on the Safety Log by the officer conducting the safety check. Staff members shall enter the exact/actual time that the safety check was completed and initial. Supervision is not replaced, but may be supplemented by an audio/visual electronic surveillance system designed to detect overt, aggressive or assaultive behavior and to summon aid in emergencies.

1. The Supervising Probation Corrections Officer (SPCO) shall inspect the units' Safety Check Logs, a minimum of one (1) time per eight hour shift, to ensure that all safety checks are properly recorded and are being conducted within the required time frame. The SPCO shall record they reviewed the Safety Check Log by initialing the Safety Check Log. Additionally, each SPCO shall review, at least weekly, their designated unit's Safety Check Log, to ensure all safety checks have been completed and are in compliance.

2. Any safety check out of compliance will require an Incident Report to be completed, stating the reason for being out of compliance and submitted to the Supervising Probation Corrections Officer, before the end of the shift.

3. Staff members are required to fill out a Safety Check Log for each shift. If no safety checks were done, the log shall reflect the reason (i.e, no youth in rooms, unit at meals, school, program or recreation).

204.1.3 OBSERVATION LOG

(a) A cored staff member designated by the SPCO is required to establish and maintain a Continuous Watch Log (Form I-1021) when a youth is placed on a special watch.

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The Continuous Watch Log shall be used for the following reasons such as the Safety Room.

(b) When a youth is in the Safety Room, there will be one staff assigned to watch the youth, on a continuous direct visual supervision basis, until the youth is cleared from the Safety Room.

(c) Staff members are required to document their direct visual observation of the youth on the Observation Log, at a minimum, once every 15 minutes. The checks need to be random or at varied intervals, not exactly 15 minutes apart. Staff members' documentation should include a brief description of the youth's behavior, actions, and or staff member interventions with the actual time recorded.

(d) The heading of page one of the Observation Log must be completely filled out by a staff member. If there is need for a second page of observations, then page two will continue with a full page of observation spaces and staff are to record in the heading, the youth's name, date of birth and page number.

(e) Medical and Mental Health staff shall record and initial their observation on the Continuous Watch Log each time they have contact with the youth.

(f) Staff members maintaining the watch are to encourage the youth to drink fluids. Staff members are required to document every time food, water or fluids are offered.

(g) Once the youth has been cleared from a watch, and all the dates and times are entered in the heading of the first page, staff will make a copy of all the watch sheets and submit them to the SPCO on duty. The SPCO will attach copies of watch sheets to the corresponding incident report. The original watch sheets will be filed in the Unit One binder.

204.1.4 SUICIDE WATCH LOG

(a) A Suicide Watch Log is required for any youth placed on suicide watch status (S3+).

(b) An Incident Report is required for any youth placed on suicide watch.

(c) Staff members designated by the SPCO are required to establish and maintain a Suicide Watch Log when a youth is placed on a suicide watch.

(d) If the youth is dressed out in a safety smock, staff members must document on the Suicide Watch Log the reason the youth was not issued standard clothing.

(e) Staff members are required to document their direct visual observation of the youth on the Suicide Watch Log, at a minimum, once every ten (10) minutes. The checks need to be random or at varied intervals, not exactly 10 minutes apart. Staff members' documentation should include a brief description of the youth's behavior, actions, and or staff member interventions with the actual time recorded.

(f) Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the Facility Superintendent or their designee. Staff

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members are to record all programs, services, and activities for youth on suicide watch, i.e., school, religious services, shower, recreation, etc.

(g) The heading of page one of the Suicide Watch Log must be completely filled out by a staff member. If there is need for a second page of observations, then page two will continue with a full page of observation spaces and staff are to record in the heading, the youth's name, date of birth and page number.

(h) Medical and Mental Health staff shall record and initial their observation on the Suicide Watch Log each time they have contact with the youth.

(i) Staff members maintaining the watch are to encourage the youth to drink fluids. Staff members are required to document every time food, water or fluids are offered.

(j) The staff member performing the continuous direct visual supervision must make sure the youth is breathing and not allow the youth to cover their neck to block the staff member's view of their airway.

(k) The Supervisor and Medical Staff, or their designees, must observe the youth at least once every 6 hours and write a brief description of the youth's actions during that time on the Suicide Watch Log.

(l) Once a youth has been cleared from suicide watch, and all the dates and times are entered in the heading on the first page, staff will make a copy of all the watch sheets and submit them to the SPCO on duty. The SPCO will attach copies of the watch sheets to the corresponding incident report. The original watch sheets are to be filed in the Unit One Observation binder.

204.2 OBSERVATION BINDER

Each unit is required to maintain a binder which contains the Observation Sheets of the youth assigned to that unit. The purpose of this file is to provide staff members with a quick reference for a youth's current detention charge, in custody history, gang affiliations, phone numbers of parents/legal guardians, the youth's Field Services Probation Officer and any special security status assigned to a youth during the booking and intake process (i.e., single room status, room confinement, etc.). Documentation on all youth is required, at least once per week.

(a) Maintenance of this file is a daily procedure. The Observation Sheets shall be organized in alphabetical sequence. Staff members are required to add entries and purge releases or transfers, as they occur, thereby insuring the binder is current and the youths' Observation Sheets are routed to the appropriate location.

204.3 ROOM CONFINEMENT

When recommended disciplinary action involves Room Confinement or extended program restrictions, documentation in the daily log, detailing the following information is required:

(a) The name of youth.

(b) The date and time of incident;

(c) A description of the incident necessitating room confinement;

(d) The date, time and type of restriction imposed;

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(e) The date and time of release from Room Confinement or the restrictions.

1. The SPCO shall review and initial all Incident Reports once per shift, so as to ensure documentation, continuity and fairness in the imposed sanctions for youth misbehavior.
2. When Room Confinement or program restrictions are applied, an Incident Report must be prepared and forwarded by the initiating staff member, to the SPCO by the end of their shift for review and approval. In such cases, the due process and appeal procedures associated with the institutional discipline procedure shall be followed.

204.4 ROOM CHART

A Room Chart shall be maintained in each living unit, denoting the names of all youth and their respective room assignments. Maintenance of the chart requires staff members to record any changes on the Room Chart. The staff members assigned to the late-night shift will update the Room Chart in ICJIS. In addition to tracking the unit population by room assignment, the Room Chart also records youth ages and any special characteristics or statuses of a youth. Youth statuses such as those associated with medical and security restrictions (i.e., suicide watch, DNDU status, etc.) are documented on the Room Chart. Proper maintenance of the Room Chart is the responsibility of the Probation Corrections Officer assigned to each unit.

(a) Factors to consider when housing youth in rooms should include, but is not limited to:

1. Age
2. Size
3. Sophistication level
4. Assessment results
5. Gang Affiliation

204.5 UNIT ROSTER

A Unit Roster alphabetically listing the names of all youth assigned to each respective unit is undated and completed by graveyard staff on a nightly basis. The roster will provide staff members with the following information:

room number, aide status, name, security code, disposition, restriction, gang affiliation age and whether the youth has an IEP for school. As the status of the youth changes, it is the responsibility of the unit staff member to update the roster.

(a) Daily maintenance of the Unit Roster requires that the names of new youth shall be added to the roster, and any youth released or transferred from the unit shall have their names deleted. This is the responsibility of the Probation Corrections Officer III or designee.

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204.6 ESTABLISHING THE SHIFT CHANGE UNIT COUNT

It is the responsibility of all unit staff member to ensure that the unit count is properly established and documented, at the start of each shift through the procedures outlined below. This process shall also be used in establishing the count prior and subsequent to, a shift change.

(a) At the time of a shift change, the responsibility for the unit's population, operation and program, is transferred from departing staff to the arriving staff. When accepting this responsibility, arriving staff shall establish the unit count prior to the departure of staff in which they are relieving. Once the count is verified between the on-coming and the departing shift, those staff due to be relieved may depart.

The following procedure outlines the steps for establishing and verifying a unit count. These steps shall be followed whenever an official unit count is conducted.

(a) The first step in establishing the unit count is for staff members to visually count the number of youth in the unit, following the steps listed below:

1. Staff members shall not engage in any activity which distracts or diverts their attention, unless an emergency or crisis situation arises.
2. No movement of a youth shall occur during official, formal counts.
3. Staff members must see each youth assigned to the room; making certain they are counting a real person, make sure the youth is alive and not just a body under a blanket.
4. Each count must be made accurately and promptly. If there is doubt as to the precise count, a recount shall be conducted. Visual identification of all youth shall be done. Do not rely on a roll call.
5. Youth shall not be allowed to assist, conduct or document a count.

(b) Upon completion of a visual head count, the number of youth shall be compared to the count as indicated in the Hall Movement Log and Unit Roster. Often a visual head count will differ from the hall movement count, especially if the count is being made during the unit program. If a discrepancy exists, check the Hall Movement Log for youth who are documented as being out of the unit. By adding the visual head count number to the number of youth currently out of the unit, (i.e., court, medical, etc.), the total should correlate with the actual unit count as noted on the Unit Roster.

(c) Count the number of names on the room assignment map. This number should equal the count total as determined in steps a. and b. While the map count and the Unit Roster should reflect an accurate count of
the youth in the unit, adjustments are frequently needed when the unit population experiences turnover. Incorporation of this step into establishing the count ensures proper recording of all room assignments. It also provides staff members with another reference for confirming the unit population.

(d) After completing steps a., b. and c. staff may further count the number of OB sheets for the day and compare it to the Unit Roster count.

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(e) As a final check for confirming the official unit count, staff members shall count the number of names on the daily roster sheet. This number shall also equal the count as determined in steps a., b., c. and d. Again, if
discrepancies exist, the unit log and files shall be cross-referenced, with particular attention paid to the entries, releases and transfers of youth. Upon completion of the above referenced steps, an accurate official count of youth within a unit is established.

(f) If the count is still off after going through the checks and balances listed above, the on-duty SPCO shall be notified immediately.

204.7 BUILDING MAP

A building map divided by unit, is available as a part of the ICJIS program. The map provides the total building population as well as individual male and female populations. The map is segregated by units, indicating individual unit counts. The building map is an additional tool for count verification.

204.8 UNIT COUNTS

Counting of youth is an ongoing process, and a responsibility of all unit staff members. Frequent counting of the youth not only ensures a current and accurate record, but it also promotes good safety and security practices.

(a) Minimum counting requirements include performing visual head counts at the beginning and end of each shift. Visual head counts shall also be performed whenever the unit is preparing for or returning from, a group movement. This is especially important when a number of youth are going to a location outside of their unit (i.e., group, recreation, meals, etc.).As part of program security, visual head counts shall always be conducted when escorting groups outside of the units. Counts shall be performed regularly for the duration of the activity. Additionally, formal head counts shall be conducted whenever staff members are in doubt as to the precise count. Unscheduled, impromptu counts are encouraged so as to ensure youth safety, accountability and location.

See Juvenile Detention Policy Manual on Daily Activity Logs for further information.

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Staffing Shortage and Staffing Hours Procedures

206.1 STAFFING SHORTAGE

(a) Shift Change

1. At shift change, if there is not sufficient staff members to fill fixed post positions, it may become necessary to mandate staff, currently on duty, to stay for all or part of the next shift. Staff members will be given the opportunity to work their mandate (if they are the next person on the Mandate List).

(b) Volunteers

1. If the mandated staff member is unwilling to stay for the next shift, when time permits, all on-duty staff members shall be given the opportunity to volunteer to stay.

(c) May be Ordered

1. If no volunteers are available, the required number of staff members may be ordered to stay.

(d) Insubordination

1. Failure on the part of any staff member to obey a direct order to stay shall be considered insubordination, and may result in disciplinary action, up to and including termination of employment. Consideration may be given by the Supervising Probation Corrections Officer, if the staff member identifies emergency circumstances that preclude their staying.

(e) On-Duty Supervising Probation Corrections Officer

1. The Supervising Probation Corrections Officer shall make an effort to cover the required position(s). Given sufficient notification and opportunity, the Supervising Probation Corrections Officer shall attempt to fill needed positions utilizing the "Rules for Mandating Staff".

206.2 STAFFING HOURS

(a) Regular Hours

1. Staff members of the Probation Department generally have regular hours assigned for duty each day. When not on active duty, they shall be considered “off duty.”

(b) Punctuality

1. Staff members shall be punctual when reporting for duty. No staff member shall be absent without approved leave or without the consent of their immediate supervisor.

See the Juvenile Detention Policy Manual, Supervision Staffing Levels for further information.

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Chapter 3 - Training

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Training and Staff Development Procedures

300.1 NEW MEMBER ORIENTATION AND TRAINING

A. Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including:

1. youth supervision duties;
2. scope of decisions they shall make;
3. the identity of their supervisor;
4. the identity of persons who are responsible to them;
5. persons to contact for decisions that are beyond their responsibility; and
6. ethical responsibilities.

B. Prior to assuming any responsibilities each youth supervision staff member shall receive a minimum of 160 hours (4 weeks) of facility specific orientation, including:

1. individual and group supervision techniques;
2. regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;
3. basic health, sanitation and safety measures;
4. suicide prevention and response to suicide attempts;
5. policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;
6. review of policies and procedures referencing trauma and trauma-informed approaches;
7. procedures to follow in the event of emergencies;
8. routine security measures, including facility perimeter and grounds;
9. crisis intervention and mental health referrals to mental health services;
10. documentation; and
11. fire/life safety training.

C. Other Training Required

1. All new members will also receive the following additional training:
   (a) Instruction in Defensive Tactics (8 hours);
   (b) Instruction in CPR/AED (4 hours) and First Aid (4 hours);
   (c) Instruction in oleoresin capsicum (OC) training and use of force (4 hours);
   (d) Instruction in PREA requirements within the first year of employment.

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300.2 STANDARDS AND TRAINING FOR CORRECTIONS (STC) CORE TRAINING

Probation Corrections Officers, Supervising Probation Corrections Officers, Probation Managers and the Facility Superintendent(s) are to complete a program of instruction administered and approved by the Standards and Training for Corrections (STC) Program. For staff members assigned to the Institutions Division, STC instruction (referred to as Core Training) is mandated for line staff, supervisors, Managers and the Facility Superintendent. The specific programs mandated for each job title are described below.

A. Juvenile Probation Corrections Staff Core Training

1. STC regulations require that all Juvenile Probation Corrections Officers complete 160 hours of instruction in specific performance/ instructional objectives. Completion of this CORE Training requires that each staff member successfully complete the course objectives by demonstrating a satisfactory level of proficiency on relevant achievement tests within one year of hire. STC regulations allow for one (1) re-test. Should a staff member fail to pass the re-test, they have failed the course.

2. An additional 40 hours of POST training mandated by California Penal Code Section 830 shall be completed prior to exercising the powers of a peace officer. Failure to complete and pass the required 40 hours of Peace Officer training pursuant to Section 830 of the California Penal Code and/or the 160 hours of Juvenile Counselor CORE may result in termination of employment at the discretion of the Chief for failure to meet probationary standards of performance.

3. Members terminated under this circumstance may apply for reinstatement within one (1) calendar year, subject to other criteria as established by the Stanislaus County Personnel Department, upon proof that they have satisfactorily completed the previously failed course.

B. Supervisor Core Training

1. STC regulations require each Supervising Probation Corrections Officer to complete the Supervisor Core Course within their first year of employment.

C. Management Core Training

1. All Probation Managers must successfully complete the Management Core Course.

300.3 PROBATION CORRECTIONS OFFICERS TRAINING REQUIREMENTS

All line staff (i.e., PCOI/II/III) who have completed the Juvenile Corrections Officer Core Course, are required to complete 24 hours of STC sponsored training on an annual basis. This training consists of refresher courses and specialized classes designed to develop or enhance job-related skills. Course selection includes mandatory and elective courses.

A. Mandatory Classes: Courses which require mandatory enrollment and attendance for Juvenile Corrections Officers line staff members include the following:

1. Defensive Tactics/Safety Restraints- annually;

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2. CA Peace Officers and Federal Immigration Law- one time only;
3. Corrections 101- required for all new staff, optional for all other staff;
4. CPR, First Aid and AED – every two years;
5. Mandated Reporter- initial course and regular training as needed;
6. LGBTQI Population: Guiding Principles for Probation & Corrections- initial course and regular training as needed;
7. Sexual Harassment – every three years;
8. O/C Spray training- initial course and regular training as needed;
9. Ethics – every two years;
10. Crisis Diffusion- annually/or as required by Administration;
11. Title 15 Review and Update- as required by Administration;
12. Title 15 Trauma Informed Care- annually;
13. NIMS – as directed;
14. PREA- every two years;
15. Civil Liabilities- annually for Institution Supervisors;
16. Juvenile & Adult Law Update- annually for Institution Supervisors;
17. Crisis Intervention and Behavioral Health Training- required for FTO's initial course and regular training as needed;
18. Driving Awareness (EVOC)- every four years for armed institution staff;
19. Tactical Baton- every two years for armed institution staff;
20. Weapon Retention- annually for armed institution staff in addition to Detac;
21. Title 15 Section 1327 Emergency Procedure Review – annually during evaluation.

B. Elective/Optional Classes: Elective or optional classes covering a variety of subjects are developed by the Professional Standards Training Unit (PSU) to supplement the mandated courses offered annually. Eligible line staff members with additional hours to fulfill over and above the mandated Training classes may elect to enroll in any class offered by the Probation Department with the approval of their immediate supervisor. Supervisors have the authority to select an individual training plan (i.e., classes) for assigned staff members if they have reason to believe instruction in a particular subject or area would greatly benefit or enhance the member's job performance.

C. Supervising Probation Corrections Officers and Probation Managers/Facility Superintendent are required to complete 40 hours of annual training per fiscal year. Course availability and offerings are developed annually by the Professional Standards Training Unit.

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300.4 TRAINING ATTENDANCE AND EMPLOYEE CONDUCT

Training Attendance:

(a) Any staff member who fails to attend scheduled training classes without prior supervisor authorization, may be subject to disciplinary action. Attending scheduled training classes and meeting the STC training requirements are necessary prerequisites for continued employment with the Stanislaus County Probation Department.

Member Conduct:

(a) Staff members are required to be punctual in their arrival and act in a courteous, professional and responsible manner during training. Staff members shall dress appropriately. The reading of books, magazines, and newspapers during lectures, engaging in conversation, horseplay, or making inappropriate comments to the instructor is prohibited. Staff members shall also refrain from using their personal cell phone, texting or accessing social media unless required by departmental business or if they are on an approved break.

Supervisory Intervention

(a) Supervisory staff members, in attendance at training classes, are expected to intervene when control problems occur in classes and the instructor is unable to resolve them. Examples include member conduct problems; such as, tardiness, lack of attentiveness, departing class prior to a designated break or prior to the conclusion of class, or any other behavior which is disruptive and deemed unprofessional.

See the Stanislaus County Juvenile Detention Policy Manual, Training for further information.

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Chapter 4 - Emergency Planning

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Fire Safety Procedures

400.1 PURPOSE AND SCOPE

In all instances involving a fire, the preservation of life shall supersede all other concerns. Staff members discovering or responding to a fire, shall secure the safety of all youth within their immediate control, prior to initiating fire suppression and containment efforts. Secondary to insuring the safety of all youth and staff, is the preservation of buildings and property.

The Juvenile Hall and the Juvenile Commitment Facility operate independently of each other. In an emergency, those in the non-involved facility will return to their units, place the youth in their rooms and wait for further instructions.

400.1.1 GENERAL STAFF RESPONSIBILITIES

Prior to assuming responsibility for a shift, all staff members shall be aware of the location of all unit fire alarms, extinguishers and fire hoses. Staff shall also be responsible for acquiring a working knowledge of fire and alarm activation procedures and the use of fire extinguishers for suppressing fires. Training in these procedures, as well as the evacuation procedures for youth, shall be extended to all staff. SPCO's shall be responsible for insuring that all staff members assigned to their supervision reviews proper training in Emergency Procedures.

400.2 FIRE PROCEDURE (DRILLS AND REAL)

(a) Reason for Fire Drills

1. Monthly fire drills should be held to familiarize staff members and youth with the proper facility evacuation procedures. In addition to periodic fire drills, unit PCO III's shall ensure that weekly instruction (during rule session) is provided to all youth regarding emergency fire procedures and evacuation routes. Evacuation routes shall also be posted in all units and work sites.

(b) Fire Drill Documentation

1. Fire drills should be documented in the institutional Fire Drill Log, noting the date and time of the fire drill, location of the pulled alarm and the staff members on duty. Staff will print their name and initial. Any comments related to the fire drill itself will be noted in the log.

(c) Fire Inspection

1. The Supervising Probation Corrections Officer (SPCO) responsible for fire safety or their designee shall make a monthly fire and life safety inspection of the institution. Any deficiencies found during this inspection shall be corrected, prior to the next monthly inspection. In addition to the monthly fire inspections, there shall be an annual fire prevention inspection done by the County Fire Marshal's Office.

(d) Record Retention

1. Records of these inspections shall be retained for two (2) years.

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(e) Unit Responsibilities and Evacuation (Fire Drill) Procedure

1. Activate the fire alarm. SPCO shall announce, “Code red, (drill)” over the radio system.
2. Assemble all youth in the unit day room.
3. Unit staff members shall go from room to room, making certain all youth are out of their rooms.
4. Unit 1 staff at Juvenile Hall (the PCO III at the Juvenile Commitment Facility) shall call and confirm the unit counts, medical staff, mental health staff, etc.
5. Each unit shall take their Unit Roster, Hall Movement Log, First Aid kit and AED (if applicable) with them in the case of evacuation.
6. If the scenario mandates, transport youth to a point on the recreation field which offers relative safety from the building and/or fire. Conduct another count and report any missing persons to Unit 1 and the SPCO. Each unit has individual evacuation plans posted.
7. Instruct the youth to remain in line and to sit on the ground, until receiving instruction to move or return to the building, upon reaching a destination of relative safety.
8. Directly after the drill is over, staff members should review locations of shut-off valves and switches.
9. Each unit will check the emergency exit doors to ensure keys and locks are operational.
10. Finally, there should be a debriefing regarding the drill and the PCO III or SPCO should critique staff members performance.

(f) Evacuation Steps

1. Evacuation of youth from the area of a fire to a safe location is of primary importance in the management of a fire emergency. This is accomplished by the following steps:
   - A. Ensure all youth are awake.
   - B. Evacuate the rooms nearest the fire.
   - C. Move all youth to a safe location.

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D. Close the door to contain the fire, if it is in a unit room, after making sure no one is left inside the room. All other doors are to **remain open and unlocked.**

E. Make a count of all youth in the unit and account for all youth on the Unit Roster and Hall Movement Log.

(g) Report All Fires

1. All fires, whether large or small, shall be reported. To report fires, staff members shall either contact the SPCO by use of the intercom system, radio, or activate a unit fire alarm by pulling one of the alarm boxes located in each unit.

(h) Fire Suppression

1. Fire suppression is accomplished by fighting the fire with available fire equipment. In cases of small fires, fire extinguishers shall be used to extinguish the fire. Fire hoses are available in units 5, 6, 7 and 8 at the Juvenile Hall and at in unit A, B and C at the Juvenile Committment Facility.
However, fire suppression shall not be initiated at the expense of compromising the youths' safety.

(i) Containment

1. Confinement is extremely important in containing a fire.

2. An interior fire produces extreme temperatures and deadly smoke. Upon discovering a fire in a room, staff members shall make certain no one is in the room or if so, that they are immediately evacuated. Staff members should then close the door to the room. This should confine most fires to the room to allow for evacuation.

400.3 EFFECTED UNIT: STAFF RESPONSE PROCEDURES

(a) In the event of a fire originating within a unit, the following responsibilities and response procedures shall be immediately initiated by the effected unit's staff:

1. Staff members shall either contact the SPCO by use of the intercom system, radio, or activate a unit fire alarm by pulling one of the alarm boxes located in each unit.

2. Staff members shall immediately respond to a fire alarm activated in their unit and ascertain if there is a fire, or if the alarm was sounded for another reason.

3. Upon discovering a fire in a unit room, staff members shall evacuate occupants of the room and begin suppressing the fire with extinguishers and/or water (if available). If the fire cannot be contained, confine the fire by closing the room door and call 911 by dialing 9-911.

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4. On-site authority for the activation of all unit evacuation procedures shall be the responsibility of the SPCO or the highest ranking officer in charge.
5. Ascertain the nature, source, intensity and scope of the fire.
6. Request back-up staff to assist in the evacuation of youth, if necessary.
7. Maintain an open line of communication with Central Control and inform them of changes in the fire situation, as they occur, while keeping out of danger at all times.

400.4 NON-INVOLVED UNITS: STAFF RESPONSE PROCEDURES

(a) Upon notification of a fire or the sounding of a fire alarm, unit staff members shall initiate the following practices and procedures. Non-effected unit staff response procedures are identical to that of the effected unit.

1. If part of the unit population is in school, Unit 1 staff members shall report to the classrooms and prepare the youth for evacuation.
2. Prepare your group for evacuation by having the youth form a line near the closest, unobstructed, outside exit door. Evacuate the youth to the outdoor recreation area for further instructions by the SPCO.
3. If any unit is outdoors during a fire alert, they are to be lined-up and moved to a safe area.
4. Inside staff members shall collect the shift report logs, rosters, first aid kit and AED and take them with the group, if total evacuation becomes necessary.

400.5 CENTRAL CONTROL PROCEDURES

(a) Upon receiving notification of a fire alert, Central Control personnel shall assume the following responsibilities:

1. Announce the location of the fire over the institution's radio system three (3) times in succession, utilizing the following code sequence: "Code Red, Unit 4" as an example.
2. Notify the SPCO of the incident location.
3. Contact the other facility's Central Control advising them of the situation.
4. Contact the reporting location by radio and gather information regarding the fire source, intensity and injuries sustained.
5. Notify the local fire department by dialing 9-911 immediately. Provide as much information as possible regarding the nature and location of the fire(s). The address to Juvenile Hall is 2215 Blue Gum. The address to the Juvenile Commitment Facility is 2215-A Blue Gum.
6. Direct staff, as well as outside responders, to the effected unit to assist with:

   A. First Aid;

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B. Evacuation assistance;

C. Fire containment;

D. Supervision of youth;

E. Communication assistance.

7. Advise all units to stand by for evacuation instructions.

8. Activate facility-wide digital recording.

400.6 SPCO: RESPONSIBILITIES AND RESPONSE PROCEDURE

(a) At the sounding of a fire alarm, the SPCO shall assume the following responsibilities:

1. Ensure that staff is assigned to the external fire access gates if required. Upon resolution of the fire emergency, ensure that the assigned staff has been recalled.

2. Notify all the units if the fire alert is a false alarm, instruct units to stand down.

3. Seek and procure institutional medical staff assistance if necessary.

4. Call 9-911.

5. Inspect the fire area and conduct an investigation of the circumstances prompting the fire alarm.

6. Ensure documentation of the event by all involved staff members.

7. Notify the Facility Superintendent or designee and provide a summary of the event.

8. Notify the Chief Probation Officer, the Assistant Chief Probation Officer, the Facility Superintendent and the Facility Managers via the chain of command in the event of a fire. Forward all documentation to the Assistant Chief Probation Officer as soon as possible following the incident.

400.7 SCHOOL PERSONNEL RESPONSE PROCEDURES

(a) In the event of a fire alert, school personnel shall relinquish control to the unit staff members. Teaching staff shall evacuate along with the unit, as a part of the unit count. Do not separate from the group.

400.8 KITCHEN PERSONNEL RESPONSE PROCEDURES

(a) In the event of a kitchen fire:

1. All fires, whether large or small shall be reported. To report fires, staff members shall either contact the SCPO by use of the intercom system, radio or activate a unit fire alarm by pulling one of the alarm boxes located in the kitchen.

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2. Evacuate all those working in the kitchen to a safe area outside.
3. Ensure that the built-in fire extinguishing systems are activated if the fire originates in the range, range hoods, or ducts.
4. Ensure that all gas appliances have been turned off, prior to evacuating the kitchen area.
5. Initiate fire suppression and confinement by using the correct fire extinquisher located by the entrance and exit doors.

400.9 MEDICAL PERSONNEL RESPONSE PROCEDURE

(a) In the event of a fire, medical staff shall adopt the following procedures:

1. Activate the fire alarm and notify Central Control of the fire immediately.
2. Assist in the supervision of youth or provide supervision, until staff arrives to take over control.
3. Initiate fire suppression and confinement, by using the fire extinguishers located in the clinic and/or by closing the doors between the clinic and the fire, if possible.

(b) Fire not in the clinic:

1. If a general fire warning is sounded, medical staff shall instruct any youth in the clinic to remain seated until further instruction.
2. Medical staff should immediately proceed to the Unit 6 recreation yard with any youth in their care unless directed otherwise.
3. Maintain supervision and control over any youth until relieved by staff.
4. Obtain an accurate count of all youth in the clinic and report the number to Central Control.
5. Provide medical response to the fire area (if necessary)

400.10 LATE NIGHT PERSONNEL RESPONSE PROCEDURES

In case of a fire during the night time, late night staff shall adopt the following response procedures.

(a) Effected Unit: Staff Response

1. If a fire alarm is activated in a unit and staff members are available to provide immediate response, ascertain if there is an actual fire or if the alarm was sounded for another reason.
2. Evacuate the youth from the immediate danger area and inform the SPCO. All fires, whether large or small shall be reported. To report fires, staff members shall either contact the SPCO by use of the intercom system, radio, or activate a unit fire alarm by pulling one of the alarm boxes located in each unit.
3. If the fire originated in a youth's room, immediately radio for additional assistance, evacuate the room and close the door if the fire is small and does not present immediate danger to the group. Provide fire suppression efforts. If the

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fire is large or additional staff is not available to fight the fire, begin immediate evacuation.

4. Ascertain the nature, scope, source and intensity of the fire and notify Central Control with the information. Request back-up staff to assist in unit evacuation and supervision if needed and advise Central Control of any changes in the fire situation.

(b) The following evacuation procedures shall be initiated in the event of a fire:

1. Upon notification by the SPCO or Central Control, turn on all unit lights, wake and assemble all youth in the unit dayroom.
2. Initiate a room by room check for youth, making sure they are all out. All doors are to remain open and unlocked.
3. Make a count of all youth when assembled and safety is ensured. Make certain that all youth are accounted for. Report the count and anyone missing to the SPCO.
4. Take a radio, the Unit Roster and Hall Movement log. Evacuate the group as directed by the SPCO.
5. Conduct a second count to ensure no one was left behind upon reaching the designated area and instruct the group to remain in line and sit on the ground. Remain at the point of safety, until instructed by the SPCO to return to the unit or to relocate to another area.
6. Document the event, upon resolution of the fire alert, in an Incident Report and forward the information to the SPCO.

(c) SPCO Response Procedures: At the sounding of a fire alarm, the SPCO shall initiate the following response:

1. Proceed immediately to the fire location, assume command over evacuation and fire procedures and dial 9-911.
2. Ascertain the nature of the fire, including the source, location and intensity.
3. Provide staff assistance if necessary to the evacuating units.
4. Designate staff to operate the fire access gates.
5. Evacuate the facility if necessary, beginning with the unit containing the fire. Evacuate to the outside area only if imminent danger is present.
6. Ensure that emergency vehicles have been summoned to the institution (i.e., police, ambulance, medical staff, etc.) as necessary.
7. Notify the Facility Superintendent of Juvenile Institutions, the Facility Manager(s), Assistant Chief Probation Officer and the Chief Probation Officer, through the chain of command.
8. Begin emergency recall of off-duty staff members to provide additional staff support (if needed).

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400.11 FIRE SUPPRESSION PRE-PLAN (FIRE DEPARTMENT INVOLVED)

(a) At the sound of the fire alarm, the fire access gates must be manned and opened by staff members to permit the fire suppression/emergency vehicles to enter secured areas.

1. One (1) staff member with a radio and flash light shall be designated to operate and monitor the fire access gates.
2. The designated staff member unlocking the fire access gate shall also be responsible for unlocking the secure recreation area exit doors, when directed by the SPCO or their designee.
3. The designated staff member shall be responsible for unlocking and re-locking the fire access gate as necessary for the admittance of fire fighting and emergency vehicles onto institutional grounds.
4. One (1) staff member with a radio and flash light shall be designated to report to the front of the facility to give directions to the Fire Department and (when directed by the SPCO or their designee) open the secure recreation area exit doors.
5. Staff assigned to these posts shall remain there until relieved of their duties by the SPCO, so as to protect against youth escape attempts and to provide emergency vehicle accessibility.

(b) There are a total of five (5) fire hydrants located in and around the institution. Two in the large rec. yard, one in the 7/8 rec yard, one in the employee parking lot and one outside the rec yard fence, near Unit 3. In addition, Auto Sprinkler connections are located outside storage, along the building, across from the storage container. Fire suppression hoses are located in Units 5, 6, 7 and 8 in Juvenile Hall and in Unit A, B and C in the Juvenile Committment Facility. Each unit is equipped with a fire extinguisher.

(c) Youth must be evacuated to an area far enough away from the fire, to allow unobstructed access by emergency vehicles to the effected structures.

400.12 FIRE RELOCATION PLAN

In the event that part or all of the institution is destroyed by fire:

(a) In the event that only part of the facility is damaged by fire, the remainder of the institution would absorb the population of the effected units.

1. Security consideration with regard to maximum security youth or other special status youth is given top priority in the relocation process.
2. Size and age consideration are given secondary consideration in the relocation process.
3. All extra mattresses and bedding in the institution shall be funneled to relocation areas.
4. Decisions in this regard shall be made by the SPCO, in conjunction with the Facility Superintendent or their designee.

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(b) If all or most of the institution has been destroyed, the relocation of youth will extend to the other unaffected facility or selected county facilities.

1. Per our Continuity of Operations Plan (COOP) the temporary housing of displaced youth would be the Public Safety Center.
2. Immediately notify the Chief Probation Officer and the administrative team via the chain of command.
3. To accomplish the movement of youth to the Public Safety Center, Sheriff's vehicles (buses and trucks) as well as County operations center vehicles should be utilized. A total head count must be conducted and compared to the building count to ensure all youth are accounted for, prior to departure.
4. Staff will also temporarily relocate to the above area to provide security for the youth.

(c) In the event of a relocation evacuation, if possible, take the following items (may include the following, but is not limited to):

1. Unit Roster and Hall Movement Log.
2. Master Roster
3. Medications
4. Radio and batteries.
5. Handcuffs and zip cuffs.
6. O.C. (including MK9's).
7. First Aid kits and AED.
8. Cell phone

See the Stanislaus County Juvenile Detention Policy Manual, Fire Safety, for further information.

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Facility Emergencies Procedures

401.1 UNIT DISTURBANCES

Youth in custody will often present staff with behavioral problems which will occasionally impose a threat to the safety, order and security of the institution. Safety, order and security are paramount considerations for all staff members; particular vigilance must be exercised in the observation and supervision of youth. Staff members must be prepared to act quickly when a disturbance occurs. Although staff member alertness and awareness will provide the best tools for preventing and controlling a disturbance, it will not entirely eliminate fights and other acts of violence. When such disturbances or emergency situations do arise, staff response will be guided by two (2) basic considerations; the safety of staff and youth, and the prevention of damage/destruction to facility property.

The safety of staff members and youth is extremely important. Staff's action/response in a crisis situation should be predicated upon that principle. Given that no two situations are identical, staff members must exercise prudent judgment when determining an appropriate staff response for various types of disturbances, ranging from non-serious, to a serious emergency.

The Juvenile Hall and the Juvenile Commitment Facility operate independently of each other. In an emergency, those in the non-involved facility will return to their units, place all youth in their rooms and wait for further
instructions.

(a) Unit Disturbances

1. Unit disturbances may be classified into two subcategories; non-serious and serious. Non-serious disturbances refer to those disruptions which represent only a minimal threat to the order and security of the unit and/or institution. Such disruptions are routinely handled by on-site staff (i.e., staff directly involved at the time of the incident) and generally do no require assistance from off-site personnel (i.e., staff not directly involved, who are located in other areas of the facility at the time the incident occurs, such as booking staff, the Supervising Probation Corrections Officer (SPCO), or other unit personnel, etc.) These disturbances typically involve confrontations between youth or near fights, which are quickly stopped by staff members. Other non-serious disturbances may include a youth displaying verbal disrespect towards staff, failure to follow staff directives, or a slow response in returning to their room, after being instructed to do so. In general, these disturbances are defined by the level of staff action/ response required to rectify the situation. If on-site staff do not require outside assistance to resolve the problem, the disturbance can be classified as non-serious.

2. A serious disturbance is a disruption to a unit program which represents a threat to the safety, order, and security of the unit and/or the entire institution. Such disturbances require the assistance of additional staff members, for support

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in gaining control of the disruption and reestablishing order and security. This type of disturbance may include a fight involving two (2) or more youth, or when removal of a youth from the unit becomes necessary. In such cases, the presence of back-up staff is often needed to assist in the supervision or transportation of youth. As such, any disturbances which require the assistance of additional staff members is considered a serious disturbance.

(b) Unit Disturbances: Policy and Procedure

1. Staff encountering unit disturbances shall adopt the following procedures:

(a) Staff members are to neutralize the disturbance as quickly as possible. When a disagreement or fight breaks out between youth, order the command, "COVER" (i.e., youth shall get down on hands and knees, with their feet crossed and with their heads tucked in and covered by their arms.)

(b) In fight situations, the emergency radio protocol shall be used to summon assistance. The separation
of combatants is a primary objective, aimed at preventing injury to the combatants and/or destruction of property. The separation of combatants may be obtained either by verbal commands (i.e.,
"Cover") the use of OC spray or physical intervention. In many fight situations, use of the "Cover Command" is sufficient to separate the combatants. In cases where the Cover Command is
ineffective, physical intervention or the use of OC spray may become necessary.

(c) Isolate the youth involved in the disturbance. Any youth exposed to OC must be moved to a
decontamination area (i.e., shower, room, or sink areas) as soon as possible, once they are compliant. After the decontamination process, the involved youth are taken to their rooms or to a designated holding or safety room to await medical clearance.

(d) Upon activation of an emergency alarm, Central Control will announce the location of the disturbance. The on-duty SPCO and available staff members should respond to the disturbance.

(e) Notify the SPCO at the earliest opportunity and prior to any physical contact if possible. All unusual events occurring in the unit must be reported to the Probation Corrections Officer (PCO) III, who will in turn notify the SPCO, when appropriate.

(f) Physical intervention by staff members or a fight between youth requires an Incident Report to be written by each staff member involved in OC deployment or the use of force and submitted to the unit's PCOIII for review. The report will then be submitted to the on-duty SPCO.

(g) All youth that are OC sprayed, placed in restraints or involved in a physical contact incident with staff and/or other youth, shall receive prompt medical

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attention, assessment and clearance for possible injuries. Upon resolution of the disturbance, arrangements for a medical examination shall be initiated at the earliest opportunity. Youth who are upset or exhibiting out of control behavior are to be afforded a “cooling down” period, prior to receiving a medical evaluation, unless their injuries require immediate treatment.

401.2 RIOTS

A riot situation occurs when control over part (i.e., a unit) or all of the institution has been or is in imminent danger of being lost. This stage has been reached when:

(a) Sufficient staff is not available to control or restrain youth engaging in riotous behavior.

(b) Serious violence against persons has occurred and more is threatened and/or hostages have been taken.

(c) Youth, on a large scale, refuse to follow staff directives and orders.

(d) Extensive property damage has resulted despite staff’s preventative efforts.

In an institutional riot, staff’s responsibility is to protect the safety and security of youth and staff. Staff’s secondary responsibility is to protect the security of institutional property.

In a riot situation, the on-site controlling authority shall be the Facility Superintendent or their designee. In their absence, the SPCO shall assume on-site authority over the crisis.

All staff members in the immediate vicinity of the riot shall be at the direction of the highest ranking officer in charge and will initiate the following steps and precautions.

(a) Notify Unit 1 of emergency.

(b) Isolate youth involved in the riot from other youth to keep the situation from spreading to areas or persons not already involved.

(c) Move all non-involved youth from the riot area, when possible, to an area of relative safety and control (another unit, if available). Relocation areas (optimally) should minimize both verbal and visual contact with rioters.

(d) Clear the riot areas of all non-essential personnel, including visiting professionals and members of the public.

(e) Seal off the riot area from all non-essential and routine pedestrian traffic.

(f) Notify and advise the SPCO and Central Control of the situation as soon as possible. Advise administration at the earliest possible opportunity or when safety permits.

(g) Isolate the agitators and remove them to a secure area (Pre-Detention in Unit 1) where contact with other youth is minimal, when the situation permits.

Central Control shall initially serve as the communication and control center for directing all activities related to the riot situation. In doing so, the following responsibilities and procedures shall be initiated.

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(a) Ensure that all staff members on duty are promptly notified. These staff shall assist in securing the area.

(b) Ensure that the SPCO's are promptly notified.

(c) Ensure that all unit PCO III's are advised of the situation. Instruct them to begin unit lock down procedures and to stand by to render assistance if needed.

(d) Seal off the riot area from routine pedestrian traffic and clear the public from the immediate vicinity, by directing them to the outside lobby area.

(e) Clear and suspend all non-emergency radio communication.

(f) Contact institutional medical personnel to stand by or respond to the riot site, if notified that injuries have been sustained.

(g) At the direction of the SPCO contact outside emergency medical personnel to respond to the facility to render medical assistance if injuries are numerous and/or of a serious nature.

In a riot or mass disobedience, the Facility Superintendent or designee shall assume the role of controlling authority over the riot situation and initiate the following response procedures as required.

(a) Assign responsibility for the administration of routine facility functions during the riot situation to a designee.

(b) Provide for staffing as needed, to handle all phases of the riot situation. Maintain an ongoing log of all activity. Require all on-site staff to remain beyond the completion of their assigned shift as needed.
Call off-duty staff back to the institution and to duty as needed. Note: it is imperative that enough staff is on-site to do everything that is needed to resolve the emergency in as safe a manner as possible.

(c) Set up (or designate) safe areas where all non-involved youth can assemble (especially if part of the institution is lost to a riot). Conduct a formal count of the youth in the designated safe areas. Maintain
staff in each designated safe area to maintain security and control.

(d) Designate a detention area (Unit 1) for temporary housing of all agitators brought under control and removed from the riot.

(e) Direct medical staff to call for paramedic and ambulance services to respond to the situation if injuries have occurred or the potential for injury is imminent or probable and beyond the capabilities of the
medical clinic to administer.

(f) Contact the Modesto Police Department if needed. Designate and/or set up a command center for law enforcement staff to stand by until given formal control over the institution. Probation staff shall maintain control over the institution. If required, the decision to release control of the institution shall be based on the safety and security needs of the youth and institutional staff.

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(g) Direct all media inquiries to the office of the Chief Probation Officer or their designee.

(h) Set up a control area for all communications. Also, establish an alternate site outside the institution for communications as a back-up. If control over Central Control or Unit 1 is lost, communication can still
be maintained via radio.

(i) Evacuate the facility if necessary and ensure that proper steps are taken to secure institution keys, office files, medical supplies, medications and security equipment.

(j) Have all information relative to the operation of the institution (i.e., blueprints, electric and general building construction, etc.) available if needed.

(k) Coordinate the documentation and reporting of the incident in an Incident Report, to be filed with the Facility Superintendent as soon as possible following the incident.

(l) Collect and preserve all evidence acquired from the riot site.

All units and staff, who are not directly involved with the riot site, shall assume the following responsibilities and procedures upon notification of a riot situation.

(a) Return to the unit if outside, secure all youth in their rooms and conduct a count, reporting anyone missing to Unit 1.

(b) Provide staff assistance to the riot site as directed by the SPCO or shift leader. Do not render assistance to the riot site at the expense of maintaining order and security of your group.

(c) Render assistance to on-site staff (i.e., at the riot site) by providing the following services, as needed or directed by the SPCO.

1. Medical assistance;
2. Physical intervention;
3. Securing youth;
4. Supervision of youth;
5. Escorting youth to the detention area;
6. Providing communication services to Unit 1 or the designated control area.

After control of the initial stages of the riot has been established, the following actions shall occur.

(a) Conduct a formal count and account for all youth.

(b) Provide first aid and hospital transportation if needed.

(c) Obtain the names and agency names of all personnel providing back-up assistance.

(d) Preserve any fire scenes until arson investigators arrive by establishing security at the fire location.

(e) Have each involved staff member write an Incident Report detailing the incident.

(f) Indicate disciplinary actions for any youth involved in the disturbances, if the riot was youth.

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(g) The Modesto Police Department or the Probation Department may arrest and file charges against all youth involved in serious/major riots.

(h) Injury and accident reports shall be initiated as needed.

(i) The Facility Superintendent shall prepare a summary of the incident, complied from the submitted staff reports.

(j) The Facility Superintendent or their designee shall refer the incident to the District Attorney's office requesting prosecution of all participating youth.

(k) The SPCO shall contact additional staff to report for duty as needed, until tensions have been sufficiently reduced, to begin normal operation of the building.

401.3 MEDICAL EMERGENCIES

"Medical Emergency" or "Code Blue" is the code for any situation involving injury or a medical condition which requires immediate medical response and attention to prevent further injury or potential loss of human life.

In all instances, the preservation of life shall supersede all other concerns. A medical emergency shall be announced when there is a potentially life-threatening injury, accident or illness or a medical situation that is
beyond the control of institutional staff.

Medical emergencies may include, but are not limited to, the following examples:

(a) Respiratory distress due to aspiration, strangulation or hanging.

(b) Seizures of any type (i.e., epileptic, etc.).

(c) Shock due to diabetes, insulin, anaphylactic, etc.

(d) Severe bleeding.

(e) Spinal injuries.

(f) Cardiac arrest.

(g) Unconsciousness or a coma.

(h) Suicide attempts.

(i) Death of a youth or staff.

(j) Drug overdose.

401.4 MEDICAL EMERGENCY ALERT

When faced with a medical emergency, staff members shall immediately call for assistance by announcing, "Medical Emergency" or "Code Blue". All medical emergency alerts are to be directed to Central Control for announcement over the facilities radio system. In the event that a medical emergency occurs outside the confines of the building, the call for assistance shall be relayed (via radio) to Central Control, who shall confirm the location of the emergency and announce the location via the radio.

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401.5 UNIT AND STAFF MEMBER RESPONSIBILITIES

When a medical emergency occurs, staff members shall assume the following responsibilities:

(a) Communicate the medical emergency condition and location.

(b) Ensure that a medical emergency alert and location is communicated to Central Control and announced over the facility radio system.

(c) Provide immediate first aid as needed.

(d) Clear the crisis area of all observers or persons with no professional responsibilities or need for medical assistance.

(e) Clear the area of all youth and seal the area off from all potential pedestrian traffic.

(f) Clear all communication lines of non-emergency related calls until resolution of the crisis has been achieved.

(g) Initiate documentation of the incident on an Incident Report once the situation is stabilized.

401.6 CENTRAL CONTROL ANNOUNCING RESPONSIBILITIES

Upon receiving a medical emergency notification, Central Control staff shall immediately announce, “Medical Emergency” or “Code Blue”, followed by the unit location or the outdoor area where the emergency is located over the radio system. Example: “Code Blue, Unit 4, rec. yard.”

401.7 CENTRAL CONTROL DUTIES

Upon receiving notification of a medical emergency alert, Central Control shall incur the following duties:

(a) Direct staff response and assistance to the crisis area.

(b) Clear all non-emergency communication channels until resolution of the medical emergency.

(c) Suspend all activity and access of the public and youth from the crisis area.

(d) Announce over the radio system and clear all non-emergency communication, from outlying units, into Central Control.

(e) Ensure medical personnel are in route to the emergency site.

(f) Activate the digital recording.

401.8 SUPERVISING PROBATION CORRECTIONS OFFICER RESPONSIBILITIES

Upon receiving notification of a medical emergency, the Supervising Probation Corrections Officer (SPCO) shall assume the following responsibilities:

(a) Respond immediately to the crisis area and assume authority over the crisis scene (strictly medical duties are handled by medical personnel when present).

(b) Establish continuous communication with Central Control.

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(c) Ensure that necessary emergency medical assistance (i.e., paramedics, ambulance, fire department, etc.) has been called for assistance, if transportation is needed or medical assistance beyond that which
is provided by the clinic is needed. (Medical staff shall evaluate their need for additional assistance.).

(d) Assign staff to open the necessary perimeter gates for emergency vehicle access and post staff outside the institution, if necessary, to direct emergency vehicles to the crisis area.

(e) Notification shall be made to the Presiding Juvenile Court Judge, the parent, guardian or person standing in loco parentis and the youth's attorney of record, the Administrative Team to include the Chief Probation Officer, Assistant Chief Probation Officer, Facility Superintendent, Institution Manager(s), and the youth's Probation Officer. In event the youth is placed on a mental health/72 hour hold, the District Attorney's Office shall be notified.

(f) Assign staff to accompany the individual being transported to the hospital.

(g) Advise Central Control that the situation is “Code 4”, when a resolution of the crisis has been achieved.

(h) Designate staff to conduct an investigation of the incident, including a visual inspection of the crisis location and ensure that Incident Reports are submitted by all involved staff, prior to officially departing their shift.

(i) Notify the Facility Superintendent of the facts surrounding the medical emergency at the earliest possible opportunity, either in person or via e-mail.

401.9 MEDICAL STAFF RESPONSIBILITIES

The Medical Clinic shall provide the following response to the medical emergency alert.

(a) Respond immediately to the unit or designated area of the medical emergency.

(b) Provide on-site assessment of the medical emergency.

(c) Assume authority over medical aspects of the emergency and direct staff with respect to additional medical needs and assistance.

(d) Determine the need for emergency services, such as, paramedics or an ambulance service and notify the SPCO or on-site authority, to make arrangements to transport the youth to the designated medical
facility.

401.10 SUICIDE ATTEMPTS

A key factor in preventing serious injury or even death is a quick response to the crisis by unit staff. Upon discovering a suicide attempt, staff members shall initiate the following procedures:

(a) Activate the radio alarm, and announce a medical emergency, followed by the location, over the radio.

(b) In the event of self-strangulation, relieve the pressure from the youth’s neck and airway immediately. Cut free the object used to strangulate the youth.

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(c) Administer CPR as needed. Staff shall administer CPR until medical personnel arrive and provide relief.

(d) Contact 911 at the direction of the SPCO.

Each unit staff member is also required to be aware of the location of the first aid equipment, upon assuming responsibility for a shift. When the suicide knife/scissors is not in use, it shall be secured at all times.

401.11 SUMMONING AN AMBULANCE

In the event of a severe injury, accident or illness, where undue delay could endanger the life of the youth, the SPCO or their designee shall invoke the following procedures:

(a) Consult with on site medical staff immediately.

(b) Telephone 911 and report the emergency. Provide your name, location, telephone number, a brief description of the problem and request immediate dispatch of an ambulance or paramedic unit.

(c) Provide prompt notification of the situation to the Facility Superintendent.

(d) Ensure that the youth's parents have been contacted.

(e) Assign a staff member to Hospital Duty. Instruct staff to telephone the SPCO upon arrival at the hospital.

(f) Document actions taken in an Incident Report.

(g) Contact the Chief Probation Officer, Assistant Chief Probation Officer and Superintendent, through the chain of command, at the earliest possible opportunity in situations of death or serious injury.

See the Juvenile Detention Policy, Facility Emergencies for further information.

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Disaster Procedure and Communication Systems

403.1 EARTHQUAKES

In the event of an earthquake, staff members are responsible for securing the safety of themselves and the youth. The major risk associated with an earthquake is often not the direct effect of the earthquake itself, but instead, the panic which may accompany the experience of an earthquake. To lessen the chances for serious injury, staff should attempt to remain calm during an earthquake and provide responsible directions and instruction to the youth. In the following sections, the safety procedures for an earthquake are discussed.

(a) All units shall have evacuation routes posted in the unit.

(b) The Facility Superintendent or their designee is responsible for coordinating efforts to resolve any problems associated with the resulting damage of an earthquake. Such problems include, but are not limited to:

1. Injuries;
2. Broken gas lines, water mains and electrical lines;
3. Evacuation of staff and youth from unsafe areas;
4. Notification of emergency and support personnel (i.e., fire department, safety inspectors, medical response teams, law enforcement, building maintenance, etc.

(c) Utility Shut Off and Locations

1. **Gas**

(a) Juvenile Hall-Gas shut-off is located in the brick structure (look for red square next to gate) in the Juvenile Hall main parking lot. Use the SMEBA key located on the SPCO's key ring to gain access. The main gas shut-off (red valve) is located five feet to your right as you enter the gate. Use the provided wrench and turn the valve clockwise to shut off.

(b) Commitment Facility-Gas shut off is located outside the kitchen receiving area along the exterior brick wall. The main gas shut off (red valve) is located on the left side of the gas pipe structure. Use the provided wrench and turn the valve clockwise to shut off.

2. **Electrical**

(a) Juvenile Hall – Electrical shut-off is located in the brick structure in the Juvenile Hall main parking lot. Enter the gate, turn to your right and proceed approximately 20 feet. The gray electrical panels are located to the left indicated by "Electrical Power Shut-Off" signs. The fourth panel to the right has one breaker which controls the entire facility. The 2nd and 3rd panels have breakers for each individual unit. If possible, shut off

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individual units prior to shutting down the entire facility. Individual units may also be shut down by utilizing the breakers in each unit.

(b) Commitment Facility – Electrical shut-off is located in the Electrical Room across from the generator. The breaker panel has a large single handled black pull switch labeled "Main." The handle is pushed down to disconnect power.

3. **Domestic Water**

(a) Juvenile Hall – Domestic water shut-off (blue valve) is located directly outside the main parking gate in the parking lot median (approximately 20 yards). This valve controls all water to the facility (toilets, showers, faucets, etc.) To access the control valve handles, remove the "breakaway lock" (Master Lock Key on SPCO's key ring or by striking the lock's shackle with a hammer) and close the valve(s) by turning clockwise.

(b) Commitment Facility – Domestic water shut-off is located in the staff office between Units A and B. Proceed through the Security Electronics room to the plumbing chase access room. In the far left hand corner is a large copper pipe going from floor to ceiling. Pull the valve handle up to a 90-degree position to shut off the water.

