

Stanislaus County Probation Department

New JD Policies

CHIEF'S PREFACE

The responsibilities conferred upon us by the California Penal Code and the Welfare and Institutions Code, as well as the obligations of our mission, require that we conduct the business of the Stanislaus County Probation Department in a manner that ensures effectiveness, consistency and professionalism. To that end, this manual contains policies and procedures designed to provide guidance and establish requirements for staff as we perform the business of the agency.

The policies included in this manual are based on applicable sections of law, best practices and sound judgment. Adherence to the policies serves not only to facilitate department operations, but also to protect individual members, the Department and the county from exposures to liability.

While policies contained in this manual are intended to cover all aspects of department operations, it is possible that staff may encounter some situations that may not be covered by a specific policy or procedure. On those occasions staff are expected to seek supervisory or management direction when practicable and exercise sound judgment that reflects compliance with all ethical, legal and mission obligations on the Department.

All staff have an affirmative responsibility to remain knowledgeable of and compliant with the contents of this manual, and to keep abreast of additions and revisions as they are completed and distributed.

Nothing in this manual supersedes the Stanislaus County personnel policies.

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GENERAL FUNCTIONS OF THE DEPARTMENT

- Working closely with the Juvenile Justice Commission, service providers and the community at large for the prevention of crime and delinquency.
- Screening and processing all juvenile referrals made to the department by law enforcement.
- Investigating, preparing written reports and making recommendations on all cases referred to the department by the Courts.
- Establishing and executing programs of supervision for persons placed under the jurisdiction of the department.
- Supporting Evidence Based Practices by implementing programs and practices proven to work in reducing recidivism.
- Operating safe and secure juvenile detention and commitment facilities.
- Establishing and performing such other services or programs as directed by law, the Courts, County Administration and the Chief Probation Officer.

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MISSION, VISION AND VALUES STATEMENT

MISSION STATEMENT

Providing public safety through accountability and opportunity.

VISION STATEMENT

Creating a culture of trust and having a positive impact to build a safer Stanislaus County.

VALUES STATEMENT

Each point of our badge represents the following value:

- Professionalism
- Diversity
- Integrity
- Compassion
- Respect
- Collaboration
- Transparency

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Chapter 1 - Role and Authority

Organizational Structure and Responsibility

100.1 PURPOSE AND SCOPE

This policy identifies the authority and responsibility of the Stanislaus County Probation Department and Probation Corrections Officers. All Probation Corrections Officers employed within the State of California are required to meet specific requirements. The organizational structure of the Department is designed to create an efficient means to accomplish its mission and goals, and to provide for the best possible service to the public.

100.2 POLICY

It is the policy of the Stanislaus County Probation Department that the Chief Probation Officer meets the minimum standards for exercising the authority granted by law. This department recognizes the power of Probation Corrections Officer to use discretion in the exercise of the authority granted to them. Probation Corrections Officers are encouraged to use sound discretion in performing their duties. This department does not tolerate abuse of authority.

The Stanislaus County Probation Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Department.

100.3 FACILITY SUPERINTENDENT AND MANAGER RESPONSIBILITIES

The Facility Superintendent, with the support of Facility Manager(s), shall have charge of the Juvenile Institutions (Welfare and Institutions Code § 853). Juvenile Detention Operations may include Investigations, Medical/Mental Health Services, Educational Services, Programs, and Transportation. Support Services may include the general management direction and control for Food Services, Facility Infrastructure and Maintenance, Laundry Services, Fleet Services, and Procurement/Warehouse Services.

100.4 PROBATION CORRECTIONS OFFICER RESPONSIBILITIES

Probation Corrections Officers are authorized to supervise youth as provided in this manual, applicable court orders, and state law (Government Code § 27770 et seq.; Penal Code § 830.5; Penal Code § 1202.8; Penal Code § 1203.5; Penal Code § 1203.71; Welfare and Institutions Code § 271).

Every Supervising Probation Corrections Officer, Probation Corrections Officer, and Deputy Probation Officer shall have the powers and authority conferred by law upon peace officers listed in Penal Code § 830.5 (Welfare and Institutions Code § 283; Government Code § 1029 et seq.). In addition, every Probation Corrections Officer will meet the minimum selection standards set forth in 15 CCR 184 and successfully complete the core training requirements for each applicable classification.

100.5 ARREST AND OTHER POWERS

Section 283 of the Welfare and Institution Code, and Section 830.5 of the California Penal Code designate the Peace Officers with limited powers of arrest. Department policy states that Probation

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Organizational Structure and Responsibility

Corrections Officers may exercise their arrest powers, only when such action is in the direct line of duty concerning persons under departmental jurisdiction. For Probation Corrections Officers, this includes:

- (a) Maintaining custody and control of youth in the both facilities;
- (b) Apprehending fleeing youth from the facility;
- (c) Apprehending youth being transported by an officer under departmental jurisdiction; and
- (d) The enforcement of court orders.

Supervising Probation Corrections Officers and Probation Corrections Officers observing or receiving information about youth who are within the provisions of the Juvenile Court Law in an unofficial capacity or during off-duty hours, may not exercise the arrest powers of a Peace Officer. Such information is to be either:

- (a) Referred to the appropriate law enforcement agency, or
- (b) Referred to the Juvenile Field Services Division.

100.6 CHAIN OF COMMAND

To maintain continuity, order, and effectiveness in the Department, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of discrimination, sexual harassment, gross malfeasance, or a violation of the law.

See the Stanislaus County Probation Department JD Procedures Manual: ORGANIZATIONAL STRUCTURE, APPOINTMENT AND RESPONSIBILITY for further information.

100.6.1 ORGANIZATIONAL CHART

The Facility Superintendent should ensure an organizational chart identifying the chain of command is developed and updated.

[See the Stanislaus County Organizational Chart](#)

100.6.2 GENERAL AGENCY RESPONSIBILITIES

The Stanislaus County Probation Department is one of several agencies that comprise the juvenile justice system, and our facilities address an important role of keeping youth safe when they cannot be placed in a non-secure setting. The Stanislaus County Probation Department serves as an arm of the court in this role with our staff members providing a variety of services, such as mental health care, education, family support, and mentoring. The Stanislaus County Probation Department is in a unique position to assist youth toward positive change.

The role of the Juvenile Justice Commission is to inquire into the administration of juvenile law within Stanislaus, including inspecting juvenile facilities and programs offered to youth (Welfare and Institutions Code § 225).

Authority and Reporting of Legal Actions (Title 15, § 1340)

101.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the Stanislaus County Probation Department shall operate and maintain a secure detention facility in this state. In addition to the authority vested by state law, the Juvenile Institutions operates in accordance with these laws, constitutional mandates, regulations, and local ordinances, including the federal Juvenile Justice Delinquency and Prevention Act (Welfare and Institutions Code § 850).

101.2 POLICY

It is the policy of this department that the secure detention facility will be maintained by all lawful means for the detention of juvenile offenders suspected of violating the law or who have been adjudicated as delinquent for committing a crime or civil offense by a competent legal authority, as prescribed by law.

101.3 LEGAL FOUNDATION

Juvenile Institutions staff members at every level must have an understanding and true appreciation of their authority and limitations in operating a secure detention facility. The Stanislaus County Probation Department recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement, detention, and probation staff members with the authority to maintain lawful custody of youth suspected of criminal activity to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.

The Juvenile Institutions shall be under the management and control of the Chief Probation Officer (Welfare and Institutions Code § 852).

101.4 LEGAL ASSISTANCE

The following are examples of areas where the services of the County Counsel and legal specialists can benefit the Department:

- (a) Analyze and alert the Juvenile Institutions executive and management team to Juvenile Institutions-related case law
- (b) Serve as a legal consultant in the construction and review of new Juvenile Institutions policies and procedures
- (c) Serve as a legal consultant on issues related to but not limited to:
 - 1. Use of force
 - 2. Faith-based requests
 - 3. Complaints and grievances
 - 4. Allegations of abuse in the Juvenile Institutions

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Authority and Reporting of Legal Actions (Title 15, § 1340)

- (d) Serve as legal counsel in legal matters brought against this department and the Chief Probation Officer

101.4.1 LEGAL LIAISON

The Chief Probation Officer will designate the Assistant Chief Probation Officer or Facility Superintendent to act as a liaison between the Department and the County Counsel's office. The legal liaison will provide a facility and policies orientation to representatives of the County Counsel's office as needed.

The legal liaison will arrange for regularly scheduled meetings to provide an ongoing status report of facility issues to the legal counsel. The legal liaison will maintain an open relationship with legal counsel to move quickly on emerging facility issues that could have significant legal implications for the Department.

101.5 REPORTING OF LEGAL ACTIONS

For each facility the department operates, the Chief Probation Officer shall ensure a notification letter is submitted to the Board of State and Community Corrections briefly describing each legal action pertaining to conditions of confinement filed against persons or legal entities responsible for Juvenile Institutions operations (15 CCR 1340).

Annual Review and Performance-Based Goals and Objectives

102.1 PURPOSE AND SCOPE

This policy establishes minimum review criteria to measure and evaluate the facility's success in achieving established goals and objectives.

102.2 POLICY

The Stanislaus County Probation Department is dedicated to continuous improvement in the services provided on behalf of the public and in accordance with applicable laws, regulations, and best practices in the operation of this facility. To this end, the Department should conduct an annual review to evaluate its progress in meeting stated goals and objectives.

102.3 ANNUAL REVIEW

The Facility Superintendent should ensure that the juvenile detention management team conducts an annual management review of, at a minimum:

- (a) Statutory, regulatory, and other requirements applicable to the operation of the facility.
- (b) Lawsuits and/or court orders/consent decrees.
- (c) Department policies, procedures, departmental directives, and post orders that guide the operation of the facility.
 - 1. The review should ensure that policies and procedures for admitting youth into the facility emphasize respectful and humane engagement with youth, reflect that the admission process may be traumatic to youth who may already have experienced trauma, and be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth.
- (d) Fiscal operations and accounting procedures.
- (e) Personnel issues/actions that include but are not limited to on-the-job injuries, internal affairs investigations, employee grievances, employee discipline, selection, and recruitment.
- (f) Compliance with internal/external inspections of the facility.
- (g) Condition of the physical plant, infrastructure, and maintenance efforts.
- (h) Cleanliness of the facility.
- (i) Youth profiles and trends, such as the Juvenile Detention Profile Survey, that measure:
 - 1. Youth population (average daily population).
 - 2. Youth population by gender.
 - 3. Highest one-day count.
 - 4. Discharge.
 - 5. Percentage of male youth.

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Annual Review and Performance-Based Goals and Objectives

6. Percentage of female youth.
7. Pre-adjudicated youth in detention.
8. Adjudicated youth in detention.
9. Medical beds.
10. Behavioral/mental health beds.
11. Meal counts (regular, medical, court meals).
12. Alternative-to-detention youth.
13. Special needs youth.
14. Classification issues.
15. Youth grievances (founded/denied).
16. Demographics (age, race, gang affiliation).
17. Court movement.
18. Certified to stand trial as an adult.
19. Status of offenders detained.
- (j) Security issues that include:
 1. Youth-on-youth assaults.
 2. Youth-on-staff member assaults.
 3. Major disturbances.
 4. Deaths in detention facility (natural/suicide/homicide/accidents).
 5. Suicide attempts.
- (k) Youth programs including:
 1. Educational and vocational.
 2. Drug and alcohol programs (e.g., substance abuse education, counseling, support groups, Alcoholics Anonymous, Narcotics Anonymous).
 3. Faith-based services.
 4. Behavior modification programming (e.g., anger management).

102.4 CRITERIA TO MEASURE PERFORMANCE

The following items should be used to measure and evaluate the level of success in achieving the Department's stated goals:

- (a) Fiscal year budget surpluses or successful operations even with budget reductions
- (b) Findings from independent financial audits
- (c) Youth grievances

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Annual Review and Performance-Based Goals and Objectives

- (d) Documentation that department investigators have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.334)
- (e) Documented training hours completed by staff members
- (f) Completed audits of the policy and procedures manuals
- (g) Incident reports
- (h) Parent/guardian complaints
- (i) Public complaints
- (j) Use of force incidents

102.5 MANAGEMENT REVIEW PROCESS

The management team may employ several methods to assess performance, including:

- (a) **Performance analysis** - Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in this facility are meeting the mission of the Department and whether department policies and procedures align with statutes, regulations, and court orders.
- (b) **One-to-one interviews** - Scheduled interviews with staff members held in private to encourage candid responses and help identify issues or conditions that should be targeted for review or correction.
- (c) **Questionnaires** - Questionnaires should be used as a group method to solicit suggestions and information about what operations need adjustment or where program resources should be directed.
- (d) **Staff member debriefing** - Staff members should be periodically debriefed, especially after an emergency operation or incident, to identify aspects of facility operations that may need to be addressed by the Facility Superintendent and supervisors.
- (e) **Inspection findings** - The Department is subject to a variety of administrative inspections (e.g., by the Board of State and Community Corrections, the Juvenile Justice Commission, command staff members, civil grand jury, detention advocates, health inspectors). These annual inspections should be used to identify ongoing issues in the operation of this facility.
- (f) **Security reviews** - The Facility Superintendent shall develop policies and procedures to annually review, evaluate, and document the security of the facility. The review and evaluation shall include internal and external security, including but not limited to key control, equipment, and staff member training (15 CCR 1326).

102.6 MANAGEMENT REVIEW RESULTS

To the extent reasonably practicable, the individuals responsible for developing a management review should follow the guidelines established in the Administrative Communications Policy and Annual Facility Inspection Policy to document and support the findings. A complete report of the review results should be submitted to the appropriate level in the chain of command for final approval.

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Annual Review and Performance-Based Goals and Objectives

The results of management reviews should be used in the ongoing process of continuous improvement. They should be used to direct changes in the operation of this facility or to identify successful operations that might be replicated in other areas of the facility. They should not, however, include specific identifying information of incidents or involved individuals.

The results of management reviews may be used in full or in part to respond to inquiries from interested groups, such as the Board of State and Community Corrections, courts, civil grand jury, and others, and to provide information on issues concerning the operation of this facility, including action planning whenever appropriate.

Juvenile Detention Manual (Title 15, § 1324)

103.1 PURPOSE AND SCOPE

The manual of the Stanislaus County Probation Department is hereby established and shall also be referred to as the Juvenile Detention Manual, or the manual. The manual is a statement of the current policies, rules, and guidelines of this department.

All prior and existing manuals, orders, and regulations that conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Unless otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized that work in the juvenile detention environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. This manual should be viewed from an objective standard, taking into consideration the sound discretion entrusted to staff members of this department under the circumstances reasonably known to or perceived by them at the time of any incident (15 CCR 1324).

103.1.1 DEFINITIONS

The following words and terms shall have these assigned meanings:

Adult - The definition of an Adult for the purposes of this policy refers to an individual 18 years of age or older who is not under the jurisdiction of the juvenile court.

CCR - California Code of Regulations (Example: 15 CCR 1151).

CHP - The California Highway Patrol.

County - The County of Stanislaus.

Department - The Stanislaus County Probation Department.

DMV - The Department of Motor Vehicles.

Employee - Any person who is employed by the Department.

Lead staff - A person in a position of authority.

Manual - The Juvenile Detention Manual.

May - Indicates a permissive, discretionary, or conditional action.

Non-sworn - Members and volunteers who are not sworn peace officers, to include part-time (extra help) Probation Corrections Officer.

Probation Corrections Officers - All persons, regardless of rank, who are employees and who are selected, appointed, and trained in accordance with state law as Probation Corrections Officers of the Stanislaus County Probation Department.

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Juvenile Detention Manual (Title 15, § 1324)

On-duty - Status during the period when a person is actually engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Shall, must, or will - Is used to express something that is mandatory.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

STC- Standards and Training for Corrections.

Staff member - Any person employed or appointed by the Stanislaus County Probation Department, including:

- (a) Full- and part-time employees.
- (b) Sworn officers.
- (c) Non-sworn employees.
- (d) Volunteers.
- (e) Interns.

Supervisor- A person in a position of authority (to include Supervising Probation Corrections Officer/ Acting Supervising Probation Corrections Officer) whose primary responsibility includes accomplishment of unit operations; direct supervision responsibility over all subordinate line staff assigned to unit or area of responsibility; implementation and enforcement of all department policies; and primary responsibility for communication between administration and line staff assigned to unit or area of responsibility.

Youth - Any person who is in the custody of the Juvenile Institutions. This person may be a minor under the age of 18 or a person over 18 years of age. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult criminal court. This term includes "juvenile" as defined by Section 208.55 of the Welfare and Institutions Code.

103.2 POLICY

It is the policy of the Stanislaus County Probation Department that all staff members shall conform to the provisions of this manual.

103.2.1 DISCLAIMER

The provisions contained in the manual are not intended to create an employment contract nor any employment rights or entitlements. The policies in this manual are for the internal use of the Stanislaus County Probation Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials, or staff members. Violations of any provision of any policy in this manual shall only form the basis for department administrative

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Juvenile Detention Manual (Title 15, § 1324)

action, training, or discipline. The Stanislaus County Probation Department reserves the right to revise any policy content, in whole or in part.

103.3 RESPONSIBILITIES

The Chief Probation Officer shall be considered the ultimate authority for the provisions of this manual and shall continue to issue departmental directives that shall modify the provisions to which they pertain. Departmental directives shall remain in effect until they are permanently incorporated into the manual.

The Facility Superintendent shall ensure that the manual is reviewed at least every two years and updated as necessary, and that staff members are trained to ensure that the policies in the manual are current and reflect the mission of the Stanislaus County Probation Department (15 CCR 1324).

The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to the facility changes.

103.4 POLICY AND PROCEDURES MANUAL

The Chief Probation Officer shall develop, publish, and implement a manual of written procedures that address, at a minimum, all regulations that are applicable to the Juvenile Institutions. Records relating to the standards and requirements set forth in these regulations shall be accessible to the Board of State and Community Corrections upon request.

The manual shall include the following (15 CCR 1324):

- (a) Table of organization, including channels of communications and a description of job classifications
- (b) Responsibility of the probation department, purposes of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff members, school personnel, and other agencies that are involved in Juvenile Institutions programs
- (c) Responsibilities of all employees
- (d) Initial orientation and training program for all employees
- (e) Initial orientation, including safety and security issues and anti-discrimination policies, for support staff members, contract employees, school personnel, behavioral/mental health and medical personnel, program providers, and volunteers
- (f) Maintenance of record-keeping, statistics, and communication system to ensure the following:
 - 1. Efficient operation of the Juvenile Institutions
 - 2. Legal and proper care of youth
 - 3. Maintenance of individual youth's records
 - 4. Supply of information to the juvenile court and those authorized by the court or by state law
 - 5. Release of information regarding youth

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- (g) Ethical responsibilities
- (h) Trauma-informed approaches
- (i) Culturally responsive approaches
- (j) Gender-responsive approaches
- (k) A nondiscrimination provision that provides that all youth within the Juvenile Institutions shall have fair and equal access to all available services, placement, care, treatment, and benefits. The provision also shall provide that no youth shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, economic status, cultural group, including high risk or classification decisions based solely on any of the above mentioned categories, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful:
 - 1. The support and contractor staff member orientation programs will include instruction on safety and security issues and nondiscrimination policies.
 - 2. The constitutional rights of youth regarding discrimination are protected during all periods of custody. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). The Youth Nondiscrimination Policy is intended to guide all staff members toward nondiscriminatory administrative decisions and to detail a complaint and discrimination investigation process (15 CCR 1324).
- (l) Storage and maintenance requirements for any chemical agents, related security devices, and weapons and ammunition, where applicable.
- (m) Procedures for collecting Medi-Cal eligibility information and enrollment of eligible youth.
- (n) A policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff members, or third parties

103.4.1 COMMAND STAFF MEMBERS

The command staff members should consist of the following:

- (a) Chief Probation Officer
- (b) Assistant Chief Probation Officer
- (c) Facility Superintendent/Institution Managers

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103.4.2 OTHER PERSONNEL

Line and youth supervision staff members have a unique view of how policies and procedures influence the operation of the facility and, therefore, are expected to bring to the attention of their supervisors any issues that might be addressed in a new or revised policy (15 CCR 1324).

All members suggesting revision of the contents of the Detention Manual should forward their suggestions in writing, through the chain of command, to the Facility Superintendent via the Facility Manager(s), who will consider the recommendation.

103.5 DISTRIBUTION OF MANUAL

An electronic version of the manual will be made available to every staff member on the department network for viewing and printing (15 CCR 1324).

No changes shall be made to the manual without authorization from the Chief Probation Officer or the authorized designee.

103.6 MANUAL ACCEPTANCE

As a condition of employment, all staff members are required to read and obtain necessary clarification of this department's policies. All staff members are required to sign a statement of acknowledgment that they have received, read, and understand each policy (15 CCR 1324).

103.7 REVISIONS TO POLICIES

All staff members are responsible for keeping abreast of all manual revisions (15 CCR 1324). All changes to the manual will be posted on the network for review prior to implementation. Each staff member shall acknowledge receipt online, review the revisions, and seek clarification as needed.

Supervisors will ensure that staff members under their command are familiar with and understand all revisions.

103.8 CONFLICTS BETWEEN LAW AND DEPARTMENT PROCEDURES

Staff members becoming aware that material contained in the manual or notifying memos is in conflict with the law shall notify the Chief Probation Officer through the appropriate reporting channels of the apparent conflict. The Chief Probation Officer or the authorized designee will determine what remedial action is appropriate and implement accordingly.

103.9 CONTRADICTORY COURT ORDERS

Any staff member who is directed by the court to perform in a manner that seems inconsistent with department policies or procedures shall attempt to make the court aware of the conflict. If an immediate response to the court directive is not required, staff members shall seek direction from their immediate supervisor. If the matter requires immediate response, staff members will comply with the direction of the court, then advise their supervisor of the action as soon as possible.

Post Orders

104.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for developing post orders and the training of staff members assigned to each post/unit.

104.2 POLICY

It is the policy of this department to develop comprehensive post orders for every position. Copies of the orders should be maintained at each post/unit or be available electronically. Staff members shall be familiar with the post orders before working a position.

104.3 DEVELOPMENT

Clear procedures should be incorporated into post orders for all regular daily activities, including but not limited to safety checks, head counts, meals, sick call, recreation, clothing exchange, mail distribution, and response to emergencies, such as fires, natural disasters, and criminal acts.

104.4 REVIEW AND UPDATE

Post orders shall be reviewed at least annually and updated whenever necessary by the Facility Superintendent or the authorized designee.

104.5 TRAINING

The Facility Training Officer shall ensure that all staff members assigned to posts/units are properly trained to perform the duties and responsibilities described in the post orders. This is particularly true in fire, life-safety, and the emergency response procedures implemented by the Facility Superintendent. All training should be documented in each staff member's training file and retained in accordance with established records retention schedules.

Annual Facility Inspection (Title 15, § 1313)

105.1 PURPOSE AND SCOPE

Annual facility inspections are the collections of data designed to assist administrators, managers, and supervisors in the management of the facility by establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual facility inspection and for obtaining the required inspections from local government agencies.

105.2 POLICY

This department will use a formal annual inspection process of its facility to ensure that practices and operations comply with statutes, regulations, policies and procedures, and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers, and changes in laws and regulations.

105.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent is responsible for collecting performance indicators and other relevant data necessary for an annual inspection of all facilities. The Facility Superintendent will ensure that annual inspections are conducted as outlined below for each facility type.

Annual inspections may be used in preparation for inspections by outside entities, such as a government inspection authority, a professional organization, or an accreditation body. In this case, the self-inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator.

105.3.1 INSPECTION AND EVALUATION OF BUILDING AND GROUNDS

On an annual basis, or as otherwise required by law, the Facility Superintendent shall obtain a documented inspection and evaluation from the following (15 CCR 1313):

- (a) The county building inspector or a person designated by the Board of Supervisors to approve building safety.
- (b) The fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code § 13146.1 (a) and (b).
- (c) The local health officer, inspection in accordance with Health and Safety Code § 101045.
- (d) The county superintendent of schools on the adequacy of educational services and facilities as required in 15 CCR 1370.
- (e) The juvenile court as required by Welfare and Institutions Code § 209.
- (f) The Juvenile Justice Commission as required in Welfare and Institutions Code § 229 or the Probation Commission as required by Welfare and Institutions Code § 240.

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105.3.2 NONCOMPLIANCE REPORTING

The Facility Superintendent shall report as requested by the Board of State and Community Corrections the reasons for the noncompliance with the minimum standards or the corrective measures taken within the time prescribed in the notice of noncompliance as described in Welfare and Institutions Code § 209.