4. **Fire Sprinklers**

(a) Units 1 through 4 – This valve is located in the employee parking lot across from the brick structure, attached to the wall of the multi-purpose room near the walk-in freezer. To access the control valve wheel, remove the "break-away lock" (Master Lock Key on the SPCO's key ring or by striking the lock's shackle with a hammer) and close the valve by twisting the wheel clockwise until the valve is closed.

(b) Units 5 and 6 – The sprinkler shut-off may be accessed in two locations. The first is located outside Unit 5 across from the mental health trailer in the chase marked with a red square. Use the Southern Steel 0210 key on the SPCO's key ring to access the chase. Close the control valve by turning the blue wheel clockwise to shut off the water supply. The second is a red riser valve which stands approximately 4 feet high and is located in the middle of the parking lot. To access the control valve handle, remove the "breakaway lock" (Master Lock Key on SPCO's key ring or by striking the lock's shackle with a hammer) and close the valve.

(c) Units 7 and 8 – This access is located outside the west recreation yard gate (gate closest to the 7/8 rec yard). The shut-off is a red single riser valve which stands approximately 4 feet high. To access the control valve handle, remove the "breakaway lock" (Master Lock Key on SPCO's key ring or by striking the lock's shackle with a hammer) and close the valve.

(d) Main Fire Sprinkler Control Valve for Juvenile Hall Units 1 through 6– The fire sprinkler water shut-off (red valve) for Units 1-6 is located directly outside the main parking gate (approximately 20 yards) in the parking lot median, next to the domestic water shut off.

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(e) The fire sprinkler water shut off (red valve) for Units 7 and 8 is located outside the west recreation yard gate (gate closest to the 7/8 rec yard) next to the canal.

(f) Units A, B and C – The shut off is a red single riser valve which stands approximately 3 feet high and is located between the main fire control valve and the staff parking lot fence. To access these fire control valve handles, remove the "breakaway lock" (Master Lock Key on the SPCO's key ring or by striking the lock's shackle with a hammer) and close valve by turning clockwise.

(g) Main Fire Sprinkler Control Valve for Commitment Facility – The red shut off valve is located in the front of the Commitment Facility to the left of the Commitment Facility sign. To access these fire control valve handles, remove the "breakaway lock" (Master Lock Key on SPCO's key ring or by striking the lock's shackle with a hammer) and close one valve by turning clockwise.

(d) The Supervising Probation Corrections Officer (SPCO) on duty at the time of an earthquake shall be responsible for coordinating staff response efforts unless superseded by a higher ranking officer. The initial response to an earthquake shall be as follows:

1. Seek appropriate shelter immediately and remain stationary until the movement stops.
2. When the earthquake movement stops, have each unit contacted via radio. If a unit does not respond to the radio, dispatch a staff member with a radio to check the unit.
3. Direct the unit PCO III's to account for the youth, other staff members, and to assess the damage to their units. Check to make sure all doors open and close and windows are not cracked.
4. Advise the unit PCO III's to use flashlights to provide illumination when making assessments. Make sure all units have flashlights.
5. Make staffing changes as necessary to provide the best possible security.
6. The SPCO on duty will make a damage survey of Central Control, administrative offices, nurse's office and surrounding areas and report their findings to the Facility Superintendent.
7. Turn on TV or a battery powered radio to an emergency station for information bulletins.
8. Check for gas, water leaks and fires. Be alert for objects about to fall. Do not use the telephone, except for emergencies. Locate and render assistance to any injured person(s).
9. Check for water pipe damage, and if found, dispatch a staff member to turn the water off.

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10. Check for electrical problems and if found, dispatch a staff member to turn the main circuit breakers off.
11. Prepare for aftershocks. Warn all units to suspend activity during the aftershocks and to seek appropriate shelter.
12. Assume the gas, water and electrical lines have been damaged if the earthquake is severe, and serious structural damage is obvious. Immediately shut off the gas, water and electricity, using the above guidelines, and consider evacuating the facilities.
13. Fire: Direct unit staff to begin fire suppression and containment measures for any fire. There are fire extinguishers in the facilities. If necessary, dispatch back-up staff with additional fire extinguishers to assist and dial 9-911. If the SPCO or their designee considers the fire is out of control, order evacuation of the unit and/or buildings.
14. Injuries: Advise all staff members to commence First Aid procedures, if necessary. Contact medical and give an overview of the number, type, and seriousness of injuries reported by each unit. Note which injuries appear the most serious, and where the injured youth/staff is located. If directed, arrange for transportation to the nearest medical facility.
15. Injury to staff member: Provide staff replacement and appropriate coverage of the unit if a staff member is injured. It may be necessary to make staffing changes, to provide security throughout the facility.
16. Broken Window: Remove youth from rooms/areas where windows are cracked and/or broken, and debris/glass is scattered. Clean up measures and repairs should begin as soon as possible.
17. Jammed Doors: Determine the need for additional staff assistance. A large Halligan prying tool is available in the SPCO's office if needed. Call the Fire Department.
18. Severely Damaged Unit Evacuation: Redistribute the population of units with significant damage to safe units or other facility. If necessary, direct staff members to evacuate the youth to the recreation field. Advise them to take first aid kit, mattresses, blankets, sheets, etc. from the unit as well as the log, roster, and other necessary items.
19. Complete a walk-through of the building and grounds to verify damage information after all units have made damage reports. Have staff members perform a perimeter check to make sure all walls and windows are secure and not cracked. Check perimeter fence for structural damage.
20. Order all staff members to remain on duty until they receive supervisory permission to leave. Document any failure or refusal to comply, and commend staff for their excellent response.
21. When directed by a higher authority, contact the presiding Judge of the Juvenile Court to issue an order allowing the Field Services Probation Officers (Intake)

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the discretion to release youth to their parents if damage to the facilities has been so significant that youth cannot be safely/securely detained.

22. Ensure the Chief Probation Officer has been advised of the situation through the Chain of Command. Contact the Stanislaus Regional 911, giving all pertinent information, request the necessary assistance.

23. Ensure the highest level of safety and security for the youth and staff members. If additional help is not immediately available, maintain response procedures as follows:

    - Housing: Structurally sound units may be inhabited, once the glass and debris have been thoroughly removed. Use these units to house the most dangerous youth. If there is doubt as to the structural safety of a unit, do not use to house youth. If necessary, evacuate the building and relocate youth to the recreation field.
    - Beds: Take mattresses out to the fields, along with blankets and sheets, if youth are evacuated to that location.
    - Latrines: Have outdoor porta potties delivered if necessary.
    - Water: Locate the water stored in the facilities water heaters. Maintenance staff shall assist in retrieving water from the water heaters if necessary.
    - Food: Locate all food supplies.
    - Medication: Ensure that all youth on prescribed medication continue to receive their medicine, especially diabetics, epileptics, psychotics, etc.
    - Escapes: Instruct staff members to not pursue youth who attempt to escape. However, direct staff members to document the information, for use in an Incident Report. Advise staff members to maintain constant surveillance, and an accurate count of youth under their supervision and care.

(e) In a major earthquake, staff members are responsible for the safety of the youth. Many of the instructions which staff members shall provide youth during an earthquake shall depend upon the group's location when the earthquake occurs. However, as a general rule, whether the group is indoors or outdoors, everyone shall remain where they are and seek an area of safety in or near their current location. Staff members shall attempt to keep the group calm and away from falling debris, exploding glass (i.e., windows) utility wires and objects which are likely to fall and cause serious injury.

(f) If outdoors when an earthquake occurs, do not attempt to move the group indoors. Remain calm and instruct the group and staff members to assemble in an open place away from buildings, walls and utility wires. The greatest dangers are from falling debris outside the doorways and outer walls and from fallen live electrical wires. Once in the open, stay there until the shaking stops and clearance has been received from the appropriate Central Control to enter the building.

(g) If indoors, do not attempt to direct the group outdoors, where injuries may occur from falling debris and downed power lines. Evacuate the building only when ordered to do so by a responsible authority (i.e. SPCO, Facility Superintendent, etc.) During

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the earthquake, instruct both youth and staff members to take cover under desks, tables, benches, doorways, or against the inside wall. Have everyone stay away from windows, skylights, and other glass objects which are likely to break or shatter during the earthquake. As is often the case, power, gas and electricity may become temporarily inoperable. However, do not use candles, matches, lighters or any other open flame either during or directly after the earthquake because of the possibility of gas leaks which could result in an explosion.

(h) In a moving vehicle, stop the vehicle as quickly as safety permits and pull over to the side of the road. Remain inside the vehicle. Do not attempt to drive a vehicle during an earthquake. When stopping, do not park under an overpass or power lines. Stay in your vehicle until the earthquake is over. After the earthquake, resume driving cautiously and anticipate potential road hazards. Watch for fallen debris, downed power lines, and/or structural damage to the highway. Never attempt to use a bridge or overpass that is or may have been damaged.

(i) After an earthquake, staff members are to:

1. Stay calm, do not panic, and reassure the youth and other staff members.
2. Conduct a count of all youth and staff members to ensure no one is missing. Attempt to locate missing youth, and staff members. Notify the SPCO of all unaccounted personnel and youth.
3. Provide emergency first aid as necessary, for all injured individuals.
4. Be prepared for subsequent earthquake aftershocks. Although generally smaller in magnitude than the main shock, some may be large enough to cause additional damage or bring already weakened structures down.
5. Check utilities for broken gas, electrical and water lines. If a gaseous odor is present, notify Building Maintenance and/or the SPCO to shut off the main gas valve and evacuate the building.
6. Do not turn the lights on or use any materials capable of producing a spark or an open flame.
7. Stay outside of a building where gaseous odors or leaks have been detected, until a utility official has declared it to be safe.
8. Shut off the electrical current to the area if electrical wiring is shorting out. If water pipes are damaged, seek to shut off the water supply at the unit's main valve and contact the SPCO and/or Building Maintenance.
9. Verify that sewage lines are intact prior to using sanitary facilities. Report any problems to the SPCO and/or Building Maintenance.
10. Keep everyone from touching fallen electrical power lines or objects in contact with downed power lines. Keep youth clear of these areas by posting a staff member between youth and the danger area to ensure protection.
11. Clean up spilled medicines, drugs and other potentially hazardous materials immediately, if remaining in the area.

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12. Assess your situation, including physical injury to individuals and the unit. Provide a full report to the SPCO requesting assistance as needed.
13. Use the telephone only for authorized business or emergency calls. If regular telephone service is inoperable, the institutional cellular phone shall be utilized in an emergency.
14. Turn on the battery powered radio to get the latest news and weather information from local authorities if safe to do so. (No gas is present.)

403.2 INSTITUTIONAL COMMUNICATION SYSTEMS

The occurrence of a natural disaster (i.e., an earthquake, flood, etc.) or an internal emergency situation (i.e., a riot, fire, explosion, etc.) could result in the temporary suspension or disruption of the departmental communication systems (i.e., the intercom, telephones, radio, etc.) In the event of such an occurrence, emergency communications would be processed via the institutional cellular system. This section addresses the policies and procedures for all communication systems, usage of the cellular phone and the associated training requirements for the use and testing of the equipment.

(a) Both facilities currently have basic communication systems which provide the institutions with internal and external communication capabilities. Each of these systems shall be discussed in greater detail below.

1. When dialing a county office outside your location, you must dial a 9 then the seven digit number servicing that department/office.
2. To reach a work site within your location code requires dialing only the five digit work site number.
3. For staff within the facility, the internal system should be utilized whenever contact with another unit or work site requires extended conversation or is non-emergency in nature. When contacting county departments/offices outside of the institution staff members are required to use the departmental system.
4. In addition to the above mentioned systems, a power outage phone is located in Unit 1. In case of a loss of power, phone calls may be made to locations outside the facilities.

See the Stanislaus County Juvenile Detention Policy, Facility Emergencies for further information.

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Chapter 5 - Youth Management

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Population Tracking Reports Procedures

500.1 DAILY COUNT DUTIES AND RESPONSIBILITIES

(a) The official institutional count shall be maintained by Unit 1 booking staff members. Staff members shall maintain an ongoing count of all youth, categorized by unit and facility. The count will reflect the youth's name, whether they were booked, released or transferred and their unit assignment. In addition, youth on a Temporary Release or who are transported to downtown court, will be documented on the bottom of the log. The youth's name, date and time out, date and time in, destination and accompanying person will be noted as well.

500.1.1 ROSTERS AND REPORTS

(a) The Master Roster, completed during the late night shift, will provide information related to the youth's detention status, pending court appearances, commitment status, length of stay, ages and birthdays or whether they are undergoing a transfer hearing. The roster format will list every detained and non-detained youth in alphabetical order, acting as the institutions primary control document. This document will be produced daily and printed prior to 6:00 AM for dissemination.

(b) The Morning Report, completed during the late night shift, will provide information related to the building count, focusing on the daily bookings and releases. The Morning Report will reflect the number of males and females in custody, the names of released youth, pertinent information related to booked youth, as well as those youth booked after midnight, youth facing additional charges and adults booked into jail with juvenile bench warrants. This report acts as the institution's primary booking and release document. This document will be produced daily and printed prior to 6:00 AM for dissemination.

(c) The Unit Roster Set, printed by booking staff at the start of each shift, will be assembled into one packet providing a hard copy reference for youth assigned to each specific unit. The rosters will be updated as youth are released, transferred or booked into the institution through the ICJIS case management system.

(d) All unit transfers and releases of youth in ICJIS will be conducted by booking staff members. Room assignments for youth in individual units will be the responsibility of unit staff members.

500.2 SCHEDULED COUNTS-BOOKING

(a) Counts shall be conducted by the booking staff member a minimum of two times per shift (an 8 hour period). The first count is required at the start of each shift. At this time, the booking staff shall compare their count with the numbers received from each individual unit. A second count is required prior to completion of the shift. Any discrepancy between the official count and the numbers received from each individual unit shall be corrected by staff members prior to departing their shift.

(b) In addition to the aforementioned required counts, impromptu, periodic counts are encouraged, especially during peak periods of activity, when the count records tend to fluctuate.

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Population Tracking Reports Procedures

See the Stanislaus County Juvenile Detention Manual, Population Management, for further information.

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Youth Reception Procedures

501.1 GENERAL DETENTION PROCEDURE

(a) The Detention Policy provides the basic guidelines for the admission of youth to the Juvenile Hall. As a general policy, all youth who are referred with the appropriate documentation, will be admitted to the Juvenile Hall on a temporary basis. Youth accepted for temporary detention are required to undergo a screening process by an intake officer using a trauma-sensitive approach, to determine whether continued detention is necessary. All staff members need to be culturally cognizant and respectful while engaging all youth humanely.

(b) The multi-functional Booking, Intake and Release unit (Unit 1) shall be staffed 24 hours per day. Upon admission, the Supervising Probation Corrections Officer (SPCO) will evaluate each youth to determine the need for secure detention.

(c) Unit 1 is the booking, intake and release unit for both facilities. A youth's stay in either facility begins and ends in Unit 1. After being arrested, youth are searched, booked, offered a meal, offered two free phone calls, a shower and screened. Youth are given institutional clothing, including personal underwear by booking staff, a booking call, and their personal property is inventoried and taken to a secure storage area. At the time of release, the youth is returned to Unit 1 and is re-issued their personal property. Youth may keep the underwear issued to them during their stay in the instiution. They are released through the Lobby Door 2 Exit.

(d) The need for secure detention will be evaluated, pursuant to section 628 of the Welfare and Institutions Code. In addition, the type of offense, level of aggression, arrest record, gang affiliation and prior Court Orders will be taken into account as well.

(e) A Juvenile Detention Risk Assessment (DRAI) must be completed first if a youth is to be released on a Promise to Appear (PTA) and only after receiving manager approval.

(f) The Stanislaus County Juvenile Hall Medical Screening form shall be completed by Booking Staff immediately to aid in retention decision making.

(g) The intake staff shall also determine whether the youth is already receiving services in the community that may be appropriate to continue while in custody, or important to reconnect them with upon release.

501.2 CRITERIA FOR DETENTION IN JUVENILE HALL, AS SET FORTH IN SECTION 628 OF THE WELFARE AND INSTITUTIONS CODE

(a) All youth brought to Juvenile Hall by law enforcement officers, Probation Officers, or other authorized persons, with the intent of having the youth detained pending a Juvenile Court hearing or the filing of a petition, must be screened to determine if the 602 W&I offense is appropriate for booking.

1. Inappropriate offenses include, but are not limited to:

   A. 11357(b) H&S Possession of marijuana less than 28.5 grams

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B. 11357(d) H&S Possession of marijuana on school grounds less than 28.5 grams

C. 11360(b) H&S Selling, transporting or giving away marijuana less than 28.5 grams

D. 11364 H&S Instruments for injecting or smoking controlled substances

E. 601 W&I

F. 300 W&I

G. 647(f) PC When a responsible parent is available

H. Non-violent misdemeanors

I. Possession of alcohol

J. Traffic infractions

2. The basis for detention must be clearly established from the nature of the charges brought against the youth and the circumstances of those charges. Suitability for detention include:

A. The youth is in need of proper and effective parental care or control and has no parent, legal guardian or responsible relative willing or capable of exercising that care or control.

B. The youth is destitute or is not provided with the necessities of life or not provided with a home or dwelling.

C. The youth is provided with a home which is unfit by reason of neglect, cruelty, depravity or physical abuse by parents, legal guardian or care givers.

D. Detention is necessary for the protection of the youth or protection of the person or property of another.

E. The youth is likely to flee the jurisdiction of the court.

F. The youth has violated an order of the court.

G. The youth is physically dangerous to the public, due to a mental or physical deficiency, disorder or abnormality.

(b) All youth booked in the Juvenile Hall shall be accompanied by an Application for Petition/JCR, Warrant for Arrest or Court Order affidavit of commitment or detention.

(c) Section 207 W&I Code Subdivision (a) “No youth shall be detained in any jail, lockup, juvenile hall or other secure facility who is taken into custody solely upon the ground that he or she is a person described by Section 601 or adjudged to be such or made a ward of the juvenile court solely upon that ground, except as provided in subdivision (b). If any such youth, other than the youth described in subdivision (b), is detained, he or she shall be detained in a sheltered-care facility or crisis resolution home [Hutton House] as provided for in Section 654, or in a non-secure facility provided for in Subdivision (a), (b), (c), or (d) of Section 727.”

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(d) Section 207 W&I Code Subdivision (b). A youth taken into custody upon the ground that they are a person described in Section 601, or adjudged to be ward of the juvenile court solely upon that ground, may be held in a secure facility, in any of the following circumstances:

1. For up to 12 hours for the purpose of determining if there are any outstanding holds or warrants and if there is cause to believe holds or warrants exist.
2. For up to 24 hours in order to locate the youth's parents or legal guardian, as soon as possible, to arrange the return of the youth to their parents or legal guardian.
3. For up to 72 hours to locate the youth's parents or legal guardian who reside out-of-state, when there is difficulty locating parents or guardians or difficulty locating the resources necessary to provide for the return of the youth to their parents or legal guardian within 24 hours.
4. Youth detained pursuant to subdivision (b) may not come in contact with youth detained pursuant to Section 602.
5. A record will be kept of each youth booked under subdivision (b) of the place, the length of time of the detention and the reasons why the detention was necessary. Staff will complete the Board of Community and Corrections (BSCC) Status Offender Detention Report for each status offender. Place a copy in the 601 folder and give the original to the superintendent. This information will be reported to BSCC on monthly basis.

501.3 SERIOUSNESS OF THE OFFENSE

Decision regarding the detention of a youth often requires personal judgment and discretion. Youth booked on offenses considered serious and that require detention shall not be released (unless authorized by the court or the Facility Superintendent).

(a) A youth over the age of 14 who is arrested for any offense listed in section 707(b) of the Welfare and Institutions Code shall not be released unless by Court order or notification by the District Attorney
that charges will not be filed. The following are 707(b) W&I offenses:

1. Murder.
2. Arson, as provided in subdivision (a) or (b) of Section 451 of the Penal Code.
3. Robbery.
4. Rape with force, violence or threat of great bodily harm.
5. Sodomy by force, violence, duress, menace, or threat of great bodily harm.
6. A lewd or lascivious act as provided in subdivision (b) of Section 288 of the Penal Code.
7. Oral copulation by force, violence, duress, menace, or threat of great bodily harm.
8. An offense specified in subdivision (a) of Section 289 of the Penal Code.

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9. Kidnapping for ransom.
10. Kidnapping for purposes of robbery.
11. Kidnapping with bodily harm.
12. Attempted murder.
13. Assault with a firearm or destructive device.
14. Assault by any means of force likely to produce great bodily injury.
15. Discharge of a firearm into an inhabited or occupied building.
16. An offense described in Section 1203.09 of the Penal Code.
17. An offense described in Section 12022.5 or 12022.53 of the Penal Code.
18. A felony offense in which the youth personally used a weapon described in any provision listed in Section 16590 of the Penal Code.
19. A felony offense described in Section 136.1 or 137 of the Penal Code.
20. Manufacturing, compounding, or selling one-half ounce or more of a salt or solution of a controlled substance specified in subdivision (e) of Section 11055 of the Health and Safety Code.
21. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code, which also would constitute a felony violation of subdivision (b) of Section 186.22 of the Penal Code.
22. Escape, by the use of force or violence, from a county juvenile hall, home, ranch, camp, or forestry camp in violation of subdivision (b) of Section 871 if great bodily injury is intentionally inflicted upon an employee of the juvenile facility during the commission of the escape.
23. Torture as described in Sections 206 and 206.1 of the Penal Code.
24. Aggravated mayhem, as described in Section 205 of the Penal Code.
25. Carjacking, as described in Section 215 of the Penal Code, while armed with a dangerous or deadly weapon.
26. Kidnapping for purposes of sexual assault, as punishable in subdivision (b) of Section 209 of the Penal Code.
27. Kidnapping as punishable in Section 209.5 of the Penal Code.
28. The offense described in subdivision (c) of Section 26100 of the Penal Code.
29. The offense described in Section 18745 of the Penal Code.
30. Voluntary manslaughter, as described in subdivision (a) of Section 192 of the Penal Code.

(b) Youth booked on felony charges, unless approved by the Intake Officer or on-duty Supervising Probation Corrections Officer (SPCO).

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(c) Youth presently on Probation without authorization from the youth's Probation Officer, Intake Officer, Facility Superintendent, Assistant Chief Probation Officer or their designee such as the on-duty SPCO.

(d) Youth booked for misdemeanor crimes of violence or where weapons are involved.

(e) Felony drunk drivers.

(f) Warrants, unless the release is approved by the Intake Officer or if the warrant has been issued pursuant to 300 W&I.

501.4 ADMITTANCE PROCEDURES AND UNIT ONE RESPONSIBILITIES

The primary responsibility of Unit 1 is to implement the general detention policy by conducting an individual assessment/screening of all youth referred to Juvenile Hall. Suitability for admission is determined here.

(a) The Booking process includes:

1. Medical Screening
2. Juvenile Contact Report and Probable Cause Form review
3. Booking Pat Down Search Procedure
4. Suicide Assessment
5. Sexual Vulnerability Assessment
6. Fingerprints
7. Mug Shots
8. Phone Calls
9. Personal Property Collection
10. Vermin Control
11. Search Procedure
12. Initial Shower, Clothing, Bedding and Issuance of Food
13. Initial Nurse and Medical Assessment
14. Parent/Guardian Contact Form
15. Classification Form
16. Orientation
17. Refer to the Youth Screening and Evaluations Policy and Procedure

(b) Entry

1. Upon securing of the officer's weapon, the arresting officer shall enter with the youth through the sally port.
2. The youth shall be placed in a booking holding room.

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3. The arresting officer shall release all personal property belonging to the youth to the Booking Officer to be inventoried and securely stored.
4. Probation Officers may book a youth through the lobby door.
5. Remanded youth enter through the court door.

(c) Any pertinent information received from a youth, their parent, arresting officer, or other source (i.e., prior records, Field Services Probation Officer, etc.) related to their well being must be communicated to the appropriate authority.
Examples of this type of pertinent information could be, but not limited to, medical conditions, physical or sexual abuse, disabilities, language barriers, drug interactions or withdrawals and prior mental health history.

(d) Booking staff shall contact medical and advise them of any medications found in possession of the youth. Medical staff shall inspect any prescription medication for possible implications related to the youth's health needs.

(e) All medications shall be maintained by medical until the youth's release.

(f) Note all medications in ICJIS.

(g) The staff releasing the youth shall contact medical staff to present all medications to the responsible adult receiving custody of the youth. The adult must sign the property slip stating they have received all medications.

(h) Youth released on their own recognizance shall receive no medications. The youth will be advised to inform their parents to arrange for pick-up of the medication.

(i) Medication not picked up within 30 days from the date of release will be properly disposed of.

Pat down searches are a routine procedure during the booking process. Strip searches however, are permissible only with "reasonable suspicion" and prior written approval of the SPCO. A Strip Search Form must be completed and submitted with an incident report.

(a) All booking searches shall, to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched and shall be performed by staff of the same gender as the youth. Staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Opposite gender searches are not permitted except under highly unusual circumstances, which require the written authorization by the on-duty SPCO and documentation via an Incident Report.

(b) Staff members should exercise care when searching known or suspected drug users/ addicts that may be in possession of hypodermic needles. Staff shall remove non-essential clothing articles, such as jackets, coats, belts, shoes, socks and hats. Each of these items shall be thoroughly searched by staff, and secured in a storage bag. Staff members may also escort the youth into a private area, for the purpose of removing or rearranging some of their clothing, as to dislodge or reveal hidden contraband. Staff members shall conduct a pat down search of youth brought to the facility, as instructed in the Detention Facility Restraints and Defensive Tactics Training.

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1. Make sure all clothing and personal property is itemized and documented on the property slip except for valuable personal property. Valuable personal property shall follow the Juvenile Detention Disposition of Evidence policy.
2. Personal property (non-clothing) items shall be secured during the initial booking search. All items discovered during the booking process shall be inventoried on the property inventory slip and placed in a yellow property pouch and placed in the blue property bag until the youth is released.
3. In addition to a search of the youth's clothing, staff is also required to search suitcases, backpacks, purses, handbags and any other storage containers the youth may have in their possession.

501.4.1 SCREENING EVALUATION

(a) All youth shall be checked for injury or illness prior to acceptance and admission as instructed by the following:

1. Booking staff shall complete the initial ICJIS booking information and Juvenile Hall Medical Screening Questionnaire.
2. Booking staff shall ask the Arresting/Transporting Officer if the youth has any injuries or is under the influence of a controlled substances as well as the youth's known mental health history.
3. If the youth is under the influence of controlled substances (or so charged) or drugs were found during the booking search, medical staff shall be contacted immediately to complete an admission health assessment. The SPCO shall be notified.
4. If a pregnant female is brought into custody and is under the influence of any intoxicant (including alcohol) and/or exhibiting any signs of distress or complications related to the pregnancy (i.e. bleeding, cramping, severe nausea, etc.,) she will be medically cleared by on-duty medical staff, prior to accepting the booking.
5. When it is determined the youth will be detained, the nurse will conduct a vermin exam on all youth.Medical staff shall inform booking staff if the youth has vermin and the youth shall be handled pursuant to the Vermin Control Procedure to follow. Booking staff shall handle the youth's clothing, pursuant to this procedure section.
6. Booking staff shall make a referral for a mental health evaluation to mental health staff should a youth exhibit abnormal behavior, signs of depression, suicidal ideations or request counseling.
7. Booking staff shall make a referral to Valley Mountain Regional Center for an evaluation if a youth is suspected of or has been identified as having a developmental disability.
8. Booking staff shall review the ICJIS and Juvenile Hall Medical Screening Questionnaire and assure proper health notifications have been made to medical.

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9. Booking staff, as soon as possible after booking, shall forward a copy of the Juvenile Hall Medical Screening Questionnaire to medical and mental health staff for review.
10. Medical shall review the questionnaire and check on the youth, within 24 hours of the time indicated by the medical screening form if they are not present during the booking process.
11. Booking staff shall place the original Juvenile Hall Medical Screening Questionnaire in the youth's file.
12. Within 96 hours of the youth's initial booking, medical staff may complete a full examination of the youth.

501.4.2 JUVENILE CONTACT REPORT (JCR)

(a) The Supervising Probation Corrections Officer (SPCO) shall review the required JCR to assure that the following criteria are met:

1. The offense meets the criteria of a 602 W&I Code offense.
2. The charge meets the booking criteria of the Juvenile Detention Youth Reception Policy and Procedures..
3. The date, time and location of arrest are stated on the JCR.
4. The required elements of the offense are listed in narrative form in the officer's report.
5. The JCR has the required victim information.
6. The JCR is signed by the arresting officer (first and last page) and medical questions answered (last page).
7. The police report number is listed.
8. Youth under the age of 12 years will not be accepted into custody unless there are allegations of murder or certain sexual assaults (Welfare and Institutions Code § 602.1).

   A. Except as provided in Section 707, any minor who is between 12 years of age and 17 years of age, inclusive, when he or she violates any law of this state or of the United States or any ordinance of any city or county of this state defining crime other than an ordinance establishing a curfew based solely on age, is within the jurisdiction of the juvenile court, which may adjudge the minor to be a ward of the court.

   B. Any minor who is under 12 years of age when he or she is alleged to have committed any of the following offenses is within the jurisdiction of the juvenile court, which may adjudge the minor to be a ward of the court:

      1. Murder.
      2. Rape by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

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3. Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.
4. Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.
5. Sexual penetration by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

(b) After the JCR has been reviewed by the SPCO or their designee. The JCR will be signed by the SPCO in the lower right hand corner in the "Reviewed By" section, and distributed.

(c) After completing the above process, booking staff shall perform the following to initiate the detention procedure:

1. Transfer JCR information into Livescan/ ICJIS.
2. Photograph and input youth's fingerprints into Livescan.
3. Print Admitting Assessment.
4. Print Health Screening.
5. Complete the required additional booking paperwork.
6. Complete Property Inventory.
7. Discuss "Cover Command" and the youth's right to medical care.
8. Provide orientation material, including PREA information.
9. Verbally advise the youth of their institutional rights.

(d) Staff shall respect every youth's gender identity, and shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name.Nicknames, slang names, gang names, or names that compromise facility safety as determined by the duty supervisor or designee are prohibited and shall document any decision made on this basis.

MEDICAL SCREENING AND ASSESSMENT

(a) Youth brought to Juvenile Hall are given a physical screening by booking staff using the form in ICJIS at the time of booking as well as the Medical Screening form to determine their suitability for admission. This form shall be signed by both the booking officer and the youth upon completion.To compliment this preliminary assessment and meet the mandates as specified in Title 15, Section 1430 of the Minimum Standards for Juvenile Facilities, all newly admitted youth shall undergo a medical assessment by a trained medical professional to determine a youth's immediate medical and/or psychiatric condition and the need for future attention or referral immediately upon entry to the facility.

(b) The Booking Officer shall screen each youth brought into Juvenile Hall regarding their physical suitability, behavioral and safety issues, and intellectual or developmental disabilities using the Medical Screening Form, Vulnerability Assessment and the

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Parent Contact Form. The Medical Screening Form shall be given to the following departments: Medical and Mental Health.

(c) The assessmentis designed to procure a youth's medical history and establish any initial medical restrictions.Based on the medical assessment, a youth may be placed on a special watch status (i.e., suicide watch) or limited in their physical, social and work activities (M-7); pregnancy included (M-9).
Booking staff and the Medical Clinic are jointly responsible for arranging the initial medical assessment:Booking staff duties require that the Medical Clinic be notified of a newly admitted youth for assessment.

(d) Note any information received from a youth's parent or other source (i.e., prior records, Probation Officer, etc.) with respect to significant health problems (i.e., diabetes, epileptic, etc.)This information should be noted in ICJIS as well.

(e) Under Section 4023.6 of the Penal Code of the State of California, any female youth shall have the right to summon and receive the services of any medical doctor or surgeon of her choice in order to determine whether she is pregnant.The Facility Superintendent may adopt reasonable rules and regulations with regards to the conduct of examinations to effectuate such determination.If the youth is found to be pregnant, she is entitled to a determination of the extent of medical services needed by her and to receiving such services from the doctor of her choice.

(f) Under Section 4028 of the Penal Code of this state, female youth found to be pregnant and desiring abortions shall be permitted to determine their eligibility for an abortion pursuant to law and, if eligible, shall be permitted to obtain an abortion.

(g) Any female youth who is currently breastfeeding their newborn may continue while in this facility.A breast pump will be issued and milk stored appropriately in the medical clinic.A family member or designated individual must make arrangements to retrieve the milk from this facility and transport it to the infant.

(h) Family planning services are available, including birth control methods.Anyone in need of these services should direct their request, at least 60 days prior to a scheduled release, to this facility's medical staff.

(i) Each new law violation booking requires the arresting officer to sign a Probable Cause Review Form. This form is reviewed by the judge to determine whether there is probable cause that an offense has been committed.

1. Probable Cause forms must be reviewed within 72 hours of arrest, including all holidays, for all felonies, misdemeanors involving violence, the threat of violence, the use or possession of a weapon, or for any misdemeanor involving a youth already on probation.For youth who are admitted on a misdemeanor offense and not on probation and the misdemeanor offense does not involve violence, the threat of violence, or the use or possession of a weapon, the Probable Cause form must be reviewed within 48 hours of arrest, including all holidays (Alfredo A. v. Superior Court (1994) 6 Cal.4th 1212).

2. Once the Probable Cause Form has been completed, it is attached to the probation copy of the JCR and placed in the probation basket for court delivery and the judge's signature.

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3. Starting at 5 p.m. on Friday afternoon, an additional copy of the JCR and Probable Cause Form are placed in the Weekend Booking Envelope in Unit 1 for judicial review on Monday morning.

4. During a weekend or holiday, 48 or 72 hours (which ever is applicable) may elapse before the judge can review the Probable Cause forms. In situations where Probable Cause may expire during non-business hours,the PCO III assigned to Unit 1 or the on-duty supervisor shall call the primary phone for the on-call judge, preferably during waking hours.The primary phone for the on-call judge is 209-765-1887.If the primary phone is busy and/or goes to voicemail, the PCO III assigned to Unit 1 or the on-duty supervisor can try back or call the secondary phone for the on-call judge.The secondary phone for the on-call judge is 209-606-6992.

5. Once the judge is contacted, the PCO III assigned to Unit 1 or the supervisor should explain that they have a Probable Cause Review Form for them to review telephonically.The PCO III assigned to Unit 1 or the on-duty supervisor shall indicate the youth's name and recite the narrative portion of the Juvenile Contact Report verbatim to the judge.The judge will then indicate whether they find probable cause or not.The officer who spoke with the judge will need to fill out the date and time the judge made the finding, check the box related to whether Probable Cause was found or not found and in the area entitled, "Judge of the Superior Court," write, "Signed telephonically by Judge (specify the Judge's last name)." The officer who spoke with the judge shall also print and sign their name in the same area.The completed form shall then be forwarded to the Juvenile Intake Unit.

6. If probable cause is not found, the youth shall be released, unless the arresting or investigating officer can provide additional narrative that can be recited to the judge or if there is something else (i.e., a warrant or a hold) that prevents the release.

(j) Every youth shall be assessed for the risk of sexual abuse by or upon youth utilizing the Stanislaus County Probation Department Vulnerability Assessment. The Assessment shall be administered by a Probation Corrections Officer.Each youth shall be assessed based on the following information:

1. Prior sexual victimization or abusiveness.

2. Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer, or intersex, and whether the youth may therefore be vulnerable to sexual abuse.

3. Current charges and offense history.

4. Age.

5. Level of emotional and cognitive development.

6. Physical size and stature.

7. Mental illness or mental disabilities.

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8. Intellectual or developmental disabilities.
9. Physical disabilities.
10. The youth's perception of vulnerability.
11. Other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

(k) The administration of the vulnerability assessment shall be conducted each time a youth is admitted into the facility, regardless of how many prior assessments have been completed.Staff administering the assessment should be sensitive to the youth's needs and shall administer the assessment using trauma-informed approaches. See the Youth Screening and Evaluations Policy and Procedures.

501.4.3 SUICIDE ASSESSMENT

Upon arrest and incarceration, a youth may experience a great deal of stress and despair. Questions related to potential suicide shall be completed at booking, as a part of the initial screening process. These questions are designed to assess their suicidal risk. See the Youth Screening and Evaluations Policy and Procedure as well as the Suicide Prevention and Intervention Policy and Procedure for further information.

501.4.4 RIGHT TO TELEPHONE CALLS

The youth shall have the opportunity to make three free phone calls, as soon as possible, after being booked into Juvenile Hall. Unless physically impossible, the calls will occur no later than one hour of admittance in accordance with the provisions of Welfare and Institution code Section 627. The youth shall be advised and has the right to make at least three telephone calls. Booking staff shall assure that the youth is able to try to contact:

(a) A parent, guardian or responsible relative.

(b) An attorney.

(c) An employer

(d) Booking calls shall be at public expense and in the presence of a Probation Corrections Officer (PCO).

(e) Document all booking phone calls or the refusal of, on the Admitting Assessment. Include who the youth contacted and time when the calls were completed.

(f) Complete the Parent Contact Form.

If unusual circumstances exist (i.e., the youth is physically or mentally unable to place a telephone call, the youth is highly agitated and safety precautions prevent the placement of a telephone call, etc.) Booking Staff may request unit staff to allow the youth to place their calls at the earliest possible opportunity, after admittance to their assigned unit. Telephone calls which were not

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completed during the booking process (i.e., phone was busy, no one was home, etc.) may also be made by the youth after arriving in their assigned unit.

Once the youth has completed their booking call, the phone will be handed over to booking staff. Booking staff will talk with the parent or legal guardian to obtain the necessary information to complete the Parent Contact Form. Upon completion of an authorized telephone call during the booking process, Booking Staff shall document the completed telephone call on the youth's Admitting Assessment. If a youth declines to make one or all of their initial calls to which they are entitled, the Booking Staff shall also document this on the youth's Admitting Assessment.

Under no circumstances, other than those referenced above, may a youth be denied access to or usage of the telephone to make their initial calls.

501.4.5 VERMIN CONTROL

During booking and prior to showering, youth will be checked for parasites by the nurse. If the youth has parasites (head lice, scabies, etc.) the nurse shall inform the PCO. The PCO will follow the procedures outlined in this
section for handling the youth's clothing. The youth's personal clothing will be placed in a plastic bag and sealed for handling. The nurse will also treat the youth following the procedures outlined. The youth's personal clothing
will be placed in a plastic bag with the booking date and sealed for 7 days or washed in hot water and dried in a hot dryer. This Procedure is to ensure that all youths' personal clothing is free from lice or scabies.

When the nurse informs the booking PCO that a youth has parasites, the procedure listed below shall occur:

(a) The youth will have the treatment solution in their hair or infested area for 10 minutes.

(b) The youth will then shower and clothing, bedding, towel, comb/pick, and shoes will be red bagged and marked lice with the date.

(c) The youth will be given clean clothing, bedding, towel, shoes and a lice comb by storage staff or Unit 1 staff.

(d) The mattress needs to be sprayed down with disinfectant spray and put outside in the Unit 2 recreation area for 72 hours. The mattress shall be labeled with the date it was removed and the date decontaminated.

(e) The room being utilized by the youth needs to be sprayed down with disinfectant spray and given clean mattress.

(f) The youth will return to the unit after the initial treatment with the lice comb.

(g) Unit staff shall document on the unit roster that the youth has a lice comb.

(h) The lice comb shall be bagged and kept at the staff station for the youth.

(i) Once the youth is cleared from lice, the comb is to be discarded. Staff members shall document in the log book that the lice comb was thrown away and lice comb will be taken off the unit roster.

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501.4.6 PARENT/GUARDIAN CONTACT FORM

As a part of the booking process, booking staff will complete a Parent/Guardian Contact Form for each youth. The purpose of this form is to acquire information from and provide information to the youth's parent or legal guardian related to:

(a) Visiting schedule.

(b) Medical conditions.

(c) Medications.

(d) Insurance information.

(e) Drug or alcohol use.

(f) History of suicide.

(g) History of mental illness.

(h) Any special/religious diets.

(i) Or other medical or emotional conditions, or physical and/or developmental disabilities that staff should be aware of.

(j) Encourage parent to visit our website.

(k) Advise parent of Orientation Handbook.

Booking staff is to make at least three attempts to contact the parent or guardian. The time and date of the contact attempts are to be noted on the parent contact form.

Any information received from the parent or legal guardian, which would benefit the youth's assigned living unit, will be conveyed to the appropriate unit.

Booking staff shall be responsible for both written and verbal information to parents/guardians relating to a youth's stay in the facility.Information shall include contact information for medical, mental health, school and the youth's probation officer.

If it is determined that a youth may be physically and or developmentally disabled the youth shall be referred to the Valley Mountain Regional Center. After hours, a message can be left in the general mailbox.

A Quick Reference Guide is available to all parents and guardians which provides answers to the most frequently asked questions and is accessible in both facility lobbies and available electronically on the department's homepage.

501.5 GATHERING PERSONAL PROPERTY

Staff is responsible for the safekeeping of all valuables and property belonging to youth who have been detained. To ensure that all valuables are properly inventoried and securely stored during the youth's stay, the following procedures shall be followed by all staff whose duties involve the processing of newly admitted youth.

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(a) After the initial pat down search, Booking Staff shall inventory all items brought in by the youth and shall complete the Youth's Property Inventory slip. List each item of personal property including: clothing and miscellaneous items. The original white copy will be placed in the youth's file or in the yellow pouch. The yellow copy will be placed in the youth's property bag.

(b) The Property Inventory slip must be signed by the youth and booking staff at the time of booking. The youth will also sign the inventory slip at the time of release verifying the return of their property.

(c) Money and property, which is determined to be valuable, shall be sealed in a plastic bag and placed in the property safe, along with a copy of the youth's Property Inventory, by the SPCO.

(d) Any or all items in the youth's personal property can be released by Booking Staff by having the youth sign the property slip, granting release of the items to their parents or legal guardians. Clothing items may be released only if there is sufficient clothing left to allow the youth to dress out for release. Release of property to parents or guardians should be done during regular business hours Monday through Friday 9:00 a.m. to 4:00 p.m. during stock delivery clerk's business hours when possible although accommodations shall be made if after hours or during the weekend is more convenient.

(e) Upon the youth's release, their personal property will be retrieved from storage. Staff will verify the inventoried items with the youth, including any valuable property from the safe. The youth will sign the white original Property Inventory slip certifying the return of their property. The signed original Property Inventory slip will be placed in the youth's file.

(f) Should property be missing at the time of release, staff shall try to determine the location of the missing property (i.e., look in property bags of youth booked at the same time). An Incident Report will be completed by the staff releasing the youth's property. The parent/legal guardian may file a claim with the county for the lost item by contacting County Risk Management, located at 1010 10th Street, Modesto, Ca.

501.5.1 SECURITY OF YOUTH "VALUABLE PERSONAL PROPERTY"

For the purposes of this procedure, "Valuable Personal Property" is defined as:

(a) All money in the form of paper currency.

(b) Negotiable items such as checks, money orders, airline tickets etc..

(c) Any jewelry that appears to have value or a replacement cost of $100.00 or more or is identified by the youth as being an item that meets the above criteria.

(d) Credit or ATM cards.

Accepting and Documenting Property:

(a) Booking staff shall notify the SPCO when a youth is in possession of valuable property.

(b) The SPCO shall observe the processing of all valuable property.

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(c) The SPCO shall maintain a log for documenting all property that is placed into or taken out of the safe.

(d) The Valuable Property Log shall be kept locked in the safe in the SPCO's office.

(e) The SPCO shall initial all log entries.

Booking staff shall:

(a) Inventory the property in the presence of the youth.

(b) Place the property and a photo copy of the youth's property inventory receipt in the plastic heat sealed bag.

(c) Seal the bag.

(d) Give the envelope to the SPCO to be placed in the safe.

The Supervising Probation Corrections Officer will:

(a) Complete the Valuable Property Log maintained in the safe by including the name of the youth, the amount or value of the contents, date and the name of the booking staff accepting the property.

(b) Lock the property envelope and the Valuable Property Log in the safe.

If the property in the safe does not match that on the property inventory slip:

(a) Notify the SPCO immediately.

(b) Prepare an Incident Report with:

1. Youth's name
2. Date of youth's release
3. Itemization of the discrepancies

(c) Give the youth and/or parent a County Claim Form to complete and submit to County Risk Management.

(d) Have the youth sign off on the missing property.

(e) Obtain a phone number where youth can be reached.

The late night SPCO shall audit the contents of the safe at least once per month. Property in the safe shall be compared with the information in the Valuable Property Log. Any discrepancies shall be investigated.

501.6 CIVIL DISTURBANCES

In cases where a riot or major disturbance is in progress, youth arrested in the incident shall be transported to the Juvenile Hall by law enforcement officers and held until the disturbance has been abated. Each booking shall then be reviewed for possible release in accordance with the general detention policy. Any deviation from this rule must be approved by the Intake Officer or higher level officer.

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501.7 WARRANTS AND DETENTION ORDERS
Youth entering the Juvenile Hall on the basis of an outstanding Juvenile Arrest Warrant issued by the Juvenile Court shall be detained, pending a hearing before the Juvenile Court. The exception would be a release
authorized by a supervisor or higher ranking officer. These youth may be released on a PTA (Promise to Appear).

501.8 ABSENCE WITH OUT LEAVE (AWOL) AND ESCAPES
Any 602 W&I youth brought to the Juvenile Hall who is AWOL from placement or an escapee from placement, shall be detained, pending a Juvenile Court Hearing. The youth may be released back to placement upon
clearance from the Placement Officer or as authorized by the Intake Officer or their designee.

501.9 PLACEMENT FAILURES, DISCIPLINARY AND ADMINISTRATIVE REMOVALS
All youth who are placement failures or administrative removals from their placement shall be detained pending a Juvenile Court Hearing, unless the Intake Officer or Placement Officer arranges a linear transfer not requiring a court hearing.

501.10 750 W & I TRANSFERS
All youth in custody who are transferred from another county to Stanislaus County, pursuant to Section 750 of the W&I Code, shall be admitted and detained pending a hearing before the Juvenile Court, unless authorized for release by the Intake Officer. At a minimum the following documents should be reviewed:

(a) Court Order

(b) Medical transfer paperwork

(c) The address of the parent or guardian within Stanislaus County

501.11 602 W & I VIOLATIONS
The following detention policy applies to youth who are currently wards of the court as a result of a Juvenile Court finding on a 602 W&I petition.

(a) Youth referred to Juvenile Hall by law enforcement, pursuant to 602 W&I, shall be accepted only if accompanied by filing of a 602 W&I application for petition.

(b) 602 W&I youth referred to Juvenile Hall by private placement agencies (i.e., 24 hour schools, group homes, etc.) shall be cleared in advance by the Supervising Probation Officer, pursuant to the
requirements of Section 777 or the W&I Code.

501.12 DJJ PAROLEES
The detention policy for California Division of Juvenile Justice parolees is as follows:

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(a) A DJJ parolee brought to Juvenile Hall on the basis of a 601 W&I violation shall not be detained, unless there is a DJJ hold or a guarantee of a DJJ hold being initiated by the youth's Parole Officer. The DJJ hold shall be in effect within 24 hours, or youth must be released.

(b) A DJJ parolee booked into Juvenile Hall on a felony charge shall be detained and processed through normal Field Services procedures. In misdemeanor situations, the Intake Officer is required to contact
the youth's Parole Officer. The youth will be released unless the Parole Officer indicates they will initiate a DJJ hold.

(c) All DJJ parolees entering Juvenile Hall with DJJ holds by their Parole Officer shall be detained. DJJ parolees returned as witnesses shall be held on a DJJ warrant. The Intake Officer shall contact the Parole Officer to determine if the parolee may be released to their custody or should be held pending further court or Parole Board action.

501.13 FEDERAL YOUTH

Juvenile Hall shall accept youth brought to the institution by authorized United States Government agencies (i.e., US Marshall's Office, etc.) Responsibility for detention, court appearances and release of these youth lies with the federal agency, if federal charges are filed. If a federal agency files a state charge, the youth is treated the same as any new booking. Acceptance and admission of federal detainees is a courtesy service contracted for by the United States Government.

501.14 COURT COMMITMENTS

Youth committed by the Juvenile Court shall be accepted for admission. These youth are not eligible for release, except when expressly ordered by the court. Youth held for 30 days or longer shall have a needs
assessment and case plan completed, within 40 days, on their behalf, as well as a Medi-Cal Assessment, pursuant to SB1496. Juvenile Hall and the Juvenile Commitment Facility shall advise any court committed
youth of their estimated length of stay.

501.15 SICK OR INJURED YOUTH

Youth referred to Juvenile Hall who are sick or injured shall receive medical attention and clearance, prior to being admitted. As a general guideline, regarding these youth, the following policies have been developed.

(a) A youth brought to Juvenile Hall with a non-serious injury (i.e., an injury which can be attended to by the nurse via routine first-aid measures) may be admitted to the institution following medical attention
and clearance by the attending nurse.

(b) A youth arriving with a serious injury or an injury which requires the services of a physician, such as severe bleeding, unconsciousness, broken bones, internal injuries, severe intoxication or under the influence, behavior psychosis, etc., shall not be

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admitted to the institution, unless previously cleared by a physician or medical facility. Any law enforcement officer attempting to admit a youth determined to have a serious injury (including injuries sustained during arrest as a result of use of force) shall be directed to take the youth to the hospital for treatment. The arresting officer shall be the hospital guard while the youth is being medically cleared.

(c) No youth shall be accepted for booking who is under the influence or charged with being under the influence of alcohol or any other drug, without medical clearance from the Juvenile Institutions' Medical Clinic. In the event the youth is referred to an outside medical facility, written notice from the medical facility, stating that the youth is medically cleared for incarceration is required. (EMS clearance at the scene of the arrest does not constitute medical clearance.)

(d) Youth who have been pepper sprayed, restrained in a WRAP or RIPP Hobble, bitten by a canine or involved in a traffic collision shall first be cleared by the arresting agency at the hospital, prior to accepting the booking.

501.16 BOOKING IN ABSENTIA

When a youth is taken directly to the hospital and admitted by an arresting agency and the Juvenile Hall is notified that the youth is under arrest, they may be booked in absentia. The person taking the call from the arresting agency will refer the caller to the SPCO, who will get the arrest information and request an arrest report from the agency. When the SPCO determines that the youth meets the criteria for detention, the youth will be booked in absentia from the officer's report (JCR).

(a) The SPCO shall notify the intake officer that the youth has been booked in absentia.

(b) The SPCO shall notify the Juvenile Institution Medical Clinic and record the name of the medical staff notified and the time of contact in the ICJIS system. The SPCO shall record the notification information, as well as the youth's information in the SPCO's Daily Log.

(c) The SPCO will schedule a Probation Corrections Officer (PCO) to report to the hospital for the duration of the youth's stay, if the youth is booked and would be detained at Juvenile Hall if not for their injuries or medical conditions.

501.17 LARGE NUMBER OF BOOKINGS INTO JUVENILE HALL

Occasionally, large numbers of youth may be booked into Juvenile Hall. The reasons for the large number of bookings may be due to large scale arrests from drug raids, riots or other civil disturbances. It is impossible to anticipate every situation and this policy is intended to serve as a broad guideline for the Juvenile Hall and Intake.

(a) The on-duty SPCO will be designated as the situation coordinator. The coordinator will have overall authority and responsibility for the total operation, until such time they are relieved by a Manager, Superintendent, Assistant Chief Probation Officer or Chief Probation Officer.

(b) If the situation is known in advance, as the case would be with drug raids, planning shall begin immediately. The Chief Probation Officer and Administration shall be notified, through the chain of command, as soon as possible and given the details of

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the pending/ensuing police action. Record checks, if applicable, on these youth can be done well in advance of the planned date of the police action.

(c) If the situation occurs without any forewarning, the Chief Probation Officer and Administration shall immediately be notified via the chain of command. The coordinator (SPCO) shall be notified and will begin by assessing the situation to estimate how many staff members will be required to handle the influx of youth into the institution.

(d) The entire Intake Unit (as available) shall be responsible for doing the intake functions. This will include doing record checks. The coordinator will be in charge and will assign various tasks to the different officers in the unit. Alternative to Custody staff may assist as necessary.

(e) The situation coordinator shall determine the number of PCO's required to provide custodial services. The SPCO will clear the number of PCO's through the Facility Superintendent.

501.18 COURTESY HOLDS

Youth accepted as courtesy holds from other counties will be held at Juvenile Hall, at the discretion of the Facility Superintendent or their designee.

See the Juvenile Detentions Policy, Youth Reception for further information.

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Youth Classification Procedures

502.1 CLASSIFICATION

This section sets forth guidelines for the institutional classification system which shall be utilized by staff members for determining the least restrictive housing, security, and programming arrangements. The primary goal of classification shall be utilized for this purpose and shall remain in the youth's file.

502.2 CATEGORIZATION AND DESCRIPTION OF JUVENILE HALL UNITS

Each youth who enters the Juvenile Hall shall receive a unit assignment by the Unit One PCO III, based on the classification criteria. Currently, the facility contains eight living units for youth. Each living unit is designed to accommodate youth of similar age, status, sophistication and/or program needs.

See Stanislaus County Probation Dept. Juvenile Detention Policy Manual: 502.3 CLASSIFICATION PLAN for further information.

Unit One: 10-bed unit primarily for temporarily housing youth until they can be classified for one of the living units. Adults serving juvenile time that need sight and sound separation from the rest of the population are also housed here.

Unit Two: 10-bed self-contained unit with a day room.

Unit Three: 34-bed unit. This unit has single rooms, double rooms and four person rooms.

Unit Four: 34-bed unit. This unit has single, double and four person rooms.

Unit Five: 15-bed single room unit housing sophisticated, high risk, maximum security offenders, youth being tried as adults or youth going through the transfer hearing process. In addition, youth with disciplinary problems, DJJ commitments and parolees are housed in Unit 5.

Unit Six: 15-bed single room unit housing older more sophisticated, behavior prone youth. Unit 6 also houses overflow youth from Unit 5.

Unit Seven: 20-bed double room unit.

Unit Eight: 20-bed double room unit.