105.4 INSPECTION AREAS

The annual inspection should include the following areas in the assessment process:

- (a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Facility Superintendent, key program staff members, and service providers. The individual conducting the assessment will need to advise key staff members on what areas the individual will be inspecting so the appropriate materials can be brought up to date and provided to the assessment team.
- (b) **Policy review** - A review of all Juvenile Institutions policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the Juvenile Institutions operation.
- (c) **Record review** - A review of the records that support Juvenile Institutions activities, medical records, food services, and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.
- (d) **Benchmark review** - A review of the department-stated goals and objectives should be discussed with the Facility Superintendent, program managers, and other key providers of programs. This will provide the opportunity to identify any areas that require correction or additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.
- (e) **On-site inspections** - The assessment team should inspect the facility to verify that activities in the facility align with goals and objectives and comply with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff members, should be reported as part of the Juvenile Institutions assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the Juvenile Institutions assessments be viewed as a credible measurement instrument because many issues identified in the assessment may require significant funding.
- (f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records, and recommendations should be analyzed, and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.
- (g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the Juvenile Institutions system. The completed report and any analysis and documentation required to justify costs,

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policy revisions, or any other administrative requirements should be submitted to the Chief Probation Officer.

- (h) **Monitor progress** - The Facility Superintendent should ensure that approved recommendations are being instituted by the responsible program providers.

105.5 FOCAL POINTS FOR INSPECTIONS

Inspections of facilities used for detaining youth pending pre-adjudication and adjudication, held during trial, and held upon a lawful court commitment should include inspection of the policies, procedures, and performance by management and staff members to ensure compliance and timely updates. Inspections should include but are not limited to the following inspection points:

- (a) Staff member training
- (b) Number of staff members
- (c) Policy and procedures manual
- (d) Fire suppression pre-planning
- (e) Incident reports
- (f) Critical incidents (e.g., major injuries, deaths)
- (g) Documented suicide attempts
- (h) In-custody deaths
- (i) Classification plan
- (j) Admissions
- (k) Communicable disease prevention plan
- (l) Youth with mental disorders
- (m) Youth with developmental disabilities
- (n) Use of force and restraint devices
- (o) Contraband control
- (p) Perimeter security
- (q) Searches
- (r) Access to telephones
- (s) Access to courts and counsel
- (t) Youth visiting
- (u) Youth mail
- (v) Religious access
- (w) Health care services
- (x) Intake medical screening
- (y) Pest control

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- (z) Suicide prevention program
- (aa) First-aid kit
- (ab) Meals, frequency of serving
- (ac) Minimum diet
- (ad) Food services plan
- (ae) Food serving and supervision
- (af) Facility sanitation, safety, and maintenance
- (ag) Tools, key, and lock control
- (ah) Use of safety and camera rooms and medical isolation areas
- (ai) Plan for youth discipline, including rules and disciplinary penalties, forms of discipline, limitations on discipline, and disciplinary records
- (aj) Standard bedding and linen use
- (ak) Mattresses
- (al) Programming (e.g., education, vocational)
- (am) Clothing and laundry

Appointment and Qualifications (Title 15, § 1320)

106.1 PURPOSE AND SCOPE

This policy addresses the appointments of the Chief Probation Officer and the Facility Superintendent and the qualifications for new staff members.

Section 1320 of Title 15 of the California Code of Regulations, Minimum Standards for Juvenile Facilities, sets forth the requirements for the appointment of the Facility Superintendent by the Chief Probation Officer, and establishes general qualifications for staff members appointed by the Facility Superintendent and assigned to work in juvenile facilities (15 CCR 1320).

106.2 POLICY

It is the policy of the Stanislaus County Probation Department that the Chief Probation Officer and the Facility Superintendent meet the minimum standards for exercising the authority granted by law.

106.3 APPOINTMENT AND QUALIFICATIONS

The Chief Probation Officer of the Stanislaus County Probation Department, who operates the Juvenile Institutions, as a condition of employment, shall be appointed in accordance with the provisions of Government Code § 27770.

- (a) For each juvenile detention facility that the Department operates, the Chief Probation Officer shall appoint a Facility Superintendent in charge of its programs and employees pursuant to applicable provisions of law (Welfare and Institutions Code § 854).
- (b) The Chief Probation Officer shall verify that all candidates and new hires meet the minimum qualifications established by the Department and set forth in state law (Government Code § 1029; Government Code § 1031), and also satisfy the Standards and Training for Corrections (STC) minimum selection requirements in accordance with the Recruitment and Selection Policy (15 CCR 1320). The Chief Probation Officer shall:
 - 1. Recruit and hire employees who possess the requisite knowledge, skills, and abilities appropriate to their job classification and duties in accordance with civil service or merit-based rules.
 - 2. Require a medical evaluation and physical examination, including a tuberculosis screening test and an evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, mumps).
 - 3. Adhere to the minimum standards for the selection and training requirements adopted by the Board of State and Community Corrections pursuant to Penal Code § 6035.
 - 4. Conduct a background investigation, to include a criminal record check and a psychological exam, on each new staff member in accordance with Government Code § 1031 et seq.

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- (c) All contract personnel, volunteers, and other non-employees of the Stanislaus County Probation Department who may be present at the facility shall have such clearance and qualifications as required by law. The Chief Probation Officer or authorized designee, may allow exceptions to these requirements based on facility operations. Their presence at the facility shall be subject to the approval and control of the Facility Superintendent.

Chapter 2 - Organization and Administration

Financial Practices

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish financially sound practices to ensure the development and management of a budget plan, conduct appropriate audits, and manage the staffing plan and personnel costs for the facility.

200.2 POLICY

It is the policy of the Stanislaus County Probation Department to properly manage financial matters by developing a budget plan and monitoring income and expenditures based on established accounting procedures.

200.3 RESPONSIBILITIES

The Chief Probation Officer shall prepare and present an annual budget request identifying the resources and costs associated with the judicious operation of the facility. Budget requests shall be prepared in the manner and detail prescribed by the Department. Service goals and objectives should be delineated in the budget plan.

The Department's responsibilities include developing a budget plan and monitoring the facility's progress toward meeting its budget objectives throughout the fiscal year.

A fiscal system based on established accounting procedures shall be used to monitor ongoing income and expenditures.

200.4 BUDGET PLAN

The Facility Superintendent will establish a system of quarterly projections of expenditures for personnel, operating expenses, equipment, and capital projects. A record of a historical pattern of expenditures along with a justification for new expenditures should be used as the supporting documentation in the development of the budget plan.

Once completed, the budget plan will be submitted to the Chief Executive Office for review and approval and/or returned to the Department for additional development. Once the budget plan has been approved by the Chief Executive Officer or the authorized designee, the Department may initiate expenditures in accordance with the plan.

200.5 FISCAL ACCOUNTING AND MANAGEMENT OF APPROVED BUDGET

The Chief Executive Office is responsible for monitoring the facility's progress toward meeting its budget objectives throughout the fiscal year. Data on key performance indicators should be collected and evaluated at regular intervals and reviewed by the Chief Probation Officer, budget officials, and other policy-makers. Reports should contain, at a minimum:

- (a) The budget amount.
- (b) The amount expended for the month.
- (c) The year-to-date amount expended.

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- (d) Any outstanding encumbrances.
- (e) The cumulative total year-to-date expenditures plus outstanding encumbrances.

When the Facility Superintendent receives the monthly budget report, all expenditure accounts should be reviewed for risk indicators, such as:

- (a) Significant variations in expenditures in an account used consistently, where the amounts charged are expected to vary little from month to month.
- (b) Expenditures that are significantly beyond the forecasted amounts or whether the year-to-date percentages expended are significantly higher than the percentage of time elapsed.
- (c) Large outstanding balances and/or long-term outstanding encumbrances.

Fiscal data collected during the year should be used to formulate a budget for the following year.

200.6 TRANSFERRING FUNDS AMONG BUDGET CATEGORIES

Unless otherwise specified, transferring funds among budget categories may require the approval of the Chief Executive Office.

200.7 FINANCIAL AUDITS

The Chief Probation Officer should ensure that a financial audit of the facility is conducted annually.

200.7.1 FINANCIAL AUDITS OF THE WARD WELFARE FUND

An independent annual financial audit of the Ward Welfare Fund shall be conducted on any monies placed into the fund.

200.7.2 POSITION CONTROL

To exercise control of payroll expenditures, the Department will utilize a system of position control as part of its ongoing budget process. Position control is the process used by the Department to exercise control over the size and cost of its workforce. It ensures that any new, regular employee added to an agency's payroll basis is filling a position that has been approved and budgeted, and that the pay rate for the position is within the salary range for the job classification in which the position resides.

200.8 STAFFING PLAN

The Facility Superintendent should maintain a current staffing plan for the purpose of exercising position control. The staffing plan should include a comprehensive list of all positions in this facility. Each position has a descriptive job title that is associated with a description of the position's duties and responsibilities. Each position will have a written job description for all position classifications and post assignments that define responsibilities, duties, and qualifications.

The Facility Superintendent should adhere to these strategies for the management of position control and personnel costs:

- (a) Ensure this facility is staffed with the appropriate number and type of staff members. The proper allocation and deployment of staff members across shifts and functional

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units is essential. In addition, the availability of the right classification of staff members (e.g., custody staff members supervising youth, maintenance staff members performing maintenance, food services staff members preparing meals) with the appropriate job skills and training enhances efficiency.

- (b) Strategically time the filling of newly authorized positions or vacancies in current positions. Strategic timing is important throughout the budget year to create vacancy savings that can be used to address current budget year shortfalls.
- (c) Manage the use of overtime carefully. The historical use of overtime should be tracked to make the case for additional staff members and/or to provide sufficient funding in an overtime line item. The use of overtime should also be monitored at regular intervals to verify that it is being used within projected levels.
- (d) Manage the use of part-time staff members. The number of hours worked by part-time staff members should be monitored to ensure that part-time employees are not working in excess of what has been authorized.
- (e) Establish and maintain procedures to ensure the accuracy and integrity of payroll documentation. Timecards, time sheets, and related documentation should reflect actual hours worked.
- (f) Consider the impact of position upgrades on the entire job classification. An upgrade for one position may set the stage for upgrades of similar positions within the same job classification.

200.8.1 INSURANCE REQUIREMENTS

The Chief Probation Officer shall ensure the Department has adequate liability coverage for its facility operations, including the following:

- (a) Civil liability
- (b) Public employee blanket bond
- (c) Vehicle
- (d) Workers' compensation

Coverage may include self-insurance if authorized by the county.

200.8.2 PERFORMANCE MONITORING

Performance monitoring necessitates the establishment of benchmarks and performance targets. The Chief Executive Office shall develop budget benchmarks so actual performance output can be compared with these targets to determine whether this facility is meeting the goals and objectives articulated in the budget.

Prohibition on Youth Control

201.1 PURPOSE AND SCOPE

The purpose of this policy is to define the requirement that staff members should at all times exercise control of the youth population under their supervision and should prevent youth from supervising, controlling, or exerting any authority over other youth within the facilities.

201.2 POLICY

All staff members, including support staff members, contractors, and volunteers, should exercise control and supervision of all youth under their control. It is the policy of this department to prohibit any staff member from implicitly allowing or by dereliction of duty allowing any youth to exercise authority, control, discipline, or rule over any other youth.

201.3 EDUCATION, DRUG, OR ALCOHOL PROGRAM ASSISTANTS

Nothing in this policy is intended to restrict the legitimate use of youth to assist in the instruction of educational or drug and alcohol programs. Any use of youth in this manner will be expressly authorized by the Facility Superintendent in a legally prescribed manner. Any program that uses youth to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize a youth program assistant to engage in disciplining other youth.

Equipment Inventory and Supplies

202.1 PURPOSE AND SCOPE

This facility must have the materials, supplies, and equipment necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for the purchase, storage, and inventory of those items.

202.2 POLICY

It is the policy of the Stanislaus County Probation Department to properly manage the acquisition and disposition of equipment and supplies to operate a safe and secure facility. The Department will maintain accurate records of inventory control to protect the integrity of department operations and build public trust.

202.3 RESPONSIBILITIES

The Facility Superintendent shall ensure that all Juvenile Institutions property and fixed assets are inventoried annually and that all supplies purchased are reconciled with the invoice prior to payment.

The Juvenile Institutions maintains a secure storage area for supplies and equipment. The Facility Superintendent shall maintain oversight of the area.

With the exception of medical supplies, which are ordered by a medical staff member, the Facility Superintendent or the authorized designee is responsible for the purchasing and acquisition of materials and equipment for this facility. Supplies and equipment not needed for immediate use should be stored in a secure storage area.

202.4 PURCHASING

The Facility Superintendent, along with the Administrative Services Manager, is responsible for managing the purchasing process to ensure that amounts and types of purchases fall within budget parameters. The Facility Superintendent must also ensure that this facility's purchasing process complies with applicable laws, regulations, and department policies.

Personnel with spending authority should adhere to these strategies:

- (a) Be knowledgeable about the county's requirements and procedures for purchasing goods and services.
- (b) Establish a working relationship with this facility's purchasing agent.
- (c) Provide the purchasing agent with information describing the goods and services required to operate the facility.
- (d) Ensure that staff members with spending authority follow procedures that outline the process for submission and approval of purchase requisitions.
- (e) Review purchase requisitions to verify need, urgency, and priority.
- (f) Monitor service contracts to ensure this facility is receiving the scope and quality of services specified in the contract.

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- (g) Regularly monitor expenditures to make certain the purchase of goods and services is charged to the appropriate accounts and is within budget limits.
- (h) Keep purchase records to maintain the integrity and availability of purchasing documents, including requisitions, purchase orders, receiving reports, and invoices.
- (i) Maintain inventory records of disposal in accordance with county requirements and procedures.

202.5 EQUIPMENT INVENTORY

The Facility Superintendent or the authorized designee will conduct an audit on all supplies and equipment annually. All losses will be reported by the Chief Probation Officer. The Department may also conduct an interim audit on all fixed assets to maintain a complete and accurate accounting of equipment and its location.

Disposition of Evidence

203.1 PURPOSE AND SCOPE

The purpose of this policy is to provide direction regarding the proper handling and disposition of contraband and evidence to ensure that the chain of custody is maintained so that evidence is admissible in a court of law or disciplinary hearing.

203.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Stanislaus County Probation Department, including evidence, and items taken for safekeeping.

Evidence - Includes items taken or recovered in the course of an officers duties that may be used as proof of a new law violation or a violation of the terms and conditions of probation. This includes photographs.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a bicycle
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))
- Whenever possible the personal property of a detainee will be logged and accompany the detainee to be booked at the juvenile detention facility or the county jail. Any property that is not retained as evidence or booked with the detainee will be held for safekeeping. This may also include property held for subjects subsequently committed to placement, placed in treatment programs, or hospitalized.

Found property - Includes property found by a member or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

203.2 POLICY

It is the policy of the Stanislaus County Probation Department to process, store, secure, and dispose of all property in a reasonable manner and to maintain documentation that tracks the location of property and its disposition.

See the Stanislaus County Probation Department JD Procedures Manual: DISPOSITION OF EVIDENCE for further information.

See the Stanislaus County Probation Department Policy Manual: PROPERTY for further information.

Records Maintenance and Release

204.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance, release, and disposition of records maintained by the Department. The policy addresses the Division Director's responsibilities for managing file access and requests for release of information and records.

204.2 POLICY

It is the Department's policy to maintain youth records and to provide for the access to and release of records consistent with department policies, administrative directives, and applicable state law.

See the Stanislaus County Probation Department JD Procedures Manual: RECORDS RETENTION AND RELEASE for further information.

Also, see the Stanislaus County Probation Department Policy Manual: RECORDS MAINTENANCE AND RELEASE for further information.

Research Involving Youth (Title 15, § 1454)

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safeguards and guidelines to protect youth from being used as research subjects based only on their status as youth and without proper approval, review, or informed consent.

205.2 POLICY

The Stanislaus County Probation Department may conduct and support research that improves Juvenile Institutions operations, enhances professional knowledge of staff members, decreases recidivism, and advances the Department's mission in accordance with existing laws and regulations, and with appropriate protection of all youth. However, using youth for medical, pharmaceutical, or cosmetic experiments is prohibited.

205.3 YOUTH PARTICIPATION IN RESEARCH

Research involving human subjects shall occur only when ethical, medical, and legal standards for human research are met, as verified by Institutional Review Board (IRB) approvals. Written policy and procedure shall require assurances for the safety of the youth. No youth shall be permitted to participate in any research until the youth and the youth's parent or guardian have provided informed consent in writing (15 CCR 1454).

A youth's participation in research shall not be used as a condition for obtaining any privileges or other rewards in the Juvenile Institutions (15 CCR 1454).

Before the start of any research involving a youth, notice of the youth's proposed participation shall be provided to the appropriate court, the Medical Director, and the Facility Superintendent (15 CCR 1454).

205.4 AUTHORIZATION REQUIREMENTS

Before initiating any approved research, all persons conducting research in this facility must agree to abide by all department policies relating to the security and confidentiality of youth files and records maintained by the department. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher or the research organization.

Any requests for an exception to the authorization requirements shall include, as part of the proposed research project:

- (a) Responses to these questions:
 - 1. Who is conducting the research?
 - 2. What is the purpose of the research?
 - 3. What is the methodology?

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4. Do the researchers or persons advocating research involving youth understand their ethical responsibilities, including considerations for the establishment of an IRB, as described in 45 CFR 46.301 et seq. and 45 CFR 46.401 et seq.?
- (b) Any other information deemed appropriate by the Chief Probation Officer or the authorized designee.
- (c) Approval from:
 1. Parent, lawful guardian, or custodian.
 2. Appropriate state regulatory agencies.
 3. Local authority having supervision jurisdiction.

Inquiries regarding proposed research projects from local, state, and federal executive and legislative bodies/agencies will be brought to the attention of the Chief Probation Officer immediately by the staff member who receives the request. At the direction of the Chief Probation Officer, an appropriate and timely response will be made to each legitimate inquiry.

Research or studies involving more than the information identified as public information may require signed release/waiver forms from the involved youth and the parent/guardian. The Chief Probation Officer should consult and seek guidance from legal counsel serving the Department or other legal experts in these matters.

Youth are not precluded from individual treatment based on the need for a specific medical procedure that is not generally available. Treatment with a new medical procedure by the youth's own physician shall be undertaken only after the youth and the parent/guardian have received a full explanation of the positive and negative features of the treatment, and only with informed consent of the youth and the parent/guardian.

205.5 LEGAL CONSIDERATIONS

Any research conducted or supported by the U.S. Department of Health and Human Services will be required to comply with applicable provisions of Code of Federal Regulations Title 45, part 46.

Youth Records

206.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all youth admitted to and confined in the facilities.

206.2 POLICY

It is the policy of this department that all records shall be complete and comprehensive, resulting in reliable data that provides information about each youth's period of detention, as well as histories of previous detentions in this facility. All youth records are official department documents and should be used for official business only. Youth records are a vital component of the criminal justice system and should only be released to authorized persons.

206.3 RECORD MAINTENANCE

The following records on all youth who have been committed or assigned to this facility shall be maintained, including but not limited to:

- (a) Information gathered during the admission process as provided in the Youth Admittance Process Policy.
- (b) Photographs and fingerprints cross-referenced with the admission number.
- (c) Duration of detention.
- (d) Cash and property inventory and receipts.
- (e) Classification records, including youth classification levels and housing restrictions.
- (f) Housing history records.
- (g) Reports of disciplinary events and dispositions.
- (h) Grievances and dispositions.
- (i) Reports of incidents or crimes committed during detention.
- (j) Request forms.
- (k) Special visit forms.
- (l) Court appearances, documents, and the disposition of hearings.
- (m) Work documentation.
- (n) Documentation related to compliance with education requirements.
- (o) Program documentation.
- (p) Visitation records.
- (q) Telephone records.
- (r) Medical, dental, behavioral/mental health, drug, and alcohol screenings, assessments, treatments, and medications.

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Youth Records

The Facility Superintendent or the authorized designee shall establish a procedure for managing youth records.

206.4 RELEASE OF YOUTH RECORDS

Youth records are confidential and shall be used for official business only. Any release of youth records shall be made only in compliance with a lawful court order, as authorized by state and federal law, or as provided in the Records Maintenance and Release Policy.

See the Stanislaus County Probation Department JD Procedures Manual: RECORDS RETENTION AND RELEASE for further information.

206.5 ELECTRONIC RECORD MAINTENANCE

All youth records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date, and time any person who accesses the information. The Facility Superintendent shall be responsible for working with information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

206.6 RECORDS RETENTION

Youth records shall be maintained consistent with the established records retention schedule. See attachment: [Records and Retention Schedule](#)

The Facility Superintendent or authorized designee shall be responsible for ensuring all Institutional records, documents, files, and forms are destroyed after a period of five (5) years in storage. There are some exceptions where the files would be kept indefinitely, such as the death of a minor.

206.7 INFORMATION SHARING REGARDING IMMIGRATION STATUS

No staff member of this department will prohibit or in any way restrict another staff member from doing any of the following regarding citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6): Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for information from this department should be directed to the Chief Probation Officer. The Chief Probation Officer, or the authorized designee, is responsible for determining whether the requested information would be permitted under the California Values Act, including but not limited to:

- (a) Sending information to or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information permissible under the California Values Act.

Report Preparation (Title 15, § 1362)

207.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of these reports is to document incidents at the facility, refresh the officer's memory, and provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding. Report writing is the subject of substantial formal and on-the-job training.

207.2 POLICY

It is the policy of the Stanislaus County Probation Department that staff members shall act with promptness and efficiency in the preparation and processing of all reports.

207.3 REPORTING OF INCIDENTS

A written report of all incidents which result in physical harm, the 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 member and submitted to the Facility Superintendent by the end of their respective shift, unless additional time is necessary and authorization by the Facility Superintendent or the authorized designee (15 CCR 1362).

Staff members should ensure that reports are sufficiently detailed and free from errors prior to submission. Reports shall be prepared by the staff member assigned to investigate or document an incident, approved by a supervisor, and submitted to the Facility Superintendent or the authorized designee in a timely manner.

It is the responsibility of the assigned employee to ensure that all the above-listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The supervisor must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications or resolution, investigative leads, or a youth disciplinary proceeding.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Staff members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting staff member's opinions should not be included in reports unless specifically identified as such.

207.4 REQUIRED REPORTING

Reports are required in all of the following situations on the appropriate department-approved form unless otherwise approved by a supervisor.

207.4.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to an incident, or as a result of self-initiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to contact local law enforcement to initiate a crime report. The fact that a victim does not desire prosecution is not an exception to documentation.

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Report Preparation (Title 15, § 1362)

207.4.2 INCIDENT REPORTS

Incident reports generally serve as an in-house documentation of occurrences in the facilities and to initiate, document, and support the youth disciplinary process. The Department shall establish a filing system that differentiates between incident reports, crime reports, and disciplinary actions. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include but are not limited to:

- (a) Attempted suicide or suicidal ideation by a youth (15 CCR 1329).
- (b) Non-criminal breaches of security or evidence of an escape attempt.
- (c) Non-criminal security threats, including intelligence related to Juvenile Institutions activities.
- (d) Incidents related to medical issues, health, or safety in the Juvenile Institutions.
- (e) Discovery of contraband in the possession of youth or in their housing areas.
- (f) Detaining or handcuffing any visitor at the facility.
- (g) Traffic collisions involving department vehicles.
- (h) Risk management incidents, including injuries to youth and lost or damaged property.
- (i) Accidental injuries of staff members, youth, or the public.
- (j) Unusual occurrences.

See the Stanislaus County Probation Department JD Procedures Manual: INSTITUTIONAL INCIDENT REPORTS for further information.

207.4.3 DEATHS

All deaths shall be investigated by local law enforcement to determine the manner of death and to gather information, including statements of youth and staff members who were in the area when the death occurred.

Reporting of youth deaths will be handled in accordance with the In-Custody Death Reviews Policy.

207.4.4 INJURY OR DAMAGE BY DEPARTMENT PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of any employee. Reports shall be taken involving damage to department property or equipment.

207.4.5 USE OF FORCE AND USE OF PHYSICAL RESTRAINTS

Reports related to the use of force or physical restraint shall be made in accordance with the Use of Force Policy and the Use of Physical Restraints Policy.

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Report Preparation (Title 15, § 1362)

207.4.6 NOTIFICATION OF SERIOUS INCIDENTS

All serious incidents will be forwarded to the Chief Probation Officer for review and consideration of reporting to appropriate agencies and individuals.

207.5 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all members and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. Incomplete reports, unorganized reports, or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

207.6 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return it to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner. It shall be the responsibility of the supervisor rejecting the report to follow up on any report corrections not received in a timely manner.

207.7 REPORT CHANGES OR ALTERATIONS

Reports that have been submitted and approved by Administration, shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Administration may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor. Reviewing supervisors should not alter reports. When modifications are required, these should be the responsibility of the authoring member.

Administrative and Supervisory Tours and Inspections

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced tours and inspections of the facility's living and activity areas. This is to encourage contact with staff members and youth and to observe youth living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

208.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff members throughout the Juvenile Institutions at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff members, youth, and the visiting public.

208.3 INSPECTIONS

The Facility Superintendent is responsible for ensuring that scheduled and unscheduled inspections, visits, and contacts are implemented to include, at a minimum:

- (a) The general conditions and overall climate of the facility.
- (b) The living and working conditions of youth.
- (c) Communication between administrators, managers, supervisors, staff members, youth, and the visiting public.
- (d) Compliance with policies and regulations.
- (e) Safety, security, and sanitation concerns.
- (f) Youth concerns.
- (g) Meal services.