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502.3 CATEGORIZATION AND DESCRIPTION OF JUVENILE COMMITMENT FACILITY UNITS

Youth housed in the Juvenile Commitment Facility will be court committed. Each youth who enters the Juvenile Commitment Facility shall receive a unit assignment based on the classification criteria as referenced in the following section:

(a) The facility contains three living units for youth. Each living unit is designed to accommodate youth of similar age, status, sophistication and/or programming needs.

1. Unit A: 15-bed living unit. This unit has single rooms and double rooms.
2. Unit B: 15-bed living unit. This unit has single rooms and double rooms.
3. Unit C: 30-bed living unit. This unit has single rooms, double rooms and four person rooms.

502.4 FACTORS AFFECTING UNIT ASSIGNMENTS IN JUVENILE HALL

(a) Unit population imbalances and overcrowding which necessitates inter-unit transfers to reduce a unit's population below maximum levels.

(b) Unsatisfactory adjustment to a unit or disciplinary problems. Youth who exhibit severe personality conflicts become involved in significant gang activities or acts of violence, may be transferred to another more suitable unit for security purposes.

(c) Changes in a youth's security or safety status. Youth may be transferred to any appropriate unit, due to changes in their security status or program/safety needs. (i.e., violent crime victims, threats to personal safety, placement on or off, suicide watch, etc.)

(d) In addition, requests from mental health professionals and parental requests will be considered in facilitating unit placement.

A. Those youth who meet any of the following criteria will not be housed in the Commitment Facility:

(a) Who are currently assaultive.

(b) Have been identified as an escape risk (S-2)

(c) Have been identified as an extreme suicide risk (S-3+)

(d) Have not been cleared for transfer by medical or mental health.

(e) Youth pending placement.

B. Youth who have been classified as Do Not Double Up (DNDU) may be housed at the Commitment Facility based on single room availability. Youth not accommodated due to facility capacity will be placed on a waiting list until a bed becomes available. Those youth classified to the Commitment Facility shall be re-classified to Juvenile Hall due to, but not limited to, the following:

(a) Assaulting staff

(b) Riotous behavior

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(c) Inappropriate sexual behavior

(d) New (or additional) law violations

(e) Attempted escape

(f) Fighting

(g) Continued disruptive behavior

(h)

(e) Youth may be separated from others by being placed on protective custody status if separation is needed for the safety of the youth. Separated youth shall be assessed by medical or mental health practitioners on a daily basis.

(f) Lesbian, gay, bisexual, transgender, or intersex youth shall not be placed in a particular housing, bed, or other assignment solely on the basis of such identification or status. The Facility Superintendent or designee shall make the final housing determination.

(g) In deciding whether to approve a transgender or intersex youth to a unit for male or female youth, the Facility Superintendent or designee shall consider, on a case by case basis, whether a placement would ensure the youth's health and safety, and whether the placement would present management or security problems.

(h) The continued placement and programming assignment for each transgender or intersex youth shall be reviewed by the unit's supervisor as needed or at least bi-yearly for safety/security issues and to determine if the youth is being harassed.

(i) A transgender or intersex youth's own view with respect to his or her safety shall be given serious consideration.

(j) Transgender and intersex youth shall be given an opportunity to shower separately from other youth.

502.5 SECURITY CLASSIFICATION

This section addresses the security classifications and applicable precautions to be observed for youth identified as a security risk.

Institutional security, youth/staff safety and assessment criteria are primary objectives to be considered when making decisions as to youth classifications. Each youth shall be screened and evaluated to assess their actual or potential threat to the security and safety of the institution, its youth, and staff. To assist in this process, security classifications have been created by the Institutional Administration, to alert and sensitize staff to the dangers posed by certain youth.

(a) Youth may be identified as a security risk when one or more of the following conditions are present and will be assigned to the Maximum Security Unit during their detention or until their classification is reassessed and changed by the SPCO, Facility Superintendent or their designee.

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1. Assaultive behavior which may be physical or sexual in nature. This condition may be represented in the youth's current charges (i.e., murder, rape, assault with a deadly weapon, etc.), past charges, (i.e., DJJ parolee, etc.), custody history, or by a current incident which involves a physical or sexual assault on another youth or staff member.
2. The youth is an identified escape risk. This condition may be met by the youth's past history of escape, an escape, an escape attempt from a secure institution, or by a current incident which involves a serious threat or actual attempt to escape.
3. The youth would be a threat to the community, if they were to escape from detention. This condition may be illustrated by a youth who has harmed or threatened to harm a victim/witness of a crime, a family member, or any other person in the community.
4. Youth affiliated with a gang or group which has a history of violent acts against rival groups, law enforcement officers, or the public. Gang affiliation may be documented by youth statements or actions, by law enforcement files, probation files, or by previous ICJIS booking information.

(b) All youth will be assessed by the unit one probation corrections officer at the time of intake using the Vulnerability Assessment Instrument. **(See the Juvenile Detention Policy and Procedure; Youth Screening and Evaluations Policy and the Youth Screening and Evaluation Procedure)** The following designations are utilized to identify security risks requiring restrictions for youth behavior and/or security precautions to be exercised by staff members.

1. Do Not Double Up (DNDU) status is a security status assigned to a youth which requires them to have an individual room. Under no circumstances may staff assign a roommate (temporarily or permanently) to a youth with a single room status designation.
   (a) DNDU status will be granted for cause at the request of a youth, but the reasons must be explained and are subject to review.
   (b) If a single-room is not granted after a youth's request, the grievance procedure is available to formally document the denial and guarantees the appeal process and review.
2. S-1 is the most restrictive security status assigned to a youth. Assignment to this status, serves to restrict the youth's movements to the internal perimeters of their assigned unit. All youths placed on S-1 shall be housed in a Maximum Security Unit. These youths shall not be allowed access to the outdoor recreation field. Large muscle exercise will be provided in the unit 5/6 recreation yard.
   (a) S-1 youth shall never be taken to the field area unless required by an evacuation.
3. S-2 is assigned to youth who are identified as security risks by virtue of their past and present history of escape.
4. S-3 is a security designation assigned to a youth at risk of self-harming behavior or becoming suicidal. PCOs shall monitor these youths particularly during times

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of high stress: i.e. intake, court hearings, visiting, etc. A youth may be placed on suicide watch anytime during their time in-custody.

5. S-3+ extreme suicide risk. Youth with suicidal ideations or intentions will be placed on S-3+ until cleared by a mental health professional. Youth will be placed in an observation room and should wear safety clothing. Youth will be placed on a 10 minute visual observation watch until cleared by mental health.

6. S-4 youth have been committed to the California Division of Juvenile Justice. These youth shall be housed in Unit 5 or Unit 6 if needed.

7. S-5 youth are DJJ parolees. These youth are to be housed in Unit 5 or Unit 6.

8. Do Not Put With status is a security designation designed to limit a youth's access to one or more youth. This precaution requires youth with a Do Not Put With status to be kept separated from other designated non-association youth and placed in different units whenever possible. This security status may be court ordered or initiated by unit staff to keep victims and perpetrators separated.

   (a) All youth placed on Do Not Put With status are documented in ICJIS.

9. Documentation of a youth's gang affiliation is a security classification which serves to alert unit staff members of potential behavioral problems resulting from established gang rivalries. Identification of a youth as a gang member may occur at any time, including during the youth's detention. Typically, gang documentation is provided by law enforcement or booking staff during the ICJIS booking process. Youth may also be identified as a gang member from previous booking information, self proclamation during the booking process or to unit staff at anytime. This information shall be placed in ICJIS under "gang affiliation" at the time of booking, or when a youth is identified as a gang member. This information is for classification purposes within the Institutions.

10. Youth identified as gang members (associates or active) may require special security precautions in room assignment and supervision. Staff members must be observant of the gathering of gang members during unit activities and programs. Major sources of unit disturbances are the result of gang activity and rivalries.

11. First time bookings age 13 or younger shall not have a roommate pending an evaluation by mental health and the SPCO.

(c) Documentation and Dissemination of Security Risk Classifications

1. Designation of a security classification requires the approval of an SPCO with the following exception:

   (a) Youth shall be assigned S-3+ status by Mental Health Staff following the determination that a youth may be self-destructive or suicidal.

2. Security risk designations which require direct SPCO approval include:

   (a) Placement of a youth on room confinement, Protective Custody, DNDU and Non-Association status. Assignment of these designations may be for

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a fixed amount of time, or on a temporary basis, at the discretion of the approving SPCO.

3. A request by staff members to place a youth on a security status requires written documentation in the form of an Incident Report. Documentation shall provide information which substantiates the security classification request, and the resulting restrictions which accompany the security risk designation.

4. To ensure that security statuses are effectively communicated, the following procedures shall be adopted by all staff members:

   (a) When a youth is identified as a security risk during the booking and intake process, the information shall be documented on the ICJIS.

   (b) Unit staff receiving notification from an authorized authority regarding a change in the security status of a youth shall be required to document the change in the unit shift report and the youth's ICJIS observations. Documentation procedures require recording the name of the authorizing staff (the staff receiving the information), the youth's name, the date and time the change was initiated, and the nature of the security status to be adopted.

(d) Protective Custody (PC):

1. On occasion it may be necessary to remove a youth from the general population and place them under a more restrictive and or individualized treatment plan. This is done for the protection of a youth from retaliation from other youth; it may be necessary to limit or restrict their association with other youths, for their safety, by placing them on Protective Custody (PC) status.

2. Youth who have demonstrated ongoing behavior that continually disrupts regular unit programming may be put on an individualized behavior modification plan that limits or restricts their association with other youth.

3. PC status and modified behavior programs shall not infringe on the youth's basic minimum rights as outlined in Title 15 and Title 24 including, but not limited to, the right to school, attorney access, religious support, mail, food, bedding, clothing, large muscle exercise, health services, visitation and due process.

4. A supervisor placing a youth on Protective Custody is considered temporary and can only be authorized by the Facility Superintendent. Approval from the Facility Superintendent shall be obtained as soon as possible, but no later than 72 hours after implementation of the program(s).

5. Placement on PC status or a modified program is to be undertaken only when one or more of the following criteria are established:

   (a) Placing a youth in the regular program places their safety at risk of retaliation from other youth.

   (b) Based on past and/or present circumstances, the youth is viewed as needing a modified program to manage their behavior.

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(c) A youth's presence causes program modifications that restrict other youth from participating in regular programming.

6. An Incident Report, Disciplinary Review Hearing form, and Mental Health referral are required when requesting the modified program status being recommended. (Previous incident reports relevant to the request should be copied and attached to the requesting Incident Report.) The initiating incident report shall include:
   - Documentation of the circumstances surrounding the request.
   - A summary of attempts to resolve the situation or correct the youth's behavior through regular programming options.
   - An outline of the requested modified program and restrictions.
   - Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth into the general population.
   - Detail the means by which the youth's progress will be measured.
7. Upon the Facility Superintendent's approval, the youth shall be served through the Disciplinary Review Hearing process. A copy shall be provided to the youth with another copy being placed in their file(s).
8. If approved, a file shall be created for the unit. A copy of all supporting documents shall be placed in the file. Unit staff members shall record all program activities in the daily program observation sheet. Copies of subsequent incident reports/ Mental Health/Medical referrals shall be placed in the file as they occur
9. All youth special program files are subject to twice daily review by the SPCO with notations to be made on the daily program observation sheet. These youth shall be reintegrated into the general population when it has been determined that they no longer require physical separation, intensive observation, and/or no longer represent a danger to themselves and/or others. An Incident Report recommending a return to regular unit programming is necessary for removing youth from these programs. The release and reintegration of a youth is at the discretion of the Unit's SPCO and subject to the approval of the Facility Superintendent or their designee.
10. The Facility Superintendent or their designee shall review each program file at least weekly noting said review in the daily program observation sheet. https://scprobation.sharepoint.com/:x:/r/sites/pronet/_layouts/15/Doc.aspx?sourcedoc=%7BBF0DEF30-201D-43CA-A685-FF770F06B3AC%7D&file=I-1047%20.xlsx&action=default&mobileredirect=true

(e) Terminating security classifications may be done only by an authorized person (i.e., Facility Manager, Facility Superintendent or SPCO. Mental health professional in the case of a suicide S-3 or S-3+ watch designation). All releases from a security risk classification which is communicated verbally shall be documented in the unit's Daily Log as well as the Supervisor Log book to include who authorized the release, entered into a youth's ICJIS observations and may require an Incident Report. Records shall

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reflect time and date of termination, the name and title of the authorizing person, and who received the information.

(f) Each youth's security classification shall be periodically reviewed by the living unit's PCO III.

502.6 707(B) W&I

Youth booked into Juvenile Hall on a 707(b) W&I code crime will be classified as S-1 and housed in Unit's 5 or 6.

(a) After arraignment, and prior to adjudication of the youth's case, the 707(b) W&I youth may be without the benefit of an assigned Probation Officer. Under these circumstances, any issues which would ordinarily be handled by the assigned Probation Officer shall be referred to the Intake Supervisor.

502.7 ADULTS

Any youth who has been court committed and reaches the age of 18 prior to or during their period of detention may be allowed to remain in Juvenile Hall and have contact with juvenile youths until the age of 19, unless the Juvenile Court orders otherwise (208.5 W&I).

Any youth who has reached the age of 19 during their period of detention may not be allowed to have contact with detained youth and must be separated by sight and sound. This is usually accomplished by housing youth in Unit One or upon recommendation of the Probation Officer, shall be delivered to the custody of the Sheriff for the remainder of the time he or she remains in custody (208.5 W&I).

See the Juvenile Detention Manual Policy, Youth Classification for further information.

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Reporting In-Custody Deaths Occurring in the Institutions Procedure

503.1 REPORTING A DEATH IN THE INSTITUTION

Section 12525 of the California Government Code requires that a death which occurs in a public institution, be reported to the California Attorney General via the California Department of Justice within 10 days of a death, explaining the circumstances surrounding a death. If such an incident should occur, report the death to:

(a) California State Attorney General
C/O Bureau of Criminal Statistics
Attention: Death in Custody Program
P.O. Box 903427
Sacramento, California 94203-4270

(b) Facsimile: 916-227-0427 or 916-227-3561

(c) Telephone: 916-227-3720

Section 1341 of the Board's Minimum Standards for Juvenile Halls, requires that, "In any case in which a youth dies while in custody," the following duties shall be assumed:

(a) The Facility Superintendent, in cooperation with the health administrator and the behavioral/mental health director, shall develop written policies and procedures in the event of the death of a youth while detained, which include notifications to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record.

(b) The health administrator, in cooperation with the Facility Superintendent, shall develop written policies and procedures to assure there is a medical and operational review of every in- custody death of a youth. The review team shall include the Facility Superintendent and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

(c) The Facility Superintendent shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.

(d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

(e) The report shall be submitted within ten (10) days after the death and shall include but not necessarily be limited to the following:

1. Name;
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4. Race;
5. Date and time of admission;
6. Reason for admission;
7. Physical description and condition on admission;
8. Copy of autopsy report, if any, or facts relating to death, including, but not necessarily limited to, the following:
   - Date and time of death;
   - Cause of death;
   - Any incidents related to death;
   - Name of physician in attendance;
   - Name and address of parent, guardian or person standing in loco parentis;
   - Name of the institution;
   - Name and title of the employee making the report;
   - Case number.

(f) Upon receipt of a report of death of a youth while detained, the Board may inspect and evaluate the facility within 30 days.

1. Contact the first person in the Chain of Command until the Chief Probation Officer has been notified. Time is critical. When one person is not available, move to next person in chain (Supervising Probation Corrections Officer, Facility Manager, Facility Superintendent, and Chief Probation Officer).

(g) Pursuant to Penal Code section 5021, all in custody deaths must be reported to the Modesto Police Department's Chief of Police or their designated representative and the Stanislaus County Sheriff, within two hours of discovery by the Chief Probation Officer or their designee.

1. Penal Code section 5021 also mandates reporting to the District Attorney or their designated representatives as soon as a representative of the District Attorney's office is on duty. The initial report of death shall be transmitted by telephone, direct contact or written notification and shall outline all pertinent facts known at the time. The initial report must be supplemented by a written report and submitted to concerned agencies within two (2) hours of the discovery of death. This report shall include all circumstances and details of the death known at the time the report is prepared. It will include names of all persons involved with or having knowledge of the circumstances surrounding the death.
2. The presiding Juvenile Court Judge will be notified as soon as the Juvenile Court Judge is on duty. The initial report of death shall be transmitted by telephone, direct contact or written notification and shall outline all pertinent facts known at the time.

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3. In addition, the following shall be notified at the discretion of the Chief Probation Officer or their designee by telephone or in person:
   (a) Sheriff/Coroner's Office;
   (b) County Risk Management;
   (c) Chairman of the County Board of Supervisors;
   (d) County Executive Officer;
   (e) Presiding Superior Court Judge.

(h) Notification of the parents, guardians or person standing in loco parentis shall be done by the Chief Probation Officer or their designee. In the event of a death, the notification will be done in person with the assistance of the Department Chaplain.

See the Stanislaus County Juvenile Detention Manual Policy, Reporting In-Custody Deaths for further information.

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Youth Orientation Procedures

504.1 ORIENTATION

Unit One staff is responsible for providing a copy of the Stanislaus County Juvenile Hall Youth **Orientation pamphlet** to each youth booked into the Juvenile Hall as well as verbally reviewing the youth's institutional rights. The youth may keep the pamphlet as they are transferred among living units.

(a) Unit One shall determine if the youth is unable to read the pamphlet and, if so, shall thoroughly review the contents with the youth so the youth will be informed. The Youth Orientation pamphlet shall not be altered/revised, without approval of the Facility Superintendent. See the Juvenile Detention Manual, Youth Orientation Policy; Initial Orientation for further information.

Living unit staff members shall be responsible for reviewing the **Orientation Checklist** with the youth to ensure they are knowledgeable.

(a) The unit PCO shall determine if the youth is unable to read the Orientation Checklist and if so, shall thoroughly review the contents with the youth so the youth will be informed. The PCO shall obtain written verification from the youth indicating they have been informed and understand the unit rules/disciplinary procedures. Written verification is having the youth sign each form, attesting to the fact the youth was informed of their rights, the unit rules and the behavioral expectations. The unit PCO shall also initial that the information was provided to the youth. The Orientation Checklist shall not be altered/revised, without approval of the Facility Superintendent.

504.2 RULES OF CONDUCT

Youth are governed by, and expected to comply with, the basic rules of conduct as set forth in this section. Unit staff is required to review with newly arrived youth with notice of these rules, the associated expectation of compliance and the resulting consequences for violating them, at the time a youth is admitted to their living unit or within a reasonable time thereafter. In addition, unit staff shall conduct weekly rule sessions (Saturday at Juvenile Hall, Sunday at the Commitment Facility) for all youth in their assigned unit. Upon completion, staff members shall make a copy of the Unit Roster and sign and date it to document completion of the rule session. Staff shall inform the youth that these facilities have a zero-tolerance policy for sexual harassment or sexual assaults. If they are a victim or have knowledge, suspicion or information regarding sexual assault or harassment, they may report it through the grievance procedure, directly to staff, service providers, volunteers, mental health or medical staff or by calling the crisis hotline which is posted in every unit.

Until notification of the rules is accomplished, youth may not be subjected to disciplinary action for failure to comply. Provisions shall be made to provide accessible orientation information to all detained youth, including those with disabilities, limited literacy, or English language learners.

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Youth Orientation Procedures

Upon completion of the youth's orientation to the unit rules, staff shall have the Orientation Checklist initialed by the youth, acknowledging that they have read and fully understand institutional rules, disciplinary procedures and their right to fair treatment and due process.

See the Juvenile Detention Policy Manual, Youth Orientation for further information.

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Case Management: Assessment & Plan Procedures

505.1 ASSESSMENT & PLAN PROCEDURES

A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.

(a) The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.

(b) The institutional plan shall include, but not be limited to, written documentation that provides:

1. Objectives and time frame for the resolution of problems identified in the assessment;
2. A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;
3. Periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;
4. A transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,
5. In as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.

(c) Probation Corrections Officers or their authorized designee assigned to complete the institutional assessment and plan will:

1. Create the institutional assessment and plan utilizing a separate, designated red folder.
   - Hand write on the outside of the red folder, “Case Assessment,” along with the youth’s name and date of birth; and
   - Print the youth’s last booking photograph and tape the photograph to the outside of the folder.
   - If the youth already has a red folder from a previous stay, consolidate the risk assessment information.
2. Make a copy of the dispositional minute order and the Court Commitment Calculation Sheet and file both documents on the left hand side of the folder.

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3. Locate the "institutional assessment plan" templates on the department's Pronet site for each treatment plan. The header information (i.e., the youth's name, dispositional date, release date, etc.) for each "institutional assessment plan" will then be completed and appropriately routed to:

   A. **Behavioral Health and Recovery Services**

      1. Behavioral Health and Recovery Services will complete the Behavioral Health Treatment Plan.

      2. Behavioral Health and Recovery Services will complete the Substance Abuse Treatment Plan.

   B. **Wellpath**

      1. Wellpath will complete the Medical Treatment Plan.

   C. **The Stanislaus County Office of Education**

      1. The Stanislaus County Office of Education will complete the Academic Treatment Plan.

   D. **The Institutional Case Plan and Assessment Team**

      1. Probation Corrections Officers assigned to the Institutional Case Plan and Assessment Team will complete the Institutional Treatment Plan.

      2. Obtain the Juvenile Assessment and Intervention System (JAIS) Risk, Strengths and Needs Assessment from the youth's Probation Officer. This document shall be filed on the left side of the folder.

4. Each institutional assessment plan shall have identified problems, special needs, and a plan/treatment while the youth is detained.

5. Completed institutional assessment plans shall be placed on the right side of the folder.

6. All documents maintained in the youth's housing unit shall be transitioned to the folder and filed on the right side. This includes behavioral observation notes, mental health referrals, and program tracking.

7. Utilizing the "Assessment and Case Plan Periodic Review and Comments" form, Probation Corrections Officers shall document the youth's progress towards goals/objectives, discussion of the plan, family strengths, needs, risks, trauma, attitudes, family/social worker input from visiting/phone calls and/or youth behaviors.

   A. The "Assessment and Case Plan Periodic Review and Comments" form shall include written comments regarding the youth on a regular, periodic basis.

   B. The "Assessment and Case Plan Periodic Review and Comments" form shall be filed on the right side of the folder.

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C. At least five blank "Assessment and Case Plan Periodic Review and Comments" forms should be inserted into the folder for Probation Corrections Officers to hand write their comments.

8. Locate the Institutional Assessment Plan template for booking staff.

A. Complete the form in its entirety and review the form with the involved youth.

9. All documents located in the folder shall be reviewed with the youth on a regular, periodic basis.

(d) The institutional plan shall remain in the housing unit where the youth is housed during the duration of his/her stay and follow them if they change housing assignments.

(e) All JCF case assessments shall be forwarded to the PbS Site Coordinator for the collection of data.

See the Stanislaus County Juvenile Detention Manual, Case Management Policy for further information.

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Youth Counts Procedures

506.1 YOUTH COUNTS PROCEDURES

The official count of all youth in custody (Juvenile Hall and the Juvenile Commitment Facility) shall be ongoing and maintained by Unit One (1) staff members.

(a) Each unit shall maintain an accurate count of their individual unit population.

(b) At the beginning of each shift, Unit 1 staff shall call each unit to verify and compare counts. Any discrepancies in counts will be resolved at this time.

(c) The counts (official and unit) shall also be compared to the ICJIS Institutional Building Map count. Any discrepancies in counts will be resolved at this time.

(d) The count will reflect the youth's name, whether they were booked, released or transferred and their unit assignment. In addition, youth on a Temporary Release or who are transported to downtown court, will be documented on the bottom of the log.

(e) To aid in obtaining accurate counts, youth are not allowed to leave their units between the times of 2:45 p.m. and 3:00p.m. The only exception is if the youth is called to court or requested by a Supervisor.

(f) Although Unit 1 maintains the official count for both facilities, the JCF PCOIII will also maintain an ongoing count at the reception desk in the JCF Administration area. This count will track intra-facility unit transfers, releases and
transfers to and from Juvenile Hall. This count will be with the official Unit 1 count at each shift change. The youth's name, date and time out, date and time in, destination and accompanying person will be noted as well.

The Master Roster, completed during the late night shift, will provide information related to the youth's detention status, pending court appearances, commitment status, length of stay, ages and birthdays or whether they are booked in on a 707 (b) WIC offense. The roster format will list every detained and non-detained youth in alphabetical order, acting as the institutions primary control document. This document will be produced daily and printed prior to 6:00 a.m. for dissemination.

The Morning Report, completed during the late night shift, will provide information related to the building count, focusing on the daily bookings and releases. The Morning Report will reflect the number of males and females in custody, the names of released youth, pertinent information related to booked youth, as well as those youth booked after midnight, youth facing additional charges and adults booked into jail with juvenile bench warrants. This report acts as the institution's primary booking and release document. This document will be produced daily and printed prior to 6:00 a.m. for dissemination.

The Unit Roster Set, printed by booking staff at the start of each shift, will be assembled into one packet providing a hard copy reference for youth assigned to each specific unit. The rosters will be updated as youth are released, transferred or booked into the institution. The roster will be generated from the ICJIS computer program and compared to the official count.

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All unit transfers and releases of youth in ICJIS will be conducted by booking staff. Room assignments for youth in individual units will be the responsibility of unit staff.

506.2 SCHEDULED COUNTS-BOOKING

Counts shall be conducted by the booking staff a minimum of two times per shift (an 8 hour period). The first count is required at the start of each shift. At this time, the booking staff shall compare their count with the numbers received from each individual unit. A second count is required prior to completion of the shift. Any discrepancy between the official count and the numbers received from each individual unit shall be corrected by staff prior to departing their shift.

In addition to the aforementioned required counts, impromptu, periodic counts are encouraged, especially during peak periods of activity, when the count records tend to fluctuate.

See the Juvenile Detention Policy Manual, Youth Counts for further information.

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Use of Force Procedures

507.1 USE OF FORCE PROCEDURES

(a) The use of physical force is limited and reserved for emergency situations. If the situation permits, prior to engaging in physical force, staff shall exhaust less physical alternatives to gain compliance or control and contact the Probation Corrections Officer (PCO) III and the on-duty SPCO. When in the prudent judgment of a staff, no lesser alternative options are available; the use of force is authorized. However, such physical and/or chemical force shall be limited to the reasonable degree necessary to gain control or cooperation from a youth. The use of physical and/or chemical force may include but is not limited to the following situations:

1. Self-defense.
2. Defense of staff.
3. Defense of other youth.
4. Protection of a youth.
5. Protection of governmental property.
6. Prevention of escape.
7. Prevention of riots/unit disturbances.
8. Youth who fail to cooperate with a staff request to leave the scene of an incident or accompany staff to an area designated by staff (i.e., their room, etc.) when such compliance is necessary for:
   - Maintenance of group control;
   - Maintenance of individual safety;
   - Accomplishment of an arrest.
9. Pursuant to Section 298.1(b)(1) of the Penal Code, staff members may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296. The use of force shall not be authorized without the prior written authorization from the Supervisor on duty pursuant to Penal Code 298.1(b)(1)(B).

(b) Force may be used only to prevent injury to self, staff or youth. In such emergencies, every reasonable or practical effort must be made to avoid hurting or injuring the youth. No more force is to be used than necessary to control the situation. The SPCO shall be called in advance or as soon as possible, to advise and assist in any situation where physical force appears necessary. An Incident Report must be submitted by the PCO's involved, before going off duty, explaining the full details.

(c) When physical force is justified, such force is limited to the reasonable degree necessary to gain youth control or compliance. Under no circumstances shall choke holds be utilized to restrain youth. The use of the carotid or choke hold is extremely

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dangerous and can result in death, and is therefore absolutely unauthorized and strictly forbidden.

(d) A youth shall not be shackled by the wrists, ankles, or both during labor, including during transport to a hospital, during delivery, and while in recovery after giving birth, subject to the security needs described in this section. Pregnant youth temporarily taken to a hospital outside the facility for the purposes of childbirth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of each youth. Upon arrival at the hospital, once the youth has been declared by the attending physician to be in active labor, the youth shall not be shackled by the wrists, ankles or both, unless deemed necessary for the safety and security of the youth, the staff and the public. When a female youth in custody is found to be pregnant by our medical staff or has not been evaluated yet but believes she is pregnant, she will not be restrained with a waist chain. The youth will be handcuffed with her hands to the front, in accordance with Penal Code Section 6030(f) and Welfare and Intuitions Code Section 222.

1. Applying Restraints to Pregnant Youth:

   (a) Pregnant youth may be only restrained with handcuffs.

   (b) Pregnant youth must be handcuffed in the front so they will be able to break a fall with their hands.

   (c) Pregnant youth are not to be restrained by chaining them to other youth.

   (d) Pregnant youth are not to be restrained with leg irons or waist chains.

   (e) Transport Officers may take precautions, such as the use of a wheelchair, to ensure the safety of the pregnant youth while under escort in restraints.

   (f) Any pregnant youth during any phase of labor or while in recovery after giving birth shall not be secured in any type of restraint unless deemed absolutely necessary for the safety and security of the youth, the medical staff and the public. If a pregnant youth in labor is secured with any type of restraint, the Alternative Programs' SPCO or the on-duty SPCO is to be notified at the earliest opportunity.

(e) After securing the youth following a use of force incident, medical staff shall be contacted and the youth shall receive a prompt medical evaluation and/or treatment for any possible injuries. Staff shall note in the Incident Report the time medical staff was contacted, the time medical staff arrived and the outcome of the medical evaluation, i.e., cleared, M-7 status, etc.

(f) Staff observing intentional abuse of this policy by other staff members, are required to notify the SPCO and report the observed violation. Failure to do so may result in disciplinary actions.

(g) All PCO's and SPCO's receives ongoing 8 hour training in Defensive Tactics and Safety Restraints annually. Additional optional training may be available. When using physical force, only those Defensive Tactics and control holds specifically approved by the Probation Department are authorized.

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507.1.1 REPORTING PROCEDURES

(a) In instances involving physical contact between staff and youth, an Incident Report documenting the incident is to be submitted to the SPCO for review. This report shall include an accurate description of the incident, the amount and type of force used, including the use of O.C. a description of any injury, medical treatment and a list of all participants and witnesses. Staff shall complete and submit an Incident Report to the on-duty SPCO prior to the end of their shift.

(b) The following methods are available for the reporting of excessive use of force and/ or O.C. allegations: A youth may report an allegation of excessive force and/or O.C. to staff either verbally or via the grievance process. Staff receiving the report shall immediately forward the information to the on-duty SPCO. In addition, a parent or citizen may report an allegation either verbally or in writing via a citizen complaint form. A citizen complaint shall be processed in accordance with the citizen complaint procedure. Additionally, any other method that results in credible information regarding the use of excessive force shall result in the information being forwarded to the SPCO via an Incident Report. Upon receiving the information, the SPCO will forward the information to the Facility Superintendent who shall determine the appropriate method for investigating the allegation(s).

507.1.2 GENERAL GUIDELINES FOR DEFENDING YOURSELF

(a) Due to the inherent potential for danger, staff must be prepared at all times to engage in unarmed Defense Tactics. Imperative to preventing an assault on staff is the use of sound security practices and the constant monitoring of surroundings. By maintaining a position of awareness and exercising prudent judgment in relations with youth, staff can successfully avoid potentially life threatening situations.

(b) If a situation arises where self-defense against an assault becomes necessary, use the following guidelines:

1. Request backup.
2. Avoid using physical force unless there is a clear/present danger of physical injury.
3. Seek a position of defense.
4. Use OC Spray if appropriate.
5. Allow OC spray to have some effect before moving in for physical restraint.
6. Use your weight/leverage against the youth's strength.
7. If possible, grab youth by the clothing rather than the flesh.
8. Use the least amount of physical force necessary to control the situation.
9. Contact the SPCO as soon as possible when force or restraints are used.

507.1.3 REMOVAL OF A YOUTH FROM A UNIT

(a) Periodically, situations occur in the living units which require the physical removal of a youth from the unit. Such situations may arise when:

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1. A youth physically assaults another youth.
2. A youth physically assaults a staff member.
3. A youth engages in or solicits riotous acts or behavior.
4. A youth engages in the willful and significant destruction of property.
5. A youth engages in acts of self harm.

(b) Under these circumstances, staff may be authorized by the SPCO to physically remove any youth whose behavior endangers the safety and security of the institution, its unit programs, its staff members and other youth. When a decision is made to physically remove a youth to a more secure setting, the following procedures shall be invoked:

1. Except in an emergency, staff shall acquire the approval and presence of the SPCO and sufficient backup staff, prior to the physical removal of a youth.
2. Prior to the physical removal of a youth, staff shall secure the unit and place the other youth in their rooms.
3. The staff member shall inform Central Control of the situation and request:
   (a) The unit be sealed off from unnecessary traffic;
   (b) Backup staff be sent to the unit;
   (c) That the SPCO report to the unit;
   (d) That a holding cell or safety room be made available.
   (e) Initiate digital recording.
4. If removing a youth from a multiple occupancy room, staff shall isolate the roommate(s) in another location.
5. Having followed the previously outlined procedures (a and b) the physical removal of a youth may proceed. Should the physical removal of a youth be necessary the following steps shall be taken:
   (a) Verbal instructions for compliance shall be initiated first. If the youth complies, they shall be escorted by a minimum of two (2) staff members, to the required destination.
   (b) In cases where youth are non-compliant with verbal instructions, the use of physical force is authorized following the Use of Force Options as outlined in Juvenile Detention Manual, Use of Force Policy.
   (c) When utilizing the use of force team technique when entering a youth's room, be sure each staff member has a clearly defined role for the removal process. Have a plan formulated before attempting to apply restraint equipment to prevent injury to both staff and youth. Develop a course of action which incorporates a procedure for entering the room. When cuffing a youth in a room, a minimum of two (2) officers is required, with a third officer available as back-up.

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(d) Handcuffs may be utilized at the discretion of the lead line staff member or SPCO.

507.1.4 CELL EXTRACTION PROCEDURES

(a) The following procedures shall be followed during a cell extraction:

1. The supervisor will take one of the two designated GPS cell phones to the location of the cell extraction.
2. The supervisor will then provide the cell phone to a designated PCO to record the event.
3. The PCO recording the event will film while holding the cell phone horizontally. The PCO recording the cell extraction shall not participate in the cell extraction other than recording the event.
4. The supervisor and those with a role in the cell extraction will be introduced on video prior to the cell extraction, to include the PCO recording the event.
5. The PCO recording the incident will provide:
   (a) Their name
   (b) Youth's name
   (c) Date
   (d) Time
   (e) Location
6. The PCO recording the incident shall not narrate the incident's events.
7. Efforts to de-escalate the youth shall be made before any cell extraction occurs.
8. The supervisor, their designee, or the acting supervising probation corrections officer shall assign roles to each PCO (i.e., first one in the room) and develop a plan prior to the cell extraction.
9. PCO roles and the plan shall be clearly communicated to those involved prior to the cell extraction.
10. Contact Central Control and have them also record the incident.
11. The PCO recording the event will film efforts to de-escalate the youth, any behaviors the youth may be exhibiting, staff introductions, any possible use of force, the handcuffing of the youth, removal from the room/cell, removal from the living unit and the removal of handcuffs. Video recording shall be continuous and shall not be stopped until restraints are removed, unless authorized by an SPCO.
12. After filming has concluded, the cell phone used during the cell extraction event shall be immediately taken to Information and Technology staff, who will upload it onto a secured location and properly label it. The video shall be labeled with the youth's last name, first initial and the date of the cell extraction. The cell phone will then be returned to the SPCO.

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13. After business hours a Probation IT ticket should be created informing the IT staff that a cell extraction video has been created, to include the youth's name.
14. The supervisor or designee will debrief with staff members after the incident and document their comments in the initial incident report.
15. Send an email to the Facility Manager and Facility Superintendent informing them a cell extraction video has been created.
16. Retention of the video shall be maintained for **a period of 2 years** minimum following the cell extraction event.

507.2 REQUIRED NOTIFICATIONS

(a) A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the Facility Superintendent or designee by the end of the shift, unless additional time is necessary and authorized by the Facility Superintendent or designee. (15 CCR 1362).

(b) In addition to the notification of medical and mental health staff, the Facility Superintendent or their designee should ensure the parent or legal guardian of the youth is informed of any use of force, including the use of chemical agents (15 CCR 1357).

(c) Staff members are to obtain the phone number from the youth or ICJIS in an effort to call and notify the youth's parent or legal guardian.

507.3 PROCEDURES FOR DEBRIEFING

(a) If, at the discretion of the supervisor, an incident needs to be debriefed, either due to the seriousness of the incident and/or for purposes of training, the supervisor shall initiate a debriefing session with the appropriate staff members and youth involved in an effort to mitigate the effects of trauma that may have experienced by the staff member and/or youth involved.

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USE OF OLEORESIN CAPSICUM (OC) SPRAY

508.1 OC SPRAY PROCEDURES

(a) Oleoresin Capsicum (OC) spray is for use against violent persons and to reduce injuries to staff, youth and others.

1. Chemical agents are only to be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.

(b) The Probation Department shall issue canisters containing OC to authorized personnel. Only department approved and issued OC is authorized for on the job use:

1. Possession of department issued OC is restricted to designated on-duty staff only. Designated staff includes those individuals who have successfully completed the necessary training. The Department authorizes its use only in the course of on-duty activities and operations. The Department issued OC equipment is not authorized to be taken out of the facility unless on duty.

2. Department issued OC is the property of the Stanislaus County Probation Department.

(c) Use or discharge not in accordance with this policy is unauthorized. Violations may result in disciplinary action, up to and including termination.

508.1.1 GENERAL PRECAUTIONS IN THE USE OF OC SPRAY

(a) The following precautions shall be strictly adhered to with regard to the application of OC:

1. OC shall not be used in the immediate vicinity of infants, since their respiratory systems are extremely sensitive (this pertains to special visits).

2. Pregnant youth and those with an acute sensitivity to OC, as identified by medical staff, will be issued a colored wristband at the time of booking or as prescribed by medical staff. Care shall be taken when deploying OC around these youth. As soon as the situation is safe, these youth shall be removed from the area of exposure and medical staff contacted.

3. Care shall be given before using OC in windy conditions. (e.g., outdoor recreation)

4. OC applicators shall be shaken once a shift and tested once a month to ensure that the active ingredient is properly mixed and the spray nozzle is clear.

5. Care shall be taken to prevent accidental discharge.

6. At the beginning of each shift, officers shall check the OC canister by shaking it in an up and down motion to ensure they have an adequate supply of OC.

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508.1.2 APPLICATION OF OC SPRAY

(a) Chemical agents shall only by used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.

1. OC shall not be used for punishment, retaliation, or disciplinary purposes. Staff is to ensure that no greater amount of OC is used than is reasonable and necessary to gain control of the situation and subdue the youth.

2. “N95 Particulate” masks are available from a supervisor.

(b) Post Incident Follow-Up:

1. Direct non-involved youth to their rooms, one by one or in small groups.

2. Once the unit is secure, remove the combatants to the decontamination area.

3. Responding staff may assist in the decontamination process if needed.

508.1.3 AUTHORIZATION TO CARRY OC

(a) The Facility Superintendent shall designate those persons authorized to use OC within the scope of their employment. The staff member must:

1. Be full-time or part-time, regular employees in the following classifications:

(a) Facility Superintendent

(b) Facility Manager(s)

(c) Supervising Probation Corrections Officer

(d) Probation Corrections Officer I/II/III

(e) Alternative to Custody Program Officers

(f) Deputy Probation Officer

2. Have received a POST/STC Training Certificate for Use of Chemical Agents.

3. Completed First-aid and CPR.

4. Completed initial and annual defensive tactics training.

508.1.4 DECONTAMINATION FOR OC SPRAY

(a) Staff is responsible for the safety and decontamination of the youth when OC has been applied. Officers must take all precautions to ensure that the youth is not injured while incapacitated by the OC.

1. Aftercare Procedures: In all cases where OC is deployed, once the youth has been controlled and restrained, the youth shall be removed to an area where the decontamination process may begin. Medical staff shall
assess all youth affected by OC spray as soon as possible. If no medical staff is on-site, youth will be taken to a medical facility to be cleared.

2. The following methods shall be used to decontaminate individuals affected by OC spray:

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(a) Staff shall assist each youth affected by OC during the decontamination process. Advise the youth to remain calm.

(b) Staff shall move the affected youth to the shower area. An outdoor hose may be used if the incident occurs on the recreation field.

(c) When decontamination begins, if the individual is wearing contact lenses, the lenses should be removed. Medical staff present at the scene of the incident may advise or assist in the removal of the youth's contact lenses.

(d) In the event that the individual is decontaminated in the shower, staff shall assist each youth during this process. The youth shall remain clothed; their shoes shall be removed and a cool stream of water should run over their face and head. Provide the youth with a soap packet to aid in the decontamination process. Special care shall be given during this process, as the shower area is a confined area and it may be slippery.

(e) Do not use oils, lotions or creams following exposure to OC. These will trap the irritants and enhance/prolong the effects.

(f) Youth who have been exposed to chemical agents shall not be left unattended until it reasonably appears the youth is fully decontaminated or no longer suffering any effects of the chemical agent (15 CCR 1357).

(g) Medical staff will assess the youth for signs of respiratory distress, as well as possible related injuries. Medical staff will also conduct a check of the youth's vital signs if deemed necessary. Once Medical staff has given clearance, the youth may be returned to their unit/room. Staff shall note, in the subsequent Incident Report, the time medical staff was contacted, the time medical staff arrived and the outcome of the medical evaluation (i.e., cleared, M-7 status, etc.)

(h) Staff members shall attend to the youth and assist with decontamination until the youth reports that he/she is no longer feeling the affects of the OC spray.

(i) Five minute room checks shall be completed by staff for one hour from the end of decontamination and shall be documented as part of the Use of Chemical Agent After Care Report. Staff is to see that the youth is sitting up and that they respond to verbal direction. Do not allow the youth to lie down, as this may cause further respiratory problems. See the Juvenile Detention Policy Manual, Use of Force Policy; Use of Chemical Agents for further information AND the

(j) Supervisors should ensure that a written incident report of all use of force incidents, to include the use of OC spray, that resulted in an injury, a serious threat of injury, or death is prepared and submitted to the Facility Superintendent by the end of the shift (15 CCR 1357).

(k) In addition to the notification of medical and mental health staff, the Facility Superintendent or their designee should ensure the parent or legal

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guardian of the youth is informed of any use of force, including the use of OC spray (15 CCR 1357).

3. Incident Reports

   (a) The use of OC shall be reported on an Incident Report. The report shall be completed, prior to the end of the shift during which the use occurred.

   (b) After all youth and the unit are secured, staff will notify the SPCO if they are in need of decontamination from the OC spray.

   (c) The SPCO will make a determination regarding the medical condition of the affected staff and take the appropriate action.

      1. If it is necessary, allow the staff time out of the unit and provide a temporary replacement if needed;

      2. If a staff has suffered a severe reaction to OC spray or received a direct spray:

         - Staff will be replaced to undergo the decontamination process.
         - Referral to a medical facility will be made, if necessary, by the SPCO. The appropriate paperwork shall be completed and given to the staff member.

   (d) As a part of the OC decontamination process, a Use of Chemical Agent After Care report will be completed. Staff shall:

      1. Prepare an Incident Report, detailing the reason for the use of OC, prior to the end of the shift.

      2. Submit the Incident Report and the Use of Chemical Agent After Care report to the SPCO prior to the end of the shift.

      3. Obtain a medical review signature on the incident report and Aftercare Report and notify mental health staff.

   (e) Processing the related paperwork:

      1. Attach the Use of Chemical Agent After Care Report to the Incident Report.

      2. The reports shall be submitted to the Facility Superintendent via the chain of command.

      3. The Facility Superintendent shall review the reports to ensure that the use of OC was in accordance with the Use of Force policy.

      4. Attach a copy of the Mental Health referral for notification purposes.

508.1.5 CONTROL AND STORAGE OF OC

(a) Canisters of OC shall be controlled and accounted for as follows:

   1. The SPCO or designee shall issue and ensure that all OC canisters are accounted for after each shift.

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2. Staff shall possess OC spray while on duty. Staff shall be responsible to insure the canisters are secure, at all times, during the shift.
3. The SPCO shall be responsible for insuring that all OC canisters are accounted for. When OC canisters are not in use, they shall be secured in a locked area.
4. Empty OC canisters shall be turned in to the SPCO. The SPCO shall give them to the Safety Analyst for disposal.
5. Under no circumstances shall anyone attempt to take an OC canister out of the building when they go off duty. Under no circumstances shall anyone bring personal OC canisters into the building.
6. OC canisters shall be returned to the locked cabinet in the on-duty supervisor's office at the end of the staff member's shift.
7. OC canisters will be checked and replacements will be tracked monthly by the equipment supervisor.

See the Juvenile Detention Policy Manual, Use of Force for further information.

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Youth Safety Checks Procedures

509.1 YOUTH SAFETY CHECKS PROCEDURES

The youth shall be checked by direct visual observation at a minimum of every 15 minutes at random or varied intervals during hours when the youth are asleep or when youth are in their rooms or confined to an observation room. Supervision is not replaced, but may be supplemental by an audio/visual electronic system.

(a) All safety checks shall be documented on the Safety Check Log by the officer conducting the safety check. When entering an official safety check, staff shall enter the exact time that the safety check was completed and initial. Actual times and notation of observations should be handwritten in ink.

(b) The Supervising Probation Corrections Officer shall inspect the units' Safety Check Logs, a minimum of one (1) time per eight hour shift, to ensure that all safety checks are properly recorded and are being conducted within the required time frame. Additionally, each Supervising Probation Corrections Officer shall review, at least weekly, their designated unit's Safety Check Log, to ensure all safety checks have been completed and are in compliance.

(c) Any safety check out of compliance will require an Incident Report to be completed, stating the reason for being out of compliance and submitted to the Supervising Probation Corrections Officer, before the end of the shift.

(d) Staff members are required to fill out a Safety Check Log for each shift. If no safety checks were done, the log shall reflect the reason (i.e, no youth in rooms, unit at meals, school or recreation).

Direct visual observation of youth is the responsibility of all unit staff members and shall be performed at a minimum of every 15 minutes when youth are confined to their rooms. Safety check intervals should be random in nature. In units conducting modified programs, a staff member shall be in the unit providing ongoing direct visual observation of youth throughout the shift. All safety checks shall be documented on the Safety Check Log.

Safety checks are vital to maintaining the safety of the youth. Random and unpredictable safety checks (i.e.; performing the safety check by approaching the rooms from a different direction) can prevent youth from being harmed by their roommates, prevent youth from serious self-harm and discover misbehavior.

When conducting safety room checks,

(a) When youth are initially placed in their rooms, staff shall ensure the locking mechanism is engaged by pulling on each room door to ensure it is secure. This is commonly referred to as a "door pull."

(b) "Door pulls" shall also be conducted at the beginning, end and at random intervals during each shift.

(c) Visually check locked areas for signs of tampering, jamming the lock mechanism, etc., which shall be done periodically.

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(d) Make sure you see the occupant of the room (not a mock-up). Be certain that you are not observing a “lump” in the bed. For this reason it is necessary that you “see the skin” of every youth.

(e) Visually check the area for signs of damage which might indicate a security problem.

(f) Vary the times you make safety room checks within the required minimum times to avoid being predictable. In a unit running a split program, staff shall make continuous safety room checks, but shall vary the direction.

(g) Vary the direction you take when making safety room checks if possible (i.e., which room you start with).

(h) It is appropriate, especially on the late night shift, for staff to hold their keys to prevent noise while making a safety room check, so as not to alert the youth that one is in progress.

509.2 LATE NIGHT SECURITY PRACTICES

Certain precautions must be taken to ensure security and the safety of the youth and staff members at night. These precautions include, but are not limited to, the following safety measures:

(a) Check night lights that are out to ensure they have not been covered. Submit maintenance requests for burned out lights and any other security related equipment to the SPCO on duty.

(b) Staff members are not to sit in the unit kitchens or offices during their shift. Staff shall sit in the dayroom or at the staff station in order to facilitate proper monitoring of the youth.

(c) Security risk youth are not to be allowed in rooms with inoperative night lights.

(d) Be alert to any unusual sounds; they may indicate a security problem. Don’t engage in any activity during the youths’ sleeping hours which may compromise this awareness including listening to TV/radio at a volume that makes it impossible to hear noises coming from the rooms. Rooms should be monitored via the intercom system for the duration of the shift.

(e) Staff members shall not move any equipment (TV, radio, video, VCR, etc.) from one location to another, for any reason, unless authorized by the SPCO for work related reasons.

(f) Always notify the adjoining unit, if applicable and Central Control whenever you suspect a problem, prior to checking on the problem.

(g) Be alert to the possibility of intruders on the grounds. If you suspect an intruder:

1. Do not, under any circumstances, go outside to check for or confront the intruder.
2. Immediately notify the SPCO of the situation.

(h) Learn the areas of the unit in which you are working that can enhance or detract from your security awareness.

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(i) It should be an emergency or exceptional circumstance before a youth is allowed out of their room or if a youth's door is opened. When youth must come out of their room at night:

1. Turn on the lights to ensure adequate visual supervision.
2. Always notify the SPCO and Central Control to ensure backup. Never open a door when you are alone, under any circumstances. Wait for additional staff prior to opening a door.
3. If it is required to remove the youth from their room, watch the youth continuously while they are out of the room and when they go into the room. The youth must close the door when they initially come out of their room. After they enter the room and close the door, insure that they have not tampered with the door by firmly pulling the handle.
4. Never allow more than one youth out of their room at a time, without Supervisor or designee approval.
5. Youth shall only be allowed out of their rooms for emergency reasons (i.e. medical attention, evacuation, injury, etc.), to remove disruptive youth, or for release.

509.3 LATE NIGHT SHIFT: SECURITY AND SUPERVISION RESPONSIBILITIES

The primary responsibility for Late Night staff is the security and welfare of the youth and the institution. In this regard, the Late Night Shift shall assume responsibility for performing the following tasks and duties:

(a) Relieving the evening shift involves a variety of considerations and tasks in order to affect the smooth transfer of responsibilities.

1. You shall be in your unit on time: the PM shift is designated to leave at 11:00 PM and cannot leave until they have been relieved by you.
2. The body count (i.e., skin count) should equal the same number as reflected in the Roster, the Unit Map, the unit Shift Log and Hall movement Log. When making the initial body count, pull each room door to make sure it is secure.
3. The shift report is to be read thoroughly and, when necessary, discussed with the off going staff. This detailed and pertinent verbal information will supplement the shift report comments.
4. In addition, the following security checks shall be accomplished after relieving the PM staff and assuming responsibility for the unit:
   - Check the shower areas, the laundry and storage room, for items which could be used as weapons;
   - Check and see that the night lights are on in all of the rooms;
   - Check all room doors and exterior doors;
   - Check and sign the utility inventory list;
   - Check school room doors to ensure that they are shut and locked.;

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- Turn on the intercom to monitor youths' rooms.

(b) Alertness is essential for the Late Night Shift, particularly during the critical period prior to midnight. Sleeping on the job is never tolerated and staff who do so are subject to disciplinary action or termination of employment. Staff is not to engage in personal activities and distractions which could interfere in the monitoring of the youth (i.e. loud music or TV, use of their personal cell phone, the wearing of ear phones or head sets or any activity which would result in the inability to closely monitor the youth).

1. The critical period, prior to midnight, is when most problems such as suicide attempts or sexual assaults are likely to occur. To achieve maximum alertness during this period, staff is not permitted to watch television or listen to the radio. Room checks shall be made a minimum of every 15 minutes and they should be sufficiently varied so as not to establish a set routine or pattern.

2. Situate or station yourself so you can observe as many rooms as possible, the staff station and the dayroom.

3. The length of time between room checks should be varied, with the time the check is completed recorded on the Safety Check Log. When checking each room, particular attention should be paid to any unusual room activities or restlessness on the part of the youth. Note any window or wall damage, and remove any articles obstructing the windows or the night lights. Check the presence of each youth by a head count and observe their breathing pattern.

   - Room checks are to be made a minimum of every 15 minutes during hours when youth are asleep or awake or when youth are confined to their rooms. If staff notes strange or unusual behavior, they should increase the number of room checks as appropriate.

   - Any suspicious behavior is to be investigated and documented in the Unit Log Book and in an Incident Report, if the situation warrants. If contraband is suspected, the SPCO shall be contacted and a room search conducted.

(c) Late Night staff shall also be responsible for preparing cleaning supplies for the morning clean-up and waking up youth at 6:30 AM.

509.4 LATE NIGHT SUPERVISING PROBATION CORRECTIONS OFFICER (SPCO)/ ACTING SPCO RESPONSIBILITIES

(a) Ensure that staff are offered/receiving two 15-minute breaks during each shift.

(b) Monitor offenders on GPS for priority alerts between the hours of 10:00 pm and 8:00 am.

(c) Review safety check logs at a minimum of one time each shift to ensure room checks are being conducted at a minimum of every 15 minutes and at random intervals.

1. Documentation shall be made in one of the margins of the safety check log indicating that the log was reviewed. The documentation shall be signed by the supervisor or acting supervisor.

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2. If the supervisor or acting supervisor determines that any room checks were not performed at a minimum of every 15 minutes and/or at random intervals, the supervisor or acting supervisor shall direct the involved staff to write an incident report.

(d) Ensure that staff are providing wide awake supervision for youth throughout the facility.

(e) Ensure at least one youth supervision staff member is on-duty who is the same gender as the youth housed in the facility.

(f) Assign each living unit with at least one staff member who is Core trained.

(g) Ensure all facility paperwork is completed accurately and completely.

(h) Review and initial timesheets nightly.

(i) Review, sign and submit timesheets to Human Resources each Saturday.

(j) Audit the safe on the 1st day of each calendar month.

(k) Review the staffing schedule to ensure adequate staffing for the next shift.

(l) Debrief with the oncoming supervisor to ensure information is properly communicated.

(m) Document in the supervisor daily log book shift activities.

509.5 LATE NIGHT CENTRAL CONTROL RESPONSIBILITIES

(a) Provide wide-awake supervision of the facilities.

(b) Closely monitor all cameras, to include interior and exterior areas of the facilities.

(c) Closely monitor all radio and intercom communication in the facilities.

(d) Immediately report any suspicious activity to the supervisor.

See the Juvenile Detention Manual Youth Safety Checks for further information.

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Staff and Youth Contact Procedures

510.1 STAFF AND YOUTH CONTACT PROCEDURES

The following general provisions set forth the standards for association with youth and limitations of staff member interactions.

(a) Staff members are to develop a respectful relationship with youth by displaying responsible adult behavior, setting firm limits, enforcing consequences consistently and fairly and treating all youth with respect. Staff need to clearly communicate behavioral standards to the youth and motivate the youth to believe that they can fulfill those expectations.

(b) Staff members are to avoid discussing their personal lives or establishing social contacts with youth and their families, and youth formally housed in either facility who are still or were under the jurisdiction of the department.

(c) Staff members are to avoid developing a “special relationship” with a youth, one which is characterized by overfamiliarity in their interactions and/or special time or favors being accorded to one youth over the rest of the group. Professional distance is compromised between staff and youth if (but not exclusively):

1. Rules are relaxed for “certain” youth.
2. Special favors are performed for “certain” youth.
3. The same youth performs errands for staff routinely.

(d) Staff members shall not touch youth, except when security measures require it. Under no circumstances shall a youth be allowed to touch staff. Unnecessary physical contact between staff and youth can lead to many problems, including accusations of sexual molestation, harassment and physical abuse and can be traumatizing for youth who have experienced physical and sexual trauma, as well as other violence.

(e) Staff members shall not correspond with, by any form of communication or take pictures of a youth, youth formally held in either facility or with any member of their family, except as required by their official duties or when specifically approved by the Facility Superintendent or their designee. If staff is contacted by any one of the previously listed individuals other than approved circumstances, they must immediately report it to the Facility Superintendent or their designee via the Supervising Probation Corrections Officer.

(f) Staff members shall immediately take appropriate action to report all correspondence from youth or youth formally held in either facility, to prevent the youth from continuing the correspondence.

1. Staff member shall immediately notify the on-duty supervisor of the receipt of the letter.
2. If the youth is still in-custody, the on-duty supervisor will instruct the youth not to write any more letters to staff. The on-duty supervisor shall inform the youth that the letters are unwelcome, inappropriate and that disciplinary action will result if such behavior continues.

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3. The staff member shall write a letter to the youth if instructed by the on-duty supervisor instructing them to discontinue any correspondence as it is inappropriate.

(g) Infrequently, when staff believe there may be some therapeutic or rehabilitative value in responding to the correspondence, the following steps must be completed prior to corresponding:

1. Notify the on-duty supervisor of the situation.
2. Get permission to write the youth from the Facility Superintendent or their designee.
3. Get permission to write the youth from the Supervising Deputy Probation Officer.

(h) Youth, parents, legal guardians or relatives contacting staff members, either inside or outside the institution, seeking advice and/or assistance or making any effort to continue association with a staff member outside the institution, after the youth's release from custody, shall be reported to the Facility Superintendent, through the Supervising Probation Corrections Officer. The youth's Probation Officer shall be notified, when applicable.

(i) All staff members are to advise Facility Superintendent and SPCO when a youth is booked into the Juvenile Hall with whom they have some personal connection. This connection may be that they are friends of the family, attend the same church, have outside work involvement, neighbor, etc.

510.2 RELATING PROFESSIONALLY WITH STAFF

The following general provisions shall structure the working relationships between staff members at the Juvenile Institutions.

(a) Staff member will conduct themselves in a professional manner at all times. Members are expected to abide by the policies and rules of the institutions and must be willing to accept direction, instruction and correction from their supervisor.

(b) Staff members shall treat each other with courtesy and respect. It is unacceptable and intolerable for staff to use profanity, derogatory language, ethnic slurs, or sexual epithets when speaking with or referring to other coworkers or youth. Rough, crude, profane or harsh language is considered out of order and is unacceptable.

(c) Staff members shall never discuss their job performance or another co-worker's job performance with or in the presence of a youth. Problems which develop between staff over the performance or work activities shall be discussed in a setting which affords a level of privacy; civility shall be maintained in all discussions among staff and/or public agency personnel.

(d) Under no circumstances shall a staff member engage in behavior which deliberately undermines the authority or seeks to embarrass another staff member. All staff member have the responsibility and duty to assist other staff members in becoming effective team members.

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(e) The Supervising Probation Corrections Officer has access to the home phone numbers of staff. These phone numbers are confidential and are NOT to be given out. If staff members must be contacted for business reasons, the SPCO will determine the nature of the business and will contact the staff member if needed.

See the Juvenile Detention Policy Manual, Staff and Youth Contact for further information.

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Restraints Procedure

511.1 RESTRAINTS PROCEDURES

Mechanical restraint equipment is a safe method of controlling a youth if used appropriately and properly. When the equipment is applied, it shall not be done in a manner which inflicts physical pain, undue physical discomfort or restricts the circulation of blood or breathing patterns of the youth. Physical restraints are only to be utilized when it is determined that less restrictive alternatives would be ineffective in controlling disordered behavior. Extreme care is to be exercised when applying restraints to an injured youth or youth who have disabilities or any known medical condition. Whenever a youth is under the control of restraint equipment, their well-being and safety must be protected.

(a) Absent exigent circumstances, youth shall be placed in restraints only with the approval of the SPCO. The SPCO shall review and document the need for continued retention in restraints a minimum of every hour.

(b) A medical opinion on placement and retention shall be secured as soon as possible, but no later than two hours from the time of placement. Time permitting; a medical opinion should be obtained prior to placing a youth in a restraint device if a medical condition or disability is known to exist that would contraindicate certain restraint devices and/or techniques. The youth shall be medically cleared for continued retention at least every three hours thereafter.

(c) A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement to assess the need for mental health treatment.

(d) Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed and to ensure the safety and well-being of the youth. Observations of the youth's behavior and any staff interventions shall be documented at least every 10 minutes at random intervals with the actual time of the observation documented on the Continuous Watch form. Additionally, staff shall document any attempts to use less restrictive means of control and decisions to continue and end placement in restraints. While in restraint devices all youth shall be clothed and housed in a restricted area away from other youth, protecting them from possible abuse. In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. Additionally, the affixing of hands and feet together behind the back (hogtying) is prohibited.

(e) The application of restraint equipment will always be followed by a prompt medical evaluation of the youth by a qualified representative of the medical clinic, within two hours of the restraint application.

1. Whenever handcuffs are applied to the wrist or ankles of a youth, they must be checked and documented hourly to ensure that circulation of the blood and the associated body parts have not been restricted. Handcuffs and leg shackles shall always be double locked. An Automated External Defibrillator shall be available in locations where youth are monitored while in restraints in the facility.

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(a) There are two AED machines in the facilities:

1. One AED machine is mounted on the wall in Unit One, outside the SPCO office.

2. The JCF has an AED machine mounted on the wall in the Administration area in between the bathrooms.

2. Additionally, staff shall have youth who are placed in handcuffs checked by the medical staff for injuries as soon as practical, but no longer than two hours after the application of the handcuffs. The need for the youth to exercise their extremities to prevent injury for five minutes at every 30-minute interval to move and stretch their arms and legs shall be determined by the attending medical professional. Any medical recommendations for adjustment made by the nurse shall be complied with by staff.

3. Medical staff shall be contacted immediately should the youth experience:

(a) Respiratory distress;

(b) Change in level of consciousness;

(c) Swollen or cool extremities;

(d) Loss of feeling in extremities;

(e) Pale or blue appearance in lips, face or extremities.

4. There are two AED machines within the facilities:

(a) One AED machine is mounted on the wall in Unit One, outside of the SPCO's office.

(b) The JCF has an AED machine mounted on the wall in the Administrative area in between the bathrooms.

(f) During the time a youth is in handcuffs, the youth's personal needs are the responsibility of staff. Water shall be offered to the youth every sixty minutes or more often, if the youth requests it. If the youth is in handcuffs during a meal time, an attempt shall be made to offer them their meal. If the youth accepts the meal, staff shall carefully examine the continued necessity of the handcuffs. If the youth declines the meal or if their behavior remains so out of control that a meal cannot safely be served, place the meal aside and offer it again upon the youth's release from the handcuffs. Staff shall document all offerings of food and fluids on the Safety Check Log.

(g) While the youth is in handcuffs provisions shall be made to afford the youth access to the restroom.

(h) It shall be the duty of staff using the restraint equipment to verify the equipment is in proper working order. Restraint equipment found to be malfunctioning or damages shall be reported to the supervisor.

1. Absent exigent circumstances, the actual application of handcuffs must occur with at least two staff members present. Only those handcuffs issued by the department shall be used.

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2. Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. In cases involving combative or physically aggressive youth, the application of handcuffs act to restrict the physical mobility and capabilities of a youth. This will allow staff to execute a safe and secure transfer of the youth to a holding or safety room where they will be housed alone and in an area to protect the youth from abuse.
3. In transporting youth who pose a security risk outside the confines of the institution, wrist and ankle restraint cuffs are designed to restrict a youth's mobility and prevent an escape or assault on staff or other youth.

(i) The procedure for applying cuff restraints varies with the nature of the situation. Factors influencing the application of restraints and the equipment used may include:

1. The youth's location (i.e., room versus an open space).
2. The youth's responsiveness to staff interventions including trauma informed approaches.
3. The youth's current level of aggression.
4. The youth's potential for violence.
5. The youth's past record of assaultive behavior.
6. The youth's security risk status and potential for escape.
7. The youth's physical limitations or disabilities.

(j) Whenever possible, staff shall evaluate these factors in formulating their plan of action for placing a youth in restraints. Prior to entering a room, have the restraints ready for application. Have a cuff key ready for use.

1. Provide the youth with specific and clear instructions as to what you want them to do. Instruct the youth to lie on the floor in the prone position, placing their hands behind their back.
2. If the youth complies with the verbal instructions, staff may enter the room and apply the handcuffs. When properly secured, check the handcuffs for tightness and adjust the handcuffs accordingly. Using the cuff key, double lock the handcuffs.
3. During this procedure, the second officer present in the room shall assume a position which affords both control of the youth's movements and quick response to resistance.

(k) Handcuffs are typically removed after completing transfer of the youth to their intended destination. In any case, handcuffs are to be removed immediately upon determining that the youth has regained self control. When removing handcuffs, staff is reminded to always maintain control of the handcuffs and the body appendages, so as to avert the possibility of serious injury. A removed handcuff should always be firmly grasped by the staff member until both handcuffs have been completely removed.

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(l) All use of force incidents where restraints are utilized must be followed up with an incident report with the following documentation (if applicable complete the Restraint Device/Safety Room Checklist found on Pronet):

1. Names of all staff involved
2. Names of all youth involved
3. Staff efforts to de-escalate the situation
4. Circumstances leading up to an application of restraints
5. Times restraints were applied
6. Times restraints were removed
7. Name of control hold
8. Document if pressure was applied to control hold
9. Document how much pressure was applied to control hold
10. Document which extremity was restrained and by which staff (i.e., Officer? controlled youth's left wrist while I applied handcuffs)
11. Document if the handcuffs were double locked and checked for proper fit
12. Time medical was contacted
13. Full name and title of medical clinician who checked youth
14. Time of medical check
15. Document parents or guardian was contacted
16. If unable to contact parent or legal guardian, note an effort was made and the reason we could not reach them

(m) Parents or legal guardians are to be notified if force was used on a youth

(n) Acceptable restraint devices approved by the department:

1. Department issued handcuffs
2. Transportation waist-belt, box and handcuffs
3. Belly Chain
4. Leg shackles
5. Soft restraints
6. Plastic Restraints
7. Wrap

Use of Restraint Devices for Movement and Transportation within the Facility:

(a) While in custody, youth do not have to be placed in any restraint device for transportation or movement between units and the two facilities.This also includes transporting or movement to medical, visiting, interviews and on-site court.

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(b) An individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.

(c) The standard operating procedure of utilizing leg restraints for Maximum Security youth movement, outside of Units 5/6:

- These youth will require a staff escort; however, they will not need to be placed in leg restraints. Those youth who have Court outside of our campus or have outside appointments, will still need to be assessed under the leg restraint process.

511.2 PRINCIPLES GOVERNING RESTRAINT PROCEDURES

(a) Sufficient staff must be on hand to lessen the chance of harm to the youth or to staff. When restraining a female youth, if possible, a female staff member should be present and assist fully in the procedure.

(b) Explain to the youth what you are doing and why, regardless of whether you think they will understand.

(c) Always be sure that the youth's circulation is not restricted. You should be able to fit one finger between the youth's skin and the cuff arm.

(d) If the youth's skin becomes irritated, consider using soft restraints. Always remember, a restrained youth is dependent upon staff for all their needs, including hydration and sanitation.

(e) Ensure the medical evaluations are performed after the removal of the restraints. This information will be documented in the Incident Report.

(f) Always remember, a restrained youth is dependent upon staff for all their needs, including hydration and sanitation.

(g) All youth placed in restraints shall not be deprived of any of the rights afforded to other youth in the institution, except those made impractical by nature of the restraint.

511.3 USE OF THE WRAP

The purpose of the WRAP is to adequately control a youth's behavior without unnecessarily causing injury to the youth or staff. The WRAP is a restraining device that restricts the leg movement of a violent or self-destructive youth. The WRAP is only to be utilized when it is determined that less restrictive alternatives would be ineffective in controlling disordered behavior. The device is not an instrument of punishment and shall never be used for such purposes.

Candidates for the WRAP would include those youth that continue to attempt self harm or are a physical threat to staff, after being placed in the Safety Room. It would also include youth whose behavior is violent enough that they clearly present a danger to the personal safety of themselves and/or others.

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(a) Authorization for use of the WRAP must first be obtained from the on-duty Supervising Probation Officer (SPCO). Placement in the WRAP shall occur under the direct supervision of the authorizing supervisor or their designee.

(b) Monitoring of a youth in the WRAP shall be continuous direct visual supervision. Continuous direct visual supervision is defined as a staff constantly in the presence of the youth. While in restraint devices all youth shall be clothed and housed in a restricted area away from other youth, protecting them from possible abuse. Once the youth has regained self-control and is no longer a threat to self or others, removal of the youth from the WRAP shall occur at the earliest possible time. However, removal of the youth from the WRAP requires prior authorization from the SPCO or their designee.

(c) Documentation of all youth placed in the WRAP is required by staff. Staff shall record the name of the youth, their unit assignment, the time of entry, the time of release and the times of all staff mental health and medical observational checks. Observations of the youth's behavior and any staff interventions shall be documented at least every 10 minutes, at random intervals, with actual time of the observation documented on the Continuous Watch form. Additional documentation of pertinent information may include the youth's behavior, youth's statements, attempts to use less restrictive means of control, injuries sustained while in the WRAP, observations of the youth during confinement and decisions to continue and end placement in the WRAP.

(d) Medical staff shall be notified immediately after a youth is placed in the WRAP. The nurse, utilizing their professional judgment, shall determine the need for continuous or intermittent medical monitoring. Time permitting; a medical opinion should be obtained prior to placing a youth in the WRAP if a medical condition or disability is known to exist.

1. The use of the WRAP is not authorized for youth who are known or suspected of being pregnant.

(e) While the youth is in the WRAP, a medical opinion on the safety of continued retention shall be secured as soon as possible, but no later than two hours from the time of placement in the WRAP. The youth shall be medically cleared for continued retention every three hours thereafter. An Automated External Defibrillator shall be available in locations where youth are monitored while in the WRAP. The need for the youth to exercise their extremities for five minutes at 30 minute intervals to prevent injury shall be determined by the attending medical professional.

1. Medical staff shall be contacted immediately should the youth experience:
   - Respiratory distress;
   - Change in level of consciousness;
   - Swollen or cool extremities;
   - Loss of feeling in extremities;
   - Pale or blue appearance in lips, face or extremities.
2. The youth shall also be provided a mental health opinion as soon as practicable, but within two (2) hours if the youth is still restrained and cleared for continued retention every three (3) hours thereafter. During normal working hours mental

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health, who has the authority to perform the needed mental health assessment, should be notified. During holidays, weekends and night hours, the on-call mental health staff shall be notified.

3. Upon removal of the youth from the WRAP, the youth shall undergo a medical examination, including a urine analysis, conducted by medical staff. All medical assessments and examinations shall be documented in a record maintained by medical.

(f) During the time a youth is in the WRAP the youth's personal needs are the responsibility of staff. Water shall be offered to the youth every sixty minutes or more often, if the youth requests it. If the youth is in the WRAP during meal time, an attempt shall be made to offer them their meal. If the youth accepts the meal, staff shall carefully examine the continued necessity of the WRAP. If the youth declines the meal or if their behavior remains so out of control that a meal cannot safely be served, place the meal aside and offer it again upon the youth's release from the WRAP. Staff shall document all offerings of food and fluids on the Safety Check Log.

(g) Placement of a youth in a WRAP shall be reviewed by the SPCO, a minimum of once every hour, until the youth is released from the WRAP. Approval from the SPCO must be received in order to continue detention of a youth in the WRAP. Following each one hour interval, after each review is conducted, a record of the review shall be entered on the Safety Check Log, which shall provide justification for continuing the youth's WRAP status.

(h) If the youth requests to use the restroom facility, carefully reevaluate the need for continued use of the WRAP. Escort the youth to a restroom and discontinue the use of the WRAP, if it appears that the youth has reasserted control over their behavior. As a general rule, treat the youth with as much dignity as possible, while still maintaining safety and security measures.

(i) An Incident Report is required for all incidents involving the WRAP.

(j) Parents or legal guardians must be notified if a youth was placed in the WRAP.

(k) The WRAP shall be cleaned and examined after each use. Damaged equipment shall be removed from service and reported to the designated equipment supervisor for repair or replacement.

See the Juvenile Detention Manual, Restraints for further information.

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Control of Youth Movement Procedures

512.1 CONTROL OF YOUTH MOVEMENT PROCEDURES

When preparing for group movements or activities, which take place outside the living unit, staff are required to invoke special security arrangements. In this section, the security measures associated with group movement and outside activities will be discussed. Specifically, this section will provide security procedures for preparing the group for an outside activity and supervision of that group once outdoors.

(a) When preparing for group activities or movements which take place outside the unit, staff members are required to execute the following procedures prior to exiting the unit. These procedures include:

1. Acquiring radio coverage;
2. Ensuring no youth remain in their room;
3. Assembling the youth;
4. Securing the unit;
5. Obtaining an accurate youth count;
6. Securing the unit's staff station.
7. Ensuring that a perimeter check hs been conducted and the yard is secure if going outside.

(b) Possession of a radio is required. Each staff member is provided with a radio. In cases where a unit radio is not operating properly, or is out of service, unit staff members shall obtain a radio from Unit 1. Under no circumstances shall a unit engage in an outside activity or group movement without a radio. Prior to departing the unit, a staff member shall check the operability (radio check) of the radio with Central Control.

(c) Under no circumstances shall youth remain in the unit without PCO supervision. Some group movements and activities outside the unit may not involve the participation of some youth. As such, some youth will be supervised separate from the group.

(d) Prior to departing for an outdoor activity, PCO's shall ensure all youth have been accounted for and their location is known to unit staff. Staff members must maintain an accurate count during the activity. Advise the youth to use the bathroom prior to leaving the unit. Upon returning to the unit, verify the current head count with the Hall Movement Log.

(e) Prior to departing, staff members must secure the unit. To secure the unit, all of the youths' doors must be closed and securely locked. All unit utility room doors shall be locked and secured. When securing doors, never assign this task to a youth. Proper security measures require that a unit staff member conduct a "door pull" and inspect all doors to ensure that the locking mechanisms have not been jammed or tampered with.

(f) All youth officially designated for participation in the outside group activity or movement shall be accounted for. Staff members shall set the count by assembling the youth into a single line at a designated area in the unit day room. Staff members shall count

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the youth and upon completion, should be compared to the Hall Movement Log and Unit 1 building count. These two counts should equal the unit's current population. If the count does not equal the current unit count, all youth must be recounted and the discrepancy resolved.

(g) The final step prior to departing the unit is to secure the staff station. Staff members shall remove and secure all contraband and dangerous items from the desk area.

(h) At the point of departure, staff members shall inform Central Control of their intent to leave the unit, their destination and unit count. As an example, "Routine call. Unit 7 is going to the large rec. yard with two staff and 20 youth. Is the hallway clear?"

512.2 PROCEDURE FOR EXITING A UNIT

After completing the above referenced procedures, the following security measures shall be used for the actual exiting of the unit:

The primary concern facing staff when conducting a group activity/movement outside the unit is the opportunity for a youth to attempt an escape. Staff members may minimize this possibility by conducting the activity/movement in an orderly and controlled fashion. Achieving this goal is predicated on staff's ability to exercise control over the youth's behavior, and through their positioning strategies adopted during the activity/movement.

(a) At all times, staff members must establish control over the group's behavior. This is most effectively accomplished by communicating to the group the desired behavioral expectations associated with the upcoming movement. Clear and concise directions regarding behavior must be given to the group prior to leaving the unit. When starting the procedures for departing the unit, never allow youth to engage in horseplay or talking and always be alert for suspicious behavior or movement among the youth. After the entire group has exited the unit door, the group should be stopped in place, to prevent them from spreading out. Stopping and restarting the group movement may be required, to obtain a closely aligned group.

(b) Proper staff positioning is essential in executing a controlled and secure movement. In units with three staff exiting the unit for outside recreation, one staff shall precede the group and stand at the front of the line where they can observe their co-workers and the entire group. Another staff member shall be positioned at the midpoint of the line. The third officer shall assume a position at the end of the group following the group as they exit.

(c) In units with two staff members, one staff shall precede the group and stand at the front of the line where they can observe their co-worker and the entire group. The second staff member shall be positioned at the end of the group and following the group as they exit.

(d) In units with one staff, the staff member shall position themselves at the exit door in order to observe both the front and rear of the line. Standing against the door also ensure that the door will not be closed, locking the staff either in or out of the unit.

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(e) Upon exiting the door, staff members shall be responsible for ensuring that the unit exit door is properly locked by pushing and pulling on the door. At this time, any equipment from the equipment room may be gathered for activity use.

(f) Upon return, a count shall be conducted to ensure all youth have been accounted for.

See the Juvenile Detention Manual, Control of Youth Movement for further information.

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Searches Procedures

513.1 BOOKING SEARCHES PROCEDURES

Pat down searches are a routine procedure during the booking process. Strip searches however, are permissible only with “reasonable suspicion” and prior written approval of the SPCO.

(a) All booking searches shall, to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched and shall be performed by staff of the same gender as the youth. Cross- gender pat-down searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches require the written authorization by the on-duty SPCO and documentation via an Incident Report.

(b) Whenever pat-down searches are conducted, staff members shall wear gloves.

(c) Staff members should exercise care when searching known or suspected drug users/ addicts that may be in possession of hypodermic needles. Staff shall remove non-essential clothing articles, such as jackets, coats, belts, shoes, socks and hats. Each of these items shall be thoroughly searched by staff, and secured in a storage bag. Staff may also escort the youth into a private area, for the purpose of removing or rearranging some of their clothing, as to dislodge or reveal hidden contraband. Staff shall conduct a pat down search of all youth booked into the facilities.

(d) The discovery of contraband and the procedures associated with confiscation, vary in accordance with whether the contraband is legal, but prohibited by institutional policies or whether it is illegal and requires law enforcement and District Attorney notification.

1. If illegal items, such as weapons or controlled substances are discovered, the referring law enforcement officer shall be responsible for initiating new charges, securing the contraband and maintaining a chain of evidence. In situations where the referring law enforcement officer has gone, before the contraband is discovered, staff shall immediately contact the SPCO for confiscation of the contraband and notification of the arresting agency. An incident report will be completed by the PCO discovering the contraband.

2. Youth are not permitted to have medication within their possession for self-administration. The discovery of medication, pills or other medical substances of known or unknown origin, shall require special handling as outlined below. Prescription drugs determined to be illegal shall be handled as illegal contraband. Prescription medications are handled as indicated in the **Youth Reception Procedures.**

3. Any weapon which is deemed legal, but in violation of institutional policies, (i.e., pen knives, pocket knives, etc.) shall be maintained in the youth’s personal property. Upon the youth's release, staff are to escort the youth out of the probation department at which time the weapon, which was deemed legal, may be turned over to the youth, if 18 years of age or over, or the youth's parent upon release. Booking staff shall be responsible for the release of this property.

4. Weapons of an illegal nature shall be turned over to the arresting officer/agency.

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(e) Following the conclusion of the initial booking search, the staff member who executed the search shall be noted in ICJIS as well as the time and date of the search.

513.2 STRIP SEARCHES PROCEDURE

All searches by PCO's of newly detained youth shall be in accordance with the regulations as set forth in California Penal Code 4030 and 4031. Youth booked on misdemeanors which do not involve weapons, controlled substances or violence, or those detained prior to a detention hearing, shall not be strip searched during the booking process, unless there is a reasonable suspicion (based on specific and articulable facts) to believe the youth is concealing a weapon or contraband and the strip search will result in the discovery of the contraband.

(a) The strip search of youth booked on felony charges and misdemeanor charges which involve weapons, controlled substances and violence, shall also be guided by reasonable suspicion.

(b) When reasonable suspicion exists, written authority from the SPCO in the form of a Strip Search Authorization form must be obtained, prior to the search. Upon completion of the strip search, an Incident Report will be completed and submitted to the authorizing SPCO. The written authorization shall include specific and articulable facts and circumstances upon which the reasonable suspicion was made by the supervisor.

(c) All strip searches shall be for the sole purpose of institutional security. The objective for all strip searches is to prevent the introduction of weapons and contraband into the institution and the living units. When conducting strip searches, the following standards shall be observed by all staff:

1. All strip searches shall be conducted in an area of privacy (i.e., boys or girls shower rooms) so that the searches cannot be observed by persons not involved with the search. People are considered "participants in the search" if their official duties require them to be present during the search.

2. PCO's who conduct a strip search of a youth shall, under no circumstances, have physical contact with a youth's body and, specifically, cannot touch the breasts, buttocks or genitalia of the person being searched. Additionally, no staff member shall be permitted to conduct a physical search of a body cavity (i.e., stomach, rectum or vagina) at any time.

3. Should a youth refuse the strip search procedure, staff shall escort this youth to an observation holding room (rooms 1 and 14 in Unit 1). The Observation Rooms are to be utilized to prevent the youth from flushing/destroying the contraband or weapons. Prior to placing a youth in the Observation Room, the room must be searched for any existing contraband. After placing the youth in the observation room, the youth will remain in full view at all times to detect any attempt to discard any contraband. Should the youth give consent, staff shall contact the SPCO, before proceeding with the search.

4. Strip searches shall be conducted by a PCO staff of the same gender as the youth. Staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Transgender youth may request

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that either a male or female staff member conduct the search. Staff shall accommodate this request when possible and consistent with maintaining safety and security. If the youth has no preference, he or she will be searched by a staff member of the same biological gender.

A. Instruct the youth to take off clothing one garment at a time and hand them to you so that they can be searched. The search of clothing should include a search of seams and pockets of all outer garments, the soles of socks and shoes. If relevant, the inside of casts, bandages and crutches should be searched as well. After searching the clothing, it should be deposited in the youth's clothing bag.

B. See the Juvenile Detention Manual, section 516.4.3 Modified Strip Search and Strip Search Procedures for further information.

C. Proceed with the clothing exchange by instructing the youth to take a shower and dress in the clothes provided.

5. Conversation with the youth shall be restricted to the minimum necessary to provide instructions. Engaging in idle conversation may distract the staff member from completing the search procedure in an effective and efficient manner.

   A. After the youth's personal clothing has been placed in a property bag, the youth is not to have any further access to his/her clothing. Contraband which was undiscovered during the initial intake search may be reacquired by the youth, if they are permitted access to their clothes.

6. Staff shall maintain constant visual observation and supervision of the youth during the strip search. Under no circumstances shall a staff member leave a youth unattended; before, during or after completing the strip search and/or clothing collection procedure.

7. Prior to completing the strip search, and securing the youth's personal clothing, staff shall not permit the youth to have contact with other youth. Any delays incurred between the youth's personal clothing inventory and strip search shall necessitate the youth to be held in an observation room, separate from the general population.

See the Juvenile Detention Manual, Searches for further information.

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Transportation of Youth Outside the Secure Facility Procedures

514.1 TRANSPORTATION OF YOUTH OUTSIDE THE SECURE FACILITY PROCEDURES

The transportation of youth is an important staff member responsibility, with significant obligations for the safety of youth and members. Consequently, the following procedures shall be assumed by all staff members when transporting youth:

(a) All staff utilized in the position of Transportation Officer shall be trained in the application of restraint equipment.

(b) Transportation Officers shall have a valid Class C Drivers License.

(c) Transportation Officer shall never leave a youth unsupervised during transportation or at the designated destination.

(d) All probation department vehicles will be inspected prior to and following their use. If there are vehicle repair or maintenance issues, the Transportation Officer will coordinate the repair with the Alternative Programs' SPCO and the County Motor Pool. If the vehicle must be taken out of service due to safety problems, the Transportation Officer will notify the SPCO and will arrange for repairs through the County Motor Pool.

(e) Staff members shall determine the reason for transporting the youth (i.e., medical appointments, court ordered deliveries, etc.) and whether court orders are required to transport the youth outside the institution. If court orders are required to effect removal of the youth from the institution, then appropriate transfer documentation shall be obtained prior to transporting the youth. If transporting the youth to a medical appointment, obtain all required referral papers from the Medical Clinic.

(f) All out of county transports require a signed travel authorization.

(g) Prior to departure, the transporting officer shall conduct a search of the vehicle to ensure it is free of contraband and/or weapons. The floor and under the seats shall be searched for unauthorized items.

(h) Ensure the vehicle has sufficient fuel and the safety equipment is present and in proper working condition. Complete a safety check of the vehicle prior to departure. A safety check includes, but is not limited to, the check of tires, belts, hoses, lights, turn signals, break lights and the overall condition of the vehicle. Once the safety check has been completed, the vehicle operator must complete all sections of the Vehicle Use Log for each trip.

(i) Transportation staff is required to take a department cell phone with them during all transports. In addition, they must leave the number with the facility supervisor and verify that the phone is charged and operational.

(j) Conduct a pre-trip pat-down search of all youth for possession of contraband. A pat-down search is particularly important when transporting youth who are identified as security risks and who may attempt to possess weapons/contraband to affect an escape.

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(k) Leg Restraint Determination Assessment form must be completed by the transportation officer and approved by the facility supervisor to determine the level of restraint to be used during transportation. The following will result in an automatic restraint application:

1. The Detention or warrant hearing is not held at Juvenile Hall.
2. The youth is a current W&I 707(b) and PC 1192.7 offenders until the disposition hearing.
3. The youth is committed to the Department of Juvenile Justice or other secure facility.
4. The youth has warrants or holds in other jurisdictions.
5. The youth has a history of escape from any secure facility.
6. The youth is in Protective Custody.
7. The number of youth being transported outnumber the transporting staff.
   - If the automatic restraint criteria is not met, youth will be evaluated and scored based on the listed risk factors and behavior in custody on the assessment form.
   - Youth who score 0-5 are recommended to have no leg restraints. A score of 6-7 will require a consultation with the facility supervisor. A score of 8 or above indicate leg-restraints are authorized.
   - The transportation officer shall record the names and the number of the transportation officers assigned to the transport and the type of restraints used.
   - If the supervisor overrides the use of leg restraints, the supervisor shall document their reasoning. The supervisor is required to sign the assessment form.
   - Restraints will not be used on youth who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the youth, the staff, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.
   - Youth who are known to be pregnant will not be handcuffed behind their backs, or placed in waist restraints, or leg restraints.

(l) If staff is conducting a long transportation trip which conflicts with the meal service times, the youth should eat prior to boarding the transportation vehicle. Always suggest using the bathroom facilities prior to departing the institution.

(m) Prior to departure, set the limits/expectations for the youth's behavior during the transport. The following rules shall be communicated to youth prior to departure:

1. Youth shall remain in their assigned seats at all times and will not leave their seats until instructed to do so;

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2. Seat belts shall be worn at all times;
3. When seated, youth shall face forward, with their hands in their laps;
4. Conversation with youth shall be kept to a minimum and it shall never become loud or boisterous;
5. Under no circumstances shall a youth touch another youth or staff;
6. Youth shall not shout out of the windows to persons in the community, place body parts out of a window or throw refuse or other items out of the window.

(n) To ensure safe and secure transportation of youth, the following principles and procedures shall be assumed by staff members during transport.

1. Assign individual seats for each youth. Do not double up youth in a seat, unless a lack of space prevents separate seat assignments;
2. Ensure the seat belts are fastened securely;
3. Lock all vehicle doors.

(o) Under no circumstances shall restraint gear be used to secure a youth to the vehicle. Staff must always ensure that a youth in restraint equipment has enough mobility to exit the vehicle in case of an accident or emergency.

(p) While en route to a destination, staff shall prohibit youth from commingling with persons in the community. This prohibition is necessary to prevent youth from acquiring contraband or assistance for an escape attempt.

(q) Upon arrival at the travel destination, the following security practices shall be adopted by all transportation staff:

1. Attempt to keep restrained youth out of public areas, in order to prevent the chance of escape or the acquisition of contraband.
2. When escorting youth, assume a position slightly behind the youth which allows for visual contact at all times.
3. Never allow a youth to engage in an activity which obscures the visual line of supervision.
4. Always keep your keys and security equipment secure. Staff shall maintain keys on their person at all times. Never allow a youth to have possession of transportation or security keys.
5. When more than one youth is being supervised, continuously take a head count.
6. Escort youth directly to their specified destination and immediately return to the transport vehicle following completion of the trip's purpose.
7. Do not discuss the youth's status with any outside person. Rules of confidentiality apply to all youth in custody.
8. When escorting a group, walk beside or to the rear side of the group. If two or more staff are providing escort, one staff shall be positioned to the side of the group and one behind the group.

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9. Never allow a youth to go anywhere without staff escorts providing direct visual and physical supervision.

(r) All youth shall remain in restraints, if indicated, whenever transported or escorted. Youth transported to the hospital in restraints are to be kept in restraints while being examined/ treated, if possible. Removal of restraints for medical procedures shall be avoided, unless it is absolutely necessary for treatment of the youth. Any removed restraint gear shall be immediately reapplied as soon as feasible.

(s) Upon entering the building or office, locate the potential escape routes and emergency exits to minimize the potential for escape. Contact the on-duty SPCO to report your arrival at the destination site. If known, indicate your return time, or any delays which are expected.

(t) In the event that the youth must use the restroom during a transport, the Transportation Officer will need to locate an area providing relative security. Locations such as police stations and other juvenile halls would be the most appropriate location. Contact the Juvenile Hall to advise the on-duty SPCO of the situation. The on-duty SPCO will assist in finding the closest location, as well as contacting the location for approval.

(u) The following procedures shall be used if an emergency situation occurs during transit:

1. In the event of a vehicle breakdown, the staff shall notify the on-duty SPCO at the earliest opportunity via cell phone. Staff should contact local law enforcement or the California Highway Patrol to provide assistance. Under extreme circumstances, staff may attempt to stop a citizen and request assistance in notifying local law enforcement. In all vehicle breakdown situations, staff shall never leave a youth unsupervised. If it is necessary to abandon the vehicle, youth shall be taken with staff to seek emergency assistance.

2. In all instances of a vehicular fire, the vehicle shall be immediately stopped, occupants evacuated and 911 contacted. If the situation permits, staff may attempt to control the fire with the vehicle's fire extinguisher. Contact the on-duty SPCO at the earliest opportunity to advise them of the need for alternate transportation.

3. In the event of a vehicular collision contact the on-duty SPCO to report the accident, as well as local law enforcement. Report the following information:

   - Injuries to any person and the extent;
   - Damage to the vehicle;
   - The need for alternative transportation;
   - The need for an emergency response vehicle;
   - The location of the accident.
   - All vehicular collisions involving a county vehicle shall require staff to request an accident investigation by the responding law enforcement agency. Do not admit fault. Remain calm and professional.

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Transportation of Youth Outside the Secure Facility Procedures

See the Juvenile Detention Policy Manual, Transportation of Youth Outside the Secure Facility for further information.

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Release Procedures

515.1 RELEASE PROCEDURES

The following establishes procedures for the release of youth from both the Juvenile Hall and the Juvenile Commitment Facility, as well as the associated responsibilities for the individual living units and the Booking, Intake and Release Unit (Unit1). All releases will be processed through Unit 1.

The following general provisions structure the release procedures for all youths in custody

(a) No youth shall be released without the proper release authorization forms.

(b) The **permanent release** of a youth may be authorized in the following manner:

1. By the Intake Probation Officer at the time of a youth's booking and intake process.
2. By an order of the Juvenile Court.
3. By an order of the Adult Court.
4. Following written notification and authorization from the youth's Probation Officer.
5. The District Attorney (DA) decides not to file charges.
6. The arresting law enforcement agency who booked the youth withdrawals the charges.
7. The outside agency/county who is having us detain the youth on a courtesy hold decides not to extradite.

(c) Permanent releases are court ordered or authorized by a Probation Officer. Release may entail a discharge to the community or placement in another facility.

(d) The following procedures shall be followed by all staff members **when processing a permanently released youth:**

1. Permanent release of a youth begins with a notification to release, which is channeled through the Booking Unit or the Supervising Probation Corrections Officer (SPCO) or the authorized designee.
2. All notices to release must originate via a valid authorizing agent (i.e., a Probation Officer, Probation Transportation Unit, etc.) Whenever there is a question as to the validity of the release order, the SPCO must be contacted for verification. Following verification, booking staff shall be notified to commence processing the youth's release. Booking staff shall also contact the youth's assigned living unit, to inform them of the order to release. Unit staff, at the direction of Unit 1, will contact the youth's parents or guardians for release.

(e) Upon receiving notification to release, the following procedures and responsibilities shall be assumed by staff members in the youth's assigned living unit:

1. Instruct the youth to collect all personal articles.

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2. Inspect the youth's room for damages and/or cleanliness. All damages must be reported via an Incident Report. Reports shall be forwarded to the Facility Superintendent for possible charges to be filed.
3. Clear the youth for release by contacting Central Control. Central Control shall advise the unit when it is clear to have the youth proceed to Unit 1.
4. The unit Probation Corrections Officer (PCO) shall clear the youth from all unit paperwork.
5. All youth's paperwork will be forwarded to Unit 1 for filing.

(f) When the youth arrives in Unit 1 for release to their parent or guardian, the following procedures and responsibilities shall be completed by booking staff:

1. Verify the youth's identity. Retrieve their ICJIS booking record from the computer file and check the youth's name, photo, date of birth, and home address if needed.
2. Release all clothing, valuables and personal property to the youth and obtain their signature acknowledging and verifying receipt of property.
3. Verify the identity of the person accepting custody of the youth.
4. Fill out release information on the Juvenile Release Report. Have parent or guardian sign release documentation. The original is placed in youth's file, copy to Field Services.
5. Release the youth in the ICJIS system.
6. If the release is to be House Arrest, Home Commitment or EMP, contact reception to prepare the release contracts. On weekends and holidays, staff members should complete the release contract.
7. Document the release by crossing out the youth's name on the Unit Roster.
8. Adjust the institutional Daily Count sheet.
9. Record the youth's name on the Daily Booking and Releases form.
10. Notify the facility health care provider for coordination with outside agencies; Notify the school staff; and notify the facility mental health personnel.

(g) The following procedures shall be completed by the booking staff when a **youth is released to Placement:**

1. Notify the Placement Probation Officer so they can respond to Unit 1 and meet with the placement personnel.
2. Verify the youth's identity. Retrieve their ICJIS booking record from the computer file and check the youth's name, photo, date of birth, and home address if needed.
3. Verify the identity of the person/agency accepting custody of the youth. Check the release orders with the person/agency accepting custody, to ensure accuracy.

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4. Release all valuables and personal property.
5. Obtain the youth's signature acknowledging and verifying receipt of property. Give property to the person accepting custody of the youth.
6. Obtain medical release paperwork for placement personnel.
7. Obtain the name, signature, and relationship of the person to whom custody is being transferred. Note the destination on the Juvenile Release Report.
8. Release youth in the ICJIS computer system.
9. Document the release by crossing out the youth's name on the Unit Roster.
10. Adult the institutional Daily Count sheet.
11. Record the youth's name on the Daily Bookings and Releases form.

(h) A **Furlough Release (aka: Temporary Release)** from either facility will occur for only a specified period of time. Furlough releases are authorized for the following events:

1. Out-of-custody medical/dental appointments.
2. Attending the funeral of close relatives (i.e., parent, sibling, grandparent, etc.).
3. Superior Court appearances or other Court ordered releases.
4. Temporary release into law enforcement custody.
5. All furlough releases must be approved in advance by an authorized person, such as the assigned Probation Officer, the SPCO or Court Order.

(i) When **transporting a youth on a furlough release** the following security and transportation guidelines shall apply:

1. All youth who are allowed a furlough release are subject to the security and transportation arrangements consistent with their security status. Youth shall be transported to their destination only by authorized probation staff, unless otherwise arranged by the court or the SPCO. Transportation arrangements shall be made by the transport staff in conjunction with the Juvenile Hall SPCO. Leg restraint equipment is authorized during transportation outside the facility only upon a determination by the probation department in consultation with the transporting agency, that leg restraints are necessary to prevent physical harm to the juvenile, or to another person, or due to a substantial risk of flight. Restraint equipment for youth shall consist of handcuffs, waist chains and shackles. A Leg Restraint Determination Assessment form (#I-1035) shall be completed by the transport staff and approved by the Juvenile Hall SPCO prior to any authorized security transportation. All youth being temporarily released will be released from Unit 1.

(j) Transportation and security arrangements for youth appearing in Federal or Adult Court shall be provided by Probation Transport Staff or other law enforcement agency.

(k) All youth authorized for a furlough release shall wear institutional clothing unless otherwise stated.

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(l) All furlough release authorizations must be documented. Unit staff shall note the youth's location on their shift log and hall movement log. This information will also be maintained by Unit 1 Booking Staff and noted on the building Daily Count log. For all authorized furlough releases, the following information shall be recorded on the Temporary/Furlough Release slip:

1. The name of the youth to be released.
2. The type of release (i.e., medical, dental, etc.).
3. The name and title of the authorizing person.
4. The date and time of release.
5. The release destination.
6. The person or agency the youth is to be temporarily released to.

(m) The following procedures shall be initiated **following a youth's return from an out-of-building excursion:**

1. Enter the date and time of return to the Juvenile Hall on the temporary release slip.
2. A pat down search of the youth for weapons and contraband will be done prior to their return to their living unit.
3. Advise medical of the youth's return prior to the youth's return to their living unit. All medications and paperwork shall be forwarded to medical for approval and clearance.
4. Transportation staff is instructed to telephone the SPCO.
5. In case of AWOL (Absent With Out Leave), staff is instructed to immediately notify the nearest law enforcement agency. Booking staff shall notify the SPCO. All AWOL's occurring while in the custody of staff shall be documented via an Incident Report. The Incident Report shall be forwarded to Intake for consideration of new charges.

515.2 RELEASE OF YOUTH'S PROPERTY

(a) The personal property of a youth who is in custody, may not be released to a law enforcement agency, unless one of the following criteria is met:

1. Youth has consented to the property release. The release of all designated property shall be recorded by booking staff on the property slip. Include the agency to which the property was released, a description of the released articles, the name and badge number of the law enforcement officer receiving the property, and the date and time the property was released.
2. A law enforcement agency has presented a search warrant or court order requesting the release of a specific item. When this occurs, booking staff shall obtain a copy of the warrant and/or court order as well as record on the youth's Property Inventory slip the agency's name; the officer's name and badge number; the specific property relinquished; and the date and time of release.

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(b) A youth may release personal property to parent or legal guardians by signing the Property Slip. This form shall specify the desired property to be released and the name of the person designated to receive the property and their signature.

1. Unclaimed property belonging to a youth who has been discharged shall be released to the youth's parent/legal guardian at the earliest opportunity.

(c) Staff discovering unclaimed property shall notify the Storekeeper who shall be responsible for notifying the youth's parent/legal guardian or Probation Officer to coordinate pick up the property. After 90 days unclaimed property will be disposed of

515.3 EARLY RELEASE PROCEDURES

The Chief Probation Officer or their designee may authorize the release of youth from custody prior to their scheduled release.

(a) Youth may be released from custody prior to their scheduled release date in any of the following circumstances:

1. The current population within the institution exceeds its rated capacity;
2. The youth is a Court Commitment;
3. The youth has served a minimum of 40% of their commitment at the time early release is contemplated, unless authorized by the Facility Superintendent;
4. The youth has demonstrated good conduct;
5. The youth's minute order reflects a disposition which already includes either Electronic Monitoring (EMP) or Home Commitment (HC) program time as part of the original commitment; or
6. The Court Minute Order gives discretion to the youth's Probation Officer.

(b) A youth shall not be released from custody prior to their scheduled release date in the following circumstances:

1. In lieu of a commitment for a specified number of days, the court may commit a youth until a certain date (for example, the youth's 18th birthday).
2. "Release on [date]" means the youth is committed until that date and should not be released on any other date without returning to Court for a modification of the order. The youth is not eligible for early release, Emergency release, or good time. The youth should not be held past that date without further order by the court,
3. If the youth is pending any new law violations or violations of probation.
4. If the youth is in custody on their original offense and the offense includes significant injury to a victim, a violent felony, or an offense involving a weapon.
5. If the youth has a hold from another county or agency.

(c) Efforts should be made to avoid releasing those youth currently in custody on a violation of the EMP or the HC program without the prior approval of administration.

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Emphasis should be placed on releasing those youth currently in custody for violating their terms of probation vs. a new law violation whenever possible.

(d) Unless a youth has a release date within 24 hours, all youth shall complete the balance of his or her commitment on either the EMP or the HC program. If either EMP or the HC program is part of the youth's original sentence, their remaining days in custody are to be added to the alternative to custody sentence.

(e) ICJIS needs to be updated reflecting the early release of the youth.

(f) Whenever possible, the youth's assigned Deputy Probation Officer should also be notified of the youth's early release.

See the Juvenile Detention Manual Policy, Release for further information.

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Safety Rooms and Camera Rooms Procedures

516.1 SAFETY ROOMS AND CAMERA ROOMS PROCEDURES

The following procedures apply when placing any youth in a Safety Room:

A. Candidates for the Safety Room:

1. Youth who display problematic behavior that may:
   - Cause immediate physical harm to themselves.
   - Cause immediate physical harm to others.
   - Cause facility property to be destroyed and safety and/or security is compromised.

B. Restrictions on placement in the Safety Room:

1. Placement of a youth into the safety room requires approval of the Facility Superintendent, the authorized designee, or the Medical Staff.
2. The Safety Room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety and/or security of the facility.
3. The Safety Room shall not be used as coercion, for convenience, or as retaliation by staff members, and to the extent that it diminishes the mental and physical health of the youth.
4. Youth placed in the Safety Room shall be afforded the same rights provided to other youth, provided their behavior makes it practicable.

C. Types of Restraints in the Safety Room:

1. Youth may be in the following restraints when placed in the Safety Room:
   - Wrap
   - Handcuffs
   - Leg Restraints
2. Staff members shall follow and refer to the Restraints Policy and Procedures related to the removal, continuation and review of restraints while in the Safety Room.

D. Placement of youth in the Safety Room:

1. Placement in the Safety Room should be done with a supervisor present.
2. Under extreme circumstances, a youth may be placed in the Safety Room without prior SPCO's approval. However, when this is done, an Incident Report shall be written which clearly states the unusual circumstances necessitating the use of the Safety Room, without prior SPCO's approval, and as soon as circumstances permit, the SPCO must be notified of this action.

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3. Prior to placing a youth in the Safety Room, a thorough search of the room must be performed to ensure the room is free from contraband.
4. If the youth's actions require the loss of regularly-issued clothing (i.e., self-harming behavior), safety clothing shall be issued to the youth.
5. While in the Safety Room, staff members shall provide continuous, direct supervision.
6. Staff members shall document the youth's activities and staff interventions **at least every 10 minutes,** at random intervals, with the actual time recorded on the observation log.
7. Youth in a safety room shall be given the opportunity to have fluids (e.g., water, juice). Probation Corrections Officers shall provide the fluids in paper cups. The youth shall be given sufficient time to drink the fluids prior to the cup being removed.Each time a youth is provided the opportunity to drink fluids, it shall be documented on the observation log.
   - If the youth declines fluids or if their behavior remains so out of control that fluids cannot safely be provided, place the fluids aside and offer it again at a later time or upon the youth's release from the Safety Room.
8. Youth shall be provided meals during each meal period. Meals will be served on paper plates or in other safe containers, and the youth will be monitored while eating the meals. Youth shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to youth in safety rooms will be documented on the observation log.
   - If the youth declines the meal or if their behavior remains so out of control that a meal cannot safely be served, place the meal aside and offer it again at a later time or upon the youth's release from the Safety Room.
   - If the youth accepts the meal, the continued necessity of the Safety Room shall be examined.
9. The Facility Superintendent or the authorized designee shall review the appropriateness of continued retention in the safety room **at least every four hours.** The reason for continued retention or removal from the safety room shall be documented on the observation log.
   (a) A youth may be held up to four hours in a safety room. If confinement extends beyond four hours, staff shall do one or more of the following:
      1. Consult with medical and mental health staff,
      2. Return the youth to general population,
      3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population (15 CCR 1359).
10. If confinement time extends beyond four hours, staff shall develop an individualized plan that includes the requirements of 15 CCR 1354.5 and the

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goals and objectives to be met in order to integrate the youth to general population.

11. A medical assessment of the youth in the safety room shall occur immediately where appropriate.Continued assessment of the youth in the safety room shall be conducted by a qualified health care professional at the four hour mark and at least every 6 hours thereafter. Medical assessments shall be documented on the observation log.

12. The Incident Report shall include the reason for placement and shall include attempts to use less restrictive means of control and decisions to continue and end placement (15 CCR 1359).

13. In all cases, a Mental Health Referral shall be completed. Mental health staff shall make an entry and sign the observation log every time the youth is contacted.

    (a) If mental health is on duty, they shall be contacted to speak to the youth. On call mental health staff shall be contacted after normal working hours or on weekends.

14. Approval from the supervisor must be received in order to continue detention of a youth in the Safety Room, following each one-hour interval. After each review is conducted, a record of the review shall be entered on the observation log, which shall provide justification for continuing the youth in the Safety Room.fety Room.

E. Documentation:

1. An incident report shall be prepared each time a youth is placed in the Safety Room.

2. All incident reports shall include the requirements noted in the Report Preparation policy and the restraints policy/procedures (if restraints were utilized).

See the Juvenile Detention Manual, Safety Rooms and Camera Rooms policy for further information.

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Chapter 6 - Youth Due Process

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Youth Grievances Procedures

600.1 YOUTH GRIEVANCES PROCEDURES AND UNIT STAFF'S RESPONSIBILITIES

Any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy.

There shall be no time limit set on filing a grievance.

(a) Grievance forms are to be made available to all youth. Staff is responsible for keeping the grievance boxes stocked with grievance forms. Each living unit has a grievance box mounted to the wall, where a youth has free access to the form.

(b) Instructions for completing the form are given to the youth during orientation and are written in the Youth Orientation Pamphlet. Instructions are also written on the grievance forms.

(c) The youth have free access to the form, the option to confidentially file the grievance, or to deliver the form to any staff working in the facility.

(d) Provide the youth with instructions on completing and filing the grievance form, advise them of their right to present evidence and witness testimony on their behalf, and if necessary, receive additional staff assistance. If the youth is emotionally and physically upset, staff may delay the furnishing of a pencil until such time when the youth has regained their composure. Staff may not deny access to the pencil indefinitely. The youth may opt to file the grievance confidentially in the provided locked grievance boxes in every unit.

(e) Youth may also request to submit the grievance directly to a supervisor or mail it directly to the Facility Superintendent.

(f) If staff are unable to resolve the grievance at the lowest possible appropriate staff level, the grievance shall be forwarded to the SPCO promptly.

(g) Staff must provide a prompt review and initial response to grievances within three (3) business days.Grievances that relate to health and safety issues must be addressed immediately.

(h) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.

600.2 SUPERVISOR'S RESPONSIBILITIES

The grievance box located in each facility unit shall be checked each day on the PM shift by the SPCO or Acting SPCO. The SPCO/ Acting SPCO shall act as the Grievance Review Officer for the youth's grievance. Upon receiving the youth's Grievance Form, the SPCO/ Acting SPCO shall initiate the following steps:

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(a) Schedule a grievance appeal hearing within the same shift if possible and in all cases within **three business days** of the filing of the youth grievances.

(b) Review the nature of the grievance, and conduct a hearing with the youth and other parties named in the grievance, eliciting evidence and testimony from the youth, pertinent witnesses and staff. Provisions for a staff representative approved by the Facility Superintendent to assist the youth if requested shall be made.

(c) In cases involving disciplinary actions, the youth shall be required to comply with the imposed discipline prior to having access to the institutional grievance procedure.

(d) Upon completion of the presented evidence, render a decision regarding the grievance. The decision will uphold the youth's grievance and offer a resolution, provide a compromise agreement, or it will deny the grievance in its entirety.

(e) The SPCO shall inform the youth orally and in writing of their decision and the reasons substantiating it.

(f) If a youth's grievance has been satisfactorily resolved at the SPCO level, the SPCO shall forward the grievance to the Facility Manager for review.

(g) If a satisfactory resolution of the grievance is not obtained, the SPCO will forward all documentation to the Facility Manager or their designated representative within **24 hours**, or the next business day for review.

600.3 FACILITY MANAGER'S RESPONSIBILITIES

(a) The Facility Manager shall act as the Administrative Review Officer and subsequently conduct an administrative review of the documents and render a decision which either will:

1. Uphold the denial of the grievance;
2. Overturn the denial and upholds the youth's grievance, or;
3. Order an administrative review hearing.

(b) Resolution of the grievance must occur within **ten business days** unless circumstances dictate a longer time frame. The youth shall be notified of any delay.

(c) In cases involving Administrative Review, the Facility Manager shall note their findings on the youth's Grievance Appeal Form and return it to the SPCO.