208.3.1 AREAS TO BE INSPECTED

Supervisor inspections should occur daily, including weekends and holidays, in all occupied areas of the facility. Inspections should be conducted randomly, and special effort should be given to tour and informally inspect the following areas:

- (a) Youth housing areas
- (b) Reception, intake, and receiving areas, including detention areas
- (c) Exercise yard and recreation areas
- (d) Visiting areas
- (e) Medical and service areas
- (f) Work areas (e.g., the kitchen, janitorial closets)
- (g) Sallyports and transportation staging areas

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Administrative and Supervisory Tours and Inspections

- (h) Classrooms, school, and other program areas

Daily Activity Logs

210.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the Juvenile Institutions. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the Juvenile Institutions.

210.2 POLICY

This policy establishes the requirement for the preparation, maintenance, and retention of permanent logs and shift reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

210.3 PROCEDURES

All staff members assigned to security posts, housing areas, and other designated facility areas (e.g., dining areas, educational and vocation classrooms, medical facilities) shall prepare an accurate Radio Frequency Identification (RFID) daily activity log with a handheld SPARTAN® device.. The RFID daily activity log is a permanent record of daily activities and should reflect an accurate account of activities. Staff members who fail to complete or who falsify any official document may be subject to disciplinary action, up to and including termination.

All staff members will adhere to the following procedures when preparing a RFID daily activity log or shift report:

- (a) Entries shall be logged into an electronic record.
- (b) Entries should provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.
- (c) Entries shall include the name and identification number of the individual making the entry.
- (d) Entries shall reflect the date and time of the event logged.
- (e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

210.4 SHIFT ACTIVITY LOG

All pertinent activities should be documented in the RFID daily activity log. At a minimum this includes:

- (a) Personnel on-duty.
- (b) Admissions and discharges.
- (c) Temporary releases.

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- (d) Formal counts.
- (e) Safety checks, security checks and inspections, and routine activities.
- (f) All searches.
- (g) Youth movement within the facility and youth received at a housing assignment.
- (h) Meal service and snack distribution.
- (i) Medication delivery, sick call, or youth complaint of illness or injury, and the action taken.
- (j) Supervisor rounds to the housing unit and/or to specific youth.
- (k) Unusual youth behavior.
- (l) Discovered contraband.
- (m) Activities and programs offered and the attendees.
- (n) Unusual occurrences.
- (o) Use of emergency equipment.
- (p) Any use of force.
- (q) School attendance or absence.
- (r) Exercise.
- (s) Visitation.
- (t) Special incidents.
- (u) Religious services.
- (v) Information that would assist the oncoming staff.

The shift report will be retained in accordance with established records retention schedules.

210.5 SUPERVISOR RESPONSIBILITIES

Supervisors should review the daily activity log and shift reports during each shift. Supervisors should sign and include the date and time of review on each log or report. When appropriate, supervisors should include comments in the logbook regarding an incident or unusual occurrence in the Juvenile Institutions.

Whenever a major event in the facility requires a coordinated command response, the Supervisor should designate someone to keep a running log that identifies, at a minimum, the following:

- (a) Date and time the incident began
- (b) Specific location of the incident
- (c) Times of significant response measures taken during the incident
- (d) Name and time of arrival of personnel on-scene
- (e) Orders issued by the on-duty Supervisor and/or acting Supervisor
- (f) Significant events that occurred because of the incident

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Daily Activity Logs

The above information should remain available to the Supervisor throughout the event to assist with ongoing response planning.

See the Stanislaus County Probation Department JD Procedures Manual: DAILY ACTIVITY LOGS for further information.

News Media Relations

212.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to facility incidents and general public information.

212.2 POLICY

It is the policy of this department that the ultimate authority and responsibility for the release of information to the media shall remain with the Chief Probation Officer. However, in situations not warranting immediate notice to the Chief Probation Officer and when the Chief Probation Officer or the authorized designee has given prior approval, the Facility Superintendent, Supervisors and the designated Public Information Officer may prepare and release information to the media in accordance with this policy and applicable law.

212.3 MEDIA REQUEST

Any media request for information or access to this facility shall be made in writing and shall be referred to the designated Public Information Officer or, if unavailable, to the first available supervisor. Before releasing any information to the media, staff members shall consider the following:

- (a) At no time shall any staff member of this department make any comment or release any official information to the media without prior approval from the Chief Probation Officer or the designated Public Information Officer.
- (b) In any situation involving a law enforcement agency, reasonable efforts shall be made to coordinate media releases with the authorized representative of each involved agency before the release of any information by this department.
- (c) Under no circumstance should any staff member of this department make any comment to the media regarding any law enforcement or detention-related incident that does not involve this department without prior approval of the Chief Probation Officer or the authorized designee.

212.4 MEDIA ACCESS

Authorized members of the media may be provided access to scenes of disasters, investigations, emergencies, and other law enforcement activities related to this facility, subject to these conditions:

- (a) The media representative shall produce valid media credentials that shall be prominently displayed at all times.
- (b) Media representatives should be prevented from interfering with emergency operations and investigations.
 - 1. When media access would reasonably appear to interfere with the facility's security, emergency operations, or an investigation, every reasonable effort should be made to give media representatives information regarding the incident in a way that does not compromise the safety and security of the youth,

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staff members, or the facility. All information released to the media should be coordinated through the Chief Probation Officer, Public Information Officer or other designated spokesperson.

- (c) No staff member of this department shall be subjected to media visits or interviews without the consent of the involved staff member.
- (d) Requests for media interviews with youth detainees shall be handled on a case-by-case basis, and only with approval of the Chief Probation Officer, after consultation with the facility's legal counsel.

212.5 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of personnel working in this facility, advance information about planned actions by department personnel, such as movement of youth in custody, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief Probation Officer.

Any exceptions to the above should only be considered to further this facility's legitimate purposes. Before approving any exception, the Chief Probation Officer will consider, at a minimum, whether releasing the information or having media present would unreasonably endanger any individual or prejudice the rights of any person, or is otherwise prohibited by law.

212.6 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily log of youth who are currently in custody or were recently admitted. Most information is confidential and shall only be released in accordance with the Records Maintenance and Release Policy.

Information on this facility's policies and procedures regarding non-security related matters (e.g., programs, facility rules and regulations, visitation, health care, religious services) can be released to the general public by any staff member. A copy of the applicable portions of this facility's policy and procedures manual can be made available for public review with the approval of the Chief Probation Officer.

Any information related to safety, security, and maintaining order should be redacted before being provided to the general public. Applicable regulations for the operation of the Juvenile Institutions can be made available for review by the public and youth. Youth can request a copy through the youth programs staff members.

Information concerning escapes, suicides, or crimes occurring in this facility shall only be released with the approval of the Facility Superintendent or the authorized designee.

Identifying information about deceased individuals shall not be released to the media until notification of next of kin or until cleared by the Coroner's office, or as otherwise required by law.

212.6.1 RESTRICTED INFORMATION

It shall be the responsibility of the Facility Superintendent or the authorized designee to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be consulted.

Community Relations and Public Information

213.1 PURPOSE AND SCOPE

This policy provides guidelines for detention personnel to use when dealing with the public or interested groups when responding to requests for information about Juvenile Institutions operations and policies (15 CCR 1324).

213.2 POLICY

It is the policy of the Stanislaus County Probation Department to protect the privacy rights of youth while releasing nonconfidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the Juvenile Institutions or an investigation will not be released.

213.3 RESPONSIBILITIES

The Facility Superintendent is responsible for ensuring that the following information is public and available to all who inquire about it:

- (a) The Board of State and Community Corrections Minimum Standards for Juvenile Facilities
- (b) Facility rules and procedures affecting youth as specified in 15 CCR 1324, including:
 - 1. A visitation schedule that includes days and times visiting is allowed and how many visits youth may receive, as well as reasons visiting may be restricted (15 CCR 1374).
 - 2. Telephone and correspondence rules and availability to youth (15 CCR 1375; 15 CCR 1376).
 - 3. A brief description of education programs (15 CCR 1370).
 - 4. Facility rules and limits of discipline (15 CCR 1390; (15 CCR 1391).
 - 5. Access to medical, mental health, and dental care (15 CCR 1411).
 - 6. The process by which youth are oriented to the facility (15 CCR 1353).

This information is to be provided at the facility's front desk and assembled into a binder or clearly posted for public viewing. A copy also should be made available in this facility's library or provided by other means for use by youth. At the discretion of the Chief Probation Officer, the information may also be provided electronically. No information will be released about persons whose booking process is not completed.

213.4 PROHIBITED MATERIALS

Policies, procedures, and other information and materials related to the safety and security of youth, detention personnel, the facility, or the maintenance of order should not be provided as a part of the public information material unless directed by the Facility Superintendent.

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213.5 TOURS OF THE JUVENILE INSTITUTIONS

Tours of this facility may be arranged through the Facility Superintendent. Authorized tours are subject to facility rules and restrictions:

- (a) Persons who tour this facility must be of an appropriate age as determined by the Chief Probation Officer.

Staffing Plan (Title 15, § 1321)

214.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that adequate personnel are available to meet the operational and programming needs of the Department, and to ensure development of a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff members, visitors, youth, and the public in accordance with the minimum standard for staffing established by the Board of State and Community Corrections (15 CCR 1321).

214.2 POLICY

It is the policy of the Stanislaus County Probation Department to ensure the safety, security, and efficient operation of this facility by assigning staff members according to a detailed staffing plan.

214.3 STAFFING PLAN REQUIREMENTS

The Facility Superintendent or the authorized designee shall ensure that a staffing plan conforming to the type and size of this facility is prepared and maintained as described in the following section. The plan shall detail all staff member assignments, including work hours and weekly schedules, and shall account for holidays, vacations, training schedules, military leave, sick time, and other atypical situations (15 CCR 1321).

At a minimum, the staffing plan will include:

- (a) Facility administration and supervision.
- (b) All facility programs, including programming, exercise, and recreation.
- (c) Post positions and assignment descriptions.
- (d) Staff member break relief.
- (e) Staff member-to-youth ratios.
- (f) Youth supervision.
- (g) A plan for shift relief.
- (h) Support services, including medical, food services, maintenance, and clerical.
- (i) Other facility-related functions such as escort and transportation of youth.

214.3.1 RESPONSIBILITIES

The Chief Probation Officer or the authorized designee is responsible for seeing that this facility (15 CCR 1321):

- (a) Has an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for the safety and security of youth and staff members, and to meet established standards and regulations.
- (b) Ensures that no required services shall be denied because of insufficient numbers of staff members on-duty absent exigent circumstances.

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Staffing Plan (Title 15, § 1321)

- (c) Has a sufficient number of supervisory-level staff members to ensure adequate supervision of all other facility staff members.
- (d) Has a clearly identified person on-duty at all times who is responsible for all operations and activities and has completed the Juvenile Corrections Officer Core Course and other training as required by Penal Code § 832.
- (e) Has at least one staff member present on each living area whenever there are youth in the living area.
- (f) Has at least one qualified staff member appointed who will be responsible for the oversight of daily activities of food services and ensuring food safety. The appointed staff member must be certified by passing the American National Standards Institute food safety manager certification examination.
- (g) Has sufficient food service personnel relative to the number and security of living areas, including staff members qualified and available to plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff members; and maintain necessary records. Alternatively, a facility may serve food that meets nutritional standards prepared by an outside source.
- (h) Has sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security, and other support staff members for the efficient management of the facility, and to ensure that youth supervision staff members shall not be diverted from supervising youth.
- (i) Assigns sufficient youth supervision staff members to provide continuous wide-awake supervision of youth, subject to temporary variations in staff member assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-to-staff member ratio for the following facility types:
 - 1. Juvenile Halls
 - (a) During the hours that youth are awake, one wide-awake youth supervision staff member is on-duty for each 10 youth in detention.
 - (b) During the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member is on-duty for each 30 youth in detention.
 - (c) At least two wide-awake youth supervision staff members are on-duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services that allows for immediate response to emergencies.
 - (d) At least one youth supervision staff member on-duty is the same gender as youth housed in the facility.
 - (e) Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision staff member positions.

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2. Special-purpose Juvenile Halls

- (a) During the hours that youth are awake, one wide-awake youth supervision staff member is on-duty for each 10 youth in detention.
- (b) During the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member is on-duty for each 30 youth in detention.
- (c) At least two wide-awake youth supervision staff members are on-duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services that allows for immediate response to emergencies.
- (d) At least one youth supervision staff member on-duty is the same gender as youth housed in the facility, unless an arrangement has been made for immediate same-gender supervision.
- (e) Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision staff member positions.

3. Camps

- (a) During the hours that youth are awake, one wide-awake youth supervision staff member is on-duty for each 15 youth in the camp population.
- (b) During the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member is on-duty for each 30 youth present in the facility.
- (c) At least two wide-awake youth supervision staff members are on-duty at all times, regardless of the number of youth in residence, unless an arrangement has been made for backup support services that allows for immediate response to emergencies.
- (d) At least one youth supervision staff member on-duty is the same gender as youth housed in the facility.
- (e) In addition to the minimum youth-to-staff member ratio required, consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff members.
- (f) Personnel with primary responsibility for other duties such as administration, supervision of other personnel, academic or trade instruction, clerical, farm, forestry, kitchen, or maintenance shall not be classified as youth supervision staff member positions.

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214.3.2 MINIMUM SUPERVISION STAFFING LEVELS

Minimum supervision staffing levels shall be established by the Superintendents for each division and work group. The supervision staffing levels shall support proper supervision, span of control, compliance with any memorandum of understanding or collective bargaining agreement, and activity levels to meet the needs of staff members and the goals of the Department (15 CCR 1321).

214.3.3 TEMPORARY SUPERVISORS

To accommodate training and other unforeseen circumstances, a qualified lower-ranking staff member may act as a temporary supervisor in place of a regularly assigned supervisor.

214.4 STAFF MEMBER POSITIONING

Staff members should be aware of the physical location of all youth who are out of their rooms and should conduct frequent population counts of the youth in accordance with the Youth Counts Policy. Safety checks shall be conducted on youth who remain in their rooms or on their assigned beds, in accordance with the Youth Safety Checks Policy.

When a youth is in the youth's room, staff members shall not enter the youth's room without having another staff member within eyesight at all times, except as needed to respond to an emergency in the room. Youth are not permitted to enter any other youth's room.

Staff members should be within continuous eyesight and hearing of other staff members.

214.5 SEPARATION OF DUTIES

The Juvenile Institutions shall have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security, and other support staff members for the efficient management of the facility, and to ensure that youth supervision staff members shall not be diverted from supervising youth. Maintenance personnel are employed to perform preventive, routine, and emergency maintenance functions. Custody staff members will not be given physical plant maintenance or other duties that distract from their primary responsibility of supervising youth (15 CCR 1321).

214.6 STAFFING ANALYSIS

The Chief Probation Officer or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans.

Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff members should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff members, youth, and the public.

The staffing analysis should be used to identify whether required activities are being performed competently and in compliance with current laws, regulations, and department policies. If

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deficiencies are noted, the staffing analysis should also include recommendations regarding what corrective measures may be needed, including:

- (a) Operational and programmatic changes.
- (b) Equipment requirements.
- (c) Additional training.
- (d) Supervisory intervention.
- (e) Additional staff members.

214.6.1 DATA COLLECTION FOR ANALYSIS

Data that should be collected for the annual staffing analysis include:

- (a) All categories of leave usage for each staff member working in the facility.
- (b) Date of hire or assignment to a detention position for each member.
- (c) Annual hours of authorized overtime expended during the previous year.
- (d) Number of part-time or extra staff members hours used during the previous year.
- (e) Compliance with meeting required youth activity time (programs, recreation, exercise) and safety checks.
- (f) Details of claims or litigation that were related to staffing levels and were initiated against the facility in the previous year.
- (g) Collective bargaining agreements or memorandums of understanding relating to staff members.
- (h) Annual training requirements that affected staffing levels in the facility.
- (i) Concerns expressed by members of the public.
- (j) Any investigations or reports by an outside body or other government agency, detention monitor, or ombudsperson.
- (k) Other data that may influence the number of staff members available to occupy posted positions.

214.7 REPORTING

The Chief Probation Officer will ensure a report of the findings of the staff member analysis to be submitted to the officials responsible for funding the detention operation.

See the Stanislaus County Probation Department JD Procedures Manual: SUPERVISION OF YOUTH and the Stanislaus County Probation Department JD Procedures Manual: STAFFING SHORTAGE AND STAFFING HOURS for further information.

Professional Relationships

215.1 PROBATION DEPARTMENT

The Probation Department consists of five major divisions: Juvenile Field Services; Adult Field Services; Realignment Services; C.A.R.E.; Institutional Services. The bed-rated capacity of Juvenile Hall is 150 and the Juvenile Commitment Facility bed-rated capacity is 60. The Department's Alternative to Custody Programs includes Home Supervision and Electronic Monitoring. A close working relationship between the Institutions staff members and the Field Services divisions is focused on reducing the number of the youth in the criminal justice system.

215.2 SCHOOL PROGRAM

The Stanislaus County Juvenile Institutions School Program provides a wide range of educational services designed to meet the needs of students of varying ages, grad levels and academic abilities. The educational requirements are set by the State of California Education Code and all applicable federal statutes and regulations. The Stanislaus County Juvenile Institutions Program has established a general course of study, designed to allow youth to continue their education during detention and to resume their education in their regular school following their release. Stanislaus County Juvenile Institutions School provides individualized special education programs to those who qualify as well as programs for those students with advanced abilities. As a fully accredited school, the Stanislaus County Juvenile Institutions School Program is staffed and administered by the Stanislaus County Office of Education.

215.3 WELLPATH

Wellpath provides medical, mental health, and medication services to detained and committed youth in the facilities. These services include; but, are not limited to:

- (a) On-site care, screenings, discharge planning, medication supply and management, triage and sick call, health appraisals and laboratory services.

215.4 JUVENILE JUSTICE COMMISSION

The Juvenile Justice Commission of Stanislaus County is a state-mandated, court-appointed authority. The broad purpose of the Commission is to inquire into the administration of the juvenile court law in the County. The Commission is dedicated to the promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness, and respect for the youth of Stanislaus County. The Commission's responsibilities include; conducting public or closed hearings on matters relating to juvenile law in the county, advocating for needed services for youth in the justice system, and inspecting shelters, detention facilities, group homes used for the placement of any youth no less than once a year.

215.5 JUVENILE COURT

The Juvenile Division of The Superior Court of California, County of Stanislaus, is located on the Juvenile Probation campus and is responsible for handling Court related matters for individuals under the jurisdiction of the juvenile court.

Chapter 3 - Training

Youth Supervision Staff Member Orientation and Training (Title 15, § 1322)

300.1 PURPOSE AND SCOPE

The purpose of this policy is to define the parameters for new youth supervision staff member orientation and training (15 CCR 1322).

This policy establishes training requirements and guidelines for staff members, supervisors, and managers. The policy also addresses the training program and the probationary evaluation.

300.2 POLICY

It is the policy of the Stanislaus County Probation Department to provide new youth supervision staff members with basic information about the facility and the environment in which they will be working and to provide a structured training program designed to orient new youth supervision staff members to their job duties. Orientation is not meant to supplant other basic training required by law, ordinance, or regulation.

300.3 NEW YOUTH SUPERVISION STAFF MEMBER ORIENTATION

All new youth supervision staff members shall participate in an orientation provided by this department before assuming their duties. The orientation shall include but is not limited to (15 CCR 1322):

- (a) Department mission, vision, and values statement.
- (b) Code of ethics and ethical responsibilities.
- (c) Department culture.
- (d) Nature of population served.
- (e) Policy, procedures, and job description resources.
- (f) Basic requirements and competency necessary to perform in position.
- (g) Organizational chart.
- (h) Chain of reporting.
- (i) Youth' rights.
- (j) Facility tour.
- (k) Position responsibilities and decision-making protocols.
- (l) Youth supervision staff member duties, rules, and regulations.
- (m) Scope of decisions youth supervision staff members shall make.
- (n) The identity of youth supervision staff member supervisors.
- (o) The identity of persons who are responsible to the youth supervision staff member.
- (p) Security (including facility, perimeter, and grounds), population control, emergency preparedness, and evacuation procedures.

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- (q) Persons to contact for decisions that are beyond youth supervision staff member responsibilities.

300.3.1 YOUTH SUPERVISION STAFF MEMBER ADDITIONAL ORIENTATION REQUIREMENTS

All youth supervision staff members shall participate in a minimum of 40 hours of facility-specific orientation before assuming any youth supervision staff member duties. The orientation shall include orientation specific to their duties, including but not limited to (15 CCR 1322):

- (a) Individual and group supervision techniques.
- (b) Regulations and policies relating to discipline and basic rights of youth pursuant to law and the provisions of Title 15 of the California Code of Regulations.
- (c) Basic health, sanitation, and safety measures.
- (d) Suicide prevention and response to suicide attempts.
- (e) Policies regarding the use of force, de-escalation techniques, chemical agents, and mechanical and physical restraints.
- (f) Review of policies and procedures referencing trauma and trauma-informed approaches that reflect respectful and humane engagement with youth, culturally relevant approaches, and responsiveness to the language and literacy needs of youth. This should include reviewing policies that address trauma (e.g., the Case Management Policy, the Youth Rights - Protection from Abuse Policy, the Counseling and Casework Services Policy).
- (g) Procedures to follow in the event of emergencies.
- (h) Routine security measures (including facility, perimeter, and grounds), population control, emergency preparedness, and evacuation procedures.
- (i) Crisis intervention and mental health referrals to mental health services.
- (j) Documentation.
- (k) Fire and life-safety training.

In addition to the aforementioned training programs, the institution provides additional training to ensure continued staff member development.

300.4 YOUTH SUPERVISION STAFF MEMBER ORIENTATION ACKNOWLEDGEMENTS

Department staff members assigned to provide the new youth supervision staff member orientation will ensure that each new youth supervision staff member is given copies of work rules and regulations, department ethics, and any other department documents for which the youth supervision staff member will be held accountable.

The Facilities Training Officer will collect a signature page from the new youth supervision staff member acknowledging receipt, review, and understanding of the documents. The signature page shall be retained in the youth supervision staff member's personnel file in accordance with established records retention schedules.

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300.5 JUVENILE CORRECTIONS OFFICER CORE COURSE TRAINING REQUIREMENTS

Before assuming sole supervision of youth, each youth supervision staff member must successfully complete the requirements of the Juvenile Corrections Officer Core Course as described in 15 CCR 176 within one year from the date of assignment (15 CCR 176; 15 CCR 1322). Annual and additional training shall be completed in accordance with 15 CCR 184.

Youth supervision staff members assigned to work in the facility before completing their required core training may do so only under the direct supervision of a fully trained youth supervision staff member (15 CCR 1322).

Transfer courses may be utilized to meet Juvenile Corrections Officer Core Course requirements when the youth supervision staff member has had the relevant probation or adult corrections training (15 CCR 176.1; 15 CCR 176.2).

Before exercising peace officer powers, youth supervision staff members shall successfully complete required training pursuant to Penal Code § 830 et seq. (15 CCR 1322).

Facility Training Officer

301.1 PURPOSE AND SCOPE

The Stanislaus County Probation Department facility training officer (FTO) program is intended to provide a standardized program to facilitate the Probation Correction Officer's transition from the academic setting to actually performing general Juvenile Institutions duties.

301.2 POLICY

It is the policy of this department to assign all new Probation Corrections Officers to a structured Juvenile Institutions FTO program that is designed to prepare the new Probation Corrections Officer to perform in a detention assignment and to provide training on all skills needed to operate in a safe, productive, and professional manner.

301.3 FACILITY TRAINING OFFICER

The FTO is an experienced Probation Corrections Officer trained in the art and science of supervising, training, and evaluating entry-level Probation Corrections Officers in applying their previously acquired knowledge and skills.

301.3.1 SELECTION PROCESS

FTOs will be selected based on certain requirements, including:

- (a) A desire to perform the training mission.
- (b) Be a permanent Probation Corrections Officer II or Probation Corrections Officer III.
- (c) A demonstrated ability to be a positive role model.
- (d) Successfully complete a selection process.
- (e) Input by supervisors and FTOs.
- (f) Received a Meet Expectations rating or higher on the most recent performance evaluation.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline.

301.3.2 TRAINING

An officer selected as a Facility Training Officer shall successfully complete a POST certified (40-hour) Facility Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Facility Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

301.4 TRAINING OFFICER RESPONSIBILITIES

The FTO's responsibilities include the following:

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- (a) FTOs shall submit written evaluations on the performance of their assigned trainees each day to the FTO's Coordinator.
- (b) FTOs shall review the Daily Trainee Performance Evaluations (DOR's) with the trainees each day.
- (c) FTOs shall complete a detailed end-of-phase performance evaluation on the assigned trainee at the end of each phase of training.
- (d) FTOs shall be responsible for signing off on all completed topics contained in the training manual, noting the methods of learning, and evaluating the performance of the assigned trainee.
- (e) New members are to utilize the best professional skills and knowledge of supervision and provide evidence-based treatment models, including gender-responsive, trauma-informed and strength-based services. Services are to be individualized to meet the needs of youth and their families.
- (f) New members will be provided a "New Employee Checklist" to be used as a guide for training. The staff member and the FTO providing the training are required to sign each area of the checklist as it is covered. The FTO will sign off each section as the staff member demonstrates on-the-job competency in the matter.

301.5 TRAINING OFFICER PROGRAM SUPERVISOR

The FTO program supervisor will be selected by the Facility Superintendent or the authorized designee and shall possess supervisory credentials from the Standards and Training for Corrections Program (STC). The supervisor's responsibilities include:

- (a) Assigning trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining FTO/trainee performance evaluations and ensuring they are completed in a timely manner.
- (d) Maintaining, updating, and confirming the accuracy of the training manual.
- (e) Issuing the training manual to each trainee.
- (f) Monitoring individual FTO performance.
- (g) Monitoring the overall FTO program.
- (h) Developing ongoing training for FTOs.
- (i) Review and approve the Daily Trainee Performance Evaluations and forward any concerns to the Facility Superintendent.

Training Program

302.1 PURPOSE AND SCOPE

This policy establishes training requirements and guidelines for Probation Corrections Officers, and non-sworn support staff members, supervisors, and managers. The policy addresses the department training program and the probationary evaluation.

302.2 POLICY

It is the policy of this department to assign all newly hired Probation Corrections Officers to a structured Juvenile Institutions training program designed to prepare staff members to perform their assigned duties in a custodial Juvenile Institutions in a safe, productive, and professional manner.

All support staff members, supervisors, and managers shall receive structured department training commensurate with their job descriptions, assignments, and duties.

302.3 TRAINING OBJECTIVES

The objectives of the department training program are to:

- (a) Improve the competency of staff members at all levels.
- (b) Ensure that all staff members can carry out the mission of the Department through a thoroughly demonstrated knowledge of department policies and procedures.
- (c) Increase the technical expertise and overall effectiveness of all department staff members.
- (d) Provide for the continued professional development of all department staff members.

302.4 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or authorized designee is responsible for developing a facility training program designed to orient and familiarize all newly hired non-sworn support staff members, supervisors, and managers to working in a detention assignment.

302.5 MINIMUM TRAINING REQUIREMENTS FOR PROBATION CORRECTIONS OFFICERS

Full-time Probation Corrections Officers shall successfully complete the Juvenile Corrections Officer Core Course as described in 15 CCR 176 within one year from the date of assignment and before assuming sole supervision of youth. Annual and additional training shall be completed in accordance with 15 CCR 184.

Probation Corrections Officers shall successfully complete training pursuant to Penal Code § 830 et seq. before exercising peace officer powers.

Probation Corrections Officers assigned to work in the facility before completing their required core training may do so only under the direct supervision of a fully trained youth supervision Staff member.

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Transfer courses may be used to meet Juvenile Corrections Officer Core Course requirements when the member has had the relevant probation or adult corrections core training (15 CCR 176.1; 15 CCR 176.2).

302.6 PROBATION CORRECTIONS OFFICER FACILITY TRAINING PROGRAM

The Probation Corrections Officer training program is designed to build on the conceptual foundation taught in the core training modules, whereupon the theoretical knowledge gained can be molded into a practical skill set. The training program consists of the two phases.

All new hires who fail to satisfactorily complete the training program shall be provided additional training by the FTO, Supervising Probation Corrections Officer or the PCO III, under the auspices of the FTO Coordinator, to correct deficiencies in knowledge or work performance. However, subsequent demonstration of poor work performance, coupled with written documentation of that fact, may provide grounds for termination of employment.

See the Stanislaus County Probation Department JD Procedures Manual: TRAINING AND STAFF DEVELOPMENT PROCEDURES for further information.

Chemical Agents Training

303.1 PURPOSE AND SCOPE

This policy establishes the required training for officers to be authorized to carry and use chemical agents.

303.2 POLICY

The Department authorizes the use of selected chemical agents. Chemical agents are weapons used to minimize the potential for injury to officers, youth, and others. Chemical agents should only be used when such force reasonably appears justified and necessary.

303.3 CHEMICAL AGENT TRAINING

The Training Manager shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.
- (b) All initial and proficiency training for chemical agents will be documented in the member's training file.
- (c) Members who fail to demonstrate proficiency with chemical agents or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with chemical agents or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.
- (d) Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.4 REVIEW, INSPECTION, AND APPROVAL

Every chemical agent delivery device will be periodically inspected by the designated equipment supervisor.

See the Stanislaus County Probation Department JD Procedures Manual: USE OF OLEORESIN CAPSICUM (OC) SPRAY for further information.

Health Care Orientation and Training

304.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a framework for orientation and training for qualified health care providers working in the Juvenile Institutions.

304.2 POLICY

The Department will develop, approve, and conduct training to maintain and improve the effectiveness of the care delivered, as well as to maintain the safety and security of the Juvenile Institutions.

304.3 NEW HEALTH CARE PROVIDER ORIENTATION

All health care providers shall complete an orientation program prior to performing services at the Juvenile Institutions on behalf of the Department. At a minimum, the orientation program shall include:

- (a) A facility tour.
- (b) Health Insurance Portability and Accountability Act (HIPAA) and confidentiality policies.
- (c) Staff member responsibilities.
- (d) Youth rights and responsibilities.
- (e) Personal safety and security.
- (f) Emergency procedures.
- (g) Policy, procedures, and job description resources.
- (h) Guidelines for conduct with youth.
- (i) Nondiscrimination policies.
- (j) Health care delivery protocols.
- (k) Universal precautions.
- (l) Disposal of biohazardous waste.
- (m) Aspects and dynamics of health services within the facility.
- (n) Procedures for reporting lost or stolen medical supplies and equipment.
- (o) Key control.
- (p) Language barriers.

304.4 FACILITY-SPECIFIC TRAINING

The Facility Superintendent or the authorized designee should include appropriate health care providers in training and training exercises relating to facility safety and security, including but not limited to:

- (a) Emergency medical triage in the facility 15 CCR 1412.

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- (b) Emergency evacuation plan routes and procedures.
- (c) Communication systems during facility emergencies.
- (d) Security during facility emergencies.
- (e) Qualified health care professional response during staff member-down incidents.
- (f) Responding to critical facility emergencies.
- (g) Facility hostage policy and medical response tactics.
- (h) Medical emergency transportation procedures.
- (i) Media relations.
- (j) Reporting requirements for suspected abuse, neglect, or exploitation.
- (k) Prison Rape Elimination Act (PREA) compliance.

304.5 TRAINING FOR ALL STAFF MEMBERS WHO HAVE CONTACT WITH YOUTH

All staff members who have contact with youth should receive training in the following before they work independently and at least every other year thereafter:

- (a) First aid, CPR, and the use of Automated External Defibrillators (AEDs) (15 CCR 1412)
- (b) Identifying withdrawal symptoms/chemical dependency and any associated need for emergency care
- (c) Recognizing life-threatening situations and the need for emergency care (e.g., stroke, allergic reaction)
- (d) Recognizing mental health issues, including indications of a suicide risk
- (e) The facility's suicide prevention plan (15 CCR 1329)
- (f) How to initiate youth care and how to process youth requests for care
- (g) Care for pregnant youth (including the Use of Physical Restraints Policy regarding restraint of pregnant youth)
- (h) Confidentiality and appropriate documentation of health care information
- (i) Logbook and record-keeping entries
- (j) Chain of custody policy and procedures

304.6 INITIAL YOUTH SCREENING

A health screening shall be conducted on each youth immediately upon admission. Health care personnel or trained child supervision staff members shall perform the screening (15 CCR 1437). Staff members who conduct initial youth screening should be trained before they work independently and every year thereafter. The training should include:

- (a) General health care issues, including mental health issues that are likely to be encountered.
- (b) Facility procedures for screening.

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- (c) Use of facility forms, including the purpose of each question and the observations required.
- (d) When supervisor or care liaison notification is required or appropriate.
- (e) When a person should not be accepted as a youth in the facility due to a health care issue.

304.7 SPECIAL TRAINING FOR CARE LIAISONS

Staff members assigned to act as care liaisons should receive special training as identified by the Medical Director. Care liaisons should be trained in:

- (a) Evaluating the initial screening of youth to ensure proper disposition and housing.
- (b) Assessing youth requests for health care and identifying the need for emergency care.
- (c) Determining available resources for youth care when regular providers may be unavailable.
- (d) Addressing persons who refuse to cooperate with the screening or do not appear able to adequately answer the questions.
- (e) Documenting and communicating health care issues.

304.8 MEDICATION

Staff members who deliver or administer medication should be trained as needed regarding (15 CCR 1438):

- (a) Security and control of medication.
- (b) Youth identification procedures.
- (c) Common side effects.
- (d) Delivery of medication and confirming ingestion.
- (e) Monitoring the youth's response to the medication.
- (f) Documentation.

304.9 TESTING

All training delivered to health care providers should include a testing component documenting an understanding of the subject material.

304.10 APPROVAL AND TRAINING RECORDS

The Facility Superintendent or the authorized designee, the Medical Director, and the Medical Staff shall develop or approve all health care-related training.

All training shall be documented, including names of attendees, the date of the training, the training provider, the length of the training, and the subject matter covered.

The Facility Superintendent or the authorized designee shall maintain training records in accordance with established records retention schedules.

Volunteers and Student Internships

305.1 PURPOSE AND SCOPE

This policy establishes guidelines for using Juvenile Institutions volunteers, including student interns, to supplement and assist department personnel in their duties. Trained volunteers and/or student interns are non-sworn staff members who can augment department personnel and help complete various tasks.

305.1.1 DEFINITIONS

Definitions related to this policy include:

Student intern - A college, university, or graduate student gaining practical experience in the intern's field while under supervision.

Volunteer - An individual who performs a service for the Department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains and student interns.

305.2 POLICY

The Stanislaus County Probation Department shall ensure that volunteers and student interns are properly appointed, trained, and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

305.3 VOLUNTEER AND STUDENT INTERN PRISON RAPE ELIMINATION ACT TRAINING

All volunteers and student interns who may have contact with youth shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within the Juvenile Institutions in accordance with the Prison Rape Elimination Act Training Policy (28 CFR 115.331; 28 CFR 115.332).

See the Stanislaus County Probation Department Policy Manual: VOLUNTEERS AND STUDENT INTERNSHIPS for further information.

Briefing Training

306.1 PURPOSE AND SCOPE

This policy provides guidelines for Briefing training and the exchange of important information between staff members and supervisors.

306.2 POLICY

Briefing is intended to facilitate the accurate flow of information to enhance coordination of activities, improve performance and safety, and outline the expected actions of staff members.

306.3 BRIEFING

Briefing training covers a wide range of topics selected by management/supervisory and training staff members.

The supervisor conducting briefing training is responsible for preparing the materials necessary for constructive training. Supervisors may delegate this responsibility to a subordinate staff members in their absence or for training purposes. The briefing training will be based on a structured program to provide topics related to but not limited to:

- (a) Juvenile Institutions policies and procedures.
- (b) Departmental directives that are not yet policy.
- (c) Reviewing recent incidents for training purposes.
- (d) Preparing for or responding to an unusual occurrence.
- (e) Statutory requirements or court orders.
- (f) Operation of new equipment, including computer software.
- (g) Notifying staff members of changes in schedules and assignments.
- (h) Any other topics as determined by the Chief Probation Officer or the authorized designee.

306.4 COMPUTER-BASED TRAINING OPTIONS

The Lexipol Daily Training Bulletins (DTBs) are a web-based system that provides training on the Stanislaus County Probation Department Juvenile Detention Manual and other important topics. Generally, 20 training bulletins are available each month. However, the number of DTBs may be adjusted by the Facility Superintendent or authorized designee.

Staff members assigned to participate in DTBs should only use the passwords and login names assigned to them by the IT personnel. Staff members should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, staff members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Staff members assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisors. Staff members should not

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allow uncompleted DTBs to build up. Staff members may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-active computer, staff members shall only take DTBs as part of their on-duty assignments as there will be no authorization for taking or viewing DTBs while off-duty.

Supervisors will be responsible for monitoring the progress of staff members under their command to ensure compliance with this policy.

306.5 TRAINING RECORDS

The Facility Superintendent or the authorized designee will assist the Supervisors with identifying topics for delivery during briefing training and will maintain all briefing training records.

Training Plan

307.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented (including basic, in-service, and outside training). This policy is not meant to address all specific training endeavors or identify every required training topic.

307.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the California POST, Board of State and Community Corrections (BSCC), or Standards and Training for Corrections (STC) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

The Training Manager will execute the training plan on behalf of the Chief Probation Officer.

See the Stanislaus County Probation Department JD Procedures Manual: TRAINING AND STAFF DEVELOPMENT for further information.

Also, see the Stanislaus County Probation Department Policy Manual: TRAINING for further information.

Support Personnel Orientation and Training

308.1 PURPOSE AND SCOPE

The Department has developed an orientation and training program for support and contractor personnel, whether full- or part-time, to increase competency in their assigned tasks and to help ensure that all support personnel understand the issues that are unique to their positions as they relate to this facility (15 CCR 1324).

308.2 POLICY

It is the policy of the Stanislaus County Probation Department to establish minimum training guidelines for support, school employees, mental health and medical staff, program providers and volunteers and contract personnel.

308.3 HUMAN RESOURCES RESPONSIBILITIES

The Human Resources Department is responsible for coordinating training and will ensure that the training and orientation given to all support or contract personnel is properly documented and placed in the worker's training file. At a minimum, the record should contain the name of the individual, the assignment, the date that the orientation and training was presented, the orientation outline indicating the subject material, and the name of the instructor.

308.3.1 STATE REQUIREMENTS

The support and service provider personnel orientation programs will include instruction on safety and security issues and nondiscrimination policies (15 CCR 1324).

308.4 PART-TIME PERSONNEL

Support personnel working part-time, including contractors, shall receive formal orientation and training commensurate with the scope of their work assignments, as determined by the Facility Superintendent or the authorized designee, before assignment to duties within the Juvenile Institutions. At a minimum, the orientation and training should include:

- (a) Safety and security.
- (b) Facility regulations.
- (c) Facility operations.
- (d) Guidelines for conduct with youth.
- (e) Youth and adolescent behavior.

Support and contract personnel who fail to successfully complete all required training shall not be permitted to work in the secure portions of the facility.

308.5 PERSONNEL WITH MINIMAL CONTACT WITH YOUTH

Support personnel, including service providers, whose positions involve minimal contact with youth shall receive orientation and training commensurate with the scope of their work.

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Minimal youth contact is defined as tasks that do not involve the supervision of youth, youth discipline, or specific tasks that involve custody and control of youth. Orientation and training topics shall include but are not limited to:

- (a) Safety and security.
- (b) Juvenile Detention Manual policies and procedures.
- (c) Emergency procedures.
- (d) Job-specific training.
- (e) Zero-tolerance policy and the identification, response, and reporting requirements related to sexual abuse, Prison Rape Elimination Act (PREA) compliance, and harassment.
- (f) Reporting requirements for suspected abuse, neglect, or exploitation.

308.6 PERSONNEL WITH REGULAR CONTACT WITH YOUTH

Support personnel, including service providers, whose positions involve regular or daily youth contact shall receive orientation and training commensurate with the scope of their work.

Regular youth contact is defined as tasks that involve the direct provision of services to youth (e.g., custody assistants, vocational supervisors, teachers, food services, chaplain) but that do not involve the supervision of youth in the areas of discipline and control. Orientation and training topics shall include but are not limited to:

- (a) Safety and security.
- (b) Emergency procedures.
- (c) Staff member responsibilities.
- (d) Guidelines for conduct with youth.
- (e) Aspects and dynamics of the custody environment.
- (f) Restricted movement and access according to job function.
- (g) Supervision of youth.
- (h) Suicide awareness and dynamics.
- (i) Use of force.
- (j) Youth rules and regulations.
- (k) Youth rights and responsibilities.
- (l) Youth and adolescent behavior.
- (m) Zero-tolerance policy, and the identification, response, and reporting requirements related to sexual abuse, PREA compliance, and harassment.
- (n) Reporting requirements for suspected abuse, neglect, or exploitation.

Chapter 4 - Emergency Planning

Emergency Plan

400.1 PURPOSE AND SCOPE

This policy clarifies the role of the Stanislaus County Probation Department and the responsibilities of its staff members pertaining to large-scale emergencies and the State of California Emergency Plan.

400.2 POLICY

The Stanislaus County Probation Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The county Emergency Plan complies with the State of California's Emergency Services Act (Government Code § 8550 et seq.). This plan provides guidance for county emergency operations within and outside its borders as may be required.

The County and the Department have prepared a Continuity of Operations Plan (COOP) for use by all members in the event of a major disaster or other emergency event. The plan provides for a strategic response by all members and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

400.2.1 STANISLAUS CODES/ORDINANCES

An emergency management organization has been established by the county of Stanislaus. This ordinance has been approved by the County Council (Government Code § 8610).

400.3 ACTIVATING THE EMERGENCY PLAN

The Emergency Plan can be activated in a number of ways. For the Stanislaus County Probation Department, the Chief Probation Officer or the highest-ranking on-duty supervisor may activate the Emergency Plan in response to a major emergency.

Upon activation of the plan, the Chief Probation Officer or the authorized designee should contact the State Office of Emergency Services to assist with mutual aid response from local, state, and federal law enforcement agencies.

See the Stanislaus County Probation Department Policy Manual: EMERGENCY PLAN for further information.

400.3.1 RECALL OF PERSONNEL

In the event that the Emergency Plan is activated, all employees of the Stanislaus County Probation Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Probation Officer or the highest-ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

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400.4 LOCATION OF THE EMERGENCY PLAN

Copies of the Emergency Plan are available on PRONET. All supervisors should familiarize themselves with the Emergency Plan and the roles staff members will play when the plan is implemented. The Facility Superintendent should ensure that department staff members are familiar with the roles they will play when the plan is implemented.

400.5 EMERGENCY PLAN REVIEW

The Chief Probation Officer or the authorized designee shall review the Emergency Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief Probation Officer or the authorized designee should appropriately address any needed revisions.

400.6 TRAINING

The Department should provide annual training on the Emergency Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop exercise, or command discussion.

Emergency Staffing

402.1 PURPOSE AND SCOPE

The facility must operate as a safe and secure environment at all times, regardless of staffing levels. Contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

The purpose of this policy is to establish roles and responsibilities for creating and implementing emergency staffing plans, providing emergency staffing training to supervisory and management personnel, and identifying an updated schedule and distribution list for the plan, as identified by the Chief Probation Officer or the authorized designee.

402.2 POLICY

It is the policy of this department to continue to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order of the facility may include but are not limited to an outbreak of infectious disease, a work stoppage or strike by selected staff members, a natural disaster, or another disruption. The Chief Probation Officer or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

402.3 EMERGENCY STAFFING

In the event the Chief Probation Officer or the authorized designee becomes aware that a staffing emergency exists or may occur, staff members who are present may be ordered to remain at their posts. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may also include the following operational adjustments:

- (a) The facility may go on lockdown. Minimum activities, including visiting, exercise, and other programs, will be suspended only if necessary. Meals, cleaning, medical services, court transportation, and attorney visits will continue. Suspension of other activities will be assessed by the Chief Probation Officer or the authorized designee on a case-by-case basis.
- (b) Supervisory and management personnel may have time off canceled or rescheduled during a staffing emergency.
- (c) Juvenile Corrections Officer Core Course-trained staff members from other areas of the Department who have custody experience or current core training certification may fill vacancies in the facilities.
- (d) Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facilities.
- (e) Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facilities.
- (f) In the event of a health-related staffing emergency, the department Exposure Control Officer and medical staff members shall be notified in accordance with the Communicable Diseases - Staff Members Policy.

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Emergency Staffing

402.4 LEGAL ASSISTANCE

When the Chief Probation Officer or the authorized designee becomes aware that a work stoppage is planned or has occurred, legal counsel should be consulted for assistance in preparing the necessary legal action to either prevent the work stoppage or to cause it to cease. Immediate contact with the staff members' representatives may also be necessary to prevent or conclude the job action.

402.5 TRAINING

The Chief Probation Officer or the authorized designee should be responsible for:

- (a) Establishing a distribution list for the contingency plan.
- (b) Establishing a periodic review and update of the plan.
- (c) Ensuring that all supervisors and managers are periodically trained on the plan.
- (d) Ensuring that all supervisors and managers are provided a copy of the plan and/or a means to access it in the event of an emergency.
- (e) Documenting and maintaining training records for each supervisor and manager and ensuring that those personnel periodically receive appropriate update training on the plan.

Fire and Life-Safety (Title 15, § 1323)

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the safety and security of the facility, youth, staff members, service providers, volunteers, and visitors by conforming to applicable federal, state, and/or local fire and life-safety requirements (15 CCR 1323).

403.2 POLICY

It is the policy of this department to provide for the safety and security of the facility, youth, staff members, service providers, volunteers, and visitors, and to avoid or minimize the risk of injury to all persons in the event of a fire within the facility.

403.3 FIRE AND LIFE-SAFETY

Any time youth are housed in the juvenile facility, there shall be at least one wide-awake officer on-duty at all times who meets the Board of State and Community Corrections training standards for general fire and life-safety that relate specifically to the facility (15 CCR 1323).

403.4 TRAINING

The Chief Probation Officer or the authorized designee shall develop and implement a fire and life-safety policy. The Chief Probation Officer or the authorized designee also will ensure that training on the policy is provided to all staff members as appropriate to understand and reinforce this policy as well as fire and life-safety procedures pertaining to those individuals.

Emergency Power and Communications

404.1 PURPOSE AND SCOPE

The Stanislaus County Probation Department facility must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding backup power and communication systems and the inspection, preventive maintenance, and testing of the systems to ensure a seamless transition in the event of a loss of power.

404.2 POLICY

It is the policy of this department to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

404.3 EMERGENCY POWER

The facilities shall have a sufficient emergency power source to operate communications; security and alarm systems in control centers; emergency lighting in corridors, stairwells, all youth housing areas, and security control points; and audio-visual monitoring systems.

404.3.1 PREVENTIVE MAINTENANCE

It is the responsibility of the Chief Probation Officer or the authorized designee to ensure that there is sufficient emergency power to operate all essential lighting, security equipment, critical life/safety equipment, and communications systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a minimum of three days, if necessary, without external resources.

The emergency power system should be inspected, tested, and maintained as necessary. If the system fails, the Facility Superintendent or the Supervisor should contact the designated maintenance authority or repair company to obtain necessary repairs as soon as practicable. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source until the primary system is repaired or replaced.

404.4 SAFETY AND SECURITY

Inoperable or malfunctioning safety and/or security equipment shall be immediately repaired or replaced. If safety and/or security equipment becomes inoperable or is damaged and it is not safe to operate a secure portion of the facility, that portion should be vacated and the youth housed elsewhere. Alternately, staffing should be increased sufficiently for the area to remain safe and secure until the repair can be completed.

404.5 INSPECTION AND TESTING

The Chief Probation Officer or the authorized designee is responsible for scheduled testing of emergency power systems. The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in

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accordance with the manufacturer's recommendations and in accordance with the California Building Code.

All emergency equipment and systems should be inspected by a qualified individual at least quarterly in accordance with the Physical Plant Compliance with Codes Policy.

Power generators should be inspected and tested by a qualified individual at least monthly.

Emergency Evacuation Plan

405.1 PURPOSE AND SCOPE

The purpose of this policy is to promote planning and establish procedures, responsibilities, and training requirements for the staff members of the Stanislaus County Probation Department in case of fire and other emergency evacuations (15 CCR 1325; 15 CCR 1327).

405.2 POLICY

The community, staff members including volunteers, service providers and youth should have a well-researched and validated evacuation plan that can be implemented in the event any portion of this facility requires evacuating due to an emergency (e.g., fire, smoke, flood, storm). All staff members should be knowledgeable about the evacuation plan, policy, and procedures.

405.3 EVACUATION PLAN

The Stanislaus County Probation Department maintains an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency (15 CCR 1325; 15 CCR 1327). At a minimum, the evacuation plan shall address:

- (a) Location of facility building and floor plans.
- (b) Population list of youth and their location in the facility.
- (c) Procedures for releasing youth from locked areas.
- (d) Relocation areas to be used for housing youth in the event of a full or partial evacuation.
- (e) Notifications and communication with local law enforcement, local and state emergency management agencies, and parents/guardians.
- (f) Training and drill requirements for staff members.
- (g) Reporting requirements.
- (h) Continuity of operations, including chain of command, food service alternatives, medical service provision, and alternative staffing plan.

The Chief Probation Officer or the authorized designee should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by the local fire authority.

See the Stanislaus County Probation Department JD Procedures Manual: FIRE SAFETY for further information.

405.3.1 EXITS

All facility exits should be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff members

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to remove any obstructions that block, either partially or completely, staff members' ability to observe or use any exit.

405.3.2 EVACUATION PLANS AND ROUTES

Plans for evacuation routes will be posted in all public areas of the facility. All staff members will be familiar with evacuation routes for youth.

405.4 TRAINING DRILLS

The Chief Probation Officer or the authorized designee should ensure that evacuation plan drills are conducted at least annually, or more often if required by code, for each shift and at all facility locations. Drills will include staff members. The local fire agency may be invited to participate in one or more drills annually. Nonviolent and compliant youth may participate. Violent and/or dangerous youth or those known to be escape or flight risks will not be involved in the drills. During orientation and throughout their stay, youth should be informed of expectations for their behavior during any drill or actual emergency.