1. The SPCO will forward the documents to the youth and notify them of the decision.
2. In cases where the Facility Manager elects to conduct an administrative hearing; all parties to the grievance shall be assembled and the finding/resolution administered at this hearing shall be final.
3. Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented. Examples include, but is not limited to, contact notes, incident reports, or unit/supervisor log books.

See the Juvenile Detention Manual, Youth Grievances Policy for further information.

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Prison Rape Elimination Act Procedures

601.1 PRISON RAPE ELIMINATION ACT PROCEDURES

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the problem of sexual abuse of youth in the custody and to protect each individual from sexual abuse and staff sexual misconduct. It is this department's goal to provide a safe and secure facility for youth in our care by adhering to a zero-tolerance of sexual abuse and sexual harassment.

(a) All members of the Probation Department, who in their professional capacity, discover known or suspected child abuse, are required to report it.Section 11166 P.C. states, any child care custodian…who…has knowledge of or observes a child in his/her professional capacity…whom he/she knows or reasonably suspects has been the victim of child abuse or neglect shall report the known or suspected instance of child abuse to a protective agency as soon as possible by telephone…and shall prepare and send a written report within thirty-six (36) hours.

1. There is no civil or criminal liability to Probation employees who report suspected child abuse.
2. Failure to report an instance of child abuse which an employee knows to exist is a misdemeanor punishable by confinement in a County jail for a term not to exceed six (6) months, by a fine not to exceed $1,000.00, or by both.
3. “Reasonable suspicion” occurs when it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.
4. The above includes reports of abuse that occur in any confined facility.

(b) It is the responsibility of the person receiving the information to report the suspected child abuse to the appropriate authorities as detailed in this policy. The Suspected Child Abuse Report forms are available on Pronet.

(c) Staff members reporting suspected child abuse shall notify the Supervising Probation Corrections Officer and then shall immediately telephone the Child Protective Services Hotline of the Community Services Agency.

1. Staff members shall complete the Suspected Child Abuse Report in writing by the end of the shift and route it to the Supervising Probation Corrections Officer. (Photocopy for file)
2. Contact the District Attorney’s office and the law enforcement agency having jurisdiction over the case.
3. If the youth states the abuse has been reported, verification must be made with that agency.
4. Have the youth cleared medically unless allegations are old and there are no current injuries.
5. Submit a Mental Health Referral form.

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6. Document information on the outside of the youth's custody file that a CPS report was completed. CPS report number, law enforcement case number (if applicable), and Unit One officer handling the incident.
7. Forward reports to the designated Field Services Supervising Probation officer assigned to handle CPS reports.

(d) Under the Child Abuse Reporting Law found in California Penal Code Section 11165-11174.3, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reports:

1. Physical injury or death inflicted by other than accidental means upon a child by another person;
2. Sexual abuse as defined in Penal Code Section 11165.1;
3. Neglect as defined as Penal Code Section 11165.2;
4. The willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code Section 11165.3; and
5. Unlawful corporal punishment or injury as defined in Penal Code Section 111645.4.

(e) Child abuse or neglect does not include a mutual fight between youth and does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

601.2 SUSPECTED CHILD ABUSE REPORTING FORM

(a) Access a Suspected Child Abuse Report form from Pronet.

(b) Fill out the form electronically or by printing all sections with a ballpoint pen.

(c) Enter department's number "34" for Mandated Reporter Category.

(d) Names of victims, siblings, parents, and alleged abuser must be filled out with first, middle, and last names, and dates of birth.

(e) If the printing on the copies is indistinct, photocopy the original for distribution. (This is necessary to enable the Department of Justice to properly encode all information.)

(f) Fill in "Agency name" and "Address," this must be completed in full: Stanislaus County Probation Department Juvenile Institutions 2215 Blue Gum Ave. Modesto, CA 95358.

(g) The report must be submitted even if it proves to be unfounded during preliminary investigation, so the Department of Justice can reconcile all concurrent reports submitted by all other mandatory reporters. (See Section regarding unfounded reports)

(h) Contact Child Protective Services, the District Attorney's Office and the law enforcement agency having jurisdiction over the case.

(i) Photocopy the CPS Report for youth's file and place the original report in the Probation basket for routing.

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(j) Document CPS Report # on the outside of the youth's custody file.

Note: Reporting is a personal responsibility and is to be completed by the individual discovering the abuse. Although supervisor assistance may be sought to ensure proper reporting and completion of the report form, no supervisor approval is required for a report to be submitted.

601.3 SUSPECTED/ALLEGED ABUSE BY STAFF

If it is discovered the suspected abuser is an employee or contracted provider working in a Probation Department operated facility, the Chief Probation Officer must be notified immediately via the chain of command. The Chief Probation Officer or their designee shall then request the District Attorney and/or other law enforcement agency to conduct an independent criminal investigation.

(a) **Physical Abuse by a Staff Member:** Any observance, or report by a youth, of physical abuse by a staff member or other personnel shall be handled pursuant to the following:

1. If the suspected abuser is on-duty staff, act to ensure the youth's immediate safety by removing the youth or suspect from the unit
2. Refer the victim to medical.
3. Immediately notify the supervisor.
4. Any evidence shall be photographed and securely stored in the office safe of the Supervising Probation Corrections Officer.
5. An Incident Report shall be completed, prior to completing the assigned shift.
6. All of the above will be immediately reported to the Facility Superintendent or their designee. The Facility Superintendent will then advise the Chief Probation Officer.

(b) **Sexual Assaults:** Any observance or report by a youth of sexual assaults by a staff member or other personnel, shall be handled pursuant to the following:

1. Immediately notify the on-duty Supervising Probation Corrections Officer who shall immediately notify the Chief Probation Officer, via the chain of command.
2. The Chief Probation Officer or designee shall immediately notify the Modesto Police Department (MPD) to initiate an investigation.
3. Provide medical treatment as needed. If appropriate, medical staff shall arrange for appropriate physical exam at a health facility that is separate from the custodial facility and is properly equipped and staffed with personnel trained and experienced in such procedures.
4. An Incident Report shall be completed prior to completing the assigned shift.

(c) **Alleged Police Brutality Reporting:** Instances of child abuse related to police brutality shall be reported to Modesto Police Department and the watch commander in the event that a youth alleges that he or she was abused physically by the police agency that arrested them. The following will be done:

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1. Make sure any needed medical treatment is provided.
2. A medical staff member shall check the youth for physical evidence of brutality. If evidence is found it should be photographed.
3. An Incident Report documenting the allegation and any observed evidence shall be generated by the end of the shift.
4. Any photographs taken will be attached to the Incident Report.
5. All of the above information will be collected by the Supervising Probation Corrections Officer and submitted to the Facility Superintendent or their designee. The Facility Superintendent will notify the Chief Probation Officer. The Chief Probation Officer will determine who should prepare a notification letter that lets the head of the involved law enforcement agency know that an allegation of police brutality has been made against their agency.

601.4 PROCEDURES FOR SUSPECTED CHILD ABUSE

(a) When an incident of suspected child abuse or neglect is reported to institutional staff, the staff member receiving the report shall be required to notify either the Lead Probation Corrections Officer or the Supervising Probation Corrections Officer and complete a Suspected Child Abuse Form, immediately. The officer shall also immediately notify Child Protective Services, the law enforcement agency having jurisdiction and the District Attorney's office, as required by state law.

(b) If the alleged abuse has occurred in the facility and the suspect is another youth or a staff member, the Supervising Probation Corrections Officer shall immediately notify department administration.

1. The Supervising Probation Corrections Officer shall have the reporting officer document the suspected child abuse incident via an Incident Report in addition to the Suspected Child Abuse Reporting Form. In preparing the report, the reporting officer shall gather all pertinent information for inclusion in the Incident Report.
2. Written statements concerning the incident shall be obtained from all involved parties (i.e., victim, suspect, witnesses, etc.) and forwarded to the on-duty Supervising Probation Corrections Officer.
3. The Supervising Probation Corrections Officer shall ensure that the alleged victim and suspect report to the institutional Medical Clinic for a physical examination. Results of the medical assessment shall be documented in the Incident Report.
4. If any injury is claimed, a picture is to be taken of the "injured" area whether the injury is apparent or not. (Use the GPS phone)
5. The Supervising Probation Corrections Officer shall ensure that a Mental Health Referral form has been completed and mental health notified. A copy of the Mental Health Referral shall be attached to the Incident Report.

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601.4.1 PROTOCOL TO BE FOLLOWED FOR THE INVESTIGATION OF COMPLAINTS OF SEXUAL ABUSE OR SEXUAL ACTIVITY OF YOUTHS IN CUSTODY

The following protocol shall be followed:

(a) Whenever a youth is found to have been sexually assaulted or involved in a non-consexual activity, staff members shall separate the victim and abuser, and notify the Supervising Probation Corrections Officer immediately and complete an Incident Report on the incident. If the abuse occurred in another confinement facility the Facility Manager and Facility Superintendent must be notified.

(b) If a youth has been involved in a sexual assault or in consensual sexual behavior they shall be placed in a single cell and not removed, unless approved by the Supervising Probation Corrections Officer.

1. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
2. The Supervising Probation Corrections Officer shall call MPD to report a youth in custody has been sexually assaulted or involved in sexual activity, whether mutually consensual or not.
3. MPD will dispatch an officer to start an investigation.
4. The Probation Corrections Officer shall initiate contact with CPS, who is on-call 24 hours a day.
5. The youth will be referred to medical for any needed treatment.
6. The Cored Probation Corrections Officer will transport the youth to the hospital and wait until the exam is completed and then return the youth to institutional custody.
7. If the exam is to take place the next day, a Cored Probation Correction's Officer will transport the youth from the institution and transport to the medical center and wait until the exam is completed and then return the youth to custody.
8. The Supervising Probation Corrections Officer may arrange for a victim's support group to work with the youth while in custody such as the Women Haven's Center.

(c) When youth are found committing a crime of a sexual nature, the following steps shall be followed to preserve the crime scene and chain of evidence.

1. Remove the youth from the room in which the crime occurred and separate the victim(s) and suspect(s) into isolated rooms to await MPD. Do not disturb the room where the crime occurred and have as little verbal interaction with the youth as possible.
2. Lock the door of the room where the crime occurred and do not let anyone enter in order to preserve the crime scene. If it is necessary for some reason to have staff enter the room, list their name, time of entry and exit and the purpose of entering the room in the Daily Unit Log. Also list any items removed from the room.

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3. The room where the crime took place is not to be released for regular use, until released by the MPD.
4. The victim and abuser should be discouraged from taking any action that could destroy physical evidence, including as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating.
5. Keep victim(s) and suspect(s) isolated from all other staff and youth, until interviewed by an MPD Officer.
6. Staff members shall maintain a 15 minute safety check on both the victim(s) and the suspect(s), unless the Supervisor or their designee require more frequent checks. Checks shall be documented on a Safety Check Log.
7. In coordination with the investigating MPD officer victims of sexual assault shall receive timely, access to emergency medical treatment and crisis intervention services. If no qualified medical or mental health practitioners are on duty, staff shall immediately notify the appropriate on-call medical and mental health practitioners.
8. Any injury shall be referred to medical staff and the nurse shall respond to the location of the injured youth.

(d) Youth, who are the victim or have knowledge, suspicion, or information regarding sexual assault or harassment, may report through the following means:

1. Grievance procedure;
2. Directly to staff, service providers, volunteers;
3. Mental Health referral;
4. Medical referral;
5. Contacting the Crisis Hotline;
6. Parent/guardian or other supportive adult.

601.5 SUPERVISION AND MONITORING

(a) The Facility Superintendent or their designee shall review the supervision staffing levels annually and develop a staffing plan to ensure there is adequate child supervision staff available to supervise youth in custody.The Supervising Probation Corrections Officers (SPCO) shall maintain adequate staffing to ensure the safety and security of the youth. Where applicable, video monitoring shall be used to assist in monitoring and in protecting youth against sexual assault or sexual harassment.

(b) The SPCO shall comply with the youth to staff ratios in the units except during exigent circumstances. SPCO's shall document when the staffing ratio falls below Board of State and Community Corrections (Board) standards and shall notify the facility managers. This information will be forwarded to the Institutions Facility Superintendent and the PREA Coordinator.

(c) Whenever necessary, but no less frequently than annually, the facility managers and the PREA Coordinator shall review and assess whether adjustments are needed to:

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1. The established staffing plan;
2. Prevailing staffing patterns;
3. The facility's deployment of video monitoring systems and other monitoring technologies; and
4. The resources the facility has available to commit to ensure adherence to the staffing plan.

(d) The SPCO shall make unannounced rounds throughout the shift and document the times rounds were made on the safety check log. Staff members shall not alert other staff members that the SPCO's unannounced rounds are occurring, unless such an announcement is related to the legitimate operational functions of the facility.

(e) **Accommodating youth with special needs**: The Compliance Officer shall take appropriate steps to ensure youth with disabilities (for example, youth who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from efforts to prevent, detect, and respond to sexual assault and sexual harassment. Such steps shall include effective communication with youth who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. In addition, the PREA Coordinator shall ensure written materials are provided in formats or through methods that ensure effective communication with youth with disabilities, including youth who have intellectual disabilities, limited reading skills, or who are blind or have low vision. Youth interpreters, youth readers, or other types of youth assistants shall not be relied on except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise a youth's safety, the performance of staff's duties or the investigation of a youth's allegation.

(f) **Upgrades to facilities and technologies:** When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the facility managers and/or project manager shall consider the effect of the design, acquisition, expansion, or modification on the department's ability to protect youth from sexual assault or harassment. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the facility managers and/or project manager shall consider how such technology may enhance the department's ability to protect youth from sexual assault or sexual harassment.

(g) **Third-Party Reporting:** Each facility, at its entrance, lobby, or area in which the public has access, shall list the phone numbers to all the department's juvenile facilities with instructions on how to report sexual assault and sexual harassment.

601.6 PROBATION CORRECTIONS OFFICERS RESPONSIBILITIES

(a) Report immediately to the SPCO and document any knowledge, suspicion, or information regarding:

1. An incident of sexual assault and sexual harassment that occurred in the facility or in another facility;

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2. Retaliation against youth or staff who reported such incidents;
3. Any staff neglect or violation of responsibilities which may have contributed to an incident or retaliation; and/or
4. Any information a youth may be at substantial risk of sexual assault.
5. Staff requests to remain anonymous.

(b) Sexual assault:

1. Separate the victim from the abuser;
2. Assess the victim. If a life threatening condition exists, call 9-911.
3. Preserve and protect the crime scene until appropriate steps can be taken to collect any evidence.
4. Complete a Suspected Child Abuse Report and submit it to the SPCO prior to the conclusion of the shift; and
5. Document the information in an Incident Report and submit it to the SPCO prior to the conclusion of the shift.

(c) Sexual harassment:

1. Intervene and stop the harassment;
2. Separate the youth from the harasser; and
3. Document the information in an Incident Report and submit it to the SPCO.

601.7 SUPERVISING PROBATION CORRECTIONS OFFICERS RESPONSIBILITIES

(a) Sexual assault:

1. Immediately respond to the scene and review the assessment of the victim;
2. Ensure the victim is separated from the alleged perpetrator. Isolate the alleged perpetrator or place the alleged perpetrator in a dry cell to help preserve evidence. **Do not interview the alleged perpetrator**;
3. Determine if the elements of a sexual assault incident are present. If so, contact the facility managers and provide a detailed assessment of the situation;
4. Contact MPD to initiate a criminal investigation;
5. Request medical and mental health staff to respond. Ensure the victim receives on-site medical and mental health care, as needed, prior to transporting the victim to Doctors Medical Center (DMC) for a Sexual Assault Forensic Examination (SAFE) or Sexual Assault Nurse's Examination (SANE);
6. Contact the Stanislaus County Rape Crisis Center and request for a victim's advocate to respond to the victim's location;
7. Collect incident reports from all staff involved, prior to the end of their shifts;
8. Ensure mandated reporters complete a Suspected Child Abuse Report;

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9. Review all Incident Reports
10. Ensure the victim's attorney of record, Judge, District Attorney, Probation Officer, and Institution Administration are all notified immediately.
11. Placed alleged perpetrator on Do Not Double Up (DNDU) status.
12. Have Unit One staff update ICJIS with DNDU classification.
13. Have Unit One staff document DNDU on the outside of the perpetrator's custody file.
14. Debrief incident with all staff involved.

(b) Sexual harassment:

1. Ensure staff separated the victim from the harasser;
2. Initiate a fact finding investigation regarding any allegation of sexual harassment. The fact finding report shall be completed within 24 hours, unless approved by facility manager, and submitted to the facility managers; and
3. Ensure the fact finding report clearly states whether the allegation was substantiated, unsubstantiated, or unfounded.
4. Review youth's classification to determine if they need to be placed on DNDU.

601.8 FACILITY MANAGER(S) RESPONSIBILITIES

(a) Sexual assault:

1. Notify the Facility Superintendent of Institutions.
2. Notify the department's Human Resource Manager; and
3. Ensure the victim's parents or legal guardians are notified within 24 hours of the incident. If the victim's guardianship is with the child welfare system, ensure the caseworker is notified.
4. Shall notify the head of the facility or appropriate office of the agency where the alleged assault occurred and shall also notify the appropriate investigative agency.
5. Notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
6. Document that notification has been provided.
7. The facility head or agency officer that receives such notification shall ensure that the allegation is investigated in accordance with PREA standards.
8. Review all incident reports and evidence.
9. Evaluate whether charges should be filed.
10. Confirm aggressor was placed on DNDU status.

(b) Sexual harassment:

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1. Report any sexual harassment by staff to the department's Facility Superintendent of Institutions;
2. Ensure a fact finding investigation is completed on all youth-on-youth sexual harassment and the victim is separated from the harasser; and
3. Ensure appropriate actions are taken based on the fact finding investigation.

601.9 HUMAN RESOURCES MANAGER RESPONSIBILITIES

(a) Respond to allegations of sexual assault or sexual harassment by staff by assigning appropriately trained investigators to conduct an administrative investigation.

(b) Maintain communication with MPD's criminal investigation to assist with the administrative investigation.

(c) An investigation shall not be terminated even if the source of the investigation recants, resigns, or is released from custody.

(d) Youth who report sexual assaults shall not be required to submit to a polygraph or other truth verification devices as a condition to proceed with an investigation.

601.10 COMPLIANCE OFFICER'S RESPONSIBILITIES

(a) **Sexual assault incident review:** Within 30 days of a sexual assault investigation, the Compliance Officer shall convene an incident review panel comprised of the PREA Coordinator, the Compliance Officer, a supervisor, and medical or mental health staff. The purpose of the panel is to determine:

1. If a change in policy or practice is needed to better prevent, detect, or respond to sexual assault.
2. If the incident was motivated by race, ethnicity, gender, identity, lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status, gang affiliated, or was motivated or otherwise caused by a group's dynamics at the facility.
3. If staffing patterns or physical barriers contributed to the assault; and
4. If the use of technology could have supplemented supervision.

(b) The Compliance Officer shall submit the panel's findings to the Facility Superintendent of Institutions. The facility shall implement recommended changes or document reasons for not implementing changes.

(c) The Compliance Officer shall monitor for retaliation against a youth or staff who reported sexual assault or harassment or who cooperated with a sexual assault or sexual harassment investigation. If there is a continued need to monitor beyond 90 days, the PREA Coordinator and the Facility Superintendent of Institutions shall be notified.

(d) The Compliance Officer shall employ necessary protection measures, such as housing unit changes or transfers, removal of alleged staff or youth abusers from contact

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with victims, and emotional support services for youth or staff who fear retaliation for reporting sexual assault or harassment or for cooperating with an investigation.

(e) For at least 90 days following a report of sexual assault, the Compliance Officer shall:

1. Monitor the conduct or treatment of youth or staff who reported the sexual assault and of youth who were reported to have suffered sexual assault to determine if there are changes which may suggest possible retaliation by youth or staff;
2. Act promptly to protect youth and staff against retaliation;
3. Monitor youth disciplinary reports, housing or program changes, or negative performance reviews or reassignments of staff.
4. Continue such monitoring beyond 90 days, if the initial monitoring indicates a continuing need; and
5. In cases of an extension, notify the PREA Coordinator and the Facility Superintendent of Institutions.

(f) Monitoring of youth shall be included in the 30-day case plan.

(g) The monitoring requirement shall be terminated if it is determined the allegation was unfounded.

(h) Ensure youth have access to outside victim advocates for emotional support services by posting toll free hot line numbers to Rape Crisis Centers.

601.11 MEDICAL AND MENTAL HEALTH CARE RESPONSIBILITIES REGARDING SEXUAL ABUSE

(a) Each facility shall offer timely and unimpeded access to emergency medical treatment, crisis intervention services, and mental health evaluations to all youth who have been victimized in a Stanislaus County Probation facility.

(b) The evaluation and treatment shall include follow-up services, treatment plans, and when necessary, referrals for continued care upon their transfer to or placement in other facilities and/or upon their release from care.

(c) Medical and mental health services shall be consistent with the level of community care.

(d) A youth who is a victim of vaginal penetration while in the department's facilities shall be offered pregnancy tests. If the youth tests positive for being pregnant, the youth shall receive timely and comprehensive information about, and timely access to, all lawful pregnancy-related medical services.

(e) Youth who are victims of sexual assault while in the department's facilities shall be offered tests for sexually transmitted diseases.

(f) Treatment services shall be provided to the youth without financial cost and regardless of whether the youth names the abuser or cooperates with any investigation arising from the incident.

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(g) The facility shall attempt to conduct a mental health evaluation of all known youth-on-youth abusers within 30 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

601.12 DISCIPLINARY SANCTIONS

(a) Staff:

1. Staff shall be subject to disciplinary sanctions up to termination for violating this policy.
2. Termination shall be the presumptive disciplinary sanction for staff who engages in a sexual assault.

(b) Corrective actions for contract employees/vendors, volunteers, and visitors:

1. Any contract employee/vendor, volunteer, or visitor who engages in sexual assault shall be prohibited from entering the facility and having contact with youth in the department's facilities. They shall be reported to relevant licensing bodies.
2. Corrective action shall be taken for those who engage in sexual harassment of a youth in a department facility. The facility managers will determine whether contact with the youth is prohibited.
3. In case of contract employees and vendors, the department shall report such incident to the contractor/service provider and demand corrective action. A failure to comply with the department's satisfaction could result in a termination of the contract agreement.
4. The incident of sexual assault shall be reported to MPD for further investigation.

(c) Advisement of disposition of a sexual assault investigation:

1. At the completion of the investigation, the youth shall be notified whether their allegation of sexual assault was substantiated, unsubstantiated, or unfounded.
2. If the allegation was unfounded, the victim shall be notified in writing of the following:
   - If the staff member will be posted in the youth's unit;
   - If the staff member remains employed at the facility; and
   - If the staff member or youth alleged as the perpetrator has been indicted and convicted on the allegations.
3. Notification shall be documented, signed by the youth and placed in the youth's custody file.

601.13 DATA COLLECTION

(a) Data Collection:

1. The Compliance Officer shall complete the Survey of Sexual Violence Incident Form (Juvenile) for each allegation of sexual assault and sexual harassment involving staff, except for those unfounded. The completed survey shall

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be forwarded to the PREA Coordinator. The form is located at: https://harvester.census.gov/ssv/#

2. No later than June 30th each year, the PREA Coordinator shall provide the data from the previous calendar year to the Department of Justice.

(b) Data Review for Corrective Action

1. Annually, the PREA Coordinator and the Compliance Officer shall review collected data in order to assess and improve the effectiveness of sexual assault prevention, detection, and response policies, practices, and training, including:
   - Identifying problems;
   - Taking corrective action on an ongoing basis; and
   - Preparing an annual report of its findings and corrective actions.
2. The report shall include a comparison of the current year's data and corrective actions from the prior years. It shall provide an assessment of the department's progress in addressing sexual abuse. The Chief Probation Officer shall approve the report. The report shall be available to the public through the department's website. The PREA Coordinator shall redact personal identifiers and specific material from the reports when publication would present a clear and specific threat to the safety and security of the facility.

(c) Data Storage, Publication, and Destruction:

1. The PREA Coordinator shall secure and retain all data collected regarding sexual assault and sexual harassment for a minimum of 10 years unless Federal, State, or local laws require otherwise.
2. The PREA Coordinator shall ensure all aggregated sexual assault data from the department's facilities and contract placements are posted annually on the department's website.

See the Juvenile Detention Policy Manual, Prison Rape Elimination Act for further information.

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Youth Discipline Procedures

602.1 ORDER AND SECURITY

A primary objective for the Juvenile Hall and the Juvenile Commitment Facility is to develop and maintain a system which exemplifies order and security, thereby facilitating a safe living and working environment for both youth and staff. Five factors which promote and support the idea of order and security within the institution are identified here:

(a) Staff's ability to effectively communicate with each other and with the youth by providing them with clear, understandable instructions and directions as to daily routines and activities can circumvent behavior problems. Staff members shall communicate the institutional expectations for appropriate conduct to the youth, especially when preparing for an organized group activity.

(b) Staff members shall conduct themselves in a professional manner so that leadership is provided through example. The development of trust and respect from youth is directly related to the professional demeanor and conduct of staff. Staff who are courteous and considerate in their contact with the youth (as well as with fellow staff members) set a precedent by example, for receiving courtesy and consideration back from youth. Use of sarcasm, ridicule, threats and profanity by staff toward a youth is prohibited. It is unprofessional and unacceptable behavior which only serves to promote a reciprocal type of behavior from the youth.

(c) Staff shall enforce a fair and equitable system of rules and sanctions, which inherently provide for due process. Discipline becomes a necessary component of order and security when communication and other non-disciplinary intervention fail to modify or control a youth's inappropriate behavior. Discipline shall be imposed at the least restrictive level which promotes the desired behavior.

(d) The successful institutional system which promotes order and security is achieved through rules which are fair and reasonable. These rules should be reviewed with the youth weekly through rule sessions, clearly stated, are professionally communicated to the youth by staff, and are enforced in a fair, firm, consistent manner. All youth are subject to the same standards and expectations.

(e) All discipline, regardless of its nature, is subject to due process. As such, staff are required to inform the youth of their right to appeal any imposition of discipline. Due process and the applicable grievance procedures shall be in writing and made available to the youth for perusal.

602.2 PHILOSOPHICAL PRINCIPLES OF DISCIPLINE

The philosophy supporting this institution's policy on discipline is based on these principles:

(a) Discipline is applied when necessary to maintain the order and security of the institution, thereby ensuring the safety of both youth and staff. Capricious, arbitrary and unfair use of discipline by staff is unacceptable and will not be tolerated.

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(b) When discipline is applied, it should demonstrate a direct relationship between the undesirable behavior and the resulting consequence. Discipline should be educational in purpose and utilized as a tool to teach appropriate behavior. It should not be used as a means for retaliation or punishment.

(c) The disciplinary process shall consider whether a youth's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

(d) A report of sexual assault made in good faith based upon a reasonable belief the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

(e) Sexual activity between youth in juvenile facilities is prohibited and is subject to disciplinary actions for such activity. The department may not, however, deem such activity to constitute sexual assault if it determines the activity is not coerced.

(f) The department may discipline a youth for sexual conduct with staff only upon a finding that the staff member did not consent to such contact.

602.3 INTERVENTION TECHNIQUES FOR AVOIDING DISRUPTIVE BEHAVIOR

Staff members shall make every effort to maintain order and control of youth through methods of positive reinforcement. Staff members should develop opportunities for youth to work toward privileges and rewards to manage behavior including recreational activities, room aesthetics (posters, blankets, rugs, TV/DVD's) and other incentives. Intervention and counseling should allow the youth an opportunity to speak with staff about their misbehavior; explain what happened, why it happened, and how they might have controlled themselves in a more appropriate manner.

The following are general techniques recommended for avoidance of disruptive behavior of individual youth during group activities. These techniques are designed to assist the youth in making appropriate social choices, while maintaining personal dignity and inner control.

(a) Do not use threatening gestures or finger pointing to gain the attention and cooperation of an individual or the group, in terminating inappropriate behavior during the early stages (i.e., loud talking, horseplay, feet on furniture, etc.).

(b) Physical presence at a safe distance (with or without conversation) will imply that staff are fully aware of the situation.

(c) Give direction and instructions to a youth on a personal, adult level. When separated from the group's peer pressure, youth will generally respond to direct instructions.

(d) Admonishing and warning youth that repeated misbehavior may result in disciplinary action.

(e) Reminding the youth of consequences and the potential loss of privileges.

(f) Avoid embarrassing a youth in front of the group by calling them over and having a private/quiet conversation about their misbehavior. Youth corrected in front of their peers tend to act out aggressively to avoid humiliation and retain respect.

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602.4 DISCIPLINARY OPTIONS AND SANCTIONS

The following is a list of the disciplinary options available to staff when dealing with a youth's misbehavior. All options are subject to review by the on-duty Supervising Probation Corrections Officer (SPCO).

(a) Minor Rule Violation:

1. Minor rule violations may be handled informally by counseling and advising the youth of the expected conduct.
2. Issuance of a below standard points on the Behavior Modification Program.
3. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor.

(b) Major Rule Violation and the discipline process shall be documented and require the following:

1. Written notice of violation prior to a hearing;
2. Accommodations provided to youth with disabilities, limited literacy, and English language learners;
3. Hearing by a person who is not a part to the incident;
4. Opportunity for the youth to be heard, present evidence and testimony;
5. Provisions for youth to be assisted by staff in the hearing process;
6. Provisions for administrative review.
7. Placement on Room Confinement for up to four hours.
8. Placement on extended Room Confinement.
9. A youth can appeal to the SPCO if transferred from the JCF to JH.
10. Loss of Good Time.
11. Filing of new charges by Probation or law enforcement officers.

602.5 MINOR RULE VIOLATIONS

Minor violations are representative of behavior which disregards institutional rules, but is not so serious as to be considered a major violation. Violations include, but are not limited to the following types of youth misbehavior:

(a) Inappropriately loud, raucous behavior or rough boisterous play and/or unwarranted physical contact between or among two or more youth.

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(b) Being in an unauthorized area of the unit or place of activity without staff permission. Loitering in the shower, supply room, staff area or any other designated “off limits” area.

(c) Yelling, screaming, banging on doors, kicking walls or any other unusual or loud noise made in a youth’s room that is disruptive to the unit program.

(d) Unauthorized possession of extra clothes, bedding, towels, books or any other article specifically prohibited by unit rules.

(e) Disobeying staff directions or unit rules, refusal to stop inappropriate behavior or activities or refusal to follow a staff member’s directive to behave or perform appropriately.

(f) Refusal to line up properly for Hall Movement. Any improper or unauthorized movement in the hallways while in transit to school, court, or through another unit, which makes it difficult for staff to properly supervise the movement and ensure the safety of both youth and staff.

(g) Use of profane language directed towards other youth or staff. Inappropriate comments of sexual or a personal nature directed towards youth or staff. Back-talking staff while in the presence of the group.

(h) Engaging in conversation which is prohibited during certain group movements, programs or in designated areas. Examples include talking in line, talking in the hallway, talking during a movie or television program, talking while staff are addressing the group, communicating with youth from another unit or any other type of communication which staff prohibits prior to, or during a group program.

(i) Refusal to participate in daily hygiene or housekeeping, school, large muscle exercise and other programs. Failure to shower or maintain a clean room without a medical or approved reason.

(j) Receiving a below standard grade in the school program for refusing to complete class work, not putting forth effort in classroom projects, writing in text books, misuse of computers, disrupting class through unauthorized talking, or other identified misbehavior.

(k) Willful and unauthorized taking of the personal property belonging to another; this may include the theft of incidental items, such as books, clothes and food. However, depending upon the value of the item, the repetitive or serious nature of the act/theft can be considered a new law violation.

602.6 SANCTIONS FOR MINOR RULE VIOLATIONS

The sanctions listed below represent a range of disciplinary options available to staff in responding to minor misbehavior. Sanctions invoked may include one or a combination of several disciplinary options, as the situation may warrant.

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(a) Discussion of the misbehavior or rule infraction with a staff member, followed by oral reprimand advising and warning the youth that repeated misbehavior may result in a specific disciplinary action.

(b) The grading system is to reward good behavior with access to special privileges. A loss of points may deny access to evening TV program or privileges.

(c) Extra work assignments are based on a youth's record of good behavior and may be revoked by staff if a youth's behavior does not conform to unit expectation.

(d) A youth's misbehavior may result in a denial of the opportunity to participate in special activities, work assignments outside of the unit or other privileges.

602.7 MAJOR RULE VIOLATIONS

Serious violations of expected conduct are acts of misbehavior which display flagrant disregard for the authority of staff, rules of the institution, or laws of the State or Federal government. Such acts also endanger the safety and security of the institution, other youth and/or staff. Violations include, but are not limited to, the following types of misconduct:

Major rule violations include one or more of the following:

(a) Violation of any law of the City, County, State or Federal Government including, but not limited to, acts of theft, battery, assault and sexual assault.

(b) Any act by a youth which undermines the security of the institution. This includes the acquisition of keys or implements to be used in an escape, conspiring to escape, or attempting to escape.

(c) Any behavior on the part of a youth which instigates or supports group violence or rebellion. Such behavior includes verbal incitement of others and/or behavior that causes a riot. Such behavior also encompasses flagrant or repeated defiance of staff directives, which threaten the safety, order or security of the unit.

(d) Any behavior which includes, but is not limited to, engaging in gang talk, gang writing and use of gang signs and calls with the intent to incite other youth toward violence while in custody.

(e) Any behavior which includes, but is not limited to, threatening or abusive language towards a staff member or youth, any threats of physical harm directed towards staff or youth, or assuming any threatening posture towards staff or youth.

(f) Any behavior involving mutual combat between youth.

(g) Youth on youth or staff assault.

(h) Any behavior which includes lying or intentionally deceiving staff which tends to threaten the safety, order and security of the institution, other youth or staff. It may include, but is not limited to, lying to protect another who is trying to escape, lying to get another in trouble, etc.

(i) Behavior involving the direct refusal to obey an order which relates to the safety or control of the institution, it's youth or staff, including the refusal to go to one's room

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as directed by staff or the failure to follow directions, given by staff, during a major incident such as a fight or an escape attempt or the refusal to go to/or stay in the "COVER" position.

(j) Any behavior which includes, but is not limited to, actions which incite misbehavior in others, displays of verbal disrespect toward staff, the use of profanity, racial epithets or insults directed toward staff and/or other youth which may jeopardize the safety of youth or staff.

(k) Any behavior which includes, but is not limited to, the possession of matches, tobacco, drugs, alcohol, intoxicants, money, drug paraphernalia, weapons or items for the purpose of escape, to include a cell phone. Also included, are unauthorized items that could be used as a weapon with the potential to harm youth or staff which may include rope, pens, and carving tools or any other dangerous contraband.

(l) Any behavior which includes the intentional defacing or destruction of county or personal property, including, marking, carving or writing on room walls, doors, beds, windows, etc., kicking or punching holes in the wall, kicking open a door causing damage, breaking light fixtures in the rooms or hallways, breaking windows, door locks or mirrors, dismantling beds, damaging or ripping out sinks or toilets and intentionally plugging up plumbing fixtures.

(m) A youth's violation of unit rules becomes a major violation when attempts to control the youth's misbehavior through less restrictive sanctions are unsuccessful and the misbehavior of the youth remains persistent and repetitive.

(n) Any act by a youth which endangers the health, safety or welfare of the youth or others (including both staff and youth). This rule specifically covers acts of self-harm, including self-mutilation, carving on one's body (or another youth's body) and tattooing. It may also refer to behavior such as urinating or defecating in a room which endangers the welfare of others. Safety violations covered by this rule include engaging in an act which causes, or has the potential to cause a fire. Specific acts include dismantling/ damaging fire alarms, sprinkler heads and equipment. Youth are not permitted to smoke or use tobacco in any form while in the care and custody of the Probation Department.

(o) Upon the recommendation of the teacher, rule violations in the school program may result in suspension from the classroom for the remainder of the day. During this time of suspension, school work and interaction with a teacher must be offered to the youth.

602.8 SANCTIONS FOR MAJOR RULE VIOLATIONS

Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, physical or psychological degradation.

The consequences for major rule violations or misbehavior include the imposition of one or more of the following disciplinary options:

(a) Room Confinement of up to four hours. A recommendation of 4 hours requires that the behavior show a pattern of intentional, hostile repetition or is of such a serious nature

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as to cause the youth to be a danger to themselves or others. Room Confinement may be extended for cause as related to safety and security of staff and youth or discontinued if the youth can be safely reintegrated back into the unit program.

(b) A youth may be placed on Administrative Separation in Unit 1, Unit 5 or Unit 6 depending on the security needs and threat level posed by the youth. This acts to physically and socially separate a youth from the general population. It is considered a temporary status.

(c) Disciplinary transfer of the youth to another unit including transfer from the Juvenile Commitment Facility to the Juvenile Hall. Violations that result in a removal from the Juvenile Commitment Facility, but not a return to court, will follow the due process provisions. A youth may also be transferred to another unit for security reasons related to their behavior.

(d) Loss of good time days.

(e) Violation of Probation.

(f) Arrest on new charges by a law enforcement or the Intake Officer, and a request for a Juvenile Petition to be filed with the District Attorney's Office and Juvenile Court.

Due Process for youth who are subject to discipline for a major rule violation include:

(a) It shall be established that prior to the incident, the youth received orientation as to the rules governing appropriate behavior in the unit and the possible consequences associated with violating the rules.

(b) The staff member initiating the disciplinary measure shall inform the youth as to which unit rule was violated, or what the cited misbehavior entailed.

(c) Discipline shall be accompanied by written documentation in the form of an Incident Report.

(d) Staff shall obtain a statement from the youth as to their version of the incident, and take into consideration any mitigating factors or circumstances.

(e) Following consideration of the youth's statement, and witness statements, staff shall inform the youth as to the resulting consequences of their misbehavior, detailing any loss of privileges, programs, restrictions and the applicable time limits. In cases requiring supervisory approval of the approval of the disciplinary action (i.e. Room Confinement and/or loss of privileges) the youth shall be informed by staff as to their disciplinary recommendation.

602.9 SUPERVISOR DUTIES DURING A DISCIPLINARY REVIEW

The Review Officer is the on-duty SPCO. The Review Officer shall not have been involved in the incident. Upon receiving all disciplinary documentation and a request by a youth for a Disciplinary Review Hearing, the following table lists the duties:

(a) Schedule a disciplinary review within the same shift and in all cases within eight (8) hours of the occurrence, excluding night shift hours (11:00 pm-7:00 am).

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(b) Make sure the youth understands the violations against them and of their right, to present evidence and testimony, to have staff assistance and to appeal the proceedings.

(c) Conduct a review; listen to evidence and testimony from the youth, witnesses, and the staff member making the charge.

(d) After hearing the evidence, render a decision that:

- Finds by a preponderance of the evidence that the violation did occur and therefore upholds the sanction imposed or modifies the sanction within the guidelines established for discipline.
- Finds that the violation did not occur and orders the allegation dismissed and the youth released from any imposed sanction.

(e) Inform the youth verbally and in writing of the decision.

(f) All documentation (Incident Report and Due Process Hearing form) shall be forwarded to the Facility Superintendent or their designee for their review.

(g) Upon review of the documentation, the report will be placed in the youth's file.

602.10 LOSS OF GOOD TIME, COMMITMENT REVIEW BOARD

The Commitment Review Board shall have the responsibility to evaluate, appraise and make findings on cases in which a recommendation for loss of good time credits is made. The chairperson shall exercise all duties and functions necessary to insure that the responsibilities of the board are successfully discharged.

(a) The board shall be composed of two members, to include:

1. A Supervising Probation Corrections Officer, not involved in the incident, shall serve as chairperson.
2. A Supervising Probation Corrections Officer, not involved in the incident, shall serve as the second member.

(b) The following procedures will be followed in all incidents involving a possible loss of good time:

1. Staff will recommend a loss of good time (number of days requested) in the "Recommendation" section of the Incident Report. Staff will also complete Section "A" of the Disciplinary Review for Loss of Good Time Credits form (I-1022) to be submitted with the Incident Report.
2. The Incident Report recommending a loss of good time and the Disciplinary Review for Loss of Good Time Credits form will be presented to the board as soon as possible.
3. The board will meet on a weekly basis or as required.
4. The youth involved shall be given the opportunity to appear before the board to discuss the alleged violation(s).

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5. The youth shall be afforded the opportunity to present testimony, evidence or witnesses in their defense.
6. The board members shall evaluate the discipline report and the youth's statement or other evidence if applicable, to determine if the violation warrants a loss of good time credits.
7. The Institution Supervisor serving as the chairperson shall advise the youth of the board's decision.
8. If the loss of good time credits are imposed, the reason(s) and the number of days shall be stated on the Disciplinary Review for Loss of Good Time Credits form. A copy of the form shall be attached to the youth's Court Commitment Calculation Sheet and added to the original Incident Report. Booking Staff shall change the youth's release date on all paperwork (ICJIS, Master Roster, Court Commitment List and the Juvenile Release Report).
9. The youth's parents shall be contacted and notified in writing of the reason for disciplinary action and the number of days lost.

(c) The Disciplinary Review for Loss of Good Time Credits form shall be completed and dispersed as follows:

1. Youth's institutional file – original
2. Youth's Probation Officer - copy
3. Youth – copy
4. Parent – copy

(d) Suspension of good time days is optional. The Commitment Review Board shall have the discretion of setting the specific amount of good time lost, depending on the nature of the incident(s).

See the Juvenile Detention Manual, Youth Discipline for further information.

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Grooming Procedures

603.1 HAIRCARE PROCEDURES

(a) The following provisions provide the standards for hair care services to in custody youth.

1. Youth shall receive access to hair care services a minimum of once every thirty (30) days. Haircuts shall be done by a licensed barber, beautician or a similarly licensed hair care specialist.
2. Under no circumstances may a youth cut the hair of another youth. All haircuts shall conform to institutional standards and shall not be unconventional or gang related in style. Unconventional styling shall be determined by the Supervising Probation Corrections Officer, if a dispute arises.
3. When a youth requests a haircut, a hair cut request, which is available in each unit will be submitted to the attending hair care professional.
4. All hair cutting tools must be disinfected prior to each use. Instruments must be cleaned with soap and water and then completely immersed in an EPA-registered disinfectant, such as Barbicide, that has demonstrated bactericidal, fungicidal, and virucidal properties. The disinfectant container must be covered, and the disinfectant must be used according to manufacturer's instructions, which require the implements soak for 10 minutes and patted dry prior to reuse.
5. Youth may not cut their hair prior to a line-up or before a trial for the reasons of obscuring their identity. In these situations, prior approval from the youth's Field Services Probation Officer must be obtained.

See the Juvenile Detention Manual, on Grooming for further information.

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Room Confinement Procedure

604.1 ROOM CONFINEMENT PROCEDURE

(a) Room confinement **shall not be used** before other, less restrictive, options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.

1. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
2. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.

(b) A youth may be held up to **four hours** in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:

1. Return the youth to general population.
2. Consult with mental health or medical staff.
3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
4. If room confinement must be extended beyond **four hours**, staff shall do each of the following:
   (a) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when they are eventually released from room confinement.
   (b) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to the general population.
   (c) Obtain documented authorization by the Facility Superintendent or his or her designee every four hours thereafter.
5. This section is not intended to limit the use of single-person rooms for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.
6. This section does not apply to youth or wards in court holding facilities or adult facilities.
7. Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.
8. This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.

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9. This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness.

(c) Room confinement may be utilized as a disciplinary measure giving youth the ability to redirect their negative behavior. The primary objective is to remove the youth from the group for a short period of time, allowing the youth an opportunity to reflect upon and change their behavior. Specific administrative procedures which provide for a youth's right to due process are required to be followed upon implementation of this type of disciplinary action. All youth subject to room confinement must be given a Disciplinary Review Hearing of their charges, informing them as to the time limits of the offense and their right to appeal.

(d) Room confinement occurs when a youth is confined to their room, for cause or discipline. If needed, a youth may be transferred to a designated unit to complete their period of room confinement if they pose a safety/security risk to staff or other youth.

(e) As a disciplinary measure, room confinement primarily acts to redirect the youth's behavior. A youth placed on room confinement is separated from the group by being restricted to their room during part of the unit's regular program (7:00 am to 10:00 pm) hours.

(f) During room confinement, a youth's access to all or part of a unit's system of rewards and privileges (i.e. access to telephone usage, entertainment programs, recreational magazines/books, etc.) may be suspended. They shall be allowed to keep one religious book unless it is used to create a safety and security hazard. In addition, discipline shall not interfere with the education process. The youth will meet with the teacher and be allowed to complete his school work while on Room Confinement.

1. Youth who are expelled or suspended from school shall not be confined to a room beyond **four hours** or what is reasonably necessary to redirect the negative behavior.

2. School suspensions and expulsions shall be documented in an incident report and the duty supervisor informed. Efforts to redirect the youth and encourage positive and safe behavior will be documented.

3. Once the youth has regained self-control, efforts should be made to provide an educational activity outside the youth's room.

4. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).

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(g) As a general reference, room confinement is an appropriate disciplinary measure whenever the following facts or circumstances exist:

1. When a youth refuses to follow a reasonable and direct instruction from a staff member, whereby the youth's action either disrupts the normal functioning of the unit program, or places in jeopardy the order, safety and security of the institution, its staff and/or other youth.
2. When a violation of an institutional or unit rule by a youth is considered serious enough by institutional guidelines that imposition of a lesser sanction, such as counseling, loss of a privilege, or loss of points, is deemed insufficient for the youth's actions.
3. When a youth repeatedly and willfully violates unit or institutional rules, despite prior attempts to modify the youth's behavior through alternative forms of action (i.e. counseling, loss of privileges, daily points given).

(h) All Incident reports need to reflect the amount of time a youth has been on room confinement. Youth who have been confined to their room on room confinement by staff need the times documented on the Disciplinary Review Form. The SPCO needs to update the incident report if the recommendation for room confinement was amended by increasing/decreasing the amount of time.

1. Supervising Probation Corrections Officers must review all incident reports and disciplinary review slips to make sure the amount of time is accurately reflected.

(i) Whenever room confinement or a room confinement extension is imposed, a written incident report must be submitted by the initiating staff member to the Unit PCO III for review.The report is then forwarded to the Supervising Probation Corrections Officer prior to the end of the shift. The report must indicate the rule violated, giving a brief description of the misbehavior which warranted the room confinement time, and length of the room confinement. The report must be accompanied by a Disciplinary Review form.

(j) The Shift Log report will be utilized to keep a record of each youth on room confinement. This is to be maintained in each living unit for the purpose of maintaining records and is subject to supervisory review. Room confinement periods are to be documented on the Shift Log report.

(k) Room confinements are to be monitored on a regular basis by the supervisor to ensure they are consistent with institutional guidelines.

(l) At the time a youth is placed on room confinement, staff may conduct a pat down search of the youth to search for any possible contraband. The youth's shoes, as well as any other item which staff deem as potentially dangerous, shall be removed from the youth's room as a safety precaution.

1. Staff member should do follow-up counseling with the youth at least once during their shift. It shall be the responsibility of the unit staff to further inspect the youth's room for hazardous or unauthorized materials, at least once every shift while the youth is on room confinement.

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(m) The minimum authorized materials a youth may have in their room while on room confinement, are as follows:

1. A mattress/pillow combination, two sheets, two blankets and toilet paper;
2. Religious or approved reading material and school work.

(n) With respect to meals, the youth will eat in their room if they pose a security risk to the group or staff. This risk must be articulated in the incident report. The youth is to receive the following:

1. A full ration of all food items listed on the institutional menu.
2. All meals served with a plastic “spork” as the utensil.
3. If the youth is eating in their room, the meal shall be placed in the youth’s room by a staff member and shall be retrieved by a staff member following the meal period.

(o) All youth shall be given the opportunity for at least one hour of large muscle exercise daily unless the Facility Superintendent determines and documents that this opportunity will jeopardize the physical safety of the youth or others or the security of the facility. If their behavior is an immediate threat to the safety and security of the institution, the youth will be offered large muscle exercise at a separate time from the other youth in the unit.

(p) No youth may be subject to a substantial change in heating, lighting, or ventilation as a disciplinary measure.

(q) No youth may be subject to restrictions on clothing, bedding, the use of toilet facilities, or reading or writing materials as a disciplinary measure.

(r) If a youth chooses or self-selects to return to his/her room, that is perfectly allowable and appropriate; however, the youth shall be allowed to re-join the group.

1. An incident report will be required indicating that a youth was returned to his/her room during programming if the youth poses a safety/security issue or self-selects to return to his/her room.

604.2 ADMINISTRATIVE SEPARATION

(a) On occasion, it will be necessary to remove a youth from the general population and place them under restrictions for reasons such as medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody. At that time, they may be placed on Administrative Separation in Unit 1, Unit 5, or Unit 6 depending on the continued security needs and threat level posed by the youth. The act to physically and socially separate a youth from the general population is considered a temporary status and must be approved by the Facility Superintendent or their designee.

(b) Placement on Administrative Separation is to be undertaken by staff members only when a youth’s actions have presented a security risk as defined by the following criteria:

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1. The youth's actions are continually assaultive and present an ongoing physical danger towards staff and/or other youth.
2. The youth is emotionally unstable and out of control, thereby imposing a threat of harm to themselves and others.
3. Based on past and/or present activities, the youth is viewed as a high escape risk and requires closer monitoring by staff and the youth's escape would pose a danger to the public.
4. The youth has engaged in the deliberate and dangerous destruction of property thereby necessitating special observation, to prevent further destruction or injury to themselves and/or others.

(c) Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.

(d) Consideration of positive youth development and trauma-informed care must also be addressed.

(e) In order for a youth to be placed on Administrative Separation, approval from the Supervising Probation Corrections Officer must be obtained. Approval from the Facility Superintendent or Facility Manager must be obtained no later than **48 hours** from the implementation of the Administrative Separation program. All requests for Administrative Separation must be accompanied by an incident report providing written documentation specifying the security risk imposed by the youth's actions and the need for special staff observation or control of the youth's behavior. Additionally, the Assistant Chief Probation Officer shall be notified regarding the imposition of Administrative Separation of a youth.

(f) After the unit staff have determined a youth should be considered for Administrative Separation, the **Supervising Probation Corrections Officer shall initiate the following procedure:**

1. Obtain all documentation related to the need for Administrative Separation.
2. Review all materials and determine if Administrative Separation is warranted.
3. Present all information to the Facility Superintendent or Facility Manager at the first opportunity for approval. The Facility Superintendent or the Facility Manager must approve the Administrative Separation within **48 hours** for it to continue.
4. Upon approval, complete an Administrative Separation Youth Notification form outlining the program, the behavior warranting Administrative Separation and any other relevant information.
5. Serve a copy of notification to the youth. Have a copy signed by the youth to be retained in the Administrative Separation file. Provide a copy to the Facility Superintendent and the Facility Manager.
6. Place all material outlined in (f)(1) above and the signed copy of the notification into the Administrative Separation File. This file is to be readily available for review and will contain all pertinent information pertaining to the youth's current Administrative Separation status.

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7. Mental Health must be contacted and the youth evaluated within 24 hours of being placed on Administrative Separation.
8. Documentation must be completed daily on each shift using the Administrative Separation Daily Activity Checklist. This Administrative Separation form will be attached to the youth's door providing documentation that all required standards have been met. This form will be signed each day by the PM shift Supervising Probation Corrections Officer.
9. Review the youth's status on a daily basis: the youth should be removed from Administrative Separation when they no longer meet the criteria outlined in subsection (b) above.

(g) Once approval for placement on Administrative Separation has been obtained, special security procedures shall be invoked. When interacting with the youth under Administrative Separation, staff shall abide by the following security measures:

1. The youth shall be on single room status. The youth shall not interact with other youth in the unit.
2. A minimum of two staff shall be present whenever the youth's room door is to be opened.
3. A minimum of two staff shall be present to escort the youth to any area outside of the youth's room, including, but not limited to, trips to the nurse, psychologist, or outside recreation. When escorting the youth, the use of handcuffs and shackles is required.
   (a) Youth attending Court will not be placed in leg restraints or handcuffed during Court proceedings. Leg restraints and handcuffs shall be removed in Unit 1 prior to entering the Courtroom. At least two staff shall be present during the removal of leg restraints and handcuffs in Unit 1. At least two staff shall accompany the youth to, and during, any Court proceedings. If it has been determined by the Facility Manager or Superintendent that the youth's behavior is such that it represents a threat of physical harm to anyone in the Courtroom, including, but not limited to, Court personnel, the Court shall be notified prior to the proceeding. Options may include conducting the hearing in an alternative location, such as Juvenile Hall, waiving the youth's appearance, or having additional staffing from the institutions or field services be present for the proceeding.
4. The youth shall remain in their room to eat all of their meals. The meal shall be served only by staff; all food shall be placed on a safety tray, to be eaten with safety utensils.
5. Youth may be allowed access to one book.
6. The youth shall not earn TV program from 8:30 PM to 10:00 PM, through the Behavior Modification Program.
7. At least once per AM and PM shift, room searches for contraband and weapons shall be conducted by staff.

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8. While on Administrative Separation, the youth shall not be utilized as an aide in the unit or elsewhere in the building.
9. The youth shall be on independent study and will do all school work in their room.
10. The youth shall be offered school work in their room from the unit teacher each school day during normal school hours.
11. The youth may be permitted use of the pay telephone on a daily basis if the youth's behavior has been acceptable at a designated time on the PM shift, when other youth are in their rooms.
12. Outside large muscle exercise will be conducted daily separate from the group in either the Unit 1 recreation yard or the Unit 5/6 recreation yard. Leg restraints shall be used if warranted and approved by the SPCO.
13. Visitation will be allowed, but will be non-contact for the duration of the youth's Administrative Separation status.
14. Showers will be conducted separately. Restraints may be used if the youth poses an immediate risk to himself or others and with the approval of the SPCO.

(h) In addition to the above safety measures, further modification or restriction of activities may be involved, if deemed necessary for the safety and security of the institution. Such modifications require approval by the Facility Superintendent or Facility Manager.