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants.

Fire Safety Plan (Title 15, § 1325)

406.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, staff members, youth, volunteers, contractors, and visitors. The purpose of this policy is to establish a process for creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation (15 CCR 1325).

406.2 POLICY

It is the policy of the Chief Probation Officer that fire prevention and fire response strategies are a high priority. All staff members who work in the facility are responsible for reducing the risk of fires and for responding appropriately in the event of fire.

The Chief Probation Officer or the authorized designee shall ensure that a fire alarm and a detection and suppression system, as required by law, are installed, maintained, and periodically tested. Any variance, exception, or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to the occupants of the facilities.

406.3 FIRE SAFETY PLAN

The Chief Probation Officer or the authorized designee shall, in consultation with State Fire Marshal or the local fire department that has jurisdiction over the facility, develop a fire safety plan. The fire safety plan shall include but is not limited to (15 CCR 1325):

- (a) A fire prevention plan to be included as part of this juvenile detention manual policy and related procedures.
- (b) Documented monthly fire and life-safety inspections by the designated facility staff member with a two-year retention of the inspection record.
- (c) Fire prevention inspections as required by Health and Safety Code § 13146.1(a) and (b).
- (d) An evacuation plan.
- (e) Documented fire drills at least quarterly.
- (f) A written plan for the emergency housing for youth in the case of fire.
- (g) Development of a fire suppression pre-plan in cooperation with the local fire department.
- (h) A plan for the cross-training of facility staff members via drills, which should occur at least quarterly, if practicable.

See the Stanislaus County Probation Department JD Procedures: FIRE SAFETY for further information.

406.4 FIRE PREVENTION EQUIPMENT

The Chief Probation Officer or the authorized designee shall ensure that a fire alarm and a detection and suppression system, as required by law, are installed, maintained, and periodically

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tested. Any variance, exception, or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to facility occupants.

All required fire alarms, sprinklers, and detection devices should be in good working order.

Should such a device become inoperative, the Chief Probation Officer or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as practicable and that staff members are provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the facility shall not be inhabited.

406.5 FIREFIGHTING EQUIPMENT

The Chief Probation Officer or the authorized designee shall ensure that the facility has the necessary firefighting equipment (e.g., fire hoses, extinguishers) in quantities and locations as recommended by the local fire authority or other qualified entity.

406.6 FIRE TRAINING

The Supervising Probation Corrections Officer is responsible for ensuring that within the first twelve months of assignment to the facility, all staff members receive training. While staff members are not trained as fully qualified firefighters, the Chief Probation Officer or the authorized designee will ensure that staff members receive training regarding the initial response to a fire with the purpose of facilitating the safety of the occupants, including evacuation if necessary.

406.7 INSPECTIONS

The Juvenile Institutions shall be inspected monthly by a designated staff member to ensure that fire safety standards are maintained. These documented inspections will be focused on but not limited to fire prevention, staff member training and proficiency, firefighting equipment availability and functionality, alarms, fire detectors, fire safety equipment, and staff member familiarity with fire prevention and suppression techniques, suppression pre-planning, emergency response, fire safety equipment use, and the evacuation plan. Records from these monthly inspections shall be maintained for at least two years (15 CCR 1325).

A staff member shall be assigned to coordinate with local or state fire officials for fire prevention inspections required by Health and Safety Code § 13146.1. The result of all fire prevention inspections and fire equipment testing shall be provided to the Chief Probation Officer or the authorized designee and maintained for at least two years.

406.7.1 FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS

The Chief Probation Officer or the authorized designee, in collaboration with the local environmental health expert, will review the materials introduced into the facility to ensure that flammable, toxic, and caustic materials are controlled and used safely. All such materials will be safely stored and only used by youth under close supervision by qualified staff (15 CCR 1324).

Security Review (Title 15, § 1326)

407.1 PURPOSE AND SCOPE

This policy establishes minimum review criteria to evaluate the security measures taken at the facility and provides guidelines for the use of the results of the review (15 CCR 1326).

407.2 POLICY

The Stanislaus County Probation Department is dedicated to continuous improvement in the operation of this facility. It is the policy of the Department to conduct an annual facility security review.

407.3 CHIEF PROBATION OFFICER RESPONSIBILITIES

The Chief Probation Officer or the authorized designee, in cooperation with the Facility Superintendent, shall develop policies and procedures to annually review, evaluate, and document the security measures of the facility. The review shall include evaluation of internal and external security measures, including but not limited to (15 CCR 1326):

- (a) Control of keys and electronic access devices.
- (b) Control of tools and culinary equipment.
- (c) Search protocols.
- (d) Visitation protocols.
- (e) Control of youth movement.
- (f) Staff member training.

The review should include data on these types of incidents:

- (a) Youth-on-youth assaults
- (b) Youth-on-staff member assaults
- (c) Major disturbances
- (d) Deaths in detention facility (natural/suicide/homicide/accidents)
- (e) Suicide attempts
- (f) Other relevant factors

407.4 SECURITY REVIEW RESULTS

To the extent practicable, the Chief Probation Officer or the authorized designee responsible for developing the security review should follow the guidelines established in accordance with the Administrative Communications Policy, the Annual Facility Inspection Policy, and the Annual Review and Performance-Based Goals and Objectives Policy to document and support the security review findings. The report should not include information that identifies specific incidents or involved individuals. The report should be submitted to the appropriate level in the chain of command for final approval.

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Security Review (Title 15, § 1326)

The results of security reviews should be used in the ongoing process of operational improvement. They should be used to direct changes in facility procedures and to identify successful measures that might be replicated in other areas of the facility.

Chapter 5 - Youth Management

Youth Admittance Process (Title 15, § 1350)

500.1 PURPOSE AND SCOPE

The Stanislaus County Probation Department has a legal and standardized process for the admittance of youth into this facility. This policy establishes guidelines to maximize the safety and security of the Juvenile Institutions, youth, staff members, and others during the admittance process (15 CCR 1350).

500.2 POLICY

The admittance of youth into this Juvenile Institutions shall be conducted in a respectful, humane, trauma-sensitive, and culturally relevant manner that is responsive to the language and literacy needs of youth.

This department shall use the following standardized procedures when receiving youth into this Juvenile Institutions to ensure safety and security within the facilities and that youth are afforded their applicable rights.

500.3 PRE-ADMISSION SCREENING

Each youth shall be screened prior to admission to ensure the youth is medically acceptable for admission and that all necessary paperwork and documentation is present to qualify the youth for admission. Required paperwork may include:

- (a) Custody reports.
- (b) Probable cause declarations.
- (c) Petitions, warrants, indictments, complaints, Interstate Compact for Juveniles verifications, or court orders.
- (d) Victim notification information.
- (e) Special needs related to religious practices, such as diet, clothing, and appearance.
- (f) Accommodation requests related to disabilities.
- (g) Information regarding suicidal statements or actions.
- (h) Completion of an department-approved detention risk assessment instrument and evaluation of detention criteria that considers the least restrictive environment (15 CCR 1350).
- (i) Information regarding the reasons and conditions for temporary detention of a youth taken into custody under the provisions of Welfare and Institutions Code § 628.

Any discrepancies or missing paperwork should be resolved before accepting the youth for admission from the arresting or transporting officer.

Prior to accepting custody of a youth who claims to have been arrested due to a mistake of the youth's true identity or a youth who claims that identity theft led to the issuance of petitions, warrants, indictments, complaints, Interstate Compact for Juveniles verifications, or court orders in the youth's name, staff members shall make reasonable efforts to investigate the youth's claim

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of identity fraud or mistake, including taking a statement from a parent/guardian as proof of the youth's age and identity. Staff members shall notify a supervisor when a youth makes a claim of mistaken identity or identity fraud.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH ADMITTANCE for further information.

500.3.1 IMMIGRATION DETAINERS

No youth should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Absent a court order from the presiding judge of the juvenile court, the Department shall not disclose a juvenile case file or information related to a juvenile, including but not limited to the youth's name, date or place of birth, and immigration status, to federal immigration officials (Welfare and Institutions Code § 827; Welfare and Institutions Code § 831).

The Department shall not provide information regarding a youth's release date or respond to requests for notification by providing release dates or other information unless that information is available to the public or is in response to a notification request from immigration authorities in accordance with Government Code § 7282.5. The Department shall not provide personal information about a youth including but not limited to the youth's home or work address unless that information is available to the public (Government Code § 7284.6).

500.3.2 NOTICE TO YOUTH

Youth in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the Department intends to comply with the request (Government Code § 7283.1).

If the Department intends to comply with a request to provides ICE with notification that a youth is being, or will be, released on a certain date, the same notification shall be provided in writing to the youth and to the youth's attorney or to one additional person the youth may designate (Government Code § 7283.1).

500.3.3 ICE INTERVIEWS

Before any interview between ICE personnel and a youth in custody for civil immigration violations, the Department shall provide the youth with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that the youth may decline to be interviewed or may choose to be interviewed only with the youth's attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

500.3.4 IMMIGRATION INQUIRIES PROHIBITED

Staff members shall not inquire into a youth's immigration status for immigration enforcement purposes (Government Code § 7284.6).

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500.3.5 INTERSTATE COMPACT FOR JUVENILES

When the admission staff member identifies a youth whose residence is in another state and the youth is wanted, the Supervisor will notify the state's Department of Justice, Interstate Compact for Juveniles Office, which will coordinate the return/transfer of the youth to the youth's home state. The Interstate Compact for Juveniles Office will provide proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and may have absconded, escaped, or run away from supervision and control and, in doing so, endangered their own safety and/or the safety of others.

500.3.6 ATTORNEY NOTIFICATION

Immediately upon a youth's admission and no later than two hours after being taken into custody, the probation corrections officer shall notify the public defender or the indigent defense provider for the county that the youth has been taken into custody (Welfare and Institutions Code § 627).

500.4 SEARCHES BEFORE ADMISSION

All youth and their property shall be searched for contraband by the admitting staff member before being accepted for admission. All contraband items will be handled according to Juvenile Institutions policy. Items of possible evidentiary value may be turned over to the arresting or transporting officer for processing or processed according to the facility's rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting officer before the youth is accepted for admission. A description of the items returned to the transporting officer shall be documented on the youth's admission record.

Pat down searches are a routine procedure during the booking process. Strip searches however, are permissible only with "reasonable suspicion" and the approval of the SPCO. Strip searches shall be conducted in accordance with the Searches Policy.

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. Opposite gender searches are not permitted except under highly unusual circumstances. For transgender youth, whenever feasible, Juvenile institutions staff members shall respect transgender youth's preference regarding the gender of the staff member who conducts the search of the youth (15 CCR 1352.5).

Strip searches shall be conducted in accordance with the Searches Policy.

500.5 YOUTH ADMISSION PROCESS

A unique admission number shall be assigned specific to the admission for each youth. Photographs and fingerprints shall be taken.

During the admission process, staff members should attempt to gather a comprehensive record of each youth, including but not limited to the following (15 CCR 1350):

- (a) Identifying information, including name and any known aliases or monikers

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- (b) Youth's gender identity, preferred name, and preferred gender pronoun
- (c) Current or last known address and telephone number
- (d) Parent or guardian information and notification information
- (e) Date and time of the petitions, warrants, indictments, complaints, Interstate Compact for Juveniles verifications, or court orders
- (f) Date and time of admission
- (g) Name, rank, agency, and signatures of the arresting officer and transporting officer, if different
- (h) Health insurance information
- (i) Legal authority for confinement, including specific charges, arrest petitions, warrants, indictments, complaints, Interstate Compact for Juveniles verifications, or court orders
- (j) Sex
- (k) Age
- (l) Date and place of birth
- (m) Race
- (n) Height and weight
- (o) Occupation and current or most recent employment
- (p) Education level, last grade completed, and last school attended
- (q) Preferred emergency contact, including name, address, telephone number, and relationship to youth
- (r) Driver's license number and state where issued, state identification number, or passport number
- (s) Social Security number
- (t) Additional information about special custody requirements or special needs
- (u) Local, state, and federal criminal history records
- (v) Photographs, fingerprints, and notation of any marks or physical characteristics unique to the youth, such as scars, birthmarks, deformities, or tattoos
- (w) Medical, dental, and mental health screening records, including suicide risk (15 CCR 1350)
- (x) Inventory of all personal property, including clothing, jewelry, and money
- (y) A record of personal telephone calls made at the time of admission or the time the opportunity was provided to place calls if the calls were not made

In addition to the above, each youth admitted to the Juvenile Institutions shall be afforded:

- (a) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities.

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- (b) Screening for physical disabilities.
- (c) Contact with the Regional Center for the Developmentally Disabled for youth who are suspected of or identified as having a developmental disability, pursuant to the Individualized Treatment Plans Policy.
- (d) Treatment consideration or something else consistent with procedures in the Transgender and Intersex Youth Policy.

500.5.1 LEGAL BASIS FOR DETENTION

Youth admitted to the facility and the youth's parent/guardian shall be notified of the official charge for the detention or the legal basis for the confinement, in a language they understand.

500.5.2 PROHIBITIONS

The Supervisor is responsible for ensuring only youth who can be lawfully admitted into the facility are accepted. Those generally prohibited for admission include non-offenders transported to the Juvenile Institutions due to no fault of their own (e.g., abuse, neglect, abandonment). Some status offenders may not be accepted for admission unless their detention is pursuant to the core requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDNA) (see the Status Offenders and Non-Offenders Policy).

Youth younger than 12 will not be accepted into custody unless there are allegations of murder or certain sexual assaults (Welfare and Institutions Code § 602.1).

500.5.3 ESTIMATED LENGTH OF STAY

The Chief Probation Officer or the authorized designee shall develop program guidelines that include written screening criteria for inclusion and exclusion from juvenile camps, juvenile halls, and post-dispositional programs. The procedure shall include advising youth of the program guidelines (15 CCR 1350).

500.5.4 MEDI-CAL ELIGIBILITY AND ENROLLMENT

The Chief Probation Officer or the authorized designee shall establish procedures for collecting Medi-Cal eligibility information and enrolling eligible youth (15 CCR 1324).

500.5.5 FOOD UPON ARRIVAL

The Supervisor or the authorized designee is responsible for ensuring youth are offered food upon arrival at the facility (15 CCR 1350).

500.6 TRANSITION FROM RECEPTION TO GENERAL POPULATION

The Supervisor is responsible for ensuring only youth who qualify are placed into general population or housing. Those being admitted with clearance paperwork but who are not ready for placement into general population shall be monitored for risk and needs assessment under the Youth Screening and Evaluations Policy.

Prior to the youth being placed into housing, they will be provided orientation under the Youth Orientation Policy.

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500.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff members shall respond promptly to medical symptoms presented by youth to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Detention staff members should remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any staff member who suspects that a youth may be suffering from an overdose or experiencing withdrawal symptoms shall promptly notify the supervisor, who shall ensure that the appropriate medical staff is notified (15 CCR 1431).

500.6.2 YOUTH SEPARATION

Youth should be kept separate from the general population during the admission process. Newly admitted youth should be separated according to the facility's classification plan.

500.7 YOUTH PROPERTY CONTROL AND STORAGE

All personal belongings received from youth at the time of admission shall be inventoried, documented, and stored in a secure storage area (15 CCR 1350). A receipt should be signed by the youth and the admitting staff member and referenced to the admission number before the admission is completed. The original copy of the property receipt will be retained and placed in the youth's file and/or with the property.

Excess personal clothing shall be mailed to, picked up by, or transported to designated family members or to a person of the youth's choosing, or stored in containers designed for this purpose.

Only authorized personnel may access the storage area and only to deposit or retrieve property, or to conduct duly authorized work, including maintenance and other duties as directed by the Facility Superintendent or the authorized designee.

Inventoried items of rare or unusual value should be brought to the attention of a supervisor. The youth's signature should be obtained on the admission record and on any forms used to record money and property.

500.7.1 VERIFICATION OF A YOUTH'S MONEY

All money belonging to the youth and retained by the admitting staff member shall be verified in front of the youth. When possible, the youth should initial the dollar amount on the admission sheet. All money should be placed in an envelope separate from the admissions sheet and sealed.

Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property should also be sealed in an envelope. All envelopes should clearly indicate the contents on the front. The person sealing it should initial across the sealed flap. Should any money be withdrawn or added to the cash envelope, the person making the change shall enter the new amount below the original entry and initial it. The total amount of money in the envelope should always be computed and written on the outside of the envelope (15 CCR 1350).

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500.8 TELEPHONE CALLS

Every youth detained in this facility shall be entitled to at least three free completed telephone calls within one hour of admittance in accordance with the provisions of the Welfare and Institutions Code § 627, unless physically impossible, and no later than one hour after admittance (15 CCR 1350). The calls may be of a duration that reasonably allows the person to make necessary arrangements for matters that the person may be unable to complete as a result of being detained. The calls are not intended to be lengthy conversations, and staff members may use their judgment in determining the reasonable duration of the calls. If it is determined that the person is the custodial parent with responsibility for a child, the person shall be entitled to make such additional telephone calls as reasonably necessary to arrange care for the child.

Every youth shall be advised that these telephone calls include one completed call to a parent, a guardian, a person standing in loco parentis, a responsible relative, or the youth's employer, and another completed call to an attorney (Welfare and Institutions Code § 627).

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH ADMITTANCE for further information.

500.8.1 TELEPHONE CALL PROCEDURES

The Department will pay the cost of telephone calls.

Calls between the youth and the youth's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded (15 CCR 1350).

500.8.2 ONGOING TELEPHONE ACCESS

Ongoing telephone access for youth who are housed at the facilities will be in accordance with the Youth Telephone Access Policy.

500.9 SHOWERING AND CLOTHING EXCHANGE

Youth should be allowed to shower before being dressed in clean Juvenile Institutions clothing (15 CCR 1350). Showering should occur before a youth is transferred from the temporary holding area to general population housing.

Youth Classification (Title 15, § 1352)

501.1 PURPOSE AND SCOPE

This policy describes the Stanislaus County Probation Department's youth classification process, which is designed to identify security and health issues so that youth may be housed in this Juvenile Institutions in such a way as to foster a safe and secure facilities (15 CCR 1352).

501.2 POLICY

It is the policy of this department to properly classify youth housed in this Juvenile Institutions according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.

501.3 CLASSIFICATION PLAN

The Facility Superintendent or the authorized designee shall create and maintain a classification plan to guide staff members in processing youth brought into the Juvenile Institutions. The plan shall include an initial screening process and a process for determining appropriate housing assignments (28 CFR 115.341; 28 CFR 115.342; 15 CCR 1352).

The plan should include use of an objective screening instrument, procedures for deciding classification and housing assignments, intake and housing forms, and a process to ensure that all classification and housing records are maintained in each youth's permanent file. Such procedures shall (15 CCR 1352):

- (a) Provide for the safety of the youth, other youth, facility staff members, and the public by placing the youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double, or living assignment or location within the living unit.
- (b) Consider the facility populations and physical design of the facility.
- (c) Provide that a youth shall be classified upon admittance to the facility. Classification factors shall include but not be limited to the following:
 - 1. Age
 - 2. Maturity, sophistication
 - 3. Emotional stability
 - 4. Program needs
 - 5. Legal status
 - 6. Public safety considerations
 - 7. Medical and behavioral/mental health considerations
 - 8. Gender and gender identity of the youth
- (d) Provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody.

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- (e) Provide that facility staff members shall not separate a youth from general population or assign a youth to a single-occupancy room based solely on the youth's:
 - 1. Actual or perceived race
 - 2. Ethnic group identification
 - 3. Ancestry
 - 4. National origin
 - 5. Color
 - 6. Religion
 - 7. Gender
 - 8. Sexual orientation
 - 9. Gender identity
 - 10. Gender expression
 - 11. Mental or physical disability
 - 12. HIV status
- (f) Not prohibit staff members from placing a youth in a single-occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.
- (g) Ensure that facility staff members shall not consider lesbian, gay, bisexual, transgender, questioning, or intersex identification or status as an indicator of likelihood of being sexually abusive.

The plan should also include an evaluation based on the following:

- (a) Physical size and stature
- (b) Current charges
- (c) Behavior during arrest or detention and admission process
- (d) Criminal, detention, and incarceration history
- (e) Level of emotional and cognitive development
- (f) Potential risk to safety of others or self
- (g) Special needs assessment for vulnerable youth
- (h) Suicidal ideation
- (i) Escape history and degree of escape risk
- (j) Prior assaultive or violent behavior
- (k) The need to be separated from other classifications of youth (e.g., violent offenders, gang affiliation, confidential informants)
- (l) Prior sexual abusiveness

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- (m) Previous sexual victimization
- (n) The youth's own perception of vulnerability
- (o) Any other criteria deemed appropriate by the Chief Probation Officer or the authorized designee
- (p) Individual program needs

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.341).

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH CLASSIFICATION for further information.

501.4 INITIAL CLASSIFICATION

The initial classification process is intended to identify predatory, violent, and at-risk youth. It should occur early in the intake process to allow for appropriate supervision while the youth is being temporarily held in this facility and until a decision is made to place the individual into a more permanent housing assignment and orientation is provided.

Youth should be interviewed by the booking officer as soon as possible in the admission process. The booking officer shall complete the initial classification form. The initial classification form should include a place for the intake staff member to make a housing recommendation. This recommendation should be based on the initial classification form, an assessment of the youth's condition, and the youth's interview.

The initial classification form shall be placed in the youth's file and provided to the Probation Corrections Officer III/lead officer, who will, within the limits of available resources, determine the appropriate temporary housing location.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH CLASSIFICATION PROCESS for further information.

501.5 CLASSIFICATION UPON HOUSING

Once it has been determined that the youth will not be released from custody, a more in-depth classification of the youth will be conducted prior to receiving a housing assignment.

501.5.1 INTERVIEW

The comprehensive classification process begins with a review of any initial classification information obtained during the reception and admission process, and an interview by the booking officer. The review of initial classification documents and the questions, answers, and observations from the youth's interview and risk assessment will be documented, representing the treatment plan, security level, and housing assignment appropriate for each youth. A Unit One Probation Corrections Officer III (PCO III)/lead officer will determine the appropriate classification

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and housing unit assignment for each youth, under the discretion of the Supervising Probation Corrections Officer (SPCO).

501.5.2 OVERRIDE

The SPCO has the authority to override the results when it appears necessary to assign more appropriate housing. The override capability exists to use the staff member's training and expertise in those instances when the results are not reflective of the youth's potential security or health risk. Reasons for the override must be documented and approved by the supervisor.

501.6 REVIEWS AND APPEALS

Once a youth is classified and housed, the youth may appeal the decision of the booking officer. The appeal process shall begin at the first-line supervisor level. The decision by the supervisor may be appealed to the Facility Superintendent or the authorized designee. The decision by the Facility Superintendent or the authorized designee is final.

501.6.1 PERIODIC CLASSIFICATION REVIEWS

The Probation Corrections Officer III assigned to the housing units should continually review the status of all youth who are housed in the living area. The review shall examine changes in the youth's behavior or circumstances and should either raise, lower, or maintain the classification status (15 CCR 1352).

Housing and program assignments for each transgender or intersex youth shall be reassessed at least twice each year to determine whether the youth has experienced any threats (28 CFR 115.342).

Youth risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the youth's risk of sexual victimization or abusiveness (28 CFR 115.341).

501.6.2 STAFF MEMBER-REQUESTED REVIEW

At any point during a youth's detention, a staff member may request a review of the youth's classification. The reason for the review, the review itself, and the outcome of the review shall be documented in the youth's permanent file. Nothing in this section shall prohibit staff members from immediately moving a youth to another location in the facility based on exigent circumstances. Under such circumstances, the staff member moving the youth must immediately document the action and notify the Facility Superintendent or the authorized designee.

501.7 SINGLE-OCCUPANCY ROOMS

Single-occupancy rooms may be used to house these categories of youth (15 CCR 1352):

- (a) Maximum security
- (b) High Risk
- (c) Medical condition or disabilities (dependent upon consultation with medical staff members and the availability of medical beds)

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- (d) Mental condition (dependent upon consultation with behavioral/mental health staff members and the availability of mental health beds)
- (e) Adolescents who have sexually offended
- (f) Any youth with an elevated risk of being taken advantage of, being mistreated, or becoming a victim of sexual abuse or harassment
- (g) Any other condition or status for single-occupancy housing

The classification supervisor shall notify the Facility Superintendent or the authorized designee when single-occupancy rooms are not available for housing the above described youth. In such cases, a risk assessment shall be used to identify youth in the above categories who may be safely housed together.

See the Stanislaus County Probation Department JD Procedure Manual: YOUTH CLASSIFICATION for further information.

501.8 CLASSIFICATION SPACE ALLOCATION

The classification plan depends on the ability of the facility to physically separate different classes of youth. To ensure that allocated space meets the current population needs, the Facility Superintendent or the authorized designee should periodically meet with classification staff member representatives to discuss the fixed resources (e.g., rooms, dorms, dayrooms) (15 CCR 1352).

The Facility Superintendent should report at least quarterly to the detention management team any space issues.

501.9 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, program, education, and work assignments should be made in an effort to keep youth safe and free from sexual abuse.

Housing and program assignments of a transgender or an intersex youth shall include individualized consideration for the youth's health and safety and any related supervisory, management, or facility security concerns. A transgender youth's or an intersex youth's views regarding the youth's own safety shall be given serious consideration.

Identification or status as lesbian, gay, bisexual, transgender, or intersex shall not be considered as an indicator of likelihood of being sexually abusive (28 CFR 115.342; 15 CCR 1352).

Lesbian, gay, bisexual, transgender, or intersex youth shall not be placed in particular housing, bed, or other assignments based on such identification or status (28 CFR 115.342).

Staff members shall consider any recommendations from the youth's health care provider. The decision to house youth in an area that does not match their gender identity, including any reason(s), shall be documented.

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501.10 STAFF MEMBER TRAINING IN CLASSIFICATION

Staff members should receive training specific to youth classification before performing classification duties. Staff members not specifically trained in youth classification may perform classification duties under the immediate supervision of a trained and qualified staff member.

Youth Orientation (Title 15, § 1353)

502.1 PURPOSE AND SCOPE

This policy provides for the orientation of youth admitted into the Juvenile Institutions. The purpose of the orientation is to inform youth of the Juvenile Institutions routine, rules, youth rights, and services (15 CCR 1353).

502.2 POLICY

The Facility Superintendent shall provide an effective method of orienting all incoming youth that includes a handbook for youth before placement in a living area. Provision shall be made to provide accessible orientation information to all youth, including those with disabilities, limited English proficiency, or limited literacy. Both written and verbal information shall be provided and supplemented with video orientation if feasible (15 CCR 1353).

502.3 ACCESS TO ORIENTATION

The orientation should take place before youth are moved to housing and should be an ongoing process in the housing unit so that the information is available to youth throughout their entire time in custody.

502.4 ORIENTATION

The Facility Superintendent shall develop and implement written procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with a video orientation (if feasible). Provisions shall be made to provide accessible orientation information to all detained youth, including those with disabilities, limited literacy, or English language learners. To assist with the youth's transition into the custody environment, the orientation shall include information that addresses (15 CCR 1353):

- (a) Facility rules, including contraband and searches, and disciplinary procedures.
- (b) The facility's behavior modification program, including behavior expectations, incentives that youth will receive for complying with the facility rules, and consequences that may result when a youth violates the rules of the facility.
- (c) Age-appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment, including (28 CFR 115.333):
 - 1. Zero-tolerance policy
 - 2. Prevention and intervention
 - 3. Instruction on how youth can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
 - 4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
 - 5. Treatment and counseling provided for victims of sexual abuse or sexual harassment

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6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.353)
 7. Information regarding confidentiality, monitoring, and mandatory reporting
- (d) Identification of key staff members and their roles.
 - (e) The existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue.
 - (f) Access to legal services and information on the court process.
 - (g) Access to routine and emergency health, dental, and behavioral/mental health care.
 - (h) Access to education, religious services, and recreational activities.
 - (i) Housing/classification assignments.
 - (j) Opportunity for personal hygiene and daily showers, including the availability of personal care items.
 - (k) Rules and access to correspondence, visits, and telephone use.
 - (l) Availability of reading materials, programming, and other activities.
 - (m) Facility policies on the use of force, use of restraints, chemical agents, and room confinement.
 - (n) Immigration legal services.
 - (o) Emergencies including evacuation procedures.
 - (p) Nondiscrimination policy and the right to be free from physical, verbal, or sexual abuse and harassment by other youth and staff members.
 - (q) Availability of services and programs in a language other than English, if appropriate.
 - (r) The process for requesting different housing, education, programming, and work assignments.
 - (s) A process by which parents/guardians receive information regarding the youth's stay in the facility that, at a minimum, includes answers to frequently asked questions and provides contact information for the facility, medical, school, and mental health programs.
 - (t) A process by which youth may request access to the Minimum Standards for Juvenile Facilities in Title 15 of the California Code of Regulations.
 - (u) Contacting foreign consuls.
 - (v) Voting, including registering to vote.
 - (w) An approved list of items that youth are permitted to possess.
 - (x) An explanation and a copy of the youth's rights and responsibilities as specified in Welfare and Institutions Code § 224.71, and answers to the youth's questions and

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concerns regarding those rights and responsibilities (Welfare and Institutions Code § 224.72).

In addition to English, orientation information will be provided in the most commonly used languages for the youth population.

The Facility Superintendent should consider enlisting the assistance of volunteers qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to youth who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgement of the orientation and receipt of the handbook should be maintained in the youth's permanent file (28 CFR 115.333).

See the Stanislaus County Probation JD Procedures Manual: YOUTH ORIENTATION for further information.

502.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD OF HEARING YOUTH

Youth who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities or limited reading skills shall have materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.316).

Youth who are deaf or are hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by staff members to assist the youth in understanding the information.

502.6 POSTING OF YOUTH RIGHTS

The Facility Superintendent or the authorized designee shall ensure that a listing of youth rights is posted in a conspicuous location, including classroom and living units (Welfare and Institutions Code § 224.72).

502.7 ACCESS TO YOUTH RIGHTS WRITTEN MATERIAL

A copy of youth rights shall be included in orientation packets provided to parents or guardians of wards. Copies of the rights of youth in English, Spanish, and other languages shall also be made available in facility visiting areas and, upon request, to parents or guardians (Welfare and Institutions Code § 224.72).

502.8 AREAS OF NOTICE TO YOUTH

- (a) In addition to the orientation that is provided at Intake, departmental policy requires that each youth admitted to a living unit receive prompt notification and instruction in the following areas:
 - 1. Youth Rights;
 - 2. Rules of Conduct;

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3. Disciplinary Procedures and Sanctions;
 4. Due Process
 5. Grievance Procedures.
- (b) Notification and orientation in the areas cited above is required and must be given prior to the imposition of any disciplinary action against a youth. To fulfill the necessities of orientation and notification, at the time of booking each youth shall be issued the Stanislaus County Juvenile Institutions Youth Orientation Pamphlet explaining the rules, rights and regulations of the Juvenile Hall and the Juvenile Commitment Facility.
- (c) If the youth is not able to read and/or understand the orientation pamphlet, staff is required to verbally instruct the youth regarding the aforementioned areas. In cases where a language barrier exists, an interpreter shall be provided to instruct the youth.

In addition to the above-referenced procedure, each unit shall post this information so that it is accessible to youth.

502.9 PREA YOUTH EDUCATION

- (a) Upon youth entering a living unit, staff shall explain the Department's zero tolerance policy regarding sexual abuse and sexual harassment and will have the youth sign the PREA advisement form. The youth shall be advised how to report incidents or suspicions of sexual abuse or sexual harassment.
- (b) During the weekly unit rule sessions, the housing unit staff shall discuss and review the Youth Orientation Checklist with the youth. This includes their right to be free from sexual abuse and sexual harassment, the procedures for reporting such incidents and the right to be free from retaliation for reporting such incidents. The unit supervisor shall ensure staff have placed a copy of the Youth Orientation Checklist sign-off sheet in the youth's facility file.
- (c) The Compliance Officer shall ensure youth education materials are available in formats accessible to all youth, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to youth who have limited reading skills.
- (d) The Compliance Officer shall ensure the information is continuously and readily available or visible to youth through posters or other written formats.

Youth Counts

503.1 PURPOSE AND SCOPE

Youth population counts are vital to the security of the facility, the safety of the staff members, and the welfare of the youth. This policy establishes guidelines for the frequency of youth counts, ensuring that all youth and their status can be accounted for at any time (15 CCR 1324).

503.2 POLICY

It is the policy of this department to account for all youth within and under the control of this facility through scheduled and other counts as needed.

503.3 PROCEDURE

The Facility Superintendent or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Youth counts shall be conducted at least once every eight hours. Emergency counts may be conducted at the direction of the Supervisor as needed. Electronic counts shall not be substituted for direct staff member observation.

All counts shall be documented on the Radio Frequency Identification (RFID) daily activity log and verified by the Supervisor. Counts shall include all youth in custody, including those on work assignments, furlough, and education release, as well as those who are off-site, such as at the hospital or in court.

Any discrepancy in the count should immediately be reported to the Facility Superintendent and resolved before the release of the shift personnel responsible for the count. A formal count in which all youth are personally identified by an officer should be conducted at the beginning of each shift. The result of the formal count will be used to calculate the average daily population statistics for the facility.

If an escape is discovered during the youth count, the Supervisor will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Facility Superintendent, initiating a search, and complying with other procedures as needed in accordance with the Emergency Procedures - Facilities Policy.

A complete report of the incident will be prepared and provided to the Chief Probation Officer or the authorized designee as soon as practicable.

All count sheets shall be signed by the Supervisor during each shift. Count sheets shall be maintained for a period prescribed by statute, ordinance, or policy.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH COUNTS for further information.

Youth Population Management (Title 15, § 1342)

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of youth population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Department to forecast staffing and facility growth needs into the future and plan for the associated expenditures (15 CCR 1342).

504.2 POLICY

It is the policy of this facility that a youth population management system should be established and maintained to account for admitting, processing, providing services for, transferring, and releasing youth.

504.3 REPORTS

The Facility Superintendent or the authorized designee is responsible for ensuring that detailed daily reports of the facility's youth population are completed and maintained by staff members. The reports shall reflect the average daily population of pre and post-adjudicated youth with males and females listed separately.

See the Stanislaus County Probation Department JD Procedures Manual: POPULATION TRACKING REPORTS for further information.

504.3.1 POPULATION ACCOUNTING

The Facility Superintendent or the authorized designee shall collect and submit the required population and profile survey reports to the Board of State and Community Corrections within 10 working days after the end of each reporting period, in a format to be provided by the board (15 CCR 1342).

504.4 DATA COLLECTION

For each reporting period, the report should include but is not limited to the following:

- (a) Number of beds in:
 - 1. General housing
- (b) Average daily population (ADP) for:
 - 1. Felony and misdemeanor by male and female
 - 2. Pre-adjudicated and post-adjudicated by male and female
- (c) Highest one-day youth population
- (d) Number per month of:
 - 1. Total admissions
 - 2. Status offender admissions
 - 3. Probation violation admissions

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- (e) Average length of stay for those released during the month, including:
 - 1. All releases
 - 2. Transfers to treatment programs/residential treatment
 - 3. Transfers to placements (e.g., group homes, foster homes)
 - 4. Other releases
- (f) Number of:
 - 1. Youth-on-youth assaults
 - 2. Youth-on-staff member assaults
 - 3. Escapes
 - 4. Suicide attempts
 - 5. Suicides
- (g) One-day snapshot, on the 15th of each month, of the number of:
 - 1. Youth awaiting adult court/certified to adult court
 - 2. Youth under 12 (male and female)
 - 3. Youth 12-14 (male and female)
 - 4. Youth 15-17 (male and female)
 - 5. 18 and over (male and female)

Youth Safety Checks (Title 15, § 1328)

505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting periodic visual safety checks for all youth, and for creating and maintaining a log to document all safety checks (15 CCR 1328).

For additional requirements on safety checks, see the Room Confinement Policy, Safety Rooms and Camera Rooms Policy, and the Suicide Prevention and Intervention Policy.

505.2 POLICY

It is the policy of the Stanislaus County Probation Department that staff members shall conduct periodic safety checks on all youth at a frequency determined by the custody status of the youth, the youth's housing classification, and applicable state law.

505.3 SAFETY CHECKS

The Facility Superintendent shall develop and implement procedures that provide for the direct visual observation of youth (15 CCR 1328).

Staff members shall adhere to the following procedures when conducting youth safety checks (15 CCR 1328):

- (a) Safety checks shall be conducted at a minimum of every 15 minutes and more frequently if necessary. Safety checks shall be conducted at random or varied intervals so youth cannot predict when the checks will occur.
 1. Safety checks shall be conducted during hours when youth are asleep or when youth are in their rooms, confined in holding cells, or confined to their beds in a dormitory.
- (b) Safety checks shall be conducted by direct visual observation and should include observation of skin, breathing, and movement to confirm that movement is not of a dangerous or emergency-related nature.
- (c) An audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies may supplement the required visual observation safety checks but shall not replace the need for direct visual observation.
- (d) Safety checks shall be clearly documented on permanent logs in accordance with the Daily Activity Logs and Shift Reports Policy.
- (e) Actual times of the safety checks shall be recorded by the staff member who conducted the check.
- (f) Log entries shall never be made before the actual safety check is conducted. Log entries made in this manner do not represent factual information and are prohibited.

Safety check log entries are not required when youth are continually monitored under direct supervision during group settings such as education, programming, or recreation activity, or otherwise are within sight of staff members and are not confined in holding rooms, sleeping rooms,

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or dorm settings. See the Youth Supervision Staff Member Orientation and Training Policy for additional requirements on supervision.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH SAFETY CHECKS for further information.

Case Management (Title 15, § 1355)

506.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the Department uses evidence-based assessment instruments and effective case planning methods that determine program needs for each youth while detained, and implements strategies to reduce recidivism by supporting successful reintegration into the community (15 CCR 1355).

506.2 POLICY

It is the policy of the Department to provide effective case management of youth while they are detained in the Stanislaus County Probation Department facilities.

506.3 INSTITUTIONAL ASSESSMENT AND CASE PLAN

The Facility Superintendent or the authorized designee shall develop and implement written procedures for assessment and case planning. The Facility Superintendent shall ensure that initial and periodic risk and needs assessments essential for developing an individual case plan are conducted using information from the assessment results, detailed information obtained during the admission process, and any other relevant information deemed necessary to ensure effective case management (15 CCR 1355).

- (a) The risk and needs assessment is based on information collected during the admission process, subject to periodic review, which includes the youth's risk factors, needs, and strengths including but not limited to the identification of substance abuse history and dependency; educational needs, vocational, counseling, behavioral health history; consideration of known history of trauma (e.g., physical abuse, sexual abuse); and family dynamics (e.g., strengths, needs) (15 CCR 1355).
- (b) Case plan development shall follow the process outlined below (15 CCR 1355):
 - 1. A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.
 - 2. The institutional plan shall include but not be limited to written documentation that provides:
 - (a) Objectives and time frames for the resolution of problems identified in the assessment.
 - (b) 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 toward 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 the Release Policy.

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5. In as much as possible and if appropriate, the case plan and the transition plan shall be developed with input from the youth's family, supportive adults, the youth, and the regional center for the developmentally disabled. Trained department staff members should only administer assessment and screening instruments/tools designed specifically for youth populations at admission, during orientation to the facility, and during periodic reviews to collect information related to the youth's risk factors, program needs, strengths, and challenges.

The assessment findings shall be stored in the youth's case file and shared and coordinated with authorized recipients who have both the right to know and a need to know during case conferences to ensure proper programming placement and continuity of services consistent with the youth's individualized case plan.

See the Stanislaus County Probation Department JD Procedures Manual: CASE MANAGEMENT: ASSESSMENT & PLAN for further information.

506.4 CASE NOTES

Staff members shall document in the youth's case file notable behavior, including positive and negative interaction with peers, staff members, and authority figures; progress toward goals and objectives outlined in the youth's case management plan; and participation in groups, school, activities, and recreation. Documentation should occur monthly.

Along with documentation, staff members are responsible for reporting their observations and concerns about a youth's behavior to other staff members on-duty.

506.5 COUNSELING AND CASEWORK

Any youth requesting services or believed to need counseling services shall be referred to qualified mental health personnel in a timely manner.

For youth in crisis, see the Counseling and Casework Services Policy.

Safety Rooms and Camera Rooms (Title 15, § 1359)

507.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing and maintaining youth in safety and/or camera rooms.

507.1.1 DEFINITIONS

Definitions related to this policy include:

Camera room - A room designed for enhanced continuous monitoring of a youth who may be in danger of self-harm. The camera may be placed in a room that meets the physical design requirements of a safety room or a room designed as a youth sleeping room. The use of the monitoring may supplement direct supervision but may never replace it.

Safety room - An enhanced protective/secure room designed to minimize the risk of injury or destruction of property used for youth who display problematic behavior that may cause immediate physical harm to themselves or others or destroy facility property.

For purposes of this policy our safety room and camera room are one of the same room.

507.2 POLICY

This facility will use safety and/or camera rooms to protect youth from injury or to prevent the destruction of property by youth, in accordance with applicable law.

A safety room shall not be used as punishment, discipline or as a substitute for treatment. The Facility Superintendent or the authorized designee shall review this policy annually.

507.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or authorized designee, and where applicable, in cooperation with the Medical Staff, shall develop and implement written policies and procedures governing the use of camera rooms and safety rooms, as described in 24 CCR 1230.1.13 (15 CCR 1359).

507.4 SAFETY AND CAMERA ROOM PROCEDURES

A safety room shall be used to hold only those youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, or who reveal the intent to cause self-inflicted physical harm. A safety room shall not be used for punishment or discipline, or as a substitute for treatment (15 CCR 1359).

- (a) The following guidelines apply when placing any youth in a safety room (15 CCR 1359):
 1. Youth shall be provided meals during each meal period. Meals will be served in accordance with the recommended nutrition standards. 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

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to the plate or container being removed. All meals provided to youth in safety rooms will be documented on the safety room log.

2. Youth in a safety room shall be given the opportunity to have fluids (e.g., water, juice) at least hourly. Staff members 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 safety room log.
3. Youth shall be provided reasonable access to a toilet.
4. Youth should be permitted to remain normally clothed or provided a safety suit or other suitable clothing to provide privacy.
5. Provide for approval of the Facility Superintendent or the authorized designee, before a youth is placed into a safety room.
6. Continuous direct visual monitoring/supervision shall be provided and the youth's behavior and any staff member interventions documented at least every 15 minutes, with the actual time recorded. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety room log.
7. The Facility Manager shall review the appropriateness of continued retention in the safety room at least every four hours.
 - (a) The reason for continued retention or removal from the safety room shall be documented on the safety room log.
 - (b) If confinement extends beyond four hours, staff members shall consult with medical and mental health personnel and develop an individualized plan to reintegrate the youth to general population.
8. A medical assessment of the youth in the safety room shall occur immediately where appropriate, but no later than the next daily sick call. Continued assessment of the youth in the safety room shall be conducted by a qualified health care professional and shall occur at least every 4 hours thereafter. Medical assessments shall be documented.
9. Documentation shall include the reason for placement and shall include attempts to use less restrictive means of control and decisions to continue and end placement.
- (b) The placement of a youth in a safety room shall be accomplished in accordance with the following (15 CCR 1359):
 1. A 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 or security of any youth or staff member.
 2. A safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff members.
 3. A safety room shall not be used to the extent that it compromises the mental and physical health of the youth.

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Safety Rooms and Camera Rooms (Title 15, § 1359)

- (c) A youth may be held up to four hours in a safety room. After the youth has been held in the safety room for a period of four hours, staff members shall do one or more of the following (15 CCR 1359):
 - 1. Return the youth to general population.
 - 2. Consult with mental health or medical staff members.
 - 3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
- (d) If confinement in the safety room must be extended beyond four hours, staff members shall develop an individualized plan that includes the requirements of the Room Confinement Policy and the goals and objectives to be met in order to integrate the youth to general population (15 CCR 1359).

See the Stanislaus County Probation Department JD Procedures Manual: SAFETY ROOMS AND CAMERA ROOMS for further information.

Housing of Incarcerated Adults

508.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for housing incarcerated adults age 18 and older in the facility.

508.1.1 DEFINITIONS

Definitions related to this policy include (Welfare and Institutions Code § 208.55):

Incarcerated adult - A person who is 18 years of age or older, not subject to the jurisdiction of the juvenile court, and has been arrested and is in custody for, or awaiting trial on, a criminal charge, or has been convicted of a criminal offense, and is not considered a [youth] under Welfare and Institutions Code § 208.55(1)(C).

Youth - A person who meets any of the following criteria:

- (a) A person under the age of 18
- (b) A person under the maximum age of juvenile court jurisdiction who is not currently an incarcerated adult
- (c) A person whose case originated in the juvenile court and is subject to Welfare and Institutions Code § 208.5

508.2 POLICY

It is the policy of this department to limit the housing of adults to only those times when it is necessary, and to ensure incarcerated adults receive appropriate care while limiting their contact with youth when they are at these facilities.

508.3 HOUSING AREAS

All incarcerated adults shall be housed separately from youth. Sight and sound contact between the two groups is prohibited in the housing areas. The Department will seek to provide accommodations and services to incarcerated adults equivalent to those provided to youth. Significant departures from the services and programs available to youth should only be denied to incarcerated adults with Facility Superintendent consent.

508.4 SUPERVISION

Incarcerated adults in department custody should be monitored and supervised to ensure their safety and security. Supervision should include but is not limited to:

- (a) Audio surveillance (being able to hear and respond).
- (b) Conducting direct visual observation safety checks at least once every 15 minutes, at random or varied intervals during hours when youth and incarcerated adults are asleep or when youth and incarcerated adults are in their rooms, confined in a holding cell, or confined to their bed in a dormitory. Audio/video electronic surveillance systems may supplement but shall not replace direct visual observation to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies.

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Housing of Incarcerated Adults

- (c) Observing the youth's and incarcerated adult's movements during safety checks.

Staff members should document all safety checks.

508.5 VISUAL AND AUDITORY CONTACT

Incarcerated adults shall not have visual or auditory contact with youth in department custody. Any incidental or accidental visual or auditory contact should be minimal and brief. Staff members trained in supervision shall maintain a constant, side-by-side presence with a youth or an incarcerated adult to prevent sustained contact (34 USC § 11133; 28 CFR 115.14).

508.6 RECREATION PROGRAMS

Incarcerated adults should be allowed reasonable recreation and programming.

Incarcerated adults should also be provided with unstructured activities daily (e.g., watching television).

508.7 DISCIPLINARY PROCEDURES

The disciplinary procedures for the facility apply to incarcerated adults in department custody. However, the Facility Superintendent may approve deviations from the procedures when appropriate and lawful.

Status Offenders and Non-Offenders

509.1 PURPOSE AND SCOPE

This policy addresses status offenders and non-offenders to ensure compliance with the Juvenile Justice Delinquency Prevention Act (JJDPa) (Welfare and Institutions Code § 207; Welfare and Institutions Code § 601).

509.1.1 DEFINITIONS

Definitions related to this policy include:

Non-offender - An abused, neglected, dependent, civil detainee, or alien juvenile in the custody of the Stanislaus County Probation Department (Welfare and Institutions Code § 300). This also includes any juvenile 11 years old or younger being held for any reason other than those meeting the exceptions in Welfare and Institutions Code § 602.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A youth alleged or adjudged to be a person described in Welfare and Institutions Code § 601.

509.2 POLICY

It is the policy of the Stanislaus County Probation Department that youth who are non-offenders or status offenders shall not be held in secure detention, and that status offenders shall not be kept at the Juvenile Institutions in violation of the JJDPa.

509.3 STATUS OFFENDERS

A status offender may only be detained by the Department upon a court order. The Facility Superintendent or the authorized designee should ensure the validity of the court order before a status offender is accepted into custody (34 USC § 11133). If the youth is a ward of the court as described in Welfare and Institutions Code § 601, legal counsel shall be consulted before the youth is admitted to ensure compliance with Welfare and Institutions Code § 213.3.

509.4 NON-OFFENDERS

Non-offenders shall not be held by the Department in any secure detention facility (34 USC § 11133).

509.4.1 EXCEPTIONS

Juveniles 11 years old or younger may, with Facility Superintendent approval, be held by this department when taken into custody for any of the following offenses (Welfare and Institutions Code § 602):

- (a) Murder
- (b) Rape by force, violence, duress, menace, or fear of immediate and unlawful bodily injury

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Status Offenders and Non-Offenders

- (c) Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury
- (d) Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury
- (e) Sexual penetration by force, violence, duress, menace, or fear of immediate and unlawful bodily injury

The Facility Superintendent should explore alternatives to custody in these cases that include the least restrictive alternatives that may be facilitated by behavioral health services or other alternative services (Welfare and Institutions Code § 602.1).

509.5 REQUIRED REPORTING

The Facility Superintendent shall report monthly to the Board of State and Community Corrections on the appropriate form (Welfare and Institutions Code § 207). Information required shall include:

- (a) Each youth detained as described in the Welfare and Institutions Code § 601.
- (b) The place and length of the youth's custody.
- (c) The reasons why the detention was necessary.

509.6 SEPARATION

The Chief Probation Officer shall ensure required separation of youth classified as status offenders and non-offenders in accordance with Welfare and Institutions Code § 206:

- (a) Separate, segregated facilities may be provided in the Juvenile Institutions or elsewhere.
- (b) The facilities required for non-offenders shall be nonsecure.

Staff Member and Youth Contact

510.1 PURPOSE AND SCOPE

Staff member interaction with youth in custody creates opportunities for staff members to demonstrate appropriate social interaction and provide positive adult role models for youth. Interaction with youth allows for continual assessment of the safety and security of the Juvenile Institutions and the health and welfare of the youth. However, inappropriate interaction can undermine security and order and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between staff members and youth and is intended to promote a positive custody environment with high ethical standards of honesty, integrity, and impartiality and increase facility safety, discipline, and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Staff members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

510.2 POLICY

The Facility Superintendent shall ensure that youth have adequate ways to communicate with staff members and that staff members communicate and interact with youth in a timely and professional manner.