(i) All youth on Administrative Separation are subject to daily review of their status by the Supervising Probation Corrections Officer which shall be documented on the Administrative Separation Daily Activity Checklist. These youth shall be reintegrated into the general population when it has been determined that they no longer require physical separation, intensive observation, and no longer appear to represent a danger to themselves and/or others. The release and reintegration of a youth from Administrative Separation shall be accompanied by an Incident Report requesting removal from the program. Final approval for removal will be determined by the Facility Superintendent or Facility Manager.

1. The incident report shall include a recommendation of an individualized plan that includes the goals and objectives to be met in order to integrate the youth to the general population.

See the Juvenile Detention Manual, Room Confinement Policy for further information.

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Chapter 7 - Medical/Medical Health

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Suicide Prevention and Intervention Procedures

700.1 PURPOSE AND SCOPE

Juvenile institutions staff members may receive information regarding youths who are at-risk for suicide from the following: Mental health personnel, parents, law enforcement, attorneys, medical staff, probation personnel, teachers, institution staff, the youth or any others who have knowledge of the youth's background. Staff members who perform the intake process, shall be trained in the screening of youth for the risk of suicide and how to respond to youth who exhibit suicidal behaviors.

(a) Program Policy

1. Staff members are required to advise the unit lead any time a youth appears to be at-risk of suicidal behavior. The unit lead will immediately notify the on-duty facility supervisor.
2. At the time of admittance, the booking officer shall complete an initial Medical Screening form to determine a youth's risk of suicidal behavior in custody. Youth who are identified as a risk for suicide shall be referred to medical staff and mental health staff for further evaluation and treatment. The youth will be placed in the Observation Room on a 10-minute watch. A observation log will be maintained until the youth is medically cleared and mental health staff deems it is safe for that youth to return to program. Mental health staff will develop a treatment plan which will include trauma-informed approaches.
3. An Observation Sheet with the youth's name and program status shall be generated and routed to the youths housing unit throughout their stay.

(b) Program Procedures

1. During the booking process, staff members shall administer the initial Medical and Mental Health Screening Questionnaire, which indicates whether the youth has had any previous suicide attempts, mental health history, substance abuse history, physical abuse or sexual abuse, all of which could be risk factors for suicide. Youth who are identified as having risk factors for suicide but are not currently suicidal shall be classified as S-3. Booking staff will contact the arresting officer and the parents/guardians to determine if the youth has past or present suicidal ideations. (15 CCR 1329 (f)1). Copies of the completed screenings will be forwarded to medical staff and mental health staff.
2. Institution staff members in collaboration with mental health and medical staff shall develop intervention protocols for youth at risk for suicide which may include but are not limited to:
   (a) Housing considerations
   (b) Treatment strategies including trauma-informed approaches
3. Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth

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or security of the facility. Any deprivation of program services or activities for youth at risk of suicide shall be documented and approved by the Facility Superintendent or their designee.

4. Suicide Watch/Observation Room Program:

   (a) S-3+ is when a staff member determines that a youth is at current risk of self-harm, youth shall be placed on a Suicide Prevention Program.The following protocol shall be used whenever a youth is placed on Suicide Watch:

      1. Youth shall be placed in an Observation Room and may be placed in safety clothing as needed and provided safety bedding. All youth on suicide observation watch will have a 10-minute watch implemented by staff members in Unit One.

      2. Suicide Watch status shall be documented by staff members on the Unit One Observation Sheet with the time and date the watch was initiated. Medical staff and the facility supervisor or designee must observe the youth at least once every six hours and make a notation in the observation log.

      3. An incident report shall be completed prior to the end of shift detailing the reason(s) for the Suicide Watch.

      4. Mental health staff shall be notified immediately and a Mental Health Referral is to be completed. If a mental health practitioner is not on site or it is after business hours, the on-call mental health practitioner shall be notified.

      5. The Supervisor or lead staff may notify the youth's parents.

      6. Staff members shall make efforts to have verbal interaction with the youth in order to assess severity of risk and to assist the youth in processing suicidal thoughts/ideations.

      7. Mental health staff in consultation with the Facility Superintendent or designee should only remove S-3 + status.

      8. If at any time the staff member feels that the youth is at imminent risk of not responding to our intervention, arrangements shall be made to transport the youth to the hospital. If transportation to the hospital is necessary, the following protocol shall be used:

         (a) Facility Supervisor or designee will notify the Facility Manager or Facility Superintendent and mental health staff;

         (b) Facility Supervisor or designee will notify the Presiding Judge, the youth's attorney of record, the Deputy District Attorney, the youth's probation officer and the youth's parent(s)/legal guardian(s);

         (c) Facility Supervisor or designee will arrange for transport staff coverage if needed;

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(d) Staff member must document the reason the youth is on "Temporary Release" in the Unit One Daily Count sheet;

(e) Upon a youth's return to Juvenile Hall from a hospitalization, that youth shall go directly into the Observation Room on a 10-minute watch by staff members assigned to Unit One until medical and mental health staff clear the youth for programming in a housing unit;

(f) When transporting a youth to the hospital, the transport officer shall complete the restraint determination assessment form to determine what if any restraints will be utilized.

(g) Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, the WRAP or RIPP Hobble waist chains or handcuffs behind the body. No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others (Penal Code § 3407; Penal Code § 6030). Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery after delivery determines that the removal of restraints is medically necessary. This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.

9. The safety of the youth must always be the primary concern and should not be compromised for reasons, such as convenience, cost of hospitalization and cost of extra support staff

5. Reporting Requirements for Suicides Attempts :

(a) In the event of a suicide attempt, notify the Chief Probation Officer, the Assistant Chief Probation Officer, the Facility Superintendent, the Facility Manager(s), the Presiding Judge, the youth's attorney of record, the Deputy District Attorney, the youth's parents and the youth's probation officer.

(b) All of the staff members involved shall complete a detailed Incident Report prior to the completion of their shift, or as directed by facility supervisor or their designee.

6. Reporting Requirements for an act of Suicide:

(a) In the event of a death, notification of the parents, guardians or person standing in loco parentis shall be done by the Chief Probation Officer or

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their designee. The notification will be done in person with the assistance of the Department Chaplain, if available.

(b) An investigation shall be conducted by the Facility Superintendent or the designee, and by the director of Behavioral Health and Recovery Services or their designee.

(c) The Chief Probation Officer, or their designee, shall report in writing to the Attorney General, within 10 days after the death (Gov. Code 12525).

(d) All of the staff members involved shall complete a detailed Incident Report prior to the completion of their shift.

7. Debriefing

(a) Staff members, mental health staff, youth chaplain, and medical staff may work together to develop a plan to provide grief counseling to all youth. The Facility Superintendent may also contact the director of Behavioral Health & Recovery Services to arrange for a crisis response team to assist in processing the incident and youth and/or family members as needed.

(b) The facility supervisor or designee and/or management may initiate the Peer Support program, to include the Chaplain as needed, to assist staff members in dealing with the incident.

700.2 ADDITIONAL INTERVENTIONS

The Observation Program may be used if a youth has a mental health history or past indicators of increased self-harm risk, but does not meet the criteria for S-3 or S-3+ Program. The Observation Program may also be used at any time a youth is exhibiting significant emotional instability (psychosis, depression, mania, etc.) or for any other reason staff members feels the youth should be monitored and not better served with a different program.

(a) The following protocol shall be used whenever a youth is placed on Observation Program:

1. Observation status shall be documented on the 10-minute Observation Log with time and date noted.

2. The youth shall be randomly checked in their room at least every 10 minutes or more frequently if warranted by the situation. Room checks shall be logged with the exact time the safety check was completed and a brief description of the youth's actions during that time.

3. Staff members shall make efforts to involve the youth in group and individual activities unless determined to be unsafe.

4. The youth shall be referred to mental health staff for support and evaluation at the first opportunity.

5. Any stressors affecting the youth's emotional stability (lengthy sentence, death of a family member, conflict with a peer, etc.) shall be documented on the youth's Observation Sheet and Unit Log Book.

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(b) Other interventions may include, but are not limited to, the following:

1. One to one supportive counseling by any staff member.
2. Allow the youth extra time out of room. Allow the youth to contact outside support person (family or counselor/therapist).
3. Housing considerations.
4. Use any other intervention deemed appropriate in order to help the youth achieve and maintain stability.
5. Observation status shall only be removed by Mental Health staff.

700.3 COMMUNICATION FACILITATION

Communication is important when meeting the needs of youth in crisis. Every member in the facility plays a part in keeping youth safe. As a part of this process, all collaborative partners must be able to provide and receive information as to the youth's current state.

(a) **Arresting Officer.** Unit One staff will inquire as to the mental state of the youth being booked with the arresting officer. Pertinent information as to the suicide risk level will be relayed to mental health via a Mental Health referral.

(b) **Parents.** Parents will be contacted at the time of booking and a Parent/Guardian contact form will be completed. Information related to a suicidal history/past trauma, thoughts, psychiatric medical care and medications will be forwarded to mental health via a Mental Health Referral. Information related to the youth's suicidal ideation or behavior will be reviewed with the parent or guardian upon release (sooner if needed). A Suicidal Ideation/Behavior Notice will be provided to the parent or guardian explaining the circumstances surrounding the attempt/ideation and various community resources available to them. This notice, completed by mental health, will be placed in the youth's file and must remain immediately beneath the Stanislaus County Release Report. Staff and the parent(s) will sign the notice. Parents get the yellow copy, Mental Health will get the pink copy and the white copy will be placed in the youth's Institution file.

(c) **Mental Health.** A staff member will meet with youth as requested by a Mental Health Referral or by personal request from staff.Completed Mental Health Referrals will be distributed in the following order:Original – Mental Health, Canary – Institutions file, Pink – Probation, and Goldenrod – Medical. Concerns surrounding youth may also be discussed in the weekly Multi-disciplinary Team (MDT) meeting.

(d) **Medical.** Medical will be contacted when a youth indicates they are suicidal.Medical will complete an assessment of the youth. In the event a youth directly advises Medical they feel suicidal, Medical will contact Unit One to house the youth in the Observation Room. Unit One staff will notify Mental Health and a referral will be completed.Concerns surrounding the youth may also be discussed in the weekly MDT meeting.

(e) **Institutional Staff.** As a part of the interaction process with youth, staff members will gain information as to the youth's wellbeing.Staff members will complete a Mental

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Health Referral and immediately notify the on-duty supervisor about any suspicion of suicidal ideation or behavior. Staff members will document in the Unit Log and Unit Roster the youth's current level of suicide risk (i.e. S-3 or S-3+).

700.4 ONE-ON-ONE PROGRAM

In some cases, a youth may present a continuous threat to themselves.In these cases, a One-on-One program may be needed. The One-on One program is an intensive version of suicide watch for youth with an elevated level of suicide risk. The Facility Superintendent or their designee in consultation with mental health will make the decision for One-on-One.

(a) Protocol of One-On-One Program

1. An extra staff shall be called in, if needed.
2. A juvenile staff member with C.O.R.E. shall provide the one-on-one coverage.
3. The one-on-one staff member shall be in direct line of sight with the youth at all times.
4. During the day, the staff member shall be no more than 10 feet away from the youth. Staff shall position themselves so the youth's hands can be observed at all times.
5. Staff members shall document the youth's behavior and observations at a minimum of every 10 minutes.
6. One-on-one status shall only be removed by mental health staff in consultation with the Facility Superintendent or their designee.

700.5 SUICIDE OBSERVATION LOG

(a) An Incident Report is also required for any youth placed on suicide watch and should include the following information:

1. Record the youth's manner of behavior during the shift, using the Suicide Observation Log. When completing this section, the unit lead should solicit information from all staff members who had contact with the youth. Any information deemed important or relevant to describe the youth's behavior should be written in the comment section and should illustrate the behavior observed by staff.
2. Record any known problems or pressures facing the youth, using the daily log. Indicate the nature of the problems/pressures facing the youth or any statements made by the youth regarding the origin of their problems.
3. Record any other relevant information not previously noted. This may include, suicide statements/gestures, lack of interest/participation in the unit program or any special visits received by the youth.
4. Fill out a mental health referral form and make a copy to be submitted with the original report submitted to the Supervising Probation Corrections Officer. Place the original referral in the designated Mental Health box.

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(b) Upon receipt of the report, the Supervising Probation Corrections Officer shall review the related Incident Reports for completeness, potential problems or adjustments in unit security practices. Following completion of this task, the report shall be signed.

(c) The Supervising Probation Corrections Officer shall ensure that a Mental Health Referral was completed and mental health staff contacted, as well as ensure watch logs and mental health forms are attached to the original Incident Report.

(d) A Suicide Observation Log is required for all youth placed on suicide watch status (S3+).

See the Stanislaus County Juvenile Detention Manual, Suicide Prevention and Intervention for further information.

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Youth Screening and Evaluations Procedures

701.1 INITIAL MEDICAL ASSESSMENT

Youth brought to Juvenile Hall are given a physical screening by Unit One staff using the form in ICJIS at the time of booking as well as the Medical Screening form to determine their suitability for admission. To compliment this preliminary assessment and meet the mandates as specified in Section 1430 of the Minimum Standards for Juvenile Facilities, all newly admitted youth shall undergo a medical assessment by a trained medical professional to determine a youth's immediate medical and/or psychiatric condition and the need for future attention or referral at the time of booking. A comprehensive medical exam is performed within 96 hours, which shall include screening for communicable diseases.

(a) The assessment is designed to procure a youth's medical history and establish any initial medical restrictions. Based on the medical assessment, a youth may be placed on a special watch status (i.e., suicide watch), limited in their physical, social and work activities (M-7 or M-9). Unit One staff and the medical professionals are jointly responsible for arranging the initial medical assessment. Unit One staff duties require that the medical professionals be notified of a newly admitted youth for assessment.

(b) Note any information received from a youth's parent or other source (i.e., prior records, Probation Officer, etc.) with respect to significant health problems (i.e., diabetes, epileptic, mental health, or significant medical conditions, etc.) This information should be noted in ICJIS as well.

All youth shall be checked for injury or illness, prior to acceptance and admission as instructed by the following.

1. Booking staff shall complete the initial ICJIS booking information and Juvenile Hall Medical Screening Questionnaire.
2. Booking staff shall ask the Arresting/Transporting Officer if the youth has any injuries or is under the influence of controlled substances.
3. If any of the questions on the Juvenile Hall Medical Screening Questionnaire are answered "yes" or if the youth is under the influence of controlled substances (or so charged) or drugs were found during the booking search, medical staff shall be notified immediately.
4. If a pregnant female is brought into custody and is under the influence of any intoxicant (including alcohol) and/or exhibiting any signs of distress or complications related to the pregnancy (i.e. bleeding, cramping, severe nausea, etc.,) she will be medically cleared by on-duty medical staff, prior to accepting the booking.
5. When it is determined the youth will be detained, the medical staff will conduct a vermin exam on all youths. Medical staff shall inform Unit One staff if the youth has vermin. See the Juvenile Detention Procedure Manual 501.4.5 Vermin Control for further information. Unit One staff shall handle the youth's clothing, pursuant to the previously mentioned policy section.

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6. Unit One staff shall make a referral for a mental health evaluation to mental health staff should a youth exhibit abnormal behavior, signs of depression, suicidal ideations or request counseling.
7. Unit One staff shall review the ICJIS and Juvenile Hall Medical Screening Questionnaire and assure proper health notifications have been made to medical.
8. Unit One staff, as soon as possible after booking, shall forward a copy of the Juvenile Hall Medical Screening Questionnaire to medical and mental health staff for review.
9. Medical professionals shall review the questionnaire and check on the youth at the time of booking.
10. Unit One staff shall place the original Juvenile Hall Medical Screening Questionnaire in the youth's file.
11. Attempts shall be made to contact the youth's parent, guardian, or social worker at the time of booking. The "Parent/Guardian Contact Form" shall be utilized if contact is made to obtain possible medical, mental health, special diet and physical/ developmental disability concerns. Any concerns obtained from the parent, guardian or social worker shall be shared with mental health, medical, or in the case of a physical/developmental concern with Valley Mountain Regional Center.

701.2 SUICIDE RISK

Upon arrest and incarceration a youth may experience a great deal of stress, depression and despair. Therefore, the Medical Screening Questionnaire shall be completed as soon as possible by the Unit One staff. An individual who is at risk shall be placed on S-3 suicide watch and be evaluated further, at the soonest possible opportunity, by a mental health professional. Any youth who falls in the high risk area should immediately be placed on S-3+ suicide watch until seen by a mental health professional.

In addition to the above, medical staff will examine new intakes for physical and medical issues. The ICJIS computer has a brief computerized medical admissions interview that supplements the Medical Screening form. Both shall serve as a medical intake screening and shall be referred to medical staff.

701.2.1 SUICIDE PREVENTION AND OBSERVATION

(a) Staff members are required to advise the on-duty Supervisor any time a youth exhibits depressed behaviors or appears to be at-risk of suicidal behavior.

(b) An initial Medical Screening form shall be completed by staff at the time of booking. If it is determined by medical staff that a youth is exhibiting abnormal behavior or is showing the signs of substance abuse or depressed behaviors, the youth will automatically be placed in the Observation Room and on a 10-minute watch. An observation log will be started until medical and/or mental health staff deems it is safe for that youth to go into general population. Youth who are identified as a risk for suicide shall be referred to medical and mental health staff for further evaluation

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and treatment. Youth placed on an observation watch shall not be denied access to programs and services.

(c) An Observation Sheet with the youth's name and program status (i.e., S-3, S-3+) shall be implemented. See the Juvenile Detention Manual Procedure 700.1 Suicide Prevention and Intervention Procedures for further infromation.

701.2.2 SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS

The purpose of the Stanislaus County Probation Department Vulnerability Assessment is to reduce the risk of sexual abuse by or upon youth. Additionally, the purpose of the Stanislaus County Probation Department Vulnerability Assessment is to remain in compliance with Title 15, Section 1350.5 of the California Code of Regulations (CCR).

(a) Administration/Timing of the Assessment

1. At the time of booking/admission, every youth should be assessed utilizing the department-approved Stanislaus County Probation Department Vulnerability Assessment.

   A. The administration of the assessment shall be conducted each time a youth is admitted into the facility, regardless of how many prior assessments have been completed.

2. Only Probation Corrections Officers can administer the assessment.

3. The administration of the assessment should be done immediately at the time of booking/admission; however, if circumstances prevent the administration of the assessment at booking/admission, it shall be completed no later than 72 hours following booking/admission (Title 15, Section 1350.5 CCR).

4. Under no circumstances will a youth be admitted into a living unit or be housed in a room with another youth until the assessment has been completed.

(b) Location of the Assessment

1. The assessment can be located in the department's Integrated Criminal Justice Information System (ICJIS). The exact location is as follows: ICJIS>Pronet>Institution>Sexual Vulnerability Assessment.

(c) The Assessment

1. Staff administering the assessment should be sensitive to the youth's needs and shall administer the assessment using trauma-informed approaches.

2. The entire assessment is formatted in Excel. The following two tabs are located at the bottom of the screen:

   A. The first tab is entitled "Assessment." This piece will guide the assessor through the assessment and is the area where answers to each section/ item will be inputted.

   B. The second tab is entitled "Overall Score." In this section, all of the answers to each section/item will be automatically assigned a "score" to

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assist in properly assessing each youth. For further direction on this tab, please see Sections #5 and #6 of this manual.

3. Youth shall be interviewed as part of the assessment; however, information should be gathered from other sources, if at all possible. Examples include; but, are not limited to: speaking with parents/legal guardians, reviewing ICJIS, reading the Juvenile Contact Report, reviewing the youth's institutional file, etc. Some sections/items, such as item/section #4 of the assessment, may only be scored through an interview with the youth.

4. The assessor shall utilize the drop down boxes on the far right side of the screen to document the youth's responses in Sections/Items #1-#7.

5. Sections/items #1b, #2, #3, #5, #5b, #6, #6b and #7 of the assessment require the assessor to confirm the youth's answers through collateral information. The assessor should utilize the drop down box in section/items #1b, #2, #3, #5, #5b, #6, #6b and #7 of the assessment in the area entitled, "Does the youth's response match collateral information?"

   A. If collateral sources cannot be obtained, the assessor is not required to make a selection from the dropdown boxes for a score to be assigned.

6. Collateral sources, as opposed to the youth's verbal response, will be utilized for scoring if collateral sources were able to be attained.

7. If collateral sources do not match the youth's response, the assessor shall document how/why the collateral sources do not match the youth's response in the free text box area below each section/item on the assessment. Each section/item has its own free text box to type in (this box becomes available to type in once the assessor chooses "no" in the section entitled, "Does the youth's response match collateral information?").

8. "Assessment" – Header Information

   A. The assessor will need to enter the information for each youth in the header or top portion of the assessment. Information required in the header of the assessment includes the youth's first/last name, date of birth (DOB), sex and race.

9. "Assessment" - Section/Item #1 - Age of Youth

   A. This section/item is, arguably, the easiest singular section/item to score and is simply asking the assessor to determine the youth's age.

      1. If the age of the youth is 16 – 20 years of age, this section/item will be automatically scored as a 0.

      2. If the age of the youth is 13 - 15 years of age, this section/item will be automatically scored as a 1.

      3. If the age of the youth is 11 or 12 years of age, this section/item will be automatically scored as a 2.

      4. If the age of the youth is 10 years of age or under, this section/item will be automatically scored as a 3.

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10. Section/Item #1b – Sexual Orientation:

    A. This section/item is looking for the assessor to determine whether the youth identifies as lesbian, gay, bisexual, transgender, questioning, or intersex.

    B. The assessor shall ask the youth whether they identify as lesbian, gay, bisexual, transgender, questioning, or intersex.

    C. Collateral sources, such as parental/guardian contact or ICJIS, should then be utilized to determine if the youth's response matches the information obtained from other sources.

    D. The assessor should give the appropriate weight to collateral sources, especially for this section/item. If, for example, the youth identifies as gay; but, has not disclosed this to a parent/guardian, that parent/guardian may not be a solid collateral resource. Conversely, if the youth denies being gay out of fear or lack of trust towards the assessor; but, a parent/guardian discloses that the youth is gay, this may be a solid collateral resource. The assessor should value each collateral resource appropriately, especially for this section/item.

    E. If the youth responds "yes" or gives a similar response and collateral sources match the youth's response, this section/item will automatically be scored as a 4.

    F. If the youth responds "no" or gives a similar response and the collateral sources do not match the youth's response, this section/item will automatically be scored as a 4.

    G. If the youth responds "yes" or gives a similar response and collateral sources do not match the youth's response, this section/item will automatically be scored as a 0.

    H. If the youth responds "no" or gives a similar response and collateral sources match the youth's response, this section/item will automatically be scored as a 0.

11. "Assessment" - Section/item #2 – Experience in Institutions:

    A. This section/item merely is attempting to determine whether the youth has ever been in a locked Juvenile Facility. A "locked Juvenile Facility" includes any Juvenile Hall or Juvenile Camp, locally, or in other jurisdictions. Group homes, foster care or temporary detainments/ citations by law enforcement do not count for this purpose.

    B. The assessor shall ask the youth if he/she has ever been in a locked juvenile facility before.

    C. The assessor shall not count the present/current booking for this section/ item.

    D. Collateral sources, such as ICJIS or the institutional file, may be helpful in scoring this section/item.

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E. If the youth responds "yes" or gives a similar response and collateral sources match the youth's response, this section/item will automatically be scored as a 0.

F. If the youth responds "no" or gives a similar response and the collateral sources do not match the youth's response, this section/item will automatically be scored as a 0.

G. If the youth responds "yes" or gives a similar response and collateral sources do not match the youth's response, this section/item will automatically be scored as a 2.

H. If the youth responds "no" or gives a similar response and collateral sources match the youth's response, this section/item will automatically be scored as a 2.

12. "Assessment" - Section/Item #3 – Social Skills:

A. This section/item is trying to ascertain how the youth feels about being housed around other youth.

B. The assessor shall ask the youth how he/she feels about being in a facility with so many other juvenile justice youth.

C. The assessor shall also ask:

1. If the youth feels he/she gets along well with other people.

2. If the youth finds it easy to make friends.

3. If the youth feels okay about being in groups of people he/she does not know well.

D. Each "no" response to the three individualized questions will result in one point each.

E. As this section/item is specifically about the youth's feelings, it may be difficult to gather collateral information to support the youth's responses.

F. Each "yes" response to the three individualized questions will result in zero points.

G. The maximum amount of points available for this section/item is 3.

13. "Assessment" - Section/Item #4 – Perception of Risk:

A. This section/item is simply trying to determine if the youth feels at risk of attack or abuse from other youth. The tool offers to provide examples, such as asking if the youth has received threats, insults or harassment from other youth.

B. The assessor shall ask the youth if he/she feels at risk from attack or abuse from other youth.

C. While collateral sources, such as incident reports from a previous booking/ admission, may seem helpful and may paint a different picture, this

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section/item is looking for the youth's "perception" of risk. Therefore, only score this section/item based on the youth's responses.

D. If the youth does not feel at risk at all, this section/item will automatically be scored as a a 0.

E. If the youth "sometimes" feels at risk of attack or abuse, this section/item will automatically be scored as a 1.

F. If the youth "often" feels at risk of attack or abuse or gives a similar response, this section/item will automatically be scored as a 2.

G. If the youth answers "sometimes" or "often," the assessor shall ask for additional details and note the youth's statement in the free text box.

H. The highest score available for this section/item is 2.

14. "Assessment" - Section/Item #5 and #5b – History of Victimization:

A. This section/item has two parts:

1. The first piece to this section/item attempts to determine whether the youth has ever been attacked, bullied or abused by people his/her own age.

2. The assessor shall ask the youth whether he/she has ever been attacked, bullied or abused by people his/her own age.

(a) Once again, collateral sources of information, such as prior incident reports, can be useful in scoring this section/item.

(b) If the youth responds, "never," gives a similar response or collateral sources reflect this was never an issue, this section/item will automatically be scored as a 0.

(c) If the youth responds, "a few times," gives a similar response or collateral sources reflect this was an occasional issue, this section/item will automatically be scored as a 2.

(d) If the youth responds, "often," gives a similar response or collateral sources reflect this was a regular issue, this section/item will automatically be scored as a 4.

3. The second piece to this section/item is determining whether the youth has ever had a sexual experience that he/she did not want to have.

4. The assessor shall ask the youth whether he/she has ever had a sexual experience they did not want to have.

(a) If the youth responds, "yes," gives a similar response, or collateral sources reflect this indeed occurred, this section/item will automatically be scored as a 4.

i. As a natural follow-up, the assessor will need to determine whether a Child Protective Services (CPS) report was completed. If one was not completed, the

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assessor shall follow the associated policies/procedures for filing a CPS report.

(b) If the youth responds, "no," gives a similar response, or collateral sources indicate this never occurred, this section/ item will automatically be scored as a 0.
The highest total score available for this section/item (5 and 5b) is 8.

15. "Assessment" - Section/Item #6 and #6b– Offense Type:

A. This section/item is also broken down into two parts:

1. The first piece to this section/item asks the assessor to determine if the youth has ever been arrested on a sexual offense.

2. The youth shall be asked if they have ever been arrested on a sexual offense.

(a) "Arrests" include offenses where the youth was issued a citation and released to parents/guardians or booked into Juvenile Hall.

(b) "Arrests" are not exclusive to our county and can include any jurisdiction.

(c) Note that this section/item merely refers to an "arrest." It does not have to include adjudications or a finding made by a Court.

(d) Section 290(c) of the Penal Code provides a general listing of sexual offenses in California and can be used as a guide to score this section/item.

(e) Current or prior offenses may be used in scoring this section/ item.

(f) Once again, ICJIS, the institutional file and other collateral sources may be useful in scoring this section/item.

3. If the youth responds, "no," gives a similar response, and collateral sources reflect the youth has never been arrested for a sexual offense, this section/item will automatically be scored as a 0.

4. If the youth responds, "yes," gives a similar response, and collateral sources indicate the youth was arrested for a sexual offense, this section/item will automatically be scored as a 4.

B. The second piece of this section/item asks the assessor to determine whether the youth has ever engaged in behavior considered sexually aggressive.

1. The assessor shall ask if the youth has ever engaged in behavior that he/she would consider sexually aggressive.

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2. If the youth was ever arrested for a sexual offense, the assessor should carefully consider the facts of the offense when making a selection for the collateral information section of this section/item.
3. An arrest or a citation may not be necessary for purposes of this question. An example may include some sort of sexual aggression at home that is reported by a parent/guardian, foster parent or group home staff. Again, collateral sources may be a resource in scoring this section/item.
4. If the youth responds, "no," gives a similar response, or collateral sources reflects the youth was never engaged in behavior considered sexually aggressive, this section/item will automatically be scored a 0.
5. If the youth responds, "yes," gives a similar response, or collateral sources reflects the youth has engaged in behavior considered violent, this section/item will automatically be scored as a 4.

C. The highest total score available for this section/item (6 and 6b) is 8.

16. "Assessment" – Section/Item #7 – Violent Offense

A. This section/item asks the assessor to determine if the youth has ever been arrested on a violent offense.

B. The youth shall be asked if they have ever been arrested on a violent offense.

1. "Arrests" include offenses where the youth was issued a citation and released to parents or booked into Juvenile Hall.
2. "Arrests" are not exclusive to our county and can include any jurisdiction.
3. Note that this section/item merely refers to an "arrest." It does not have to include adjudications or a finding made by a Court.
4. "Violence" can be defined as any unlawful use of force or violence acted upon the person of another. Examples include violations of Sections 242 PC, 245(a)(1) PC, 245(a)(4) PC, 243(b) PC, 243(d) PC, 273.5(a) PC, etc. Mere resisting/obstructing (148(a)(1) PC), for example, would not be considered "violent" for purposes of this section/item.
5. Once again, ICJIS, the institutional file and other collateral sources may be useful in scoring this section/item.
6. If the youth responds, "no," gives a similar response, or collateral sources reflects the youth was never arrested for a violent offense, this section/item will automatically be scored as a 0.

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7. If the youth responds, "yes," gives a similar response, or collateral sources reflects the youth was arrested for a violent offense, score this section/item a 4.

17. "Assessment" - Section/Item #8 – Intellectual Impairment

    A. This section/item requires the assessor to review collateral sources of information to determine whether the youth has prior intellectual impairments, such as low IQ, special day classes or a learning disability.

    B. Collateral information for this section/item may be obtained through phone contacts with parents/guardians, schools, review of the institutional file, ICJIS, etc.

    C. If there is evidence of an intellectual impairment, this section/item will automatically be scored as a 2.

    D. If there is not any evidence of an intellectual impairment, this section/item will be automatically scored as a 0.

18. "Assessment" – Section/Item #9 – Lack of Fit with juvenile justice facility culture

    (a) As noted on the assessment, this section/item requires a judgment by the assessor that the youth is unlikely to "fit in" with the mainstream population of the facility.

    (b) The first subsection requires the assessor to review seven possible individual physical characteristics, which would make the youth vulnerable to victimization such as a small build, physical disability, etc.

    (c) The second subsection requires the assessor to review features of the youth's presentation and behaviors, which would make the youth vulnerable to victimization, such as a hunched, fearful posture, a speech impediment, etc.

    (d) The last subsection requires the assessor to look for features of the youth, which make him/her stand out, such as having a lack of exposure to the criminal lifestyle and/or membership in a gang (i.e., Surenos) that is likely to be a target of attack from others.

    (e) Each item has a dropdown box where the assessor can add (or mark) an "x."

    (f) If a mistake is made and an "x" is added, simply click on the box where the "x" was made and press the "backspace" key on the keyboard to delete the entry.

    (g) 0-1 "x" marks will result in 0.

    (h) 2-3 "x" marks will result in 2.

    (i) 4+ "x" marks will result in a 4.

    (j) Other features not on the list can be manually added in the free text box at the bottom of the assessment; however, it will not add additional points to the overall score.

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(d) Overall Risk Score

1. Once the assessment has been completed, the assessor can click the "overall score" tab at the bottom of the screen.
2. Entries made on the "assessment" tab will automatically generate scoring in the following three individualized categories:
   A. Vulnerability to Victimization:
      1. A score of 9 or higher results in the youth being determined as vulnerable to victimization.
   B. Sexually Aggressive Behavior:
      1. A score of 4 or higher results in the youth being determined as sexually aggressive.
   C. Violent Aggressive Behavior:
      1. A score of 4 or higher results in the youth being determined as violent aggressive.

(e) Roommate Status

1. The overall scoring of this assessment shall be used as a guide and as a tool.
2. The assessment shall not replace common sense and professional discretion should be exercised when appropriate.
3. Youth booked in on sex offenses shall receive a written referral to Juvenile Justice Behavioral Health seeking input and recommendations for a roommate.
4. Youth booked in on sex offenses shall not be assigned a roommate, regardless of the results of the assessment, until input is received by Juvenile Justice Behavioral I Health and a Supervising Probation Corrections Officer (SPCO) provides written approval.
5. If, in the "results" section of the "overall score" tab, the youth scores "yes" in the "vulnerability victimization" section and/or in the "sexually aggressive behavior" section, the youth shall be placed on DNDU (Do Not Double Up) status and a written referral to Juvenile Justice Behavioral I Health shall be submitted.
   (a) The youth shall not be removed from DNDU status until input is obtained from Juvenile Justice Behavioral Health and a SPCO provides written approval.
6. If, in the "results" section of the "overall score" tab, the youth scores "yes" in the "violent aggressive" section, the youth should, initially, not be recommended for "roommate status."
7. The assessor will need to type in their name in the "screener" section and note the date/time the assessment was completed.
8. After the assessment has been completed and the score reviewed, the assessor will recommend whether the youth will be eligible to have a roommate by typing an "x" in the "yes" or "no" box in the "roommate status" section of the "overall

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score" tab. If the results of the assessment show the youth scores "yes" in the "vulnerability victimization" and/or "sexually aggressive" sections, they shall not have a roommate. If they score "yes" in the "violent aggressive" section, they should not have a roommate pending further review and classification override.

A. As stated above, if a youth scores "yes" in the "violent aggressive" section and the assessor feels the youth is appropriate for a roommate, the roommate status box shall be checked "no."

B. In the "Classification Override/Supervisor's Review" section, the assessor should then initiate an override. Any youth booked for violent offenses, such as battery, would automatically be deemed to be "violent aggressive." As the facility does not have the ability to house every youth booked for a violent offense in a single room, professional discretion is needed in this area.

C. The date/time of the override and the assessor's name shall be added to the appropriate boxes entitled "override date/time" and "initiated by."

D. Comments justifying the override shall be added to the free text box entitled, "override justification comments."

9. The assessor shall then print both the assessment and the overall score tabs. Next to the assessor's name in the "screener" section, the assessor will sign his/her name. The assessor will then forward both documents to the on-duty SPCO.

10. The on-duty SPCO will review the assessment and overall score sheets for accuracy, recommendations for roommates and any override recommendations.

11. The SPCO can agree with the recommendation(s) or override the recommendation(s). Comments justifying the final decision can be entered into the free text box at the very bottom of the page entitled "comments."

12. The SPCO will make the final determination whether the youth is authorized to have a roommate.

13. The SPCO will then sign next to the "Supervisor Approval" line.

(f) Filing the Assessment

1. The assessment and the overall scoring sheets can be filed in the institutional file on the right hand side.

2. DNDU status shall be documented on the youth's observation (Admitting Assessment) sheet that accompanies him/her to the living unit, along with any other additional concerns.

3. If the results of the assessment result in a "yes" score for "vulnerability victimization," "sexually aggressive," and/or "violent aggressive," those results shall be documented on the youth's Admitting Assessment sheet that accompanies the youth to the living unit.

4. Unit staff shall consider the results of the assessment when individually housing youth in the living units.

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Once the youth has been assessed utilizing the department approved Vulnerability Assessment. Youth will be identified as Vulnerable to Victimization (VV), Sexually Aggressive Behavior (SAB), or Violent Aggressive Behavior (VAB). This information shall be used as part of the classification process in determining the appropriate housing unit, bed space, program, educational setting, and work assignments. Staff members and supervisors shall take precautionary measures when there are VV, SAB and VAB youth housed in the same unit. Such information shall be disseminated on a need to know basis for the youth's protection.

(a) When obtaining information during the booking process and the youth indicates he/she has experienced prior sexual victimization or perpetrated sexual assault, whether in an institutional setting or in the community, Unit One staff shall submit a Mental Health Referral and include the information on the medical screening form.

(b) Unit One staff shall advise the SPCO that a Mental Health Referral was submitted. The SPCO shall make an entry in the supervisors' log and contact mental health to follow up on the referral. Medical staff shall follow up with the youth during the youth's health assessment.

(c) A mental health evaluation of all known youth-on-youth abuse shall be conducted.

See the Juvenile Detention Policy Manual, Youth Screening and Evaluations for further information.

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Communicable Disease-Youth Procedure

702.1 COMMUNICABLE DISEASE-YOUTH PROCEDURE

(a) Youth with communicable diseases (i.e., measles, hepatitis, tuberculosis, etc.) may impose significant health, safety and security problems for both staff members and other youth. Article 8 of Title 15, sets forth the provisions which must be followed to safeguard staff and youth.

1. Medical Evaluation Requirements At the time of admission, each youth shall have a Health Screening Assessment completed by the booking officer to assess the youth for the following: level of consciousness (a youth who is unconscious shall not be accepted into the facility) injuries, drug abuse, signs of illness, and psychiatric disorder requiring further evaluation and/or referral to medical.

2. At the first reasonable opportunity after admission (within 96 hours, excluding holidays) each youth shall have a medical examination.A licensed health care practitioner shall be responsible for such examinations, which shall be properly recorded.The medical examination may be modified, as determined by a physician, for youth admitted with an adequate examination done within the last 12 months, provided there is reason to believe that no substantial change would be expected since the last full evaluation.When this occurs, health care staff shall review the intake health screening form and conduct a face to face interview with the youth.The physical examinations shall be conducted in a private setting and should include, but not be limited to:

   A. Obtaining a medical health history includes: a review of the intake health screening form,history of illness and treatment, including names and location of hospital or doctor, any health problems that are known or suspected, review of systems, status of immunizations, history of exposure to STDs (Sexually Transmitted Diseases), other contagious or infectious disease, and need for contraceptive information and counseling, exposure to communicable diseases, family health history, a search for symptoms of neurological disease, drug abuse, severe hyperactivity, physical or sexual abuse, psychiatric disorders including severe depression, self-destructive behavior and suicidal tendencies.

   B. Medical examination including:Temperature, blood pressure, pulse rate, height, weight, appearance, gait, head and neck, a preliminary dental and visual acuity screening, gross hearing test, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal, neurologic.

   C. Dental assessment to identify the need for further dental care.Dental treatment shall be provided to youth as necessary to respond to acute conditions and to avert adverse effects on the youth's health and require preventive services as recommended by a dentist.Annual dental exams shall be provided to any youth detained for longer than one year.

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D. A search for signs of communicable disease, including but not limited to screening for tuberculosis, and STDs in sexually active youth, with their consent.

E. Laboratory and diagnostic testing should include: Tuberculosis screening and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including pregnancy testing, pap smears, urinalysis hemoglobin or hematocrit.

702.2 MEDICAL ISOLATION/BED REST AND OBSERVATION

(a) This status will be temporarily conferred upon a youth by a Probation Corrections Officers with an immediate sick call to the medical clinic. The status will then be verified by the medical staff during sick call to determine if continued Bed Rest or Medical Isolation is required. Youth placed on Bed Rest due to sickness may be placed on Medical Isolation for control of infections and communicable diseases. If it is determined that a youth has a communicable disease, medical staff will provide the Facility Superintendent, through the chain of command, a communicable disease report outlining care instructions. Youth placed on Bed Rest due to injury or a recent medical procedure may be placed on medical observation until cleared by medical staff for unit housing. Such youth, depending on their treatment plan, can be restricted from all or part of the unit's activities. Medical staff will consult with the on duty supervisor to determine and document the least restrictive program restrictions while considering the youth's treatment objectives.

(b) Whenever a youth is placed on Medical Isolation, Bed Rest or observation, staff members should acquire as much detail as possible regarding the restrictions imposed on the youth by medical order and document such information in the Unit Log and in an incident report. The final report shall be reviewed and approved by the on duty Supervising Probation Corrections Officer (SPCO) by the end of the shift.

702.3 SUPERVISOR'S DUTIES

(a) The supervisor is responsible to ensure that the appropriate staff members are notified and the affected youth is being cared for according to medical's written treatment instructions.

See the Juvenile Detention Manual, Communicable Disease-Youth Policy for further information.

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Release, Transfers and Continued Care Procedures

703.1 TRANSPORTATION SAFETY AND SECURITY

(a) The transportation of youth is an important staff responsibility, with significant obligations for the safety of youth and staff. Consequently, the following procedures shall be assumed by all staff members when transporting youth:

1. All staff utilized in the position of Transportation Officer shall be trained in the application of restraint equipment.
2. Complete a Leg Restraint Determination Assessment to determine appropriate level of restraints used during the transport.
3. Inspect transportation documents to ensure the Medical/ Mental Health, parent consent form, transfer packet and applicable Court Minute Order is available.
4. A vehicle pre-inspection and search shall be conducted prior to transporting a youth in custody.
5. Seat belts shall be worn by youth and transportation staff.
6. Transportation Officers shall have a valid Class C Driver's License.
7. At least one female Transportation Officer shall be utilized to transport female youth, unless otherwise authorized by the SPCO or their designee.
8. Transportation Officers shall never leave a youth unsupervised during transportation.
9. Long distance transports requiring staff to be on the road for more than an hour should be accompanied by a second transportation officer.
10. Transporting officers conducting a transport through a meal period, should notify the kitchen prior to leaving so a sack meal can be prepared.

703.2 RELEASE, TRANSFERS AND CONTINUED CARE PROCEDURES

The following procedures shall be adopted by all staff members assigned to medical facility guard duty:

(a) General Provisions:

1. Staff shall be assigned medical guard duty to supervise detained youth.
2. The decision to assign staff to a youth temporarily housed in a medical facility shall be the responsibility of the Supervising Probation Corrections Officer (SPCO) or their designee. The SPCO or their designee shall be responsible for notifying the Facility Superintendent or designee of a youth who is placed under guard at a medical facility.

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3. Maximum security youth who are in custody for a 707 (b) P.C offense, shall be transported and supervised when available, by an armed officer who will remain with the youth while at the medical facility.
4. Staff assigned for medical facility duty shall consist of a core trained Probation Corrections Officer(s) and/or Deputy Probation Officers.
5. The initial staff reporting for duty shall inform hospital security and the nursing staff assigned to the youth, of their presence at the facility and their intention to perform guard duty.
6. Staff assigned to medical facility duty shall wear the approved department work attire.
7. All staff assigned to medical facility duty shall carry official probation department badges and I.D.

(b) The assigned medical facility staff shall not leave a youth unattended. Visual contact shall be maintained with the youth at all times, with the following exceptions:

1. Staff may be positioned in the hallway outside the youth's room when it would be detrimental to the staff's health to remain in the same room (i.e., youth has highly contagious disease, etc.)
2. Staff may wait in the lounge outside the operating room for youth undergoing surgical procedures.
3. Staff may wait outside the youth's hospital or examination room during the performance of medical procedures or during medical emergencies, when directed to do so by hospital staff and security is not compromised.

(c) Staff members shall not leave their assigned post for meals, drinks or restroom usage. If possible, staff shall bring their own meals to work. When restroom facilities are needed, staff shall use the restroom in the patient's room. (Contact hospital security to cover you while you are in the restroom.) Additional facility staff may be utilized to provide breaks to staff while assigned security watch while at a medical facility.

1. Under no circumstances shall staff members wander about the medical facility leaving the youth unsupervised. Staff shall encourage all youth to use the nurse call system to communicate their medical needs.

(d) When situations require staff to break visual contact with the youth or leave the youth's presence, the staff member shall assume a post which provides them with visual supervision over potential escape routes and the ability to observe persons entering and exiting the youth's room. Staff shall inspect any room for a possible escape route prior to the youth entering the room.

(e) Restraint usage for transportation purposes shall be determined by the Leg Restraint Determination Assessment form on ProNet and approved by the supervisor.

(f) Staff members shall accompany the youth when movement to another department or another room within the medical facility is required. As the need for security dictates, hospital security may be notified to request assistance in providing security over the transport procedure.

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(g) Patient movement or walking, as prescribed by medical orders, shall be performed under the supervision of the assigned staff.

(h) The staff area shall be neat and tidy. No electronic devices, such as, hand-held games, MP3 players or personal cell phones may be used while on duty.

(i) Staff members may use the telephone for incoming and outgoing calls related to their duties. No personal calls are permitted except on break or in an emergency.

(j) Staff must adhere to hospital rules and regulations concerning smoking. Smoking is not permitted in the medical facility.

(k) Only visitors on the youth's approved visiting list shall be allowed to visit the youth in the hospital unless approved by a supervisor. All visitors shall be logged in the Hospital Log.

(l) Staff members nay not leave until they are relieved by another staff member. Staff shall brief the oncoming staff officer of the patient's situation and any problems encountered on the shift.

(m) If the youth escapes, an immediate search shall be made of the area surrounding the medical facility, by the staff member at the scene. In the event of an escape, staff is to immediately notify medical facility security, the supervising floor nurse and the SPCO or their designee. The SPCO or their designee will notify the local law enforcement agency, the youth's parents/legal guardians, and the Facility Superintendent and manager.

(n) If any problems surface regarding the security and supervision of the youth, staff is required to immediately contact the SPCO or their designee.

(o) The Hospital Log shall be assigned to each youth under guard. This log shall document any problems encountered during the shift, the youth's overall compliance with staff instructions, and any other notable information.

(p) The assigned staff member is required to keep the SPCO or their designee updated on the current condition of the youth at least one time per shift, the estimated return times and other pertinent information.

See the Juvenile Detention Manual, Release, Transfers and Continued Care Policy for further information.

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Chapter 8 - Environmental Health

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Sanitation Inspections Procedure

800.1 IDENTIFICATION OF HAZARDOUS MATERIALS

(a) Hazardous materials may be categorized as follows:

1. **Flash Point:** The 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).
2. **Flammable Liquid:** A substance with a flash point below 100°F; classified by flash point as a Class I liquid.
3. **Combustion:** A substance with a flash point at above 100°F; classified by flash point as a Class II or Class III liquid.
4. **Toxic Material:** A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract; the toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption.
5. **Caustic Material:** A substance capable of destroying or eating away by chemical reaction.

800.1.1 USE, STORAGE AND DISPOSAL GUIDELINES

All staff members are required to ensure proper use, storage and disposal of all hazardous materials utilized or contained in units and work areas.

(a) When performing sanitation tasks, staff members are required to supervise youth if they are using cleaning products and equipment. Instruction on product use shall also be provided by staff members. Cleaning products shall never be intermixed or used other than as directed on the label.

(b) Whenever a toxic/hazardous substance is utilized, staff members shall ensure the following safety measures are enforced:

1. All substances which are harmful or poisonous if swallowed shall be stored in a locked storeroom or cabinet. These substances shall be issued only in the amount necessary for immediate use, and the container shall be immediately put away and locked up after use. The use of these substances by youth must be closely supervised by staff members at all times.
2. Personal protective equipment is used when applicable.

(c) SDS Labeling:

1. All labels must contain:
   - A. The name and substance in the container (commonly known names are preferred);
   - B. If the substance has been compounded, diluted or otherwise altered, the final character of the substance must be shown;

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C. If the product is poisonous, especially if swallowed, this must be indicated. Emergency safety measures must also be noted;

D. All substances shall remain in their properly labeled container.

2. All food products must be stored separately from toxic or hazardous materials.

3. All empty containers shall be discarded properly, or returned to the storekeeper when empty. Empty containers are not to be refilled with other substances.

(d) Any substance that is required to be labeled “Flammable” or “Combustible” under the Federal Hazardous Substances Labeling Act must be stored and used according to label recommendations so that the substance does not endanger life or property. Generally, these substances will not be used in any living unit, unless handled by a building maintenance professional.

1. Storage rooms and cabinets must be properly secured and supervised by an authorized staff member any time they are in use. Doors and cabinets shall be positioned so that they do not obstruct access to exits, stairways and other areas normally used for evacuation in the event of fire or other emergency.

2. All portable containers for flammable and combustible liquids, other than the original shipping containers, must be approved safety containers listed or labeled according to SDS standards. Containers should bear legible labels identifying the contents. All excess liquids should remain in their original container in the storage room or cabinet.

(e) Poisonous substances or chemicals are those that pose a very high (Class I) caustic hazard due to their toxicity. Examples: methyl alcohol, sulfuric acid, muriatic acid, caustic soda, tannic acid, and bleach.

1. The use of any product containing alcohol or bleach must be directly supervised by staff members. Bleach for water sterilization may be handled only by staff members. Under no circumstance shall staff permit a youth direct access to bleach containers.

(f) Other Toxic Substances include:

1. All types of glue may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.

2. Ethyl alcohol, isopropyl alcohol, and other antiseptic products should be stored and used only in medical rooms and clinic. The use of such chemical must be closely supervised.

3. Applications of pesticides will be done by a licensed professional contracted by the Probation Department.

(g) In the event of a hazardous material emergency, contact the following agencies;

1. Sheriff/Police/Fire Department – dial 9 then 911 and on site medical staff.

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2. In the event of an accidental poisoning, staff members or on site medical staff should immediately contact the following agency: **Poison Control Center –dial 9 then 1-800-222-1222.**

800.2 FACILITY SANITATION, MAINTENANCE AND SAFETY

State law and Title 15 require all facilities detaining youth to meet acceptable levels and standards for sanitation, maintenance and safety. As a result of this mandate, a significant portion of this institution's daily operations are focused on facility sanitation, maintenance and safety. In this section, the policies, procedures and staff responsibilities, associated with establishing and maintaining a safe and sanitary facility are set forth.

(a) Facility sanitation and safety is the responsibility of all staff members. At all times, staff shall maintain an acceptable level of cleanliness, repair and safety. The facility shall be inspected for health and safety deficiencies, at least one time per week by the Facility Superintendent or designee. The institution is required to be free of structural hazards, vermin infestation, unsanitary conditions and other safety hazards, at all times.

(b) The Facility Superintendent or their designee shall incur the following duties and responsibilities for the maintenance of facility sanitation and safety:

1. Conduct regular building sanitation and safety inspections to ensure:

   A. General housekeeping is satisfactory;

   B. The facility is free of structural/safety hazards;

   C. The facility is free of rodent/vermin infestation;

   D. That previously noted deficiencies have been corrected.

2. When needed, request maintenance to correct facility sanitation and safety deficiencies.

3. Ensure that all deficiencies are noted during an inspection, and subsequently corrected.

4. The SPCOs will bare responsibility for regular inspections related to health, sanitation and safety procedures of their assigned unit.

5. The Facility Superintendent will maintain records of institutional inspections and the actions taken to correct the deficiencies.

(c) All SPCOs shall incur the following responsibilities and duties for ensuring the sanitation, safety and maintenance of their assigned areas:

1. Identify and correct hazardous conditions, areas of poor housekeeping, and/or work habits which are unsafe or unsanitary.

2. Assure that requests for maintenance and repairs are submitted as necessary.

3. Ensure that procedures for the handling, storage and control of cleaning equipment, solvents, compounds, and chemicals are understood by unit staff as related to the SDS label for each chemical.

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(d) The following responsibilities and duties shall be adopted by all unit staff members with respect to facility sanitation and safety:

1. At all times, maintain the cleanliness and safety of work areas.
2. Identify, and take corrective action for all deficiencies, by requesting maintenance and repairs when needed, via the on-duty SPCO.
3. Structure and supervise all work activities related to sanitation and safety which are performed by youth, especially when cleaning products or equipment is used.
4. Prevent youth from having unsupervised access to cleaning chemicals, which are potentially hazardous or poisonous if misused or ingested.
5. Do not allow youth unsupervised access to storage areas where cleaning products and equipment are stored.

(e) Each individual unit is required to perform daily housekeeping activities to maintain acceptable sanitation and safety standards. This section focuses on the house keeping chores associated with the specific areas of a unit, and the particular items which shall be inspected daily for unsanitary and unsafe conditions.

1. When inspecting the youths' rooms and unit bathroom, ensure that all fixtures are in good working condition and that there are no missing parts. Drains, showers and sinks should operate efficiently. Plumbing leaks shall be reported immediately and repaired as soon as possible. Trash cans are to be emptied daily. Floors, shower mats, wall tiles and windows are required to be cleaned and kept free of residue, dirt, grime and mold, and floor drains should be cleaned daily.
2. Beds shall be neatly made at all times, with a full issue of bedding in place. The floors shall be swept and free of dust and litter. Room walls shall be evaluated for washing and/or painting needs. Room door windows shall be checked for stability. Youth may sit or lie on their beds during "in room" time. The bed must be made whenever the youth exits the room. All trash shall be removed from the room. All unit staff is responsible for addressing dirty rooms during room checks or group movements.
3. Counter tops in the unit kitchen shall be kept clean and free of unauthorized items. Cabinets are to be organized neatly and kept free of dust and/or dirt. All food items and supplies shall be neatly stacked and stored/sealed in plastic containers. Floors are to be swept and mopped daily.
4. The refrigerator in the units shall be clean at all times and free of all unauthorized items such as, glass containers. Inspect all areas for evidence of rodent/vermin infestation.
5. The day room shall be subject to daily housekeeping. Every morning and after meals, the floor shall be swept and mopped. When the tables and chairs are not in use, they shall be neatly stacked. The staff area should be periodically checked for unauthorized/dangerous items (i.e., scissors, excess pens and pencils, etc.) and to ensure that files and record books are properly organized.

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6. The staff bathroom should be cleaned daily, and the plumbing fixtures checked to ensure they are not leaking and that parts are not missing.
7. At the conclusion of each shift (or whenever needed) bookcases should be organized.
8. The units shall be inspected continuously for litter, dangerous objects and overall cleanliness. The unit's trash area shall be checked daily, to ensure that garbage bags are intact and litter is not strewn about. The trash cans should be washed out and cleaned as needed.

See the Juvenile Detention Manual, Sanitation Inspections for further information.

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Hazardous Waste and Sewage Disposal Procedure

801.1 PRECAUTIONARY MEASURES FOR COMMUNICABLE DISEASES

(a) Cleaning of contaminated rooms, sanitary facilities, restraint devices and work areas, will be accomplished by using a liquid disinfectant. Youth may not be utilized to clean contaminated rooms or areas contaminated by blood.