510.3 GENERAL CONTACT GUIDELINES

Staff members are encouraged to interact with the youth under their supervision and are expected to take prompt and appropriate action to address health and safety issues discovered or brought to their attention.

All staff members should present a professional and command presence in their contact with youth. Staff members shall address youth in a civil and age-appropriate manner. Using profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, grievances, disciplinary reports) should be answered in a timely manner, under the applicable policy. Such communication should be filed with the youth's records.

Staff members shall not dispense legal advice or opinions or recommend attorneys or other professional services to youth.

While profanity and harsh language are prohibited, the Department recognizes the necessity for staff members to give youth direction in a firm, determined, and authoritative manner to maintain proper supervision and control. Authoritative directions to youth are particularly appropriate when activities or events pose a threat to the safety or security of this facility.

See the Stanislaus County Probation Department JD Procedures Manual: STAFF AND YOUTH CONTACT for further information.

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Staff Member and Youth Contact

510.3.1 OPERATIONAL GUIDELINES

Staff members should not be alone with youth of the opposite sex unless no other reasonable option is available. Staff members should avoid situations that create the appearance of impropriety, such as seclusion with a youth or inappropriate touching.

510.4 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between staff members and current youth, youth who have been discharged, youth family members, or known associates has the potential to create conflicts of interest and security risks in the work environment.

Staff members shall not knowingly maintain a personal or business relationship with any persons described in this section unless written permission is received from the Facility Superintendent.

Prohibited interactions include but are not limited to:

- (a) Communications of a sexual or romantic nature.
- (b) Salacious exchanges.
- (c) Sexual abuse, sexual assault, sexual contact, or sexual harassment.
- (d) Exchanging letters, phone calls, or other similar communications, such as texting.
- (e) Exchanging money or other items.
- (f) Extending privileges, or giving or accepting gifts, gratuities, or favors.
- (g) Bartering.
- (h) Any financial transactions.
- (i) Being present at the home of a youth for reasons other than an official visit without reporting the visit.
- (j) Providing a youth with the staff member's personal contact information, including social media accounts.
- (k) Contact through social media.

510.4.1 EXCEPTIONS

The Facility Superintendent may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstances. In determining whether to grant an exception, the Facility Superintendent should consider factors including but not limited to:

- (a) Whether a relationship existed before the custody of the youth.
- (b) Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- (c) Whether the relationship would be detrimental to the image and efficient operation of the facility.
- (d) Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of judgment in, the performance of duty.

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Staff Member and Youth Contact

510.5 REPORTING

Staff members shall promptly report all attempts by youth to initiate sexual acts or any salacious conversations, and report any correspondence from a youth or former detained youth to the Facility Superintendent or the authorized designee.

Staff members shall report all attempts by youth to intimidate or instill feelings of fear to their supervisor.

Staff members shall promptly notify their immediate supervisor in writing if:

- (a) A family member or close associate has been admitted to the custody of the Juvenile Institutions.
- (b) The staff member is involved in a personal or family relationship with a youth currently at our facility or with a youth who has been previously discharged.

Control of Internal Youth Movement (Title 15, § 1358.5)

511.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of youth between areas within the facility (15 CCR 1358.5).

511.2 POLICY

All staff members should be vigilant in the control and movement of youth between areas within the facility. Control may be by direct or indirect visual observation. All staff members should consider all youth movement as a high-risk activity. Staff members should be aware of their surroundings at all times and take steps to prevent the possession and exchange of contraband.

511.3 CONTROL OF MOVEMENT

Staff members shall not allow youth to leave their assigned area or program unless they have approved activities, which may include but are not limited to the following:

- (a) Court
- (b) Receiving a visit
- (c) Law enforcement interview
- (d) Receiving behavioral/mental health, dental, or medical care
- (e) Attending educational classes or religious services
- (f) Release
- (g) Facility emergency
- (h) Any other reason deemed appropriate by staff members

511.4 MOVEMENT OF YOUTH

Movement of one or more youth in the facility should be done upon youth identification and in an orderly manner, with youth walking in a single-file line. Staff members should have situational awareness during the movement of youth and should consider the design of the facility, areas of poor visibility, and the presence of other youth being moved. Staff members should be aware of areas where youth may have access to contraband items.

See the Stanislaus County Probation Department JD Procedures Manual: CONTROL OF YOUTH MOVEMENT for further information.

511.5 MOVEMENT SECURITY

Staff members supervising youth movement in the facility shall be watchful in and around passageways and ensure that sallyport doors are secured to prevent escape.

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Control of Internal Youth Movement (Title 15, § 1358.5)

511.6 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent shall include the Medical Staff and the person assigned to direct mental health care to develop procedures for using restraint devices when the purpose is for movement or transportation within the Juvenile Institutions. The procedures shall include but not be limited to the following (15 CCR 1358.5):

- (a) Identification of acceptable restraint devices
- (b) Staff members approved to use the restraint devices and the required training
- (c) Required documentation of the circumstances leading to the application of restraints
- (d) Individual assessment by staff members of the need to apply restraints for movement or transportation within the Juvenile Institutions, to include:
 - 1. Consideration of less-restrictive alternatives
 - 2. Consideration of a youth's known medical and mental health conditions
 - 3. Trauma-informed approaches
 - 4. Process for documentation and supervisor review and approval
- (e) Consideration of safety and security of the Juvenile Institutions, with a clearly defined expectation that restraint devices shall not be used for discipline or retaliation
- (f) Restraints used on pregnant youth during movement is limited in accordance with the Use of Physical Restraints Policy (Title 15, § 1358).

Management of Weapons and Control Devices

512.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons, chemical agents, and control devices.

512.2 POLICY

It is the policy of the Stanislaus County Probation Department that the presence and use of weapons in the facility will be tightly controlled and supervised to reduce the potential for injury. Officers will only carry and use weapons and control devices that they are trained and qualified to use.

The regulation and control of firearms and other deadly weapons, is a paramount concern for all staff members, and a major aspect of institutional safety and security. Policy dictates that firearms are prohibited within the confines of the institution, unless authorized by the Facility Superintendent.

It is the responsibility of all staff members to ensure the enforcement of this policy and to immediately report any breaches of this security policy to the Facility Superintendent or designee, via the Supervising Probation Corrections Officer (SPCO).

A formal written notice informing all persons of the weapon prohibition shall be posted at entrances to the institution used by law enforcement.

512.3 FIREARMS AND WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure perimeter of the Juvenile Institutions.

Armed personnel shall secure all firearms in either a locked compartment of their patrol vehicle or in the gun lockers located at the entry points prior to entering the secure perimeter.

Parents or other visitors are prohibited from entering the premises, if they are in possession of any weapon. If a parent or other visitor is discovered to be in possession of a handgun or other deadly weapon while on the premises, the Modesto Police Department shall be immediately contacted to provide assistance.

- (a) Whenever a weapon has been brought onto institutional grounds or the internal premises of an institution, an incident report shall be completed by the discovering staff member and forwarded to the SPCO. In situations where Police Officers, in the performance of their duties, bring a weapon into the facility, an incident report shall reflect that the Officer was armed, unless otherwise directed by the Facility Superintendent.
- (b) Pursuant to California Penal Code Section 4574, any unauthorized person who knowingly brings a weapon onto institutional grounds shall be guilty of a felony that is punishable by imprisonment in a State Prison for two, three, or four years. In addition to the criminal penalties prescribed by law, any staff member found violating weapon

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Management of Weapons and Control Devices

prohibition shall be subject to departmental disciplinary action and/or termination of employment.

Firearms shall be allowed inside the secure perimeter of the Juvenile Institutions with the approval of the Facility Superintendent or the authorized designee only when it is necessary to protect the safety and security of staff members, youth, contractors, volunteers, or the public.

512.4 INVENTORY

The Facility Superintendent should designate at least one properly trained SPCO to be responsible for maintaining all chemical agents and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility's chemical agents and control devices on a monthly basis.

To facilitate the inventory, all chemical agents and control devices shall be stored in a locked and secure location. A log sheet detailing the exact location of each item shall be maintained in the secure location at all times. The removal of any chemical agents or control devices shall be documented on the log sheet, including who removed the item, the date and time of removal, and the reason for removal. An additional log entry indicating the date and time of the item's return shall be made.

The Supervisor and the Facility Superintendent or the authorized designee shall be immediately notified if any chemical agent or control device is determined to be missing. An immediate and thorough search of the facility shall take place to locate the item and an incident report shall be completed detailing what item is missing and the efforts that have been exerted to locate the missing item (15 CCR 1324).

512.5 REVIEW, INSPECTION, AND APPROVAL

Every control device and chemical agent will be periodically inspected for service ability and expiration dates by an authorized staff member as directed by the Facility Superintendent, Supervisor, or authorized designee trained on the use of a particular control device or chemical agent. The Rangemaster or the designated instructor is responsible for ensuring outdated or unserviceable items are replaced.

Use of Force (Title 15, § 1357)

513.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every staff member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Government Code § 7286; 15 CCR 1357).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Use of Physical Restraints Policy.

Retaliation prohibitions for reporting suspected violations are addressed in the Anti-Retaliation Policy.

513.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person (Government Code § 7286(a)).

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows the search, escort, handcuffs, or restraint.

Force team technique - The force team technique ordinarily involves trained officers clothed in protective gear who enter the youth's area in tandem, each with a specific task, to achieve immediate control of the youth.

Serious bodily injury - A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of any bodily function or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

Totality of the circumstances - All facts and circumstances known to the officer at the time, including the conduct of the officer and the individual leading up to the use of force (Penal Code § 835a).

513.1.2 POLICY DEVELOPMENT

The Facility Superintendent shall include the Medical Staff in developing written policies and procedures related to the use of force, which may include chemical agents (15 CCR 1357).

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Use of Force (Title 15, § 1357)

513.2 POLICY

The use of force is a matter of critical concern, both to the public and to the public safety community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of public safety duties.

The Stanislaus County Probation Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

513.2.1 FAIR AND UNBIASED USE OF FORCE

Officers are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)).

513.3 USE OF FORCE

Authorized staff members shall use only that amount of force that reasonably appears necessary given the facts and totality of circumstances known to or perceived by the staff member at the time of the event to accomplish a legitimate government purpose such as to gain control of the individual; protect and ensure the safety of youth, Juvenile Institutions staff members, and others; prevent serious property damage; prevent escape; obtain compliance with facility rules and staff member orders; or ensure the institution's security and good order (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable staff member on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that staff members are often forced to make split-second decisions about the type and amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation a staff member might encounter, staff members are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. Staff members may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)).

It is also recognized that circumstances may arise in which staff members reasonably believe that it would be impractical or ineffective to use any of the approved or authorized tools, weapons, or methods provided by this department. Staff members may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate government purpose (15 CCR 1357).

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Use of Force (Title 15, § 1357)

While the ultimate objective of every encounter is to avoid or minimize injury, nothing in this policy requires a staff member to retreat or be exposed to possible physical injury before applying reasonable force (15 CCR 1357).

Officers may use force as reasonably appears necessary in the performance of their duties, but excessive force shall not be used. Officers must use only that amount of force that appears reasonably necessary under the circumstances in order to gain control of the youth; protect and ensure the safety of youth, staff, and others; prevent serious property damage; prevent escape; obtain compliance with facility rules and staff orders; or ensure the institution's security and good order, or for other lawful purposes.

The Department provides tools, weapons, and training on techniques to use when responding to resistance and violent encounters. While various degrees of force exist, each officer is expected to use only that degree of force that is reasonable under the circumstances to successfully accomplish the legitimate and lawful purpose in accordance with this policy.

Circumstances may arise in which staff may reasonably believe it would be impractical or ineffective to use any of the standard tools, weapons, or methods provided by the Department. Staff members may find it more effective or practical to improvise their response to rapidly unfolding conditions they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree reasonably necessary to accomplish a legitimate government purpose.

In any review of an incident to determine whether a particular use of force conforms to this policy, the Department will evaluate the apparent need for an application of force, the relationship between that need and the amount of force used, the threat reasonably perceived, any efforts made to temper the severity of a forceful response, and the extent of any injury to the youth.

Prior to resorting to the use of force, staff should, when practicable, attempt verbal persuasion, to include dialogue/counseling and de-escalation, staff presence, verbal commands, orders, or other tactics to avoid or mitigate the need for forceful action (15 CCR 1357).

- (a) Dialogue/counseling is the staff's ability to gain control of the situation through the use of verbalized statements. In all circumstances, staff must work to de-escalate situations.
- (b) During volatile circumstances, dialogue/counseling may not be sufficient to control the situation. Staff members should give clear, direct orders to youth while employing command presence. Verbal commands include, Stop," "Cover or I'll spray," etc.

Force shall never be used as punishment, discipline, retaliation, or treatment (15 CCR 1357).

Medical checks will be performed by a qualified health care professional on all youth who have been subjected to force as soon as practicable regardless of apparent injury. If no qualified health care professional is available, the youth shall be transported to the designated health care facility.

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Use of Force (Title 15, § 1357)

Nothing in this policy is intended to require that force options be used in a particular order. However, the force option used must be objectively reasonable under the circumstances to accomplish a lawful objective.

See the Stanislaus County Probation Department JD Procedures Manual: USE OF OF FORCE for further information.

513.3.1 USE OF FORCE LIMITATIONS

Any immediate means of overcoming resistance and controlling the threat of imminent harm to any person including the youth should only be applied when deemed reasonable and necessary (15 CCR 1357). As used in this subsection, the term "reasonable and necessary" refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff member, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff members, others, and the facility (see the [15 CCR § 1302 Definitions](#)).

Use of Force on youth known to be pregnant shall be limited in accordance with Penal Code § 6030(f) and Welfare and Institutions Code § 222 (15 CCR 1357).

513.3.2 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-physical strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion) (15 CCR 1357).

513.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a staff member has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit (Government Code § 7286(b)). These factors include but are not limited to:

- (a) The apparent immediacy and severity of the threat to staff members or others (Penal Code § 835a).
- (b) The conduct of the individual being confronted, as reasonably perceived by the staff member at the time (Penal Code § 835a).
- (c) Staff member/individual factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of staff members available vs. individuals).
- (d) The conduct of the involved staff member leading up to the use of force (Penal Code § 835a).
- (e) The effects of suspected drug or alcohol use.
- (f) The individual's apparent mental state or capacity (Penal Code § 835a).
- (g) The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).

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- (h) The proximity of weapons or dangerous improvised devices.
- (i) The degree to which the individual has been effectively restrained and the individual's ability to resist despite being restrained.
- (j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
- (k) The seriousness of the suspected offense or reason for contact with the individual prior to and at the time force is used.
- (l) The training and experience of the staff member.
- (m) The potential for injury to staff members, youth, bystanders, and others.
- (n) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the staff member.
- (o) The risk and reasonably foreseeable consequences of escape.
- (p) The apparent need for immediate control of the individual or a prompt resolution of the situation to maintain or restore order.
- (q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the staff member or others.
- (r) Prior contacts with the individual or awareness of any propensity for violence.
- (s) Any other exigent circumstances.

513.3.4 DUTY TO INTERCEDE

Any officer present and observing another law enforcement officer or another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, shall, when in a position to do so, intercede (as defined by Government Code § 7286) to prevent the use of unreasonable force (15 CCR 1357).

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject (Government Code § 7286(b)).

513.3.5 FAILURE TO INTERCEDE

An officer who has received the required training on the duty to intercede and then fails to act to intercede when required by law may be disciplined in the same manner as the officer who used force beyond that which is necessary (Government Code § 7286(b)).

513.3.6 DUTY TO REPORT EXCESSIVE FORCE

Any officer who observes a law enforcement officer or another staff member use force that potentially exceeds what the observing officer reasonably believes to be necessary shall immediately report these observations to a supervisor (Government Code § 7286(b)).

As used in this section, "immediately" means as soon as it is safe and feasible to do so.

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513.3.7 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the staff member.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the staff member determines that compliance has been achieved.

513.3.8 RESTRICTIONS ON THE USE OF A CHOKE HOLD

Officers of this department are not authorized to use a choke hold. A choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5; 15 CCR 1357).

513.3.9 ADDITIONAL RESTRICTIONS

Terms such as "positional asphyxia," "restraint asphyxia," and "excited delirium" continue to remain the subject of debate among experts and medical professionals, are not universally recognized medical conditions, and frequently involve other collateral or controlling factors such as narcotics or alcohol influence, or preexisting medical conditions. While it is impractical to restrict an officer's use of reasonable control methods when attempting to restrain a combative individual, officers are not authorized to use any restraint or transportation method which might unreasonably impair an individual's breathing or respiratory capacity for a period beyond the point when the individual has been adequately and safely controlled. Once the individual is safely secured, officers should promptly check and continuously monitor the individual's condition for signs of medical distress (Government Code § 7286.5).

513.3.10 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, staff members are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, staff members should not intentionally use any technique that restricts blood flow to the head, restricts respiration, or creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Stanislaus County Probation Department for this specific purpose.

513.3.11 MEDICAL CONSIDERATION

Once it is reasonably safe to do so, properly trained staff members shall promptly provide or procure medical assistance for any individual injured or claiming to have been injured in a use of force incident (Government Code § 7286(b)).

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A youth who has been the subject of a use of force shall be seen by medical and mental health staff members, even in cases where no emergency care appears necessary (15 CCR 1357).

513.4 USE OF CHEMICAL AGENTS

Only those officers demonstrating proficiency in the use of any chemical agents are authorized to carry the device to use when such force reasonably appears justified and necessary. Oleoresin capsicum (OC) spray should not be used in the medical unit or other designated areas where youth are assigned to respiratory isolation or on any youth who is under control with or without restraints (15 CCR 1357).

Youth who have been affected by the use of chemical agents shall be promptly provided with the proper solution to decontaminate the affected areas.

If the youth refuses to decontaminate, such a refusal shall be documented. If a youth has been exposed in a room and not removed from the room where the exposure occurred, in-room decontamination shall be afforded to the youth, including:

- (a) Advice from care liaison staff members about how to decontaminate in the room.
- (b) Clean clothing if the youth's clothing was contaminated.
- (c) Monitoring of the in-room youth at least every 15 minutes on an irregular schedule, for a period of not less than 1 hour, by the care liaison staff members.

Youth who have been exposed to chemical agents shall not be left unattended until it reasonably appears the youth is fully decontaminated or is no longer suffering any effects of the chemical agent (15 CCR 1357).

Chemical agents shall only be used in the facility as authorized by the Facility Superintendent or the authorized designee and in accordance with the department's Chemical Agents Training Policy.

See the Stanislaus County Probation Department JD Procedures Manual: USE OF OLEORESIN CAPSICUM for further information.

513.4.1 CHEMICAL AGENT LIMITATIONS

Chemical agents shall 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 (15 CCR 1357).

513.4.2 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent will develop procedures defining the role, notification, and follow-up required after use of force incidents involving the use of chemical agents for medical, behavioral/mental health staff members and notification to parents/guardians, including defining methods for decontamination, and documentation. The Facility Superintendent shall identify the approved types, sizes, and methods of deployment of chemical agents (15 CCR 1357).

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513.5 IMMEDIATE AND CALCULATED USE OF FORCE

An immediate use of force occurs when force is used to respond without delay to a situation or circumstance that constitutes an imminent threat to security or safety. For example, the immediate or unplanned use of force by a staff member may be necessary to stop a youth from inflicting life-threatening self-injuries or to stop an assault on any other person, including other youth. The destruction of government property may require the immediate use of force by a staff member in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, staff members should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force. A calculated use of force is called for when a youth's presence or conduct poses a threat to safety or security and the youth is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing, and organization.

The assistance of available non-custodial staff members (e.g., psychologists, counselors) should be considered when attempting to resolve a situation without confrontation.

A supervisor shall be present in any situation involving the calculated use of force.

513.5.1 CONFRONTATION AVOIDANCE PROCEDURES

Prior to any calculated use of force, the supervisor shall confer with the appropriate persons to gather pertinent information about the youth and the immediate situation. Based on the supervisor's assessment of the available information, the supervisor should direct the staff members to attempt to obtain the youth's voluntary cooperation and consider other available options before determining whether force is necessary.

The supervisor should consider including the following persons and resources in the process:

- (a) Mental health specialist
- (b) Qualified health care professional
- (c) Chaplain
- (d) Any other relevant resources

Regardless of whether discussions with any of the above resources are accomplished by telephone or in person, the purpose is to gather information to assist in developing a plan of action, such as the youth's medical/mental history (e.g., asthma or other breathing-related illness, hypoglycemia, diabetes), any recent incident reports, or situations that may be contributing to the youth's present condition (e.g., pending charges or sentencing, recent death of a loved one, relationship issues). The assessment should include discussions with staff members who are familiar with the youth's background, charges, and present status. This may provide insight into the cause of the youth's immediate agitation. It also may identify other staff members who have a rapport with the youth and could possibly resolve the incident peacefully, without the use of force.

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If force is determined to be necessary and other means of gaining control of a youth are deemed inappropriate or ineffective, then the force team technique should be used to control the youth and to apply restraints, if required.

Consideration should also be given to preventing exposure to communicable diseases in calculated use of force situations, and to ensuring that medical services personnel are available.

513.6 REPORTING THE USE OF FORCE

Every staff member use of force is an incident that shall be reported on the appropriate report form (15 CCR 1362).

The documentation will reflect the actions and responses of each staff member participating in the incident, as witnessed by the reporting staff member.

The report should include (15 CCR 1357):

- (a) A clear, detailed description of the incident, including any application of weapons or restraints.
- (b) The identity of all individuals involved in the incident (e.g., youth, staff members, others) to include any individuals consulted.
- (c) The staff member should articulate the factors perceived and why the staff member believed the use of force was reasonable under the circumstances.
- (d) Efforts made to temper the severity of a forceful response, and if there were none, the reasons why.
- (e) Description of any injuries to anyone involved in the incident, including the result of any medical checks that show the presence or absence of injury.
- (f) Documentation regarding the use of force including chemical agents (e.g., type of chemical agents deployed; location, date, and time of incident; decontamination procedures; notification to medical staff members and parents/guardians) (15 CCR 1357).

Any staff member directly involved in the incident shall make a verbal report to a supervisor as soon as practicable and include as much of the aforementioned information as is known by the observing staff member.

Staff members shall submit the appropriate documentation prior to going off-duty, unless directed otherwise by a supervisor.

A video recording is required for all calculated use of force incidents and should include the introduction of all department staff members participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded with the report to the Facility Superintendent.

See the Stanislaus County Probation Department JD Procedures Manual: USE OF FORCE for further information.

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The supervisor responsible for gathering the reports may allow a reasonable delay in preparation of a report in consideration of the immediate psychological and/or physical condition of the involved department staff member.

The Supervisor shall promptly notify the Facility Superintendent of any incident involving a staff member employing deadly force, or any incident where a death or serious bodily injury may have been caused by a staff member.

See the Stanislaus County Probation Department JD Procedures Manual: USE OF FORCE for further information.

513.6.1 REPORT RESTRICTIONS

Officers shall not use the term excited delirium to describe an individual in an incident report. Officers may describe the characteristics of an individual's conduct, but shall not generally describe the individual's demeanor, conduct, or physical and mental condition at issue as excited delirium (Health and Safety Code § 24402).

513.6.2 REQUIRED NOTIFICATIONS

Any use of force by an officer shall be reported immediately to a supervisor (Penal Code § 832.13). "Immediately" in this section means as soon as it is safe and feasible to do so. Supervisors should ensure that a written report of all use of force incidents is prepared and submitted to the Facility Superintendent by the end of the shift (15 CCR 1362).

In addition to the notification of medical and mental health personnel, the Facility Superintendent or the authorized designee shall 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).

See the Stanislaus County Probation Department JD Procedures: USE OF FORCE for further information.

513.6.3 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2.

513.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported use of force, the supervisor is expected to (Government Code § 7286(b); 15 CCR 1357):

- (a) Ensure a crime scene is established to preserve and protect evidence, if appropriate.
- (b) Ensure that the chain of command is notified and that all necessary health and safety and security measures are initiated.
- (c) Obtain the basic facts from the involved staff members. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

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- (d) Ensure that the appropriate investigation authority is notified, if appropriate.
- (e) Ensure that any parties involved in a use of force situation are examined by medical staff members, regardless of whether any injuries are reported or detectable, and afforded medical treatment as appropriate.
- (f) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - 1. These photographs should be retained until all potential for civil litigation has expired.
- (g) Identify any witnesses not already included in related reports.
- (h) Review and approve all related reports.
- (i) Determine if there is any indication that the individual may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (j) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

513.7.1 GRIEVANCES

Grievances alleging excessive force should be referred to the Internal Affairs Investigators, as appropriate.

513.8 USE OF DEADLY FORCE

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify as a peace officer and warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts (Penal Code § 835a).

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers shall evaluate and use other reasonably available resources and techniques when determining whether to use deadly force. To the extent that it is reasonably practical, officers should consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

The use of deadly force is only justified when the officer reasonably believes it is necessary in the following circumstances (Penal Code § 835a):

- (a) An officer may use deadly force to protect the officer or others from what the officer reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.