(b) When it is necessary to clean up feces, the youth responsible will clean up the area.

(c) In cases where a youth or a staff member(s) have been exposed to a serious communicable disease, it is the responsibility of the Facility Superintendent to inform all effected staff members and youth of their possible exposure. Information regarding medical testing and immunization procedures shall also be disseminated. Parents of youth shall be informed of any serious communicable disease exposure by the Probation Department as determined by the Facility Superintendent in consultation with the Public Health Officer of Stanislaus County.

(d) All youth related or youth and staff related incidents of noted bodily fluid exchange or contact that has a potential for transmitting blood borne pathogens (such as HIV) shall be documented in an incident report as soon as possible. The SPCO who receives the report will immediately forward a copy of the report to the Medical Clinic. All required testing and reporting procedures pursuant to Penal Code Section 7554 will be completed by Medical Clinic staff, according to their policy.

1. Per Penal Code Section 7510, a law enforcement employee may request testing for HIV, Hepatitis B and C if they believe they have come in contact with bodily fluids of a person described in subsection (a) of Penal Code Section 7510.

801.2 CONTROL, TRACKING AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS

(a) Many materials used in the institution are potentially dangerous if improperly used, stored or disposed of. To prevent accidents involving toxic/hazardous materials, staff members must become knowledgeable about these materials. Additionally, staff members are prohibited from bringing in any cleaning materials. As part of the SB 81 funding for the Juvenile Commitment Facility, all hazardous materials are to be tracked on a monthly basis. This information will be provided to the state on an annual basis as a part of the SB 81 Annual Report.

See the Juvenile Detention Manual, Hazardous Waste and Sewage Disposal for further information.

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Housekeeping and Maintenance Procedure

802.1 MAINTENANCE REQUESTS

(a) All maintenance issues should be brought to the attention of the on-duty Supervising Probation Corrections Officer.

(b) The General Services Agency Maintenance Connection (WINCAMS) system shall be utilized for requesting and documenting all maintenance requests, including routine and emergency requests.

(c) The Supervising Probation Corrections Officer should check to see if the request had previously been submitted and, if not, should enter the Maintenance Request into the system. The following information should be included in the request:

1. Requestor
2. Contact Name
3. Contact Email
4. Contact Phone number
5. Work Request
6. Department Building
7. Issue: write a brief description with the supervisor's initials

(d) In case of an emergency (i.e., broken water lines, gas leaks, power failures, incidents which create an immediate physical, health or security hazard to youth or staff, may cause additional damage if not immediately corrected, etc.) the reporting staff member shall immediately contact the Supervising Probation Corrections Officer. The Supervising Probation Corrections Officer shall evaluate the emergency situation and contact the Maintenance Department, as necessary. During off-duty hours (weekends, holidays and after 5:00 PM Monday through Friday) the Supervising Probation Corrections Officer is authorized to summon maintenance personnel to complete emergency repairs.

(e) Emergency maintenance repairs shall be communicated to the Facility Superintendent and Facility Manager.

802.2 WORK PROGRAMS

(a) Youth involvement in unit or institutional work programs represents a significant aspect of daily activities and is an important tool in developing a youth's sense of responsibility and respect.

(b) The primary work responsibilities assigned to youth involves general housekeeping activities. The following procedures provides the standard for youth participation in work programs.

1. All youth workers shall be directly supervised by department staff members.

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2. Members shall provide training and guidance to youth on the work assignment and the use of the equipment and sanitation supplies
3. Youth shall not be required to perform non-functional, degrading or unnecessary tasks. This would include any task that may endanger them or be a health hazard.
4. Work duties shall be meaningful, constructive, and directly related to vocational training and/or to increasing a youth's sense of responsibility.
5. Youth shall not be required to do maintenance, food preparation/service, or other work assignments as a substitute for assigned and budgeted employees.
6. Work assignments shall not involve security procedures or supervision responsibilities over other youth.
7. Work activities may not be assigned to a youth as punishment, or for disciplinary reasons.
8. Youth shall not be subject to disciplinary action for refusing to participate or perform unit/institutional work activities. This does not include the responsibility associated with the general housekeeping and cleanliness of their rooms.
9. Work program assignments shall be fair and consistent to all youth.

802.3 DAILY AND WEEKLY UNIT HOUSEKEEPING ACTIVITIES

(a) Cleanliness of all areas of the institution is critical in maintaining a proper healthy and sanitary environment. Thus, housekeeping activities designed to promote clean and sanitary living conditions in the unit are required to be performed on a daily basis.

(b) After morning wash-up activities are completed, basic housekeeping chores will consist of the youth cleaning their rooms and living area.

1. All youth are required to clean and maintain their own room.
2. A Probation Corrections Officer will designate youth, based on points and alphabetical order, to assist with specific unit housekeeping chores.

(c) An inspection of each living unit shall be conducted on a weekly basis. The youth shall be involved in a thorough cleaning of not only their own rooms but also of the general unit areas, including but not limited to the shower area, the unit dayroom, the utility room, storage area and the staff bathroom. Staff shall also be responsible for cleaning the staff area.

1. On inspection day, the person conducting the inspection shall visually inspect each living unit for overall cleanliness. Points will be awarded for each category with appropriate comments noted at the bottom of the inspection sheet.
2. Supervising Probation Corrections Officers (SPCO) shall be notified of maintenance issues or concerns and they will decide whether the problem can be taken care of by staff or the youth. If not, they will submit a maintenance request.
3. Each Saturday, the living units will devote extra time to cleaning by:

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A. Buffing the floors.

B. Cleaning and sanitizing shower areas.

C. Scrubbing room walls.

D. Dusting vents and counter areas.

E. Cleaning the unit kitchen.

F. In addition to the above cleaning process, every floor drain in the institution must be flushed with a minimum of five (5) gallons of water. This flushing process reduces noxious drain odors and replaces stagnant drain water.

G. Removing graffiti.

802.4 KITCHEN SANITATION

(a) The kitchen shall be swept and mopped daily throughout both shifts as needed.

(b) Weekends shall be reserved for extensive clean up days that may include cleaning of:

1. Dry storage area.
2. The walk-in freezer and refrigerator.
3. The stainless steel on the appliances.
4. Floor scrubbing.
5. Floor drains.
6. Loading area.
7. Food prep and serving line.

See the Juvenile Detention Manual, Housekeeping and Maintenance for further information.

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Youth Hygiene Procedure

803.1 BEDDING AND LINEN ISSUANCE

(a) Upon admission, each youth shall be issued linens, which are clean and in good condition. A youth's initial linen issuance shall be provided by the Booking Unit, prior to arrival in their assigned unit. The standard issue of linens shall consist of the following freshly laundered items:

1. One Towel
2. Two Sheets
3. Two Blankets

(b) Bedding shall be provided by the youth's assigned unit and shall be obtained from existing unit inventory or from the storage area. Bedding shall be serviceable and in good condition.

(c) All linen and bedding supplies shall consist of enough inventories to meet the actual and replacement needs of the institution for a one (1) week period of time.

(d) All linen and bedding supplies which are not in use shall be stored in a safe and sanitary area, free of rodent and vermin infestation. This area shall be designated by the Facility Superintendent and maintained by the institution's Storekeeper. The Facility Superintendent or the Supervising Probation Corrections Officer (SPCO) shall periodically check the storage area to ensure sanitary conditions have not been compromised. The Storekeeper shall be responsible for ensuring all contaminated and soiled laundry is stored in an area which is completely segregated from the clean and sanitary linen and bedding supply. (refer to the red bag procedure below)

(e) The issuance of linen to all new youth shall be the responsibility of booking staff. On a daily basis, Unit One staff shall obtain and prepare linen supplies for issuance to all new admissions. These supplies shall be organized and placed in booking for dissemination to new entries.

803.2 LAUNDRY PROCEDURES

(a) The following laundry procedures shall be incorporated into all unit programs.

1. Clean, freshly laundered towels shall be provided to all youth twice a week. Fresh towels free of rips and tears shall be issued prior to showers. Used or dirty towels will be collected by the unit staff members.
2. Serviceable, clean and sanitized sheets shall be provided to all youth on a weekly basis. Sheets will be cleaned and/or sanitized by the Storekeeper.
3. Clean and serviceable blankets shall be provided to youth every thirty (30) days. As climatic conditions change, additional blankets may be provided. To ensure clean exchanges occur on a thirty day basis, blankets will be exchanged by units according to the following schedule:

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A.

1st Sunday of the month	Units 1 & 2, A, B, and C
2nd Sunday of the month	Units 3 & 8
3rd Sunday of the month	Units 5 & 7
4th Sunday of the month	Unit 6

4. Linen and bedding exchanges shall be issued as needed, especially when they have become soiled due to an illness or other contaminants.

5. Upon release from detention, all youth shall be required to place their blanket(s)/ linen into laundry carts. Staff members shall forward the used blankets/linen from units to storage for cleaning.

(b) Bedding and linen which are soiled due to urine, feces, blood, vermin contamination (lice, scabies, etc.) or have been used by youth who are ill with a communicable disease and/or subject to medical isolation, shall be handled and cleaned with special care. Contaminated items are to be placed in a red Biohazardous Infections Waste bag, "Red Bagged". The youth's name, date and contaminate (blood,O.C., urine, lice, etc.) are to be written on bag and placed in storage.

803.3 CLOTHING ISSUANCE

(a) Upon admission, each youth shall be issued suitable clothing, provided by booking staff which is clean and in good condition, prior to arrival in their assigned unit.

(b) Clothing which falls into a state of disrepair due to normal usage shall be exchanged by staff members. Intentionally destroyed, mutilated or lost clothing or bedding shall be replaced by unit staff, accompanied by appropriate documentation and disciplinary action.

(c) An ample supply of clothing shall be maintained at all times. Booking Staff shall be responsible for dispensing clothing items to new entries. The ordering of new clothing items and supplies shall be the responsibility of the Storekeeper.

803.4 LAUNDRY PROCEDURES FOR CLOTHING

(a) Youth shall at all times be provided with clean and serviceable clothing. Clean clothing exchanges shall be provided to youth based on work, illness or as climatic conditions necessitate. Additionally, clean clothing shall be provided according to the following laundry procedures:

1. Clean and freshly laundered underclothing (i.e., underwear, panties, bras, socks, etc.) shall be provided on a daily basis. These items, along with a shirt shall make up a youth’s daily clothing allowance and will be passed out during showers. Clothing is laundered at the temperature required by local ordinance for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.

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2. Clean, freshly laundered outer garments (pants) shall be provided a minimum of two (2) times per week. (This does not include footwear). The Storekeeper shall be responsible for developing and posting a laundry schedule on the unit's clothing cart for washing these items.
3. Soiled or contaminated items requiring placement in a Biohazardous Infectious Waste (Med-Iso) Red bag, shall be routed to the laundry for cleaning and sanitizing.
4. All issued footwear shall be sanitized and/or washed between exchanges and/or issuance. The Storekeeper shall be responsible for ensuring that all footwear is sanitized prior to being reissued to another youth. Footwear shall be exchanged and removed from service when it is no longer serviceable or is in a state of disrepair.

803.5 UNDERGARMENT PROCEDURE

(a) **UNIT ONE**:

1. Staff member will retrieve a property bag – in the bag will be a box with the number of the property bag on it, please make sure the numbers match. The box is to be placed with the Admitting Assessment to go to the unit with the youth to hold their personal boxers/panties.
2. Unit staff member will issue one new boxer/panty to the youth when booked into Juvenile Hall. The locker number will be placed on each boxer/panty for identification purposes. Should the youth be in Unit One longer than one day, unit staff will issue a new boxer/panty each day until moved to a unit or released (upon release, offer the youth the underwear to keep).
3. When released, the youth will bring the box to Unit One with them. Staff shall offer the youth the underwear to keep for reuse. If the youth decline them, the staff member will dispose of them. Once the box is empty, please clean the box and place it back in the property bag.

(b) **UNIT THREE, FIVE, SIX, SEVEN, EIGHT, and A, B, & C**

1. The youth will report to the unit with the box and the staff member will place the box on the unit-clothing cart. The unit staff member will issue three new boxers/ panties to the youth once placed in the unit (total of 4 boxers/panties). The locker number of the youth will be placed on each boxer/panty for identification purposes and placed into the box.
2. When the laundry is done, the boxers/panties will have to be sorted and placed back into each box.
3. When the youth is released, the box with the boxers/panties will be returned to Unit One.

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4. If you need to replace soiled boxers/panties please email the Storekeeper in order to track the items that are replaced.
5. If a youth is transferred, provide a copy of the transfer sheet to the Storekeeper to make the necessary changes for tracking.
6. Undergarment exchange should occur during the designated shower time for each unit.

803.6 HYGIENE AND DRESS CODE STANDARDS

(a) The following hygiene and dress code standards shall apply to all in custody youth:

1. Youth shall be provided an opportunity to brush their teeth after each meal.
2. A daily shower shall be permitted for all youth.
3. Youth shall only wear clothing issued by the institution unless there is a legitimate necessity and approved by medical or a SPCO.
4. Clothing in a state of disrepair (i.e., rips, holes, etc.) shall not be given to, or worn by youth.
5. Pants shall be worn in a “normal” fashion. Pegging, sagging, or any other fashion associated with gang activity is not permitted. Staff shall replace pants that “sag” on a youth for a smaller pair that fit.
6. Headbands, hairnets, towels or clothing wrapped around the head is prohibited. Hair ties are authorized/issued by unit staff to youth with shoulder length or longer hair.
7. Using staples, paper clips or other similar objects to make or maintain a youth’s piercing is prohibited.
8. Staff members shall issue clothing that best fits the youth's size and shape. Clothes should not be too large or too tight.

803.7 SHOWERING PROGRAM

(a) Each unit shall provide youth with the opportunity for daily showering. The daily showering program shall provide youth with soap, shampoo, post-shower conditioning hair products and deodorant.

(b) Items such as lip ointment and deodorant shall be dispensed in small quantities during the showering program, according to the schedule as developed in each individual unit. During distribution of these items, staff members should be aware of the potential for product misuse and therefore, staff supervision over the dispensing of these items is required.

(c) All toiletry articles shall be provided solely by the institution. These items are not to be supplied to youth by their parents or other visiting persons unless requested by medical.

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(d) § 1487. Shaving: Youth shall have access to a razor daily, unless their appearance must be maintained for reasons of identification in Court. All youth shall have equal opportunity to shave face and body hair. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others. All shaving shall be done with supplied disposable razors. For security reasons, staff shall supervise youth. Razors are not to be shared between youth and shall be inspected after use to ensure all blades are present. Razors shall be discarded into the secure trash container behind the staff station after each use.

(e) A daily issue of clean underclothes and socks, representing a youth's clothing allowance shall be provided to each youth during the unit showering program. In addition to the daily showering program, youth shall be provided the opportunity to shower as work, illness or unusual circumstances dictate.

803.8 HAIR CARE

(a) Youth shall receive hair care services a minimum of once every thirty (30) days. Haircuts shall be done by a barber or a similarly licensed hair care specialist.

(b) Staff members are prohibited from cutting a youth's hair unless extenuating circumstances exist and only with the prior approval from the Facility Superintendent or their designee and under no circumstances may a youth cut the hair of another youth. All haircuts shall conform to institutional standards and shall not be unconventional or gang related in style. Unconventional styling shall be determined by the Supervising Probation Corrections Officer, if a dispute arises.

(c) When a youth requests a haircut, a haircut slip will be submitted to the attending hair care professional. Haircut slips need to be collected by unit 1 staff members and forwarded to the Facility Superintendent.

(d) All hair cutting tools must be disinfected prior to each use. Instruments must be cleaned with soap and water and then completely immersed in an EPA-registered disinfectant, such as Barbicide, that has demonstrated bactericidal, fungicidal, and virucidal properties. The disinfectant container must be covered, and the disinfectant must be used according to manufacturer's instructions, which require the implements soak for 10 minutes and patted dry prior to reuse, as prescribed in Section 6586.5 (h) of the Business and Professions Code.

(e) Youth may not cut their hair prior to a line-up or before a trial for the reasons of obscuring their identity. In these situations, prior approval from the youth's Field Services Probation Officer must be obtained.

See the Juvenile Detention Manual, Youth Hygiene for further information.

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Chapter 9 - Food Services

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Food Services Procedure

900.1 FOOD SERVICE HANDLERS PROCEDURES

The Facility Superintendent, in cooperation with the Supervising Custodial Cook, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, California Retail Food Code (CalCode). The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

(a) There shall be employed or available, a trained and experienced Supervising Custodial Cook able to:

1. Prepare a food service plan;
2. Plan menus;
3. Identify vendors/purchase food;
4. Identify the methods, equipment and supplies to be used for the transporting and serving of food at safe temperatures and of a palatable quality;
5. Provide a portion control system;
6. Designate and supervise kitchen personnel;
7. Train facility staff in serving food to comply with standards set forth in Health & Safety Code, Division 104 part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (CalCode) Uniform Retail Food Law (CURFFL).
8. Train food service staff;
9. Arrange for the disposal of garbage and trash in a safe sanitary manner;
10. Prepare a yearly food budget;
11. Plan logistical support system for the food preparation function;
12. Provide a food cost accounting system and inventories;
13. Develop an emergency feeding plan.

(b) All food handlers shall wear clean, washable outer garments, keep their hands clean, confine their hair with a hairnet; no tobacco products shall be smoked or chewed while working in food preparation or food service areas. Food serving utensils shall be maintained in a sanitary condition at all times.

(c) Food shall be prepared and served only under the immediate supervision of a staff member.

900.2 IDENTIFYING VENDORS AND PURCHASING FOOD PROCEDURES

(a) Vendors:

1. Vendors will be identified by the Facility Superintendent or their designee.

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2. Billing is to be handled by Stanislaus County Probation Administration.
3. The Supervising Custodial Cook will oversee ordering for the daily menu from the authorized vendor and supervise receiving and storage procedures.
4. Upon receipt of a delivery, the kitchen staff on duty will check the order for completeness, that there are no broken or damaged cases, that cold or frozen foods are the correct temperatures, and that what is on the invoice is what was ordered. The staff will sign the invoice and file it in the office.
5. Kitchen staff will see that deliveries are stocked according to first in first out (FIFO), to assure proper rotation of stock. The delivered items will be marked with the date of delivery.

900.3 METHODS, EQUIPMENT AND SUPPLIES FOR SERVING FOOD AT SAFE TEMPERATURES PROCEDURES

(a) Holding food at safe temperatures:

1. Except as otherwise provided in this section, all potentially hazardous food being transported to or from a retail food facility for a period of longer than 30 minutes, excluding raw shell eggs, shall be held at or below 7 degrees Celsius (45 degrees Fahrenheit) or shall be kept at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times. Storage and display of raw shell eggs shall be governed by Sanctions 113996 H&S.
2. A retail food facility may accept potentially hazardous food at or below 7 degrees Celsius (45 degree Fahrenheit), per subdivision (a), if the potentially hazardous food is cooled within four hours of receipt to a temperature at or below 5 degrees Celsius (41 degrees Fahrenheit), and subdivision (c) all potentially hazardous food shall be held at or below 5 degrees Celsius (41 degrees Fahrenheit) or shall be kept at or above 57.2 degrees Celsius (135 degrees Fahrenheit) at all times, except for the following:

   (a) Frozen potentially hazardous foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114018 and 114020 H&S.

   (b) Potentially hazardous foods held for dispensing in serving lines and salad bars during periods not to exceed 12 hours in any 24-hour period or held in vending machines may not exceed 7 degrees Celsius (45 degrees Fahrenheit). For purposes of this subdivision, a display case shall not be deemed to be a serving line.

   (c) Pasteurized milk and pasteurized milk products in original, sealed containers shall not be held at a temperature above 7 degrees Celsius (45 degrees Fahrenheit).

   (d) Potentially hazardous foods may be held at temperatures other than those specified in this section only under the following circumstances:

      i. While being heated or cooled.

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(b) Reheating of Foods at Safe Temperatures:

1. Whenever any potentially hazardous food that has been prepared, cooked, and cooled by a food facility is thereafter reheated by that food facility for hot holding, it shall be reheated to a minimum internal temperature of 74 degrees Celsius (165 degrees Fahrenheit).

2. Any potentially hazardous ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plant that is inspected by the food regulatory authority that has jurisdiction over the plant, shall be heated to a temperature of at least 57.2 degrees Celsius (135 degrees Fahrenheit) for hot holding. A minimum temperature shall not be required if the food described in this subdivision is prepared for immediate service.

(c) Cooling of Potentially Hazardous Food:

1. Whenever food has been prepared so that it becomes potentially hazardous, or is potentially hazardous food that has been heated, it shall be rapidly cooled if not held at or above 57.2 Celsius (135 degrees Fahrenheit).

2. After heating or hot holding, potentially hazardous food shall be cooled rapidly according to the following:

   (a) From 57.2 Celsius (135 degrees Fahrenheit) to 21 degrees Celsius (70 degrees Fahrenheit) within two hours.

   (b) From.21 Celsius (70 degrees Fahrenheit) to 5 degrees Celsius (41 degrees Fahrenheit) or below within four hours.

3. If prepared at ambient temperature, potentially hazardous food shall be cooled rapidly from ambient temperature to 5 degrees Celsius (41 degrees Fahrenheit) or below within four hours.

4. The rapid cooling of potentially hazardous food shall be completed by one or more of the following methods based on the type of food being cooled:

   (a) Placing the food in shallow, heat-conducting pans.

   (b) Separating the food into smaller or thinner portions.

   (c) Using rapid-cooling equipment.

   (d) Using containers that facilitate heat transfer.

   (e) Adding ice as an ingredient.

   (f) Inserting appropriately designed containers in an ice bath and stirring frequently.

   (g) In accordance with a HACCP (Hazard Analysis Critical Control Point) plan adopted pursuant to Section 113801, 114002.1 and 114419-114423 H&S.

   (h) Utilizing other effective means that have been approved by the enforcement agency.

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5. When potentially hazardous food is placed in cooling or cold-holding equipment, food containers in which the food is being cooled shall be:
   (a) Arranged in the equipment, to the extent practicable, to provide maximum heat transfer through the container walls.
   (b) Loosely covered or uncovered if protected from overhead contamination, to facilitate heat transfer from the surface of the food.
   (c) Stirred as necessary to evenly cool a liquid or semi-liquid food.

(d) Frozen Food Handling:

1. Frozen food that has been thawed using the refrigeration method may be refrozen according to USDA Food Safety Information guidelines.
2. Potentially hazardous frozen foods shall be thawed only:
   (a) In refrigeration units.
   (b) Under potable running water for a period not to exceed two hours. The water temperature shall not exceed 24 degrees Celsius (75 degrees Fahrenheit) and shall be sufficient velocity to flush loose food particles into the sink drain.
   (c) In a microwave oven.
   (d) As part of the cooking process.

900.4 MEAL ORDERING PROCEDURES

(a) All meals shall be ordered as follows:

1. Kitchen staff use the roster set that is provided to them by graveyard staff as a guide to prepare breakfast trays for Juvenile Hall. At 7:00 a.m. the kitchen staff will contact Unit One via phone to confirm the Juvenile Hall breakfast counts and staff meal counts.
2. Kitchen staff use the roster set that is provided to them by graveyard staff to prepare breakfast trays for the Juvenile Commitment Facility (JCF) according to the counts on the Unit Roster. Institution staff pick up the food cart at 6:45 a.m. The kitchen staff shall radio the lead J CFstaff member for staff meal counts at 7:00 a.m.
3. Kitchen staff shall call Unit One to confirm the lunch count for youth and staff meal count for the Juvenile Hall by 10:00 a.m. daily.
4. Kitchen staff shall radio the lead JCF staff member for lunch count for youth and staff member count for the JCF by 10:00 a.m. daily.
5. Kitchen staff shall call Unit One to confirm the dinner count for youth, for staff members, and for the pre-signed up staff meal count for graveyard staff at Juvenile Hall at 3:00 p.m. daily.

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6. Kitchen staff shall radio the lead JCF staff member for a dinner count for youth, for staff members, and for pre-signed up staff meal count for graveyard staff at 3:00 p.m. daily.

(b) Supervisors or their designee are the only staff member authorized to call in changes or late additions to staff or youth meals.

900.5 POINT OF SERVICE MEAL COUNTS

The Point of Service Meal Count procedures shall be used to account for each meal served in the institution. Each youth is served a prepared food tray. A youth that refuses a meal shall not be counted in the Point of Service Meal Count form. This is required under Federal guidelines in order for the Probation Department to be reimbursed for meal served to a youth.

(a) Each youth shall be served food from the institutional Kitchen. High school graduates nor youth that refuses a meal shall not be counted in the Point of Service Meal Count. The count of youth actually accepting a tray shall be documented by the staff member on the Point of Service Meal Count form at the time the meals are served to the youth. The point of service meal count is entered onto a spreadsheet by the Custodial Cook, which is then used to calculate the School Nutrition Claim for the month.

900.6 MEAL CART DELIVERY

(a) All meal carts shall be completed for staff pick-up 15 minutes prior to meal service time.

1. Staff members shall pick up the carts and deliver them to the appropriate location for meal service.
2. Once the meal period has concluded, staff members shall deliver the carts to the kitchen.
3. Kitchen staff shall promptly clean and unload the carts.
4. All carts shall be cleaned and sanitized after each meal.

See the Juvenile Detention Policy Manual, Food Services for further information.

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Dietary Guidelines Procedure

901.1 MINIMUM DIET PROCEDURES

A minimum diet meeting the recommended dietary allowances of the Food and Nutrition Board of the National Research Council, consisting of the full numbers of servings from each of the four basic food groups, shall be provided for each youth every 24 hours. Substitution of the main protein portion due to medical reasons will be done on a case by case basis.

The four basic food groups include:

(a) Meat, fish, poultry, and other protein sources

(b) Milk and dairy product

(c) Vegetables and fruit

(d) Breads and cereals

Recommended daily caloric allowances for both females and males is a minimum of 2500 calories not to exceed 3000. Calorie increases with the exception of a medical diet may occur as collaboratively determined by the Facility Manager, Dietitian, Supervising Custodial Cook and Physician.

In addition to providing a balanced diet, provisions for a therapeutic diet, when prescribed by a physician, shall be available. When needed, special medical diets shall include clear liquids, liquids, bland food, hypo-allergic and diabetic supplements.

The preparation of all special diets shall be regulated by the following standards:

(a) The therapeutic diets utilized by a facility shall be planned, prepared and served with consultation of a registered dietitian.

(b) The Facility Manager shall comply with any therapeutic diet prescribed for a youth.

(c) Diet orders shall be maintained on file for at least one year.

(d) Each facility providing therapeutic diets shall ensure that there is a therapeutic diet manual which includes sample menus.

1. It shall be available to in-facility medical personnel and food service staff for reference and information.

(e) A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

See the Juvenile Detention Manual, Dietary Guidelines for further information.

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901.2 VEGETARIAN AND RELIGIOUS DIETS

(a) Upon booking a parent/guardian is contacted.It there is not a parent or guardian, the social worker for the youth is contacted.A “Parent/Guardian Contact Form” is completed by the officer making the contact.Question number seven on the form is “Does your son or daughter follow a special diet?”

1. If the answer is yes, the type of diet is written down on the form.If it is a diet due to allergies, the youth is sent to medical in order to be placed on an appropriate allergen diet.If the diet is due to religious observance or a form of vegetarianism, an email is then written to all of the kitchen containing the details of the diet.The details included are, what kind of diet (i.e. vegetarian or religious), what the youth abstains from, and the reason for the diet (why vegetarian or which religion).

2. Upon receiving the medical diet for allergens, the kitchen then records the diet and adapts meals so that the nutritional needs are met for the youth.If there is a peanut or tree nut allergy, the entire unit becomes a nut free zone as long as the youth resides in the unit.If the youth is moved to another unit, the kitchen is informed immediately in order to ensure whatever unit the youth is residing in, is always nut free.

3. When the kitchen receives the email, the Supervising Custodial Cook reviews the request.The Supervising Custodial Cook will make a determination if the request can be met while also meeting the youth’s nutritional requirements.When the request is accepted, the diet will be logged and meals will be adapted ensuring nutritional requirements of the youth are met. If the request is denied, the reason for the denial will be documented on the kite.The youth will be notified that the request was denied and given the reason why.

4. Diets are sent to the youth in a tray labeled with their name.A diet sheet accompanies the diet tray.Both the youth and the staff are to sign the diet sheet recognizing a special diet tray has been prepared and has been offered to the youth.If the youth refuses the tray, the youth and staff still need to sign the diet sheet, in addition, the word refused needs to be written on the diet sheet. The diet sheet is then returned to the kitchen.The kitchen keeps the forms on file for three fiscal years plus the current year.

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Food Services Workers' Health, Safety, and Supervision Procedure

902.1 MEDICAL SCREENING PROCEDURES

All youth who work in the kitchen on food service activities shall be medically cleared to handle food by the contracted medical provider.

(a) The Supervising Custodial Cook or designee will update the Kitchen Program (KP) roster weekly based on the program criteria.

(b) As new youth are added into the KP program, the Supervising Custodial Cook or designee will verify that the youth is cleared for food handling.

(c) The contracted medical provider will provide the Supervising Custodial Cook and the Custodial Cook documentation stating the youth medical clearance status.

(d) All medical clearance documentation for the KP youth will be maintained in the KP workers' binder.

(e) The KP workers' binder will be maintained by the Supervising Custodial Cook or designee and updated weekly as the KP roster is updated.

902.2 TRAINING IN SAFE FOOD HANDLING PROCEDURES

The Facility Superintendent or authorized designee, in cooperation with the Supervising Custodial Cook, shall develop and implement written procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with section 113947 of the Health and Safety Code (H&S) and CalCode. The procedure shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

A critical factor in preventing outbreaks of foodborne illness is the education and ongoing supervision of youth workers. A basic food handling training program for kitchen staff and staff members shall include the elements of food handling and personal hygiene. Food handlers must know acceptable sanitary practices and must be involved in all efforts to minimize the chance of food contamination and the outbreak of food related illness.

Youth should be inspected daily to ensure there is no sign of illness. The protocol should include:

(a) The absence of exposure to and symptoms of foodborne contagious diseases, especially hepatitis and diarrheal disease by history and a physical examination to exclude infected skin lesions, tenderness of the liver and jaundice.

The certifications are to be kept on site.

902.2.1 FOOD SERVICE TRAINING

Each member must successfully pass a department approved and accredited food safety certification examination.

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902.3 DESIGNATING AND SUPERVISING KITCHEN PERSONNEL

All cooks, youth, and other staff who handle food for distribution to the youth must adhere to the following guidelines:

(a) NO staff will commit any act that may result in the contamination or adulteration of food, food contact services, or utensils.

(b) ALL staff preparing, serving or handling food or utensils shall wear clean washable outer garments, or other clean uniforms.

(c) ALL staff shall thoroughly wash their hands and that portion, if any, of their arm exposed to direct food contact by vigorously rubbing them with cleanser and warm water, paying particular attention to areas between fingers and around and under the nails, rinsing with clean water. Staff shall wash their hands:

1. Immediately before engaging in food preparation, including working with un-packaged food, cleaning equipment and utensils, and unwrapped single-service food containers and utensils.
2. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
3. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross contamination when changing tasks.
4. When switching between working with raw foods and ready-to-eat foods.
5. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
6. After using the restroom.
7. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or eating utensils.
8. After handling soiled equipment or utensils.
9. After engaging in any other activities that contaminate the hands.

(d) NO staff shall expectorate or use tobacco in any form in any area where food is prepared, served, stored or where utensils are cleaned or stored.

(e) Food service staff shall use utensils, including scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other containers. However, ready-to-eat food may be assembled or placed on tableware or in other containers in an approved food preparation area without using utensils by staff who complies with the hand-washing requirements specified in subdivision (c).

(f) Gloves shall be worn when contacting food and food contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings (other than plain ring such as a wedding band), orthopedic support devices which cannot be easily cleaned, or fingernails that are not cleaned, neatly trimmed and smooth.

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(g) When gloves are worn, they shall be changed, replaced, or washed as often as hand washing is required in subdivision (c). When single use gloves are used, they shall be placed after removal.

(h) All employees shall wear hairnets, caps or other suitable coverings to confine all hair when required to prevent the contamination of food, equipment, or utensils.

See the Juvenile Detention Manual, Food Services Workers' Health, Safety, and Supervision for further information.

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Food Storage Procedure

903.1 WASTE DISPOSAL PROCEDURE

The Juvenile Commitment Facility shall be provided with any facilities and equipment necessary to store or dispose of all waste material.

(a) All food waste and rubbish containing food waste shall be kept in leak proof and rodent proof containers and shall be contained so as to minimize odor and insect development by covering with close-fitting lids or placement in a disposable bag that is impervious to moisture and then sealed.

(b) Trash containers inside a food facility need not be covered during periods of operation.

(c) All food waste and rubbish shall be removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance.

(d) When the outside trash receptacle is not in use, it shall remain covered.

(e) Trash containers shall be washed weekly, at minimum.

(f) Staff members shall take off their apron and wear gloves when taking out the trash to the outside receptacle.

1. Upon completion of emptying the trash, staff members shall remove their gloves and immediately wash their hands.

See the Juvenile Detention Manual, Food Storage for further information.

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Prescribed Therapeutic Diets Procedure

904.1 THERAPEUDIC DIET CONTROL PROCEDURES

(a) Only the attending physician shall prescribe a therapeutic diet.

1. The therapeutic diets utilized by a facility shall be planned, prepared, and serviced with the consultation of a registered dietician.
2. The Facility Superintendent or authorized designee shall comply with any therapeutic diet prescribed for a detainee.
3. Diet orders shall be maintained on file for at least one year.
4. The Facility Superintendent or authorized designee and responsible physician shall ensure that the therapeutic diet manual, with sample menus for therapeutic diets, shall be available in both the medical unit and the food service office for references and information.
5. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.

(b) It is important to plan in advance for the need to supply youth with medically prescribed therapeutic diets.

1. This begins with evaluating the special dietary needs of the population, defining a list of therapeutic diets available in the facility, and assessing the specific means by which the diet order will be implemented by the Supervising Custodial Cook or their designee.
2. Therapeutic diets need to be incorporated into a therapeutic diet manual that is annually reviewed by the registered dietician and approved by the responsible physician. Regulations require that therapeutic diet manuals be available in the medical unit and the food services office for reference by staff.
3. The menus for implementing therapeutic diets need to be written in a manner that is sufficiently flexible and practical to allow food service staff to meet the requirements with available resources. While it may be necessary to make substitutions in a given menu, it is important that the diet manual provide guidance to assure that substituted items are permissible.
4. It is not acceptable to leave kitchen staff, under the duress of time constraints to produce a meal, to use their own judgment in modifying therapeutic diet menus.
5. Each facility that houses youth who require therapeutic diets must ensure that current sample menus and acceptable substitutions are included in the therapeutic diet manual.
6. With respect to females who are known to be pregnant, the responsible physician should consider having a policy that permits routine initiation of a pregnancy diet, even prior to medical evaluation.

(c) The importance of having facility policy and procedures in place to ensure therapeutic diets are delivered to the intended youth cannot be over-emphasized. It is critical

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that the medically prescribed diets are actually delivered to the designated youth. To accomplish this, the individuals involved in the development, planning, preparation and delivery of these meals must work closely together. Food service staff must be notified when youth receiving therapeutic diets are transferred to a different unit and/ or released from custody (either temporarily or permanently). If a youth is re-booked, food service staff are notified upon re-booking.

See the Juvenile Detention Manual, Prescribe Therapeutic Diets for further information.

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Food Preparation Area Procedure

905.1 FOOD SERVICE AREAS

Cleanliness and sanitation standards for food service areas are established by the California Retail Food Code (CalCode) and Title 15, Sections 1465 and 1466. These regulations set forth the guidelines for inspection of food service areas by the County Health Department. In complying with these regulations, the following standards shall be implemented for the institutional kitchen and food storage/service areas. The Supervising Custodial Cook and the Facility Superintendent shall ensure that all food service areas meet the following standards:

(a) All refrigeration units shall be clean, contain a thermometer, and function properly. Foods are to be covered or otherwise protected from potential contamination.

(b) All perishable, cold foods and beverages shall be stored in refrigerated units at 45 degrees Fahrenheit or below. Frozen foods shall remain frozen until ready for preparation or processing. Thawed foods should not be re-frozen. Perishable hot foods shall be maintained at 140 degrees Fahrenheit or above, until served. An adequate and accurate thermometer shall be available for establishing the required temperature. Un-packaged food, previously served shall not be re-served.

(c) All kitchen utensils and equipment shall be kept clean, in good condition and constructed of non-toxic substances. Adequate and protected space shall be available for the storage of all utensils, equipment and single service areas.

(d) All food service areas shall be clean and free of dirt, litter and debris.

(e) Vermin control measures shall be maintained at all times. Insecticides and poisonous substances shall be clearly labeled and stored separately from food items.

(f) All waste and refuse shall be placed in approved containers, stored in areas away from food preparation and/or storage areas, and disposed regularly. All soiled linens and clothing shall be kept in approved containers. Linen which is used for any purpose other than food clean-up shall not be used for wiping or cleaning food service areas and equipment.

See the Juvenile Detention Policy Manual, Food Preparation Area for further information.

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Chapter 10 - Program, Activities and Education

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Youth Visitation Procedure

1000.1 YOUTH VISITATION PROCEDURE

(a) Visitor Searches

1. For the protection of the facilities, all visitors are subject to a search of their person, including their personal belongings (i.e., purses, handbags, etc.). The primary method of search is done by metal detector and hand wand. This will be conducted prior to entering the facilities.
2. Visitors will be required to secure nonessential items in the locker provided in each facility lobby.
3. Pat down searches are permissible if there is “reasonable suspicion” the visitor is in possession of contraband, drugs and/or weapons. However, SPCO approval and visitor consent must be obtained.
4. Visitors who decline to be searched shall be denied access to the visiting program for that occasion. Future visiting may also be denied if the SPCO believes the safety and security of the institution is jeopardized or threatened by the visitor.
5. The visitor and the youth’s Probation Officer will be notified in writing if visitation rights are removed. An incident report will be completed by those involved.
6. Staff members shall never strip search a visitor.
7. Any visitor suspected of being under the influence of alcohol and/or drugs shall be denied access to the visiting area. Staff members who have reasonable suspicion to suspect a visitor of being under the influence of drugs and/or alcohol shall immediately notify the SPCO.

At all times good judgment shall be used when terminating a visit. Based on the incident, staff may recommend further restrictions or suspensions of visiting privileges. Violations of visiting rules and/ or termination of visiting privileges shall be immediately reported to the SPCO and subsequently documented in an Incident Report.

1000.1.1 REGULAR VISITING

(a) The regular visiting program offers visitation privileges (2) times per week to authorized visitors (i.e., parents, legal guardians,step parent, or supportive adult). Regular visiting hours are currently:

1. **Juvenile Hall:** Sundays from 1:00 p.m. to 2:30 p.m. and Wednesdays from 6:00 p.m. to 7:30 p.m.
2. **Juvenile Commitment Facility:** Saturdays from 1:00 p.m. to 2:30 p.m. and Thursdays from 6:00 p.m. to 7:30 p.m.
3. Youth classified as S-1 shall have scheduled two hours of visiting each week.

(b) Due to safety and security concerns, visiting hours may be modified to prevent overcrowding of the visiting center. This change requires the approval of the SPCO.

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Visiting for both facilities will be conducted in the Commitment Facility visiting area. No-contact visits will be conducted in the no-contact visiting rooms.

1. This schedule and the number of visiting hours may be modified at the discretion of the SPCO. However, opportunities for visitation must be provided at least two hours per week.

(c) For the regular visiting program, the following practices and procedures shall apply:

1. A youth shall be allowed to receive visits by parents, guardians, step parents, or persons standing in place of a parent, and children of the youth, at reasonable times. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the Facility Superintendent or their designee, and in conjunction with the youth's case plan or in the best interest of the youth.

   (a) A “supportive adult” is anyone over the age of 18 years old, who offers general support and encouragement to the youth and supports their overall positive development. Examples include, but, are not limited to: cousins, siblings, aunts, uncles, teachers and clergy.Youth and/or parents/legal guardians can request that a supportive adult be added to the visitation list.

   (b) Requests to add a supportive adult to the visitation list should be made in writing, in the form of a Kite, by the involved youth.

   (c) Parents/legal guardians may also verbally request to add a supportive adult to the visitation list.

   (d) Any request to add a supportive adult to the visitation list shall be forwarded to the on-duty Supervising Probation Corrections Officer (SPCO).

   (e) Any requests should include the proper spelling of the supportive adult’s name and his/her date of birth.

   (f) The SPCO shall properly vet the request. Requests for boyfriends/ girlfriends and co-responsible, for example, are inappropriate additions to the visitation list.

2. Vetting of any requests should involve:

   A. E-mailing/calling the Deputy Probation Officer (DPO) who supervises the requesting youth for their input. The DPO who supervises the youth likely has much more knowledge and information regarding who is involved in the youth’s life and whether the individual is appropriate for visitation.

   B. If the youth does not have an assigned DPO, it may be appropriate to contact a DPO assigned to the Intake and Investigations Unit or the youth’s Social Worker, if applicable.

   C. Reviewing the institutional file to ensure co-responsible is not admitted.

   D. Reviewing the Integrated Criminal Justice Information System (ICJIS) to ensure those with restraining orders, boyfriends/girlfriends, or human traffickers are not admitted.

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E. Contacting the parent/legal guardian to gain their perspective/opinion.

3. Once the request has been vetted, the SPCO can choose to add the individual to the visitation list.

(d) Supportive adults are subject to the general rules found in the Youth Visitation Policy.

(e) Visitors will be required to check-in prior to visiting. Only those who have completed the check-in process in the allotted time frame will be allowed to visit. A list shall be compiled as to which youth will receive a visit. Staff members shall screen visitors attending regular visiting by checking picture identifications, searching visitors for weapons and contraband via a metal detector and registering all authorized visitors. The rules governing visitation and the current visiting program hours shall be posted.

(f) Unauthorized visitors shall be informed of their ineligibility at the time of the screening process. In a professional manner, staff shall notify all unauthorized visitors of the cause of their ineligibility. If complications arise, the SPCO shall be notified and take responsibility for resolving any conflict.

(g) A visitor sign in log shall be maintained for each facility in the visitor's center. Each visitor is required to sign in on the log and record who they are visiting.

(h) Staff members shall be available to provide information for all visitors entering the visiting area. Authorized visitors shall be monitored to ensure they proceed directly to their designated visiting area. All food items brought in for the youth shall be checked, labeled with the youth's name and unit location, and held until after the visit. Staff will then transport those items to the individual units upon completion of visiting.

(i) The only food items allowed to be brought into the facilities during normal visiting hours are individually packaged chips and two liter bottles of caffeine and sugar free soda.

(j) The Commitment Facility Central Control is responsible for monitoring the visiting area.

(k) Probation Corrections Officers are responsible for the supervision of all visitors. Visitors shall be security screened as they enter the visiting area. Staff will direct visitors to the specific area in which they are to conduct their visit. Staff members will remain present and supervise the entirety of the visiting process.

(l) Each unit will be contacted and advised as to which youth will be receiving a visit. Those youth housed in Juvenile Hall will be lined up in hall movement awaiting escort to the visitation area. Visitation staff will then escort the youth from each Juvenile Hall unit to the visitation area. Those youth housed at the JCF will be lined up in hall movement awaiting escort to the visitation area.

(m) The visitor or youth may end their visit at any time.

(n) All youth will be subject to a pat down search prior to being returned to their units and the visitation area will be searched for contraband once the last parent has left the area.

(o) While visits are in progress, staff shall observe all participants for compliance with visiting rules; conversations shall not be monitored unless there is a security or safety need. Youth receiving visits shall be dressed appropriately (i.e., in dress prescribed by staff) and they shall be knowledgeable of the behavioral standards and expectations

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associated with the visiting program. Staff is discouraged from engaging in activities that are distracting or divert their attention from supervising the group.

(p) During visiting, youth shall not be permitted to move about the visiting area or receive items from their visitors. Youth who violate the visiting rules are subject to disciplinary action and/or termination of the visit.

(q) General inquiries from parents or authorized visitors regarding a youth's behavior may be briefly addressed by staff, if appropriate. Questions concerning a youth's health shall be directed to Wellpath via the approved medical contact phone number. All other inquiries shall be directed to the youth or Field Services Deputy Probation Officer.

(r) Upon completion of the visitation, staff shall conduct a pat down search of the youth, prior to allowing contact with other youth. The pat down search will be conducted in an area which allows privacy for the youth involved.

1000.1.2 SPECIAL VISITS

(a) Special visits are those which occur outside the normal visiting program hours. All special visits are granted at the discretion of the court, Facility Superintendent, or the on-duty SPCO and will be held in Unit 1.

1. The SPCO shall determine eligibility for special visits on a case by case basis. The supervisor is to ensure these visits take place within the provisions of this policy.

2. Clergy Special visits for clergy are granted upon request. The SPCO shall determine eligibility for these special visits. In addition, all clergy visit requests shall be routed through the Chaplain's office. These visits will take place in Unit 1, in the observation rooms or in the Unit 5/6 no contact visiting rooms for S-1 youth.

3. Upon granting a special visit, the SPCO shall notify the appropriate unit. The unit shall document the date and time of the special visit, as well as the name of the visitor on the youth's Observation Sheet.

4. Youth with children may visit with that child. Visitation will occur by appointment and may last for up to one hour during normal visiting hours. Visitation may be more frequent pending approval from the SPCO. The youth's parent will be responsible for bringing in the child. The visit will be held in the Family Visiting rooms in the Commitment Facility visiting area. Child visits must be scheduled in advance in the visiting book kept in the JCF administration area. The original birth certificate must accompany the child on the first visit to verify the relationship between youth and child. A copy of the birth certificate will stay on record in the youth's institution file.

A. Youth may use the Baby Visitation Room to visit their child on a first come, first serve basis. Staff will complete a security sweep of the visitation room prior to its use. The youth may select a book and two toys for their child to play with during the visit. Upon completion of the visit, staff will provide the youth with disinfecting wipes to clean the toys and return them to the

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storage area. Once the visit is omplete, staff will complete a security sweep of the visitation room.

5. Youth may visit with their spouse in the Unit One Observation Room. The visiting spouse must produce the original marriage certificate at the time of the first visit. Touching between the visitors will be limited to hand holding with no other physical contact. Visits deemed inappropriate will be terminated by the on duty SPCO.

6. Special visits outside regular visiting hours are granted for a maximum of thirty (30) minutes. All special visits are authorized on a one (1) time basis only by the SPCO unless otherwise ordered by the court. When granted, special visits may occur on any day of the week.

1000.1.3 PROFESSIONAL VISITS

(a) Professional visits are those which are conducted by Police Officers, Probation Officers, attorneys and other legally authorized officials while performing their authorized duties. These individuals do not need to obtain special permission to conduct an authorized interview with a youth. Proper identification is required, prior to admitting such persons into the institution.

(b) Staff shall assist any youth requesting help with contacting parents, attorney, clergyman, Probation Officer or other public officials.

(c) Psychologists, professional counselors and placement officials (i.e., group homes, etc.) are also authorized to conduct interviews.

(d) After a youth has gone to court on their current charge(s) a Peace Officer shall not discuss the current charges with that youth, unless the youth's attorney is present or consents to the interview. Dispositional interviews (pre plea or pre-adjudication) conducted by the assigned Deputy Probation Officer are not included. These visits are initiated by a youth's Field Services Probation Officer via the SPCO.

(e) Recommended professional visiting hours are from 8:00 a.m. through 8:00 p.m.

(f) Visits/interviews should not be scheduled during meal time or during shift change between 2:45 p.m. and 3:05 p.m.

1000.1.4 ATTORNEY VISITS AND CONSULTATIONS

(a) The following provisions structure attorney visits and consultations with youth who are in custody.

1. While in custody, youth shall not be denied access to licensed attorneys or their authorized representatives (i.e., interviewers, investigators, paralegal assistants, etc.) provided the attorney or their representative certifies they do not represent any other interest civilly or criminally which would conflict with the interests of the youth.

2. Attorneys may only visit with one youth at a time in an interview room. Exceptions must be approved by the SPCO.

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3. All attorneys presenting themselves for visits must provide appropriate identification, including a State Bar Card and number. Attorney representatives must provide a letter of authorization from an attorney with a valid State Bar Certification.
4. Attorney visits will be conducted at reasonable hours. Recommended professional visiting hours are:
   (a) 8:00 a.m.to 11:30 a.m.
   (b) 1:00 p.m. to 5:00 p.m.
   (c) 6:00 p.m. to 9:30 p.m.
   (d) No visits will be allowed during shift change 2:45 p.m. to 3:05 p.m.
   (e) If an attorney requests to visit a youth prior to 8:00 a.m. or after 8:00 p.m. or during meal time hours, the visit shall be denied unless it has been specifically approved by the SPCO.
5. Attorney visits with a youth will be denied whenever the following circumstances are present:
   (a) The youth refuses to see the attorney;
   (b) The attorney is under the influence of alcohol/drugs;
   (c) The attorney lacks the approved identification which is required for admittance to the institution.
6. The attorney or their designated representative may photograph their client if the youth gives consent pursuant to institutional regulations. All attorney requests to photograph youth shall be referred to the SPCO or their designee for approval.
7. In addition to the telephone calls which are authorized by law during booking, each youth shall be allowed telephone calls to their attorney at reasonable times at no cost to the youth. These calls shall **NOT** be monitored by staff. If a youth is unable to complete a telephone call, they shall be allowed an opportunity to leave a message or to write a letter to counsel.
8. Youth shall be permitted to speak via telephone or visit with their attorneys regardless of their room confinement status, unless there is imminent danger to the safety of themselves or others.

(b) All attorneys presenting themselves for a client visit, requires staff members to initiate the following procedures:

1. After verifying the attorney's identification, have the attorney sign the Visitor's Log. During the signing, the following shall be provided: attorney's name, date, agency, time of visit and client's name. Staff must also ensure the attorney requesting the visit is the attorney of record for that youth.
2. Staff shall be responsible for obtaining youth from their respective units for attorney visits. The attorney will then be advised of an open office to conduct the interview.

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3. Youth shall receive a pat-down search after a visit with their attorney/ representative.

(c) Telephone calls to an attorney by a youth shall be subject to the following provisions and/or procedures.

1. Staff shall allow a youth the opportunity to complete unmonitored telephone calls, at reasonable times, if they do not interfere with the essential activities of the program (i.e., meals, school, counseling, bedtime, etc.)
2. When using the county telephone, staff shall dial the number, insuring the youth is talking to their attorney.
3. Limit all telephone calls to a reasonable length of time, so as not to adversely affect the unit's activities.

1000.1.5 VISITOR LABEL STICKERS

(a) All visitors shall be issued a visitor's label sticker upon entering either facility by the booking staff. Each visitor that receives a label sticker will be required to sign the visitor's log.

(b) All visitors (non-probation staff) shall register upon entering by signing their name, address/agency, name of youth visited, relationship to youth, purpose of visit, time in and time out. The log shall be maintained in the booking area.

(c) After the visit has been completed, the visitor's label sticker shall be returned to the booking staff and the visitor must sign out on the visitor's log.

See the Juvenile Detention Policy Manual, Youth Visitation for further information.

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Programs, Exercise and Recreation Procedure

1001.1 PROGRAMS, EXERCISE AND RECREATION PROCEDURE

(a) Youth are encouraged to participate in all unit programs and activities. However, youth may be denied or restricted in their participation for reasons relating to health and/or security. Youth may elect to not participate temporarily in the unit program, for personal reasons, but this will result in a possible loss of points.

(b) The following is a list of various status and program restrictions which may limit participation in the unit program:

1. **Bed Rest-** Status may be assigned by medical staff if it has been determined the youth is too ill to participate in unit functions and is therefore restricted to their bed until taken off bed rest by medical staff.

2. **M-7-** This is a status conferred upon a youth by the medical staff due to an identified medical or physical limitation such as an injury. This status may restrict a youth from participating in physical activity programs. A youth's non-participation status may be removed only by the medical staff. Although not permitted to participate, a M-7 youth shall be taken outside with the group unless medical staff determines they should be kept inside on bed rest or isolated.

3. **M-9-** Status is conferred upon a pregnant youth by the medical staff. This status may restrict a youth from participating in physical activity programs. M-9 status will remain in effect for the duration of the youth's pregnancy. Youth with M-9 designation should be offered the opportunity to go outside with the group.

4. **S-1-** Is the most restrictive security status assigned to a youth. Assignment to this status, serves to restrict the youth's movements to the internal perimeters of their assigned unit. All youth placed on S-1 shall be housed in maximum security. These youth shall not be allowed access to the outdoor recreation field. Recreation will be provided in the unit 2 or unit 5/6 recreation yard. S-1 youth shall never be taken to the field area, unless required by an emergency or authorized by the Facility Manager.

5. **Room confinement -** The placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than juvenile institutions staff and attorneys. Room confinement does not include confinement of a youth in a single-person room or cell for brief periods of locked room confinement necessary for required institutional operations (Welfare and Institutions Code § 208.3).

6. Removal from the general population of youth as a form of discipline shall generally be afforded the same conditions and privileges available to those in the general population, including but not limited to (15 CCR 1390):

   - A bed and bedding.
   - A daily shower; access to drinking fountain, toilet, and personal hygiene items; and clean clothing.
   - Full nutrition.

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- Contact with a parent/guardian or attorney.
- Exercise.
- Medical services and counseling.
- Religious services.
- Clean and sanitary living conditions.
- Mail services (sending and receiving).
- Education.
- Rehabilitative programming.

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1001.3 RECREATION, SPORTS AND SOCIAL PROGRAMS

(a) Section 1371 of the Minimum Standards for Juvenile Facilities, sets forth guidelines for incorporating recreational and exercise activities into unit programs. The intent is to minimize the amount of time youth are in their rooms or their bed area. Compliance with these guidelines mandates that each unit, schedule a minimum of three hours per day for programs, recreation and exercise during the week, and five hours per day on Saturday, Sunday and non-school days. All youth shall be provided with the opportunity for at least one hour of outdoor physical activity each day, weather permitting. Such recreation, program and exercise shall be posted in the living units.

(b) In the event weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activity shall be provided indoors.

(c) Policy dictates that each unit program shall meet the above standards, and any deviation from the minimum standards, must have prior approval by the Supervising Probation Corrections Officer (SPCO).

(d) Afternoon and weekend recreational activities, including program time periods, shall be organized and supervised by unit staff. Appropriate recreational activities include, but are not limited to, the following sports:

1. Basketball
2. Volleyball
3. Aerobics
4. Handball
5. Relays
6. Flag Football
7. Soccer
8. Softball

(e) Youth shall not be permitted to participate in sports where youth must purposely hit or collide into one another. Examples include, but are not limited to tackle football and boxing.

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1001.4 SAFETY PRACTICES FOR LARGE MUSCLE EXERCISE

(a) The following safety procedures shall be adhered to by all unit staff members when organizing and supervising large muscle exercise:

1. All youth participating in athletic programs are required to wear serviceable footwear as well as, appropriate dress and safety equipment (if necessary or required) during all periods of exercise/large muscle exercise.
2. Horseplay will not be permitted or tolerated during large muscle exercise activities.
3. Youth shall not be permitted to participate in sports where youth must purposely hit or collide into one another. Examples include, but are not limited to tackle football and boxing.
4. Large muscle exercise activities shall not take place in areas of ongoing construction, or in close proximity to equipment or tools.
5. All large muscle exercise equipment must be used only for its intended purpose, and with the supervision of staff.
6. Outdoor large muscle exercise shall not occur during rain or periods of severe heat, **not to exceed 92 degrees**. One hour of large muscle exercise activities shall be provided indoors on these days.
7. Prior to the commencement of any large muscle exercise, staff members shall conduct warm-up exercises for all participating youth.
8. All youth shall participate in the large muscle exercises unless excused for medical reasons. Youth refusing to participate without a medical reason shall lose behavior modification points.
9. Youth not directly involved in large muscle exercise shall be required to sit down. Youth are to remain in view of staff, away from the fence line and possible exit routes.
10. Youth needing to use the restroom, will proceed to Unit One to do so, unless it is an emergency. Those youth housed in the Commitment Facility will be escorted to their unit to use the restroom by staff not conducting large muscle exercise. Restroom use during recreation should be the *exception* not the rule.

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(b) The following medical guidelines shall apply to large muscle exercise programs involving physical activity:

1. Youth placed on M-7 status, shall not participate in large muscle exercise until clearance is received from the Medical, removing them from M-7 status. M-7 youth will accompany the group to large muscle exercise. During indoor large muscle exercise, M-7 youth will not remain in their room.

2. Youth placed on Suicide Watch (S-3+) status/ Suicide Watch/Observation Room Program:

   A. S-3+ is when a staff member determines that a youth is at current risk of self-harm, youth shall be placed on a Suicide Prevention Program.The following protocol shall be used whenever a youth is placed on Suicide Watch:

      1. Youth shall be placed in an Observation Room and may be placed in safety clothing as needed and provided safety bedding. All youth on suicide observation watch will have a 10-minute watch implemented by staff members in Unit One.

      2. Suicide Watch status shall be documented by staff members on the Unit One Observation Sheet with the time and date the watch was initiated. Medical staff and the facility supervisor or designee must observe the youth at least once every six hours and make a notation in the observation log.

      3. An incident report shall be completed prior to the end of shift detailing the reason(s) for the Suicide Watch.

      4. Mental health staff shall be notified immediately and a Mental Health Referral is to be completed. If a mental health practitioner is not on site or it is after business hours, the on-call mental health practitioner shall be notified.

      5. The Supervisor or lead staff may notify the youth's parents.

      6. Staff members shall make efforts to have verbal interaction with the youth in order to assess severity of risk and to assist the youth in processing suicidal thoughts/ideations.

      7. Mental health staff in consultation with the Facility Superintendent or designee should only remove S-3 + status.

      8. If at any time the staff member feels that the youth is at imminent risk of not responding to our intervention, arrangements shall be made to transport the youth to the hospital. If transportation to the hospital is necessary, the following protocol shall be used:

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- Facility Supervisor or designee will notify the Facility Manager or Facility Superintendent and mental health staff;
- Facility Supervisor or designee will notify the Presiding Judge, the youth's attorney of record, the Deputy District Attorney, the youth's probation officer and the youth's parent(s)/legal guardian(s);
- Facility Supervisor or designee will arrange for transport staff coverage if needed;
- Staff member must document the reason the youth is on "Temporary Release" in the Unit One Daily Count sheet;
- Upon a youth's return to Juvenile Hall from a hospitalization, that youth shall go directly into the Observation Room on a 10-minute watch by staff members assigned to Unit One until medical and mental health staff clear the youth for programming in a housing unit;
- When transporting a youth to the hospital, the transport officer shall complete the restraint determination assessment form to determine what if any restraints will be utilized.
- Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, the WRAP or RIPP Hobble waist chains or handcuffs behind the body. No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others (Penal Code § 3407; Penal Code § 6030). Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery after delivery determines that the removal of restraints is medically necessary. This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.

9. The safety of the youth must always be the primary concern and should not be compromised for reasons, such as convenience, cost of hospitalization and cost of extra support staff.

(c) The following security practices shall be adopted by all staff members when supervising large muscle exercise. Probation Corrections Officers shall directly supervise and may provide coaching during all activities:

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1. Ensure appropriate staff coverage is available prior to implementing a large muscle exercise activity. There should be enough staff to provide a safe and secure environment.
2. Any reduced staffing ratio must be approved by the on-duty SPCO.
3. Always provide structure and your expectations to the group prior to the large muscle exercise activity by:
   (a) Announcing behavioral expectations for the large muscle exercise, especially the importance of sportsmanship;
   (b) Ensuring that all participants are aware of the rules of the game, and the rules are followed;
   (c) Providing instruction regarding the use of any equipment associated with the scheduled activity;
   (d) Requesting and answering questions pertaining to the activity, prior to commencement;
   (e) Make sure that all youth not participating in the large muscle exercise activity are sitting down in an appropriate area. Youth are to remain far enough away where they can not touch the fence and remove any part of the fencing.

(d) Safety and Security Rules for Outside Large Muscle Exercise:

1. Any reduced staffing ratio must be approved by the on- duty SPCO.
2. Staff shall position themselves in a manner that covers the corners of the recreation area. If there are four (4) staff, one (1) staff shall act in a rove position, walking the area of large muscle exercise. Commitment facility staff shall position themselves where the whole group is visible. When possible, commitment units should go to large muscle exercise together.
3. All youth will participate in outside large muscle exercise. Probation Corrections Officers will supervise and direct all outside large muscle exercise activities.
4. Those that are on medical restriction (M-7) will be allowed to go outside. M-7 youth will be placed in a specific area conducive to staff supervision. M-9 youth will be allowed to participate as directed by medical staff.
5. Staff are prohibited from participating in any recreational activity or large muscle exercises as it compromises their ability to provide security or immediate response to an emergency situation.

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7. Staff members shall pay close attention to where the youth are and what they are doing. Staff members shall not get distracted by talking to individual youth or other staff members. Staff members shall not turn their back on the group while speaking to a youth.
8. Be alert and aware of safety and security issues. Carefully watch for the use of potentially dangerous equipment, and always maintain proper positioning to provide maximum supervision and quick response to problems (i.e., fights, escape attempts, etc.) When playing softball, staff will always retain possession of one of the softball bats.
9. The door from the hallway leading outside and the gate leading to the recreation area shall be secured shut.
10. All youth must participate in outside large muscle exercise activities. Non participation will result in a loss of behavior modification points.
11. When behavior becomes disruptive or their sportsmanship deteriorates, staff will discontinue or restructure any activity.
12. All staff members shall be security conscious at all times when supervising the youth.
13. Staff members must take control when supervising the youth at all times. Youth do not dictate what happens in the units, the Probation Corrections Officers do.
14. A pre and post head count of youth for both indoor and outdoor large muscle exercise shall be conducted.

(e) Participation in scheduled large muscle exercise programs is required for all youth that are eligible. Staff is prohibited under Title 15 Standards from using recreation or large muscle exercise for the purpose of disciplining/punishing a youth.

(f) Youth on Room Confinement shall continue to participate in the large muscle exercise program. Based on security, these youth may have large muscle exercise separate from the group. The Facility Superintendent may suspend, for a period not to exceed 24 hours, access to large muscle excercise. The Facility Superintendent shall document the reasons why the suspension of large muscle exercise and programs occurs. However, youth on disciplinary status shall continue to have an opportunity for a minimum of one hour of large muscle exercise.

1. The one hour of large muscle exercise may be suspended only upon a written finding by the administrator/manager that the youth represents a threat to the safety and security of the facility. There will be a written, annual review of programs, recreation, and exercise by the Facility Superintendent, or their designee, to ensure the content offered is current, consistent, and relevant to the population.

(g) Unit staff members shall record on a daily basis, the period of time the youth engaged in large muscle exercise activities. This documentation shall be recorded

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in the daily activity log sheet for information and record keeping purposes. Minimum documentation requirements include the start and completion time of the activity and the type of activity the youth who declined participation.

1001.5 RECREATIONAL ACTIVITIES/ FREE TIME

(a) In addition to large muscle exercise,all youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of youth.

(b) Programming may include the following:

1. Activities that provide opportunities to build life skills, develop leadership, build competencies, encourage creativity and facilitate individuality and expression of identity.
2. Activities should build on promising and evidence-based approaches, be developmentally appropriate and challenging, and be developed with input from the youth themselves.
3. Activities should build on important social and relational skill including but not limited to improving effective communication, teach conflict resolution and deescalation, teach sharing, compromising and negotiation, and emulate normal family dynamics like meals, social and recreational time, connection to important relationships, and appropriately expressing emotions.

(c) Free Time may include the following:

1. Staff should have the freedom to develop effective programming that they deem well suited and matched for youth, building on the youth's input and feedback. These programs should become part of the curriculum and be sustained regardless of staffing, shift or unit changes and/or holidays.
   (a) Literacy / School work.
   (b) Letter writing.
   (c) Board games / Card games / Arts & Crafts.
   (d) Television Movies – educational or with prior SPCO authorization.
   (e) Social awareness programs.

(d) Gambling and games of chance are prohibited.

1001.6 PROGRAMS

(a) All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the

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Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health
agencies, community based organizations, faith-based organizations or Probation staff.

(b) Programs may include but are not limited to:

1. Cognitive Behavior Interventions;
2. Management of Stress and Trauma;
3. Anger Management;
4. Conflict Resolution;
5. Juvenile Justice System;
6. Trauma-related interventions;
7. Victim Awareness;
8. Self-Improvement;
9. Parenting Skills and support;
10. Tolerance and Diversity;
11. Healing Informed Approaches;
12. Interventions by Credible Messengers;
13. Gender Specific Programming;
14. Art, creative writing, or self-expression;
15. CPR and First Aid training;
16. Restorative Justice or Civic Engagement;
17. Career and leadership opportunities; and,
18. Other topics suitable to the youth population.

(c) Deputy Probation Officers/contracted staff come in during the weekdays to offer Cognitive Behavioral Interventions to all youth. Probation Corrections Officers are then required to facilitate programs that meet the requirements of Title 15, Section 1371(a) (1-18) during all weekends and holidays. Supervisor approval is required for programs offered on weekends and holidays to ensure the program meets the requirements set forth in Title 15.

1001.7 SPECIAL EVENTS

(a) Connection and collaboration with community based services resources are a valuable and effective tool for providing services to youth and should be maximized as much as possible. Continuity of services that begin in custody and continue in the community is particularly valuable and should be encouraged and facilitates the best interest of youth and their families. These programs are expected to follow the same guidelines and standards of those developed and implemented within the facility.

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(b) All special activities and special events which take place are usually arranged by the Facility Superintendent or SPCO. Responsibilities include: authorization, development, organization, scheduling and supervision of all special events.

(c) Community agencies, private groups and individuals who wish to provide special events, are referred to the Facility Superintendent or their designee for approval of service and scheduling of the event.

1001.8 ENTERTAINMENT

(a) Entertainment refers to television programs, movies and other forms of audio-visual presentations.

1. The success and benefit of an entertainment program lies in the suitability and appropriateness of the material presented. When considering entertainment, staff must take into account the safety and security of the institution and local community standards.

2. In addition to safety and security, the mental stability and well-being of youth should be taken into account as well. Showing movies with violent or paranormal themes could cause undue stress to this segment of the population.

(b) Movies with G and PG ratings may be shown to all age groups. Movies rated PG 13 may be shown with prior approval from the SPCO. Age and audience appropriateness should always be a consideration when showing any program.

(c) Programs rated R, NC-17, Not Rated or X shall not be shown to any youth in custody.

See the Juvenile Detention Policy Manual, Programs, Exercise and Recreations for further information.

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Youth Mail Procedure

1002.1 YOUTH MAIL PROCEDURE

(a) Privileged Mail

1. Youth may correspond confidentially with Federal, State or Local Courts, and member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. This is considered privileged mail. Staff shall not limit the amount of privileged mail a youth may send. All postage for privileged mail will be paid for by the Probation Department.
2. Correspondence with a psychologist or psychotherapist is also considered privileged to an extent. If there is reasonable suspicion to believe the safety and security of the individual or the institution is threatened, such mail shall be subject to staff review upon approval of the on-duty Supervising Probation Corrections Officer (SPCO).
3. Authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. Outgoing privileged mail shall be sealed by the youth in the presence of staff members and shall not be reviewed, read, or inspected by any staff member.

(b) Unauthorized Mail

1. Youth may not receive or send mail if the contents of the correspondence embodies one or more of the following:
   - A. It contains threats against another person (i.e., victim, witness, etc.);
   - B. It concerns the sending of contraband in or out of the institution;
   - C. It concerns a plan to escape;
   - D. It concerns a plan for criminal actions/activities;
   - E. It concerns a plan for an activity in violation of institutional rules;
   - F. It is written in code, and the format is meant to deter others from understanding (i.e., gang/satanic writing);
   - G. It solicits gifts, goods or money from persons other than family;
   - H. It contains information which if communicated, would create a clear and present danger of violence and/or physical harm to a human being;
   - I. It contains material which would cause severe psychological or emotional disturbance to the youth;
   - J. It contains material which promotes or encourages gang affiliation/activity;
   - K. It is to or from, another correctional facility, and has not been approved for receipt or dissemination (with the exception of a parent or legal guardian);

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L. It contains explicit photographs, sexually graphic language or pictures of human genitalia (i.e., buttocks, mammary glands, etc.). Pre-approved sex education literature is exempt from this prohibition;

M. It contains pictures of other youths in custody.

2. Outgoing or incoming mail may not be rejected solely on the basis that the correspondence contains criticism of the institution or its members.

(c) Inspecting, Reading and Restricting Mail

1. Mail shall not be read or withheld by staff members unless it has been determined by the SPCO that there is a reasonable suspicion to believe facility safety and security, public safety or youth safety is jeopardized as demonstrated in the following situations:

   A. See section (b) above.

2. Such mail shall be considered unauthorized. Any suspicion by staff that one or more of the above conditions exist, shall be reported to the SPCO immediately.

3. The Unit Supervisor should forward all mail in violation of policy to the SPCO or in the case of gang related mail to the Gang Information Officer for review and determination as to whether the youth shall receive the mail or it is sent back, or placed in the youth's file for distribution upon his/her release.

4. However, inspection of the mail can not result in withholding the correspondence for a period of time in excess of 24 hours, without written notification as to why the mail has been withheld. The diversion of any youth's mail to their personal property without notification of that action shall constitute a clear violation of this rule. Furthermore, mail is not to be withheld as a means of discipline.

5. Note: Under no circumstances shall staff divert a youth's incoming or outgoing mail to a Field Services Probation Officer. Whenever there is a question regarding mail, the SPCO will be contacted for direction.

6. If narcotics or contraband are found in the mail, the mail and contraband shall be confiscated and the youth will be noticed.

7. Mail is rejected or withheld, may be handled in one of three (3) ways.

   A. A When material is of a nature which is injurious to the safety and order of the institution (i.e., gang writing, magazines or letters inciting violence, letters to or from an inmate of another correctional facility, etc.), the youth shall be given the choice of having it returned to the sender, or placed in his/her personal property box/bag;

   B. When material is of a nature which would be inappropriate for a youth (whether or not the youth is in custody) (i.e., pornography) it will be returned to the sender;

   C. All illegal material, or material which could implicate anyone in an illegal activity, shall be treated as evidence, and turned over to the appropriate law enforcement agency or the Facility Superintendent, as appropriate.

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(d) Monitoring Mail Status

1. A youth may be placed on monitored mail status which allows for all, or specific letters, to be read by staff when such status is approved by the Facility Superintendent or the SPCO. In determining whether a youth shall be placed on a monitored mail status, the Superintendent shall consider the youth's past behavior and/or any special circumstances (i.e., gang involvement, escapes, suicide attempts, incidents of incitement of violence, etc.) Monitored mail status may only be initiated for purposes of institution security, protection of the youth or the public.

2. If it is determined that the youth's mail shall be read, the SPCO shall notify the affected youth in writing of his or her placement on monitored mail status, and the justification for reading the youth's mail. Notification of monitored mail status shall be documented in an Incident Report. A copy of this notification shall also be placed in the youth's file. Upon receiving notice of monitored mail status, the youth shall have the option of having all incoming mail returned to the sender unopened, rather than have it opened and read by staff. The SPCO shall also be charged with the responsibility of reviewing the continued need to monitor the youth's mail on a weekly basis.

(e) Processing Mail

1. All mail shall be collected daily by clerical for postal pick-up. Mail intended for delivery, must be processed within 24 hours (i.e., delivered to clerical for pick-up) except during a legal holiday and/or the weekend.

2. In custody youth are not authorized to receive packages unless they have been pre-approved by the Facility Superintendent or SPCO.

3. The number of letters a youth may possess in their lockers is four. Letters above the limit as set by unit staff shall be considered "excess" and forwarded to the youth's personal property bag for placement.

4. Correspondence between youth in other living units is not permitted for institutional security reasons. Staff receiving such mail, shall return the correspondence to the sender, along with a written notice as to why delivery is denied.

See the Juvenile Detention Policy, Youth Mail for further information.

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Youth Educational Services Procedure

1003.1 YOUTH EDUCATIONAL SERVICES PROCEDURE

(a) Teaching staff are scheduled to be on-site five (5) days each week, excluding legal holidays and other non scheduled school days per the SCOE school program calendar. Each youth is tested to determine basic competencies in reading and math, with subsequent referral for specialized resource and tutoring services. Each housing unit will contain structured classrooms, inclusive of the use of technology to facilitate learning. The use of space encourages a variety of educational interventions ranging from that of the traditional classroom setting to cooperative learning groups to individualized tutoring, through utilization of the classrooms, dayroom and other common space areas.

(b) The Stanislaus County Juvenile Institutions School Program provides a wide range of educational services, designed to meet the needs of students of varying ages, grade levels, and academic abilities and the educational requirements set by the State of California Education Code and all applicable federal statutes and regulations. As part of their program, Stanislaus County Juvenile Institutions School Program has established a general course of study, designed to allow youth to resume their education following release from detention, at their regular school. Stanislaus County Juvenile Institutions School provides individualized special education services programs when appropriate, as well as programs for those students with advanced abilities. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards passing the California High School Exit Exam (CAHSEE) as set forth in the California Education Code. As a fully accredited school, Stanislaus County Juvenile Institutions School Program is staffed and administered by the Stanislaus County Office of Education (SCOE).

(c) In addition to providing youth with a means for continuing their basic education, a primary objective for teachers and administrators is to aid the rehabilitative process of the youth by teaching skills which develop educational skills, confidence, and a sense of accomplishment.

(d) School Programs:

1. The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility

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administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

2. The School Principal and facility administrators shall meet regularly to maintain communication and coordination for the benefit of youth.

(e) Required Elements include:

1. The institutions school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and provide for an annual evaluation of the educational program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education. All youth shall be treated equally, and the education program shall be free from discriminatory action. All staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.

   i. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.

   ii. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.

   iii. Youth shall be informed of post-secondary education and vocational opportunities.

   iv. Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.

   v. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.

   vi. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.

   vii. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).

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1003.2 SCHOOL ATTENDANCE

(a) All youth are required to attend school as soon as possible, but not to exceed three school days after admission to the facility. Students are expected to complete a minimum of four hours of class time each day, Monday through Friday. The school day shall begin at 8:30 AM and end at 2:30 PM daily.

(b) Unless the youth has a communicable disease and is medically excused, they should attend school. At a minimum, if a youth is unable to attend school, school curriculum should be developed and a teacher should take the information to the youth and explain the day's work. The curriculum will then be retrieved by the teacher and the completed work discussed with the youth.

(c) The facility administrator, in conjunction with education staff, must ensure that facility operations and procedures do not interfere with the time afforded for the minimum instructional day. If for any reason school cannot begin on time, the on duty supervisor and education staff shall be informed.

(d) Once a youth is assigned to school, staff will make every effort to keep the youth in school to facilitate their academic progress; receiving full credit for completed school work.

(e) Should a youth refuse to attend school; an incident report will be completed to document the refusal, efforts to encourage the youth to attend and that school staff were notified of the youth's refusal. Teaching staff are to offer school work to youth in their room that refuse to attend school. The youth shall be allowed to attend school should they later agree to participate.

1003.3 SCHOOL PROCEDURE AND SECURITY ISSUES

(a) The following procedures shall be adopted by staff when a youth exits school for interviews and/or court appearances.

1. The structure of the Stanislaus County Institutions School Program curriculum requires students to stay in classrooms until the end of each class period. In a controlled and orderly fashion, the following procedures shall be instituted:

    (a) In instances where a youth is needed for an interview or court, unit one staff shall contact the youth's assigned unit/classroom.

    (b) Unit staff shall go to the classroom, retrieve the youth, and direct them to their interview site. Unit staff shall notify Central Control staff that the youth is ready to proceed to their destination. Youth movement to and from the living unit shall be recorded on the Hall Movement log. Youth who are upset or having difficulties must be handled with caution and escorted appropriately.

    (c) High risk youth (dressed in orange) will be escorted to their destination.

    (d) Youth who are expelled or suspended from school shall not be confined to a room unless their behavior represents a safety risk to themselves or others or which results in the destruction of property. School suspensions and expulsions shall be documented in an incident report and the duty

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supervisor informed. Efforts to redirect the youth and encourage positive and safe behavior will be documented.

(e) Youth may return to their designated rooms during break time.

(f) All youth in need of special education services shall receive services in their designated unit classrooms by a para-educator credentialed teacher or support from a qualified para educator.

1003.4 SCHOOL DISCIPLINE

(a) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.

(b) School education staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.

(c) Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/ suspension if an expulsion/suspension is ultimately imposed.

(d) The rights of any student who has continuing difficulty completing a school day must be maintained. Students having continuing difficulty may:

1. Be allowed to work on his/her school work in another classroom;
2. Be referred for mental health services;
3. Be referred to the Multi Disciplinary Team in an effort to reduce the difficulties the student may be experiencing through a coordinated approach.

1003.5 PROVISIONS FOR SPECIAL POPULATION

(a) State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.

(b) Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.

1003.6 EDUCATIONAL SCREENING AND ADMISSION

(a) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:

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1. School progress/school history;
2. Home Language Survey and the results of the State Test used for English language proficiency (ELPAC);
3. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs (for example 504 Plans and IEP's);
4. Discipline problems.

(b) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.

(c) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.

(d) Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. The youth shall be informed of the credits they need to graduate.

1003.7 EDUCATIONAL REPORTING

(a) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.

(b) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.

1003.8 TRANSITION AND RE-ENTRY PLANNING

(a) The Superintendent of Schools and the Chief Probation Officer or designee, shall meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.

(b) When a youth becomes Court Committed and receives a release date:

1. Unit One staff are to contact SCOE's Student Support Advocate and;
2. Provide the Student Support Advocate with the following:
   - Name of student
   - Student's release date
   - Academic Treatment Plan, and
   - Reintegration date

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1003.9 POST-SECONDARY EDUCATION OPPORTUNITIES

(a) The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

See the Juvenile Detention Manual, Youth Educational Services Policy for further information.

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Youth Telephone Access Procedure

1004.1 YOUTH TELEPHONE ACCESS PROCEDURE

Collect Telephone Calls

(a) "Collect call" telephones are installed and available in each unit for youth to make outgoing, personal calls. All telephone calls not related to the booking process will be collect calls. Exceptions to this policy may be authorized by the Supervising Probation Corrections Officer (SPCO) for emergency and/or hardship cases.

(b) The following standards shall structure the use of the collect call unit telephones:

1. Youth shall be provided access to the collect call telephones unless unit safety and security needs prohibit such access within the guidelines of the unit program but at minimum once every three days.

2. Opportunities for youth to make personal telephone calls should be between the hours of 6:00 p.m.– 9:00 p.m. or at the discretion of unit staff. However, youth should not be permitted to make telephone calls during essential program hours, such as meals, school, work, bedtime or shift change.

3. Youth serving Room Confinement may be permitted to make a personal telephone call on a case-by-case basis as determined by the youth's behavior and/or staff's assessment if a special need exists.

4. Personal calls may be placed to attorneys, friends, family or other persons chosen by the youth. However, youth shall not be allowed to telephone the following people:

   (a) Victims of a crime committed by the youth;

   (b) Witnesses to a crime the youth has committed, or is suspected to have committed;

   (c) Co-defendants;

   (d) Gang members the youth has documented affiliation with;

   (e) Parents of a youth on placement status (i.e., group home, foster home, etc.) when contact has been denied by the Field Services Probation Officer or a Juvenile Court Judge;

   (f) Any other person specifically designated or excluded via a Court Order, or by written instructions from the Field Services Probation Officer, or SPCO.

   (g) Violations of the above will be documented in an Incident Report.

5. All personal telephone calls (except those to an attorney) are subject to recording, monitoring and/or termination, especially if institutional safety, security and court orders are being violated. Absent a court order, prior authorization from the Chief Probation Officer, Assistant Chief Probation Officer or Facility Superintendent is required prior to listening to any recorded phone calls regarding the youth. Otherwise, listening to any recorded phone call is strictly prohibited. Signs are to be posted near each phone advising the youth

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that all non-attorney phone calls will be recorded and or monitored by the institution.

6. All youth's telephone privileges (except for attorney telephone calls) shall be suspended for a period of time as designated by staff if a youth misuses the telephone by planning an escape attempt, contacts a victim, witness, co-defendant, gang affiliate, or any other unauthorized person. Such suspensions shall be in accordance with the due process regulations and the approval of the SPCO.
7. Unit staff shall develop a system for telephone access and usage when demand exceeds available time. Such systems shall provide an equal opportunity for all youth seeking to use the telephone.
8. Telephone usage should be limited to ten minutes. Telephone calls may be shortened in length if the youth's behavior warrants.

1004.2 EMERGENCY AND HARDSHIP TELEPHONE CALLS

(a) Emergency telephone calls may be approved by the unit's Probation Corrections Officer III, SPCO or Field Services Probation Officer, due to a death in the family or hospitalization of a family member. All other situations must be cleared and approved by the SPCO for "emergency" determination. Such calls may then be placed at the expense of the county.

(b) Hardship telephone calls are authorized by the SPCO for youth and their families who are without the financial resources to pay for collect telephone calls. Youth seeking to place a hardship telephone call shall be referred to the SPCO. All approved hardship telephone calls will be at the expense of the county, using the county phone located in each unit. Hardship telephone calls may be approved only for calling the youth's immediate family members. If approved by the SPCO, a youth may occasionally receive a phone call in place of a personal visit under special conditions such as: parents out of town, or suffering from an illness and is unable to visit.

1004.3 LONG DISTANCE TELEPHONE CALLS

(a) Any youth wishing to make an authorized long distance telephone call shall be permitted to do so via the "collect-call" telephone.

(b) If a long distance call has been approved to be placed from the county phone, the number shall be dialed by institutional staff. These calls require approval of the Facility Superintendent or the SPCO.

See the Juvenile Detention Manual, Youth Telephone Access Policy for further information.

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Religious Programs Procedure

1005.1 RELIGIOUS PROGRAMS PROCEDURE

(a) Under the supervision of the Chaplain, institutional religious services are held in each unit on a weekly basis. Additional religious programming such as Bible study and individual religious counseling are available as well.

1. Services are held in units and all youth are allowed to attend on a voluntary basis.
2. Participating youth will be seated in the dayroom in an orderly fashion.
3. Youth not participating in the religious service will be provided with an alternative activity outside of their sleeping room.

(b) In addition to the above referenced scheduled activity, the Chaplaincy Service Program also offers a variety of other religious services and programs, designed to meet the particular religious needs of all youth. Included in this special programming are opportunities for visits from local clergy and arrangements for special religious observances, including dietary requests. Staff receiving requests from youth for special religious accommodations should contact the Chaplain, through the SPCO.

(c) Visits from local clergy are encouraged and arranged through the Chaplain. Staff receiving requests for clergy visits shall direct the inquiries to the Chaplain via the chain of command as well.

(d) The following procedure regulates all clergy visits:

1. Individual visits by clergy are authorized by the Chaplain. Clergy visits are usually limited to one (1) time per week and are scheduled at the mutual convenience of clergy and the institution. In the event of an emergency (i.e., illness, death in the family, etc.) the Chaplain, coordinating with the SPCO, may increase the number of clergy visits.
2. Professional visits are limited to ordained persons.
3. Professional church workers (i.e., youth workers, pastoral counselors, etc.) who are not ordained may be authorized by the Chaplain, with the approval of the SPCO, to visit individual youth, who are members of their congregation.
4. Clergy requesting visiting privileges shall be referred to the Chaplain via the chain of command, who will schedule the visit with the appropriate institution.

See the Juvenile Detention Manual, Religious Programs Policy for further information.

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Behavior Modification Program Procedure

1006.1 BEHAVIOR MODIFICATION PROGRAM PROCEDURE

A. Unit Point Sheet:

1. The Behavior Modification Program is designed to help the youth in developing acceptable behavior for group living while in custody. The program allows the youth to earn points for positive behavior. The number of points that a youth earns each day will determine their eligibility for special privileges within the units. The program includes the following:

(a) ***Scoring by staff members for Daily Hygiene and Room Checks:***

- 5 - Shows extra effort to make room and appearance outstanding.
- 4 - Exceeds expectations.
- 3 – Meets expectations.
- 2 – Below average.
- 1/0 – Minimal or no effort.

(b) **(0 - 5 points daily)**. Daily room checks for neatness, cleanliness, general maintenance and adherence to rules pertaining to contraband. Each morning and throughout the day, youth shall;

- Properly make their bed;
- Pick up any articles off the floor;
- Keep their room orderly;
- Flush their toilet after each use;
- Comb their hair as needed;
- Brush their teeth as directed; and
- Properly wear clothing that is clean and properly fitted.

(c) ***Scoring by teaching staff for School Program:***

- 5 – Extra effort, concentrates on work, eager to learn.
- 4 – Exceeds teacher's expectations.
- 3 – Meets expectations.
- 2 – Below average.
- 1/0 – Minimal or no effort.

(d) **(0 – 5 points daily)**. Points, issued by the teacher, are determined by :

- The youth's active participation and acceptable behavior during school activities;
- The youth's respect for and meeting the expectations of the teacher;

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- Youth who are excused from school for non-disciplinary purposes shall be able to earn points by participating in school related activities, as directed by school staff; and
- Youth will not be allowed to earn points if removed from school for disciplinary reasons. School staff will be responsible for issuing youths school points for the day.

(e) ***Scoring by staff members for A.M. Behavior Programming:***

- 7 - Exceeds expectations.
- 6 - Meets expectations.
- 5- Almost meets expectations.
- 4/3 - Below average. Multiple rule violations.
- 2/1/0 - Minimal or no effort.

(f) **(0 – 7 points daily)**. The number of points is an evaluation of the youth's behavior during A.M. Behavior Programming. The evaluation is based on:

- A youth's attitude and behavior towards staff and other youth;
- Following rules and staff directives; and
- A youth's acceptance of redirection and correction for rule violations.

(g) ***Scoring by staff members for Program Participation:***

- 4 – Outstanding effort.
- 3 – Exceeds expectations.
- 2 - Meets expectations.
- 1 – Below average.
- 0 – No effort.

(h) **(0 - 4 points daily).**The youth are evaluated on their effort and willingness to participate in offered program:

1. Willingness to complete homework assignments;
2. Effort to do the assignments thoroughly and to the best of their ability; and
3. Effort and willingness to participate in program class exercises.

(i) ***Scoring by staff members for Large Muscle Activity:***

- 5 – Outstanding effort.
- 4 – Exceeds expectations.
- 3 – Meets expectations.
- 2 – Below average.
- 1/0 – Minimal or no effort.

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(j) **(0 – 5 points daily).**The youth are evaluated on their effort and sportsmanship:

- Good sportsmanship. Positive encouragement of others;
- Competes/participates to the best of their ability; and
- Plays fair according to the established rules.

(k) ***Scoring by staff members for P.M. Behavior Programming (Program facilitator will issue the youths points):***

- 7 - Exceeds expectations.
- 6 - Meets expectations.
- 5- Almost meets expectations.
- 4/3 - Below average. Multiple rule violations.
- 2/1/0 - Minimal or no effort.

(l) **(0 – 7 points daily)**. The number or points is an evaluation of the youth's behavior.The evaluation is based on:

- A youth's attitude and behavior towards staff and other youth;
- Following the facilities rules, staff directives; and
- A youth's acceptance of being redirected or correction for rule violations.

(m) ***Privileges:***

- Privileges, which may be awarded or denied on the basis of graded performance, include the following:
  - Special activities/events
  - Games/cards
  - Honor Room
  - Evening program
  - Aide status
  - Game room
  - Movie/Television

2. Each unit shall establish a Daily Points Sheet, for maintaining a record of the points issued by staff members, documenting youths' behavior, program performance and room cleanliness. This form shall be kept in the unit and be accessible to all youth during free time or at other times deemed appropriate by staff. The purpose of this form is to provide youth with a record of their daily performance and accumulate points, which will determine their accessibility to various unit privileges and earned good time for early release. The Probation Corrections Officer III shall be responsible to assure points are reported to

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all youth in a firm, fair and consistent manner, according to performance, not personality by the end of the AM shift on a daily basis.

B. Elective Recreational Free time Activities:

1. Youth may submit requests for assistance with needs or concerns that may arise, including requesting contact with parents, other supportive adults, attorneys, clergy, probation officer, or other public officials. Youth will also be provided access to available resources to meet youth's needs.

2. Other program activities include, reading books, homework/literacy programs, playing games, engaging in sporting events, letter writing, telephone usage, or interacting with other youth.

3. This time may also be used for special programming, scheduled and provided by community organizations and/or private persons. Guest speakers, entertainers, religious presentations and community sponsored educational/ counseling programs may also be provided.

C. Participation Restrictions:

1. Youth are encouraged to participate in all unit programs and activities. However, youth may be denied or restricted in their participation for reasons relating to health and/or security or for accountability reasons. Youth may elect to not participate temporarily in the unit program, for personal reasons, but this may result in restriction from other activities and a possible loss of points.

2. The following is a list of various status limitations.

(a) **Bed Rest** status may be assigned by medical staff if it has been determined the youth is too ill to participate in unit functions and is therefore restricted to their bed until taken off bed rest by medical staff.

(b) **M-7** This is a status conferred upon a youth by the medical staff. This status may restrict a youth from participating in physical activity programs. A youth's non-participation status may be removed only by the medical staff. Although not permitted to participate, an M-7 youth may be taken outside with the group and will not forfeit Large Muscle Exercise points.

(c) **M-9** status is conferred upon a pregnant youth by the medical staff. This status may restrict a youth from participating in physical activity programs. M-9 status will remain in effect for the duration of the youth's pregnancy. M-9 youth may earn participation points.

(d) **S-1** is the most restrictive security status assigned to a youth. Assignment to this status, serves to restrict the youth's movements to the internal perimeters of their assigned unit. All youth place on S-1 shall be housed in maximum security. These youth shall not be allowed access to the outdoor recreation field. Recreation will be provided in the unit 5/6 recreation yard. S-1 youth shall never be taken to the field area, unless required by an emergency.

(e) If a youth is restricted from group participation. A Daily Programming OB Sheet shall accompany the incident report.

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Behavior Modification Program Procedure

See the Juvenile Detention Manual, Behavior Modification Program for further information.

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Chapter 11 - Facility Design

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Central Control Procedure

1100.1 DIGITAL RECORDING

The purpose of digital recording is to provide an additional means of documenting incidents and compliance with policy and procedures. The Closed Circuit Television Security System consists of cameras, monitors and recorders in sufficient quantity to provide video coverage of selected areas of both facilities.

(a) All cameras are located in full view (no hidden cameras).

(b) Live feed monitors are located in the Central Control of both facilities.

(c) Central Control will record the following critical incidents to include, but not limited to:

1. Fights.
2. Medical emergencies.
3. Application of restraints.
4. Cell extractions.
5. Disturbances.

(d) Remote recording and recording of non-critical incidents may be conducted by the Facility Superintendent or their designee.

(e) A log of all Central Control recordings will be maintained. The log will include:

1. Date and time of recording.
2. Camera number/location of incident.
3. Reason for recording.
4. Officer's initials.

(f) Only the Facility Superintendent or their designee may access digital recordings.

(g) Unauthorized retrieval, use, release or altering of digital recordings constitutes grounds for disciplinary action.

1100.2 DIGITAL RECORDING REVIEW

(a) Digital recordings may only be reviewed by authorized personnel for cause or randomly for, but not limited to, the following purposes:

1. Review allegations of staff misconduct.
2. Facility incidents.
3. Review conduct of youths for possible criminal prosecution.
4. Review performance of staff to ensure compliance with policy and procedure.

(b) Observations of policy violations or misconduct by staff, which are observed on digital recordings during any review process, may result in disciplinary action.

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(c) All recorded use of force incidents shall be reviewed by the on-duty Supervising Probation Corrections Officer.

1100.3 RETENTION OF DIGITAL RECORDINGS

(a) All digital recordings will be secured and retained for one year pursuant to Government Code Section 26202.6. A recording that needs to be retained for a longer period of time may be retained indefinitely at the direction of the Chief Probation Officer, their designee or by court order.

(b) Digital recordings which are required to be maintained beyond the one year limit will be retained outside of the camera system's digital storage systme.

(c) Only those persons authorized by the Chief Probation Officer or their designee shall make a copy of any digital recording.

(d) Copies of digital recordings retained by the department for legal or disciplinary action purposes shall be secured by department administration.

(e) Copies of digital recordings retained pursuant to court order shall be secured in the designated evidence room using approved evidentiary procedures until such time that it is surrendered to the court or ordered destroyed pursuant to order of the court.

1100.4 RELEASE OF DIGITAL RECORDINGS

(a) Only those persons authorized by the Chief Probation Officer or their designee shall release a copy of any digital recording.

(b) Copies of digital recordings retained as evidence of new crimes shall be provided as necessary to the appropriate law enforcement agency or prosecuting attorney.

1100.5 DESTRUCTION OF DIGITAL RECORDINGS

(a) The digital recording system will automatically purge all digital recordings contained within the system after one year.

(b) Digital recordings stored on a removable disc that are no longer required to be retained shall be destroyed only by those persons authorized by the Chief Probation Officer or his/her designee using approved destruction methods.

1100.6 CENTRAL CONTROL SPECIFIC TASKS

1. Monitor and operate all three Control Panels.
2. Monitor all Closed Circuit TV's.
3. Know where all cameras are located.
4. Radio Procedure & Telephone etiquette.
5. Comtegra Screen - Duress radio signal.

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6. Monitor interview rooms.
7. Make sure all doors are secured.
8. Monitor CLETS screen and notify SPCO.
9. Emergencies/ Fire Drills - How to reset alarms.
10. I.D. individuals entering and leaving facilities.
11. Secure door before time-out minors enter C.C.
12. Safety Room.
13. Medical Isolation Room - Safety Checks.
14. Key Control - Master keys located in red box.
15. Last one out of the building in an emergency.
16. Ask if Officer has secured their weapon before allowing entry into the facilities.
17. Do Not Open "Both" police and lobby doors.
18. Rotation Procedure for Runners in Unit 1.

See the Juvenile Detention Policy Manual, Central Control, for further information.

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Chapter 12 - Personnel

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Standards of Conduct Procedure

1200.1 REPORTING HOURS

(a) Staff members must report for duty to their shift promptly at the time directed and not leave their duty station before the completion of the shift and before they are relieved by another Probation Corrections Officer, except with the supervisor's permission.

(b) Reporting hours are as follows:

SHIFT	CLASSIFICATION OF STAFF	ON-DUTY	OFF-DUTY
a.m. Shift	Probation Corrections Officer I/II/III	7:00 a.m.	3:00 p.m.
p.m. Shift	Probation Corrections Officer I/II/III	3:00 p.m.	11:00 p.m.
Late Night	All Late Night Staff	11:00 p.m.	7:00 a.m.

1200.1.1 PUNCTUALITY

(a) Staff members may not leave their assigned posts, without first securing approval from the Lead Probation Corrections Officer in charge. Staff must not request other staff to leave their assigned posts, without obtaining prior clearance from the Supervising Probation Corrections Officer. The only exception would be in an emergency situation, where attempted prior contact would mean a delay in getting assistance to the area needed.

(b) In order to provide essential information, each Probation Corrections Officer must check their unit's roster, unit log and point sheet upon reporting to their assigned unit. Items to note during this check are the number of youth in the unit, classification, new admittances, transfers, releases, temporary releases, suicide risks, special programs, high security levels and special remarks. The point sheet record must be accurate at all times and available to all staff.

(c) The staff member who is unable to report for their assigned duty, due to illness or some emergency, must notify the Supervising Probation Corrections Officer on duty, at least two hours in advance, in order for a substitute to be obtained. Staff shall notify the Supervising Probation Corrections Officer personally (spouse, friends, in-laws, etc. should not call, unless in an emergency).

1. Sick leave must be authorized by a Supervising Probation Corrections Officer or Probation Corrections Officer III acting in the capacity of a Supervising Probation Corrections Officer. Failure to have your sick leave authorized by a Supervising Probation Corrections Officer or acting Supervising Probation Corrections Officer may result in your being charged leave without pay for your absence or may be considered absent without leave (AWOL).

(d) The Supervising Probation Corrections Officer or Probation Corrections Officer III serving in the capacity of the Supervising Probation Corrections Officer shall call any

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scheduled staff member, who has not arrived by the start of the shift, at home to try to determine the reason for the "no show."

1. If staff members think they are going to be tardy to work, they shall promptly notify the Supervising Probation Corrections Officer. The Supervising Probation Corrections Officer shall decide whether or not the tardy shall be excused, after discussion with the staff member. An excused tardy is a verifiable emergency which the member could not have anticipated and therefore prevented.
2. The Supervising Probation Corrections Officer shall complete the Supervisor Notes and Observations (SNO) form, noting whether the tardy is considered excused or unexcused. The member shall sign the SNO, which will be given to the staff's supervisor for inclusion in the staff's work site file.
3. If a staff member fails to show for an assigned shift and does not call and explain their delay, after ½ hour has elapsed, the shift may be covered and the member may be docked for the day's pay, subject to disciplinary action.
4. Unapproved absences may be considered AWOL and may result in discipline, up to and including termination.

(e) This table lists the possible consequences of an unexcused tardy:

Unexcused Tardy Number	Consequence
1st	The Supervising Probation Corrections Officer records/notes that it is un-excused and records it on a SNO. The member signs the SNO and it is placed in their work Site File, with a copy given to the member.
2nd	The tardy report procedure as described for the first tardy and a verbal warning, with Site File documentation, that any additional unexcused tardy will result in action with further documentation, including the possibility of disciplinary action.
3rd	The tardy report procedure as described for first unexcused tardy and a Memorandum of Discussion/Letter of Warning.
4th and Subsequent	The tardy report procedure as described for the first unexcused tardy and the matter referred to the Facility Superintendent, recommending appropriate formal disciplinary proceedings.

See the Juvenile Detention Manual, Standards of Conduct for further information.

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Chapter 13 - Written Directives

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Written Directive - Stanislaus County Probation Department Juvenile Detention Policies Manual (JD 2019-001)

1300.1 USE OF RESTRAINTS CHAIR

DIRECTIVE # JD 2019-001

Date issued: April 10, 2019

Directive Issued By: Facility Manager(s) Brent Rabe & Rhonda Hott

All Staff Members

Topic: Institutions Policy and Procedural Manual, Section 7.14, Use of Restraint Chair will be deleted from the Juvenile Institutions Policies and Procedures Manual as we are no longer authorized to use the restraint chair effective January 1, 2019.

Title 15 went through some major revisions over the last year and have now been finalized. Effective January 1, 2019, per Title 15 Section 1358, we are no longer authorized to use the restraint chair in our facilities. The restraint chair has been removed from service. Please feel free to follow-up with your supervisor, Brent Rabe or Rhonda Hott if you have any questions or concerns.

1300.2 ROOM CONFINEMENT DURING SCHOOL SUSPENSIONS

Topic: Effective January 1, 2019, per Title 15 Section 1354.5, youth who are suspended from school, shall not be confined to a room beyond four hours or what is reasonably necessary to redirect the negative behavior. Once the youth has regained self-control, efforts should be made to provide an educational activity outside the youth's room.

Please adhere to the below Institutions Policy and Procedural Manual, sections regarding discipline, room confinement and due process:

6.4 Disciplinary, Sanctions and Due Process

6.5 Rule Violations and Disciplinary Sanctions

6.6 Disciplinary Due Process

1300.3 UNDERGARMENT PROCEDURE

Topic: Institutions Policy and Procedural Manual, Section 5.9, Clothing Issuance, has been amended to include the following.

Effective January 1, 2019, per Title 15, Section 1480-1482, the below process will serve as guidance pending policy updates:

UNIT 1

Staff member will retrieve a property bag – in the bag will be a box with the number of the property bag on it, please make sure the numbers match. The box is to be placed with the Observation Sheet to go to the unit with the youth to hold their boxers/panties.

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Unit staff member will issue one new boxer/panty to the youth when booked into Juvenile Hall. The locker number will be placed on each boxer/panty for identification purposes. Should the youth be in Unit One longer than one day, unit staff will issue a new boxer/panty each day until moved to a unit or released (if released, offer the youth the underwear to keep).

When released, the youth will bring the box to Unit One with them. Staff shall offer the youth the underwear to keep for reuse. If the youth decline them, the staff member will dispose of them. Once the box is empty, please clean the box and place it back in the property bag.

UNIT 3, 5, 6, 8 AND C

The youth will report to the unit with the box and the staff member will place the box on the unit-clothing cart. The unit staff member will issue three new boxers/panties to the youth once placed in the unit (total of 4 boxers/panties). The locker number of the youth will be placed on each boxer/panty for identification purposes and placed into the box.

When the laundry is done, the boxers/panties will have to be sorted and placed back into each box.

When the youth is released, the box with the boxers/panties will be returned to Unit One.

If you need to replace soiled boxers/panties please email the Stock Clerk in order to track the items that are replaced.

If a youth is transferred, provide a copy of the transfer sheet to stock clerk to make the necessary changes for tracking.

Undergarment exchange should occur during the designated shower time for each unit.

1300.4 ROOM CONFINEMENT AND SEPARATION

Topic: Institutions Policy and Procedural Manual, Section 6.7, Restrictions and Disciplinary Sanctions, has been amended to include the following.

Effective January 1, 2019, per Title 15, Sections 1354 and 1354.5, the below information will be incorporated into our policies and procedures:

Room Confinement:

(a) The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:

1. Room confinement shall not be used before other, less restrictive, options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
2. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff
3. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.

(b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:

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1. Return the youth to general population.
2. Consult with mental health or medical staff.
3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
4. If room confinement must be extended beyond four hours, staff shall do each of the following:
   - Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when they are eventually released from room confinement.
   - Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to the general population.
   - Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.

(c) This section is not intended to limit the use of single-person rooms for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.

(d) This section does not apply to youth or wards in court holding facilities or adult facilities

(e) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.

(f) This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm

(g) This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness.

Separation:

(a) The separation of youth shall be for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.

(b) When separating youth, considerations shall be made regarding positive youth development and trauma-informed care.

(c) Separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.

(d) When the objective of the separation is discipline, Title 15, Section 1390 shall apply.

(e) When separation results in room confinement, the separation shall occur in accordance with the above related to room confinement.

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(f) The Supervising Probation Corrections Officer shall insure a daily review of separated youth to determine if separation remains necessary

1300.5 NOTIFICATION PROTOCOL FOR SERIOUS ILLNESS OR INJURY OF DETAINED YOUTH

Topic: Institutions Policy and Procedures Manual, Section 8.2, Medical Emergencies, has been amended to the include the following.

Effective January 1, 2019, per Title 15, Section 1341 (2a), the below information will be incorporated into our policies and procedures:

The facility administrator, in conjunction with the health administrator shall develop written policies and procedures for the notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record in case of serious illness or injury of a youth.

For the purposes of this procedure, serious illness or injury is defined as: Any injury or illness in which a youth is referred to off-site emergency care. This may include hospitalization at Doctors Medical Center or other service providers.

The following stakeholders shall be notified when a youth is referred to off-site emergency services by Well Path, formally known as CFMG. A contact note shall be made in ICJIS.

(a) Presiding Juvenile Court Judge

(b) Deputy District Attorney

(c) The youth's attorney of record

(d) Administrative Team

1. Chief Probation Officer
2. Assistant Chief Probation Officer
3. Facility Superintendent
4. Institution Manager(s)
5. The youth's parent, guardian or person standing in loco parentis
6. The youth's Probation Officer

Reference email forwarded to:

Judge Ruben Villalobos; Presiding Juvenile Court Judge: Ruben.Villalobos@stanct.org

Deputy District Attorney: John Mayne John.R.Mayne@standa.org

1300.6 USE OF OLEORESIN CAPSICUM (OC) SPRAY

Topic: Institutions Policy and Procedures Manual, Section 7.17, Use of Oleoresin Capsicum (OC) Spray, has been amended to include the following.

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Written Directive - Stanislaus County Probation Department Juvenile Detention Policies Manual (JD 2019-001)

Effective January 1, 2019, per Title 15, Section 1357, Use of Force, the following revisions will be incorporated/implemented into our policies and procedures:

The State mandates that "Chemical agents", (OC), can **ONLY** be used when there is an imminent threat to the youth's safety or the safety of others and **ONLY** when de-escalation efforts have been unsuccessful or are not reasonably possible.

EXAMPLE:

I gave the Cover command and the combatants continued to fight.I warned them OC spray will be used if they didn't'stop.I deployed a short burst of OC to the facial area of the youth (Angry Aggressor) because I feared the youth (Compliant Victim) was going to get seriously injured if I didn't't intervene.

(a) No longer can we justify using OC spray by saying they refused to Cover and were non-compliant.

(b) There **has to be an imminent threat** to the youth's safety or the safety of others.

(c) Title 15 requires us to **Document the reasons OC spray was used** and **E xplain what efforts we used to de-escalate prior** to deploying OC spray.

(d) Youth who have been exposed to OC spray **SHALL NOT** be left unattended until that youth is fully decontaminated or is no longer suffering the effects of OC spray.

(e) Parents or guardians will also need to be informed/notified anytime we use force or OC spray.

Therefore; this means we will no longer be doing just "one hour" checks.

1300.7 LEG RESTRAINT DETERMINATION ASSESSMENT

Topic: Institutions Policy and Procedures Manual, Section 7.13, Use of Mechanical Restraints, has been amended to include the following.

Effective January 1, 2019, per Title 15, Section 1358 and 1358.5, the following revisions will be incorporated into our policies and procedures:

The standard operating procedure of utilizing leg restraints for Maximum Security youth movement, outside of Units 5/6, will be changed. Going forward, for movement outside of the unit, these youth will require a staff escort; however, they will not need to be placed in leg restraints. Those youth who have Court outside of our campus or have outside appointments, will still need to be assessed under the leg restraint process.

All Leg Restraint Determination Assessment forms need to be reviewed and signed by the Juvenile Hall supervisor, prior to an outside transport. If the assessment score is 6-7, consult with a supervisor. The supervisor needs to write why they are authorizing the use of leg restraints or not authorizing them in the comments/ override section of the form.

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Written Directive-Stanislaus County Probation Department Juvenile Detention Policies Manual (JD 2019-002)

1301.1 EDUCATIONAL PROGRAMS
DIRECTIVE # JD 2019-002

Date Issued: May 6, 2019

Directive Issued By: Facility Superintendent Mark Ferriera

All Staff Members

Educational Programs

Topic: Effective January 1, 2019, Title 15, Section 1370, was revised.Therefore, Institutions Policy and Procedures Manual, Section 5.3, Educational Programs, has been amended as follows:

(a) School Programs

1. The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

2. The School Principal and facility administrators shall meet regularly to maintain communication and coordination for the benefit of youth.

(b) Required Elements

1. The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and provide for an annual evaluation of the educational program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality educational program that responds to the different learning

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styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.

A. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.

B. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.

C. Youth shall be informed of post-secondary education and vocational opportunities.

D. Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.

E. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.

F. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.

G. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).

(c) School Discipline

1. Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.

2. School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.

3. Except as otherwise provided by the State Education Code, expulsion/ suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/ suspension if an expulsion/ suspension is ultimately imposed.

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4. The rights of any student who has continuing difficulty completing a school day must be maintained.Students having continuing difficulty may:
   - A. Be allowed to work on his/her school work in another classroom;
   - B. Be referred for mental health services;
   - C. Be referred to the Multi Disciplinary Team in an effort to reduce the difficulties the student may be experiencing through a coordinated approach.

(d) Provisions for Special Population

1. State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.
2. Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.

(e) Educational Screening and Admission

1. Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:
   - A. School progress/school history;
   - B. Home Language Survey and the results of the State Test used for English language proficiency;
   - C. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs;
   - D. Discipline problems.
2. Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.
3. After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.
4. Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.

(f) Educational Reporting

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1. The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.
2. The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.

(g) Transition and Re-Entry Planning

1. The Superintendent of Schools and the Chief Probation Officer or designee, shall meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.

(h) Post-Secondary Education Opportunities

1. The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

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