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- (b) An officer may use deadly force to stop an escaping youth, or to stop a fleeing individual, when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to any other person if the individual is not immediately apprehended.

Officers shall not use deadly force against a youth based on the danger that the youth poses regarding self-injury, if an objectively reasonable officer would believe the youth does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An "imminent" threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a youth has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer's subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

513.9 REPORTING FORMAT, REVIEW, AND PROCEDURES

The Facility Superintendent shall develop a "standardized" reporting format that includes procedures for reviewing and tracking use of force incidents by supervisory staff members, debriefing a particular incident with officers and/or youth for purposes of training as well as mitigating trauma that may have been experienced by department officers and/or youth (15 CCR 1357).

The Facility Superintendent or authorized designee shall ensure that provisions are in place, providing for the documentation of each use of chemical agents incident, including the reasons for which chemical agents were used, efforts to de-escalate prior to the use, youth and staff member involvement, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of the use (15 CCR 1357).

The Facility Superintendent or the authorized designee shall review and track all reports of use of force incidents. The review is to determine whether the use of force was in compliance with policy, procedure, and applicable law, and to determine if follow-up action or investigation is necessary.

The Facility Superintendent or the authorized designee should also ensure that a review packet containing a copy of all pertinent reports and materials is prepared and forwarded to the Use of Force Review Committee (15 CCR 1357).

513.9.1 TRAUMA MITIGATION

The on-duty supervisor should be responsible for mitigating the effects of trauma that may have been experienced by staff members and/or youth involved as appropriate (15 CCR 1357).

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513.10 USE OF FORCE COMPLAINTS

The receipt, processing, and investigation of public complaints involving use of force incidents should be handled in accordance with the Personnel Complaints Policy (Government Code § 7286(b)).

513.11 TRAINING

The Facility Superintendent shall work with the Divisions Directors to ensure legal and facility training mandates are met. This training shall include the following (15 CCR 1357):

- (a) Initial and regular training in the use of force and chemical agents
- (b) Weapons training
- (c) Self-defense
- (d) Confrontation avoidance procedures:
 - 1. Communication techniques
 - 2. De-escalation techniques
 - 3. Communicating and interacting with the mentally ill
 - 4. Communicating and interacting with youth
 - 5. Application of restraints
- (e) Forced room extraction techniques
- (f) Use of Force team techniques
- (g) General restraint training (soft and hard restraints)
- (h) Reporting procedures
- (i) Any additional state-mandated training (e.g., medical and behavioral health conditions that would affect the application of force, instruction on constitutional limitations) (Government Code § 7286(b); 15 CCR 1357)
- (j) Options when a particular use of force is ineffective
- (k) Specific use of force options that may or may not be used in the facility
- (l) Acceptable chemical agents and the methods of application
- (m) Signs or symptoms that should result in immediate referral to medical or mental health
- (n) Physical training force options that may require the use of perishable skills
- (o) Timelines the facility uses to define regular training

The Training Manager is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).

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513.11.1 TRAINING FOR CONTROL DEVICES

The Training Manager shall ensure that all staff members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified, as necessary.

- (a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the staff member's training file.
- (c) Staff members who fail to demonstrate proficiency with the control device or knowledge of this policy will be restricted from carrying the control device until demonstrating proficiency. If a staff member cannot demonstrate proficiency with a control device or knowledge of this policy after remedial training, the staff member may be subject to discipline.

513.11.2 PERIODIC TRAINING

Staff members will receive periodic training on this policy and demonstrate their knowledge and understanding (Government Code § 7286(b)).

Supervisors should conduct and document regular periodic briefings concerning this policy and the storage and use of weapons and control devices.

513.12 POLICY REVIEW

The Chief Probation Officer or the authorized designee should regularly review and update this policy to reflect developing practices and procedures (Government Code § 7286(c)).

513.13 POLICY AVAILABILITY

The Chief Probation Officer or the authorized designee should ensure this policy is accessible to the public (Government Code § 7286(c)).

513.14 PUBLIC RECORDS REQUEST

Requests for public records involving an officer's personnel records shall be processed in accordance with Penal Code § 832.7 and the Personnel Records Policy and the Records Maintenance and Release Policy (Government Code § 7286(b)).

Use of Physical Restraints (Title 15, § 1358)

514.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application of, supervisory oversight of, and restrictions on the use of physical restraints on youth detained in this Juvenile Institutions (15 CCR 1358).

514.1.1 DEFINITIONS

Definitions related to this policy include:

Restraint device - Any device that immobilizes a youth's extremities and/or prevents the youth from being ambulatory (15 CCR 1358).

514.2 POLICY

It is the policy of this department that physical restraints may be used only for youth who present an immediate danger to themselves or others, exhibit behavior that results in the destruction of property, or reveal the intent to cause self-inflicted physical harm. Physical restraints should be utilized only when it appears that less-restrictive alternatives would be ineffective in controlling the youth's behavior (15 CCR 1358).

514.3 USE OF PHYSICAL RESTRAINTS - GENERAL REQUIREMENTS

The Facility Superintendent or the authorized designee shall ensure that the following apply to the use of physical restraints (15 CCR 1358):

- (a) Restraints shall only be applied by officers trained and authorized to use them, and in a manner consistent with their training.
- (b) Restraints used should be only those approved by the Department and should not have been altered from their original design.
- (c) Restraints shall be used only to prevent self-injury or injury to others, or serious property damage.
 - 1. The danger to themselves or others should be immediate.
- (d) A supervisor shall be notified as soon as practicable when restraints are used, or before they are applied, if time allows. A supervisor should monitor the situation until the restraints are removed.
 - 1. The Facility Superintendent or the authorized designee shall also be notified as soon as practicable when restraints are applied, or before they are applied, if time allows.
 - 2. The Facility Superintendent or the authorized designee shall approve the use, and reasons for continued use, of any restraints hourly.
 - 3. The Facility Superintendent may delegate authority for the decision to place a youth in restraints or allow a youth to continue in restraints to a physician.
- (e) Use of restraints shall be discontinued as soon as practicable when it is reasonably believed the need for them no longer exists.

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- (f) Restraints shall never be used to inflict pain, punishment, discipline, retaliation, harassment, compliance, or intimidation, or as a substitute for treatment.
- (g) Plastic cuffs should be used only in unusual situations where handcuffs are not available.
- (h) A supervisor should be notified of any restraints that are faulty or malfunctioning.
- (i) Staff members shall conduct constant visual supervision of a restrained youth to ensure the restraints are properly applied and to ensure the youth's well-being. Staff members shall also:
 - 1. Have the youth medically evaluated regarding the safety of placement and retention as soon as practicable, but within two hours. The youth shall be medically cleared for continued restraint use every three hours.
 - 2. Have the youth evaluated by a mental health professional to assess the need for mental health treatment as soon as practicable, but within four hours if the youth is still restrained.
- (j) Restrained youth shall be protected from other youth, held in an area designated for restrained youth, and not left alone with other youth.
- (k) Youth shall not be restrained to any fixed object, such as room furnishings or fixtures, nor shall their hands and feet be bound together behind the back (hog-tying).
- (l) Restrained youth shall have access to water, meals, and toilet facilities when they can be reasonably accommodated.

See the Stanislaus County Probation Department JD Procedures Manual: RESTRAINTS for further information.

514.4 SPECIFIC DUTIES OF THE FACILITY SUPERINTENDENT

The Facility Superintendent in cooperation with the Medical Staff and the person assigned to direct mental health care shall develop procedures related to the use of physical restraints (15 CCR 1358).

The procedures should require an individual assessment of the need to apply restraints for movement or transportation within the Juvenile Institutions and should include consideration of less-restrictive alternatives; the youth's medical or mental health conditions (if known) that would contraindicate certain restraint devices and/or techniques; signs or symptoms that should result in immediate medical/behavioral/mental health referral; and trauma-informed approaches (15 CCR 1358.5).

514.5 SUBSTANTIALLY RESTRICTIVE RESTRAINTS

The following apply to restraint applications that prevent youth from standing upright and walking (e.g., four-point restraint, a stiff nylon or polyurethane blanket, nylon or polyurethane wrap) (15 CCR 1358):

- (a) Use should be restricted to those times when a youth is showing self-injurious behavior, and only when other less-restrictive interventions or other forms of restraint reasonably appear to be inappropriate or ineffective.

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- (b) Prior Facility Superintendent authorization is required for this level of restraint.
- (c) The restraints should be applied out of sight of other youth.
- (d) Restrained youth should be near health care professionals or specially trained staff members with supervisory responsibilities specific to the oversight of youth under these restraints.
- (e) Any application for longer than one hour requires a written recommendation from a health care professional or a mental health provider.
- (f) Any application for longer than two hours should be treated as a behavioral health crisis and shall result in an immediate referral to a mental health provider or a mental health facility for further assessment and possible treatment.
- (g) No application should exceed three hours in a 24-hour period, either all at once or collectively.
- (h) Constant visual supervision of the youth shall be maintained (may be from behind a window as long as clear audio contact is maintained, but observation should not be by video).
- (i) Youth should be allowed five minutes at every 30-minute interval to move and stretch their arms and legs.
- (j) Restraints should not interfere with regularly prescribed medications, unless otherwise ordered by a physician.
- (k) A properly CORE trained person should assess and document the youth's circulation, positioning, and breathing at least every 10 minutes.
- (l) Any key required for release should be kept readily available.
- (m) CPR-trained and equipped staff members should be available for immediate response.

See the Stanislaus County Probation Department JD Procedures Manual: RESTRAINTS for further information.

514.6 DOCUMENTATION

All use of restraints other than those consistent with approved transportation protocol should be fully documented, including:

- (a) The name of the youth.
- (b) The officer who applied the restraints.
- (c) The circumstances leading to the application of restraints.
- (d) The date, time, and duration of the restraint.
- (e) Any less-intrusive interventions that were tried and proved unsuccessful in managing the youth's behavior.
- (f) The type of restraint.
- (g) The location of the restraint.
- (h) Whether any injury was involved and a description of any injuries.

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- (i) The mental health evaluation and prescription for restraint, if applicable.
- (j) Observations of the youth's behavior.
 - 1. These shall be logged at least every 15 minutes.
- (k) Any staff member or health care provider interventions or unusual events.
 - 1. These shall be logged within 15 minutes of the intervention or event.
- (l) The date and time of safety checks.
- (m) The name and title of persons authorizing the application of and continued retention in restraints.
- (n) Reasons for continued restraint, documented at least every hour (15 CCR 1358).

Supervisors should review each documented use of restraints and evaluate whether policy was followed and whether training issues were raised.

514.7 ACQUISITION AND MAINTENANCE OF RESTRAINTS

The Facility Superintendent's authorized designee is responsible for:

- (a) Verifying that only professionally manufactured restraints are acquired for use.
- (b) Inspecting all restraints.
- (c) Documenting all inspections.
- (d) Repairing or replacing faulty or malfunctioning restraints.
- (e) Maintaining restraints according to manufacturer's guidelines.

514.8 PREGNANT YOUTH

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 member, or the public. If restraints are 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 (Title 15 § 1417) (Penal Code § 3407; Penal Code § 6030).

When a female youth 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.

514.8.1 YOUTH IN LABOR

No youth who is in labor, delivery, or recovery from a birth shall be restrained by the use of leg restraints/irons, waist restraints/chains, or handcuffs behind the body (Title 15, § 1417) (Penal Code § 3407; Penal Code § 6030).

No youth who is in labor, delivery, or recovering from a birth shall be restrained except when all of the following exist (Title 15, § 1417) (Penal Code § 6030):

- (a) There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the

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youth, the staff member of this Juvenile Institutions, the medical facility, other youth, or the public.

- (b) A supervisor has made an individualized determination that such restraints are necessary to prevent injury.
- (c) There is no objection from the treating medical care provider.
- (d) The restraints used are the least restrictive type and are used in the least restrictive manner.

Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during labor, delivery, or recovery determines after delivery that the removal of restraints is medically necessary (Title 15, § 1417) (Welfare and Institutions Code § 222).

The supervisor should, within 10 days, make written findings specifically describing the type of restraints used, the justification, and the underlying extraordinary circumstances.

514.9 TRAINING

The Training Manager should facilitate initial and ongoing department-approved training on the use of restraints, to include:

- (a) Proper use of restraints that officers are assigned to use.
- (b) Prohibitions regarding placing restraints around a youth's neck or applying them in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).
- (c) Risks associated with restraints and restraint methods.
- (d) Verifying proper application after restraints are placed on a youth and responding to complaints of pain or discomfort.
- (e) Specialized training for those officers who may restrain youth in a way that prevents standing upright and walking.
- (f) This policy.
- (g) Required authorizations for different types of restraints.
- (h) Medical conditions that would affect the application of force.
- (i) Approved restraint devices.
- (j) Signs or symptoms that should result in immediate referral to medical/behavioral/mental health personnel.
- (k) Availability of CPR equipment.
- (l) How to provide for the exercising of a restrained youth's arms and legs.

Searches (Title 15, § 1360)

515.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the facility by conducting searches, in balance with protecting the rights afforded by the U.S. Constitution. Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched (15 CCR 1360).

The introduction of contraband, intoxicants, or weapons into the Stanislaus County Probation Department facility poses a serious risk to the safety and security of staff members, youth, and the public. Any item that is not available to all youth may be used as currency by those who possess the item and allow them to have control over other youth. Any item that may be used to disengage a lock, other electronic security devices, or the physical plant itself seriously jeopardizes the safety and security of this Juvenile Institutions. Carefully restricting the flow of contraband into the facility can only be achieved by thorough searches of youth and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from a youth.

515.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Any object, writing, or substance that the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rules.

Modified strip search - A search that requires a youth to remove or rearrange some of the youth's clothing. It does not include a visual inspection of the breasts, buttocks, or genitalia of the youth but may include a thorough tactile search of the youth's partially unclothed body. This also includes searching the youth's clothing once it has been removed.

Pat-down search - The typical type of search used by staff members within this facility to check others, including youth, for weapons or contraband. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to staff members, the youth, or other youth.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the rectal cavity of a youth and the vagina of a female youth.

Strip search - A search that requires a youth to remove or rearrange some or all of the youth's clothing to permit a visual inspection of the youth's underclothing, breasts, buttocks, anus, or outer genitalia.

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515.2 POLICY

It is the policy of this department to ensure the safety and security of the Juvenile Institutions, staff members, youth, and visitors by conducting effective and appropriate searches of youth, areas within the facility, and visitors in accordance with applicable laws (15 CCR 1360).

Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched, shall not be used for intimidation, harassment, punishment, or retaliation.

515.3 PAT-DOWN SEARCHES

Pat-down searches will be performed on all youth upon entering the secure admission area of the facility. At a minimum, officers should conduct pat-down searches in circumstances that include:

- (a) When youth leave their housing units to participate in activities elsewhere in the facility and when they return.
- (b) During physical plant searches of entire housing areas.
- (c) When youth come into contact with other youth housed outside of their housing units, such as on work details or while attending school.
- (d) Any time the officer believes the youth may have contraband on their persons.

Male officers may not pat down female youth and female officers may not pat down male youth except in exigent circumstances or when conducted by a medical professional. Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth (15 CCR 1352.5). Absent the availability of a same-sex officer, it is recommended that a witnessing officer be present during any pat-down search of an individual of the opposite sex. All cross-gender pat-down searches shall be documented (28 CFR 115.315; 15 CCR 1360).

See the Stanislaus County Probation Department JD Procedures: SEARCHES for further information.

515.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES, AND PHYSICAL BODY CAVITY SEARCHES

Officers will generally consider the reason for the search, the scope, intrusion, manner, and location of the search, and will utilize the least invasive search method to meet the need for the search.

515.4.1 STRIP SEARCHES AND MODIFIED STRIP SEARCHES

Strip searches shall be conducted as follows:

- (a) No youth shall be subjected to a modified strip search or strip search unless there is reasonable suspicion based on specific and articulable facts to believe the youth has a health condition requiring immediate medical attention or is concealing a weapon or contraband (Penal Code § 4030; Penal Code § 4031). Factors to be considered in determining reasonable suspicion include but are not limited to:

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1. The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.
 2. Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
 3. Detention history (e.g., past possession of contraband while in detention, assaults on staff members, escape attempts).
 4. The person's actions or demeanor, such as a refusal to submit to a pat-down search.
 5. Criminal history (e.g., level of experience in a detention setting, including convictions for escape, possession of drugs or weapons, crimes of violence, being a fugitive or detainee for any of those offenses).
 6. An alert by a metal detector or drug detection device.
 7. Other reliable information that the person possesses drugs, weapons, or contraband.
- (b) Except in the case of a medical emergency, no modified strip search or strip search of a youth shall be conducted without prior written authorization from the Supervisor (Penal Code § 4030).
- (c) The officer conducting the modified strip search or strip search shall (15 CCR 1360):
1. Document the name and sex of the person subjected to the strip search.
 2. Document the facts that led to the decision to perform a strip search of the youth.
 3. Document the reasons less intrusive methods of searching were not used or were insufficient.
 4. Document the supervisor's approval.
 5. Document the time, date, and location of the search.
 6. Document the names, sex, and roles of any staff members present.
 7. Itemize in writing all contraband and weapons discovered by the search.
 8. Process all contraband and weapons in accordance with the Department's current evidence procedures.
 9. If appropriate, complete a crime report and/or incident report.
 10. Ensure the documentation is placed in the youth's file. A copy of the written authorization shall be retained and made available to the youth or the youth's authorized representative upon request (Penal Code § 4030).
- (d) Cross-gender strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing (15 CCR 1360). Facility staff shall not conduct physical

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searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth (15 CCR 1352.5).

See the Stanislaus County Probation Department JD Procedures: SEARCHES for further information.

515.4.2 PHYSICAL BODY CAVITY SEARCHES

Physical body cavity searches shall be completed as follows:

- (a) No person shall be subjected to a physical body cavity search without approval of the Facility Superintendent or the authorized designee, and only with the issuance of a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the youth or the youth's authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician may conduct a physical body cavity search. Except in exigent circumstances, only a physician who is not responsible for providing ongoing care to the youth may conduct the search (Penal Code § 4031).
- (c) Except for the physician conducting the search, persons present must be of the same sex as the person being searched. Only the necessary officers needed to maintain the safety and security of the medical personnel shall be present (Penal Code § 4030; Penal Code § 4031). Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth (15 CCR 1352.5).
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the youth.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Facility Superintendent's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date, and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex, and roles of any staff members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) Completed documentation should be placed in the youth's file. A copy of the written authorization shall be retained and made available to the youth or the youth's authorized representative upon request (Penal Code § 4030).

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- (g) All contraband and weapons should be processed in accordance with the Department's current evidence procedures.
- (h) If appropriate, the staff member shall complete a crime report and/or incident report.

515.4.3 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in a private area so that the search cannot be observed by persons not participating in the search (Penal Code § 4031).

Unless conducted by a qualified health care professional or in case of an emergency, a modified strip search or strip search shall be conducted by officers of the same sex as the youth being searched (Penal Code § 4030; Penal Code § 4031). Any cross-gender modified strip searches and cross-gender strip searches shall be justified and documented in writing (28 CFR 115.315; 15 CCR 1360). Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth (15 CCR 1352.5).

Whenever possible, a second officer of the same sex should be present during the search for security purposes and to witness the discovery of evidence.

The officer conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched (Penal Code § 4030; Penal Code § 4031). These areas may be touched through the clothing during a modified strip search.

- (a) The searching officer will instruct the youth to:
 - 1. Remove clothing.
 - 2. Raise both arms above the head and turn 360 degrees.
 - 3. Bend forward and run both hands through the hair.
 - 4. Turn the head, first to the left and then to the right, so the searching officer can inspect the youth's ear orifices.
 - 5. Open the mouth and run a finger over the upper and lower gum areas, then raise the tongue so the officer can inspect the interior of the youth's mouth. Remove dental appliances if applicable.
 - 6. Turn around and raise one foot first, then the other, so the officer can check the bottom of each foot.
 - 7. For a visual cavity search, turn around, bend forward, and spread the buttocks if necessary to allow a view of the anus.
- (b) At the completion of the search, the youth should be instructed to dress in either the youth's street clothes or Juvenile Institutions-supplied clothing, as appropriate.

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The searching officer may consider whether the youth has a history of physical or sexual abuse and, when reasonable to do so, consider having the search conducted by a qualified health care professional.

515.5 BODY SCANNER SEARCHES

When a scanner is reasonably available, a body scan should be performed on all youth upon entering the secure booking area of the Juvenile Institutions. If a body scanner is used, staff members (Penal Code § 4030; 15 CCR 1360):

- (a) Within sight of a visual display of a body scanner depicting the body during a scan shall be of the same sex as the person being scanned, except for physicians or licensed medical personnel.
- (b) Should ask female youth if they are pregnant prior to a body scan and should not knowingly use a body scanner on a youth who is pregnant.

The body scanner should generally be used whenever reasonably practicable in place of a modified strip search, strip search, or body cavity search of a youth in housing unless one of those searches is reasonably necessary after the scan.

515.6 TRANSGENDER AND INTERSEX YOUTH SEARCHES

Searches of transgender and intersex youth shall be done in accordance with the Juvenile Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex Policy.

515.7 CONTRABAND SEARCHES

Officers shall always be alert to the possible presence of contraband and shall take immediate action to seize the contraband when practicable. There are several types of searches that contribute to contraband control and maintaining a safe and secure environment.

515.8 HOUSING UNIT SEARCHES

Housing unit searches shall occur as directed by a supervisor. These searches should include all living spaces occupied by youth. Housing unit searches should be scheduled in a manner that does not create a pattern where the youth can predict such searches. During a housing unit search:

- (a) All youth shall vacate their living areas and be searched by officers.
- (b) Youth may be escorted to a separate holding area, such as the recreation yard.
- (c) Officers shall search the living areas of the youth, including bedding, personal storage areas, bunks, and other areas with youth access.
- (d) Any weapons or contraband located shall be processed in accordance with the current evidence procedures.
- (e) Officers shall attempt to identify the youth who possessed the contraband and file appropriate youth discipline and/or crime reports.
- (f) Any alcoholic beverage possessed by youth shall be seized and the appropriate youth disciplined and/or criminal charges filed.

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- (g) Any authorized item found in excess of the limited quantity (e.g., food items, newspapers) shall be seized and discarded.

At the conclusion of the housing unit search, closely supervised youth workers should clean the area. All authorized youth personal property shall be respected, and living areas should be returned to an orderly condition.

515.9 PHYSICAL PLANT SEARCHES

The following areas of this Juvenile Institutions shall be periodically searched for contraband:

- (a) Recreation yards shall be searched for contraband before and after each youth group occupies the yard.
- (b) Holding rooms shall be searched before and after each youth occupies the room.
- (c) Program areas, such as classrooms and multipurpose rooms, shall be searched after each use by a youth or youth group.
- (d) Laundry areas shall be searched before and after each youth group occupies the area.
- (e) Kitchen areas shall be frequently searched for contraband and to account for tools, knives, and food items.
- (f) Youth visiting and public areas shall be frequently inspected for contraband.
- (g) The facility perimeter shall be searched daily for contraband.

515.9.1 CANINE-ASSISTED SEARCHES

It is the policy of this facility to use canines to assist officers in searching for contraband. Such searches shall occur only with the approval of a supervisor. Only canines trained in the detection of contraband, such as drugs, alcohol, and weapons, will be allowed within the secure perimeter of the facility. Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the facility.

Canines will generally be used to assist officers in general physical plant or living area searches. Contact between youth and canines should be kept to a minimum.

Once completed, supervisors shall document the canine search in the supervisor's log.

515.10 CRIMINAL EVIDENCE SEARCHES

The Facility Superintendent or the authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the facility or other area controlled by the facility officers, and there is a need to search for evidence related to the crime.

Any evidence collected in connection with an alleged crime shall be reported, documented, and stored to protect it from contamination, loss, or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by officers whenever there is a need for such action.

Canines

516.1 PURPOSE AND SCOPE

The canine program aids staff members in locating contraband and maintaining the security of this facilities. This policy outlines requirements of the program, its staff members, and the expectations of the Department.

516.2 POLICY

The Stanislaus County Probation Department is committed to ensuring its facilities are free from contraband and drugs and to maintaining facility security. This is done by employing trained canine teams to help detect drugs and other contraband, in accordance with all applicable laws, regulations, and department policies and procedures.

516.3 GUIDELINES FOR THE USE OF CANINES

Canines may assist officers in conducting searches for contraband. At no time may a canine be used to demean, punish, or psychologically torment youth. Contact between canines and youth should be minimal. Canines should not be used to search individuals. Canines may be used for:

- (a) Searching youth housing units, including dorms, during a housing unit search, as described in the Searches Policy.
- (b) Physical plant searches, as described in the Searches Policy.
- (c) Searching unoccupied intake/booking areas.
- (d) Searching unoccupied transportation vehicles before and after youth use.
- (e) Conducting perimeter patrol, building searches, and area searches.

516.3.1 WARNINGS AND ANNOUNCEMENTS

When a canine is used to conduct a contraband or drug search, all youth and staff members shall relocate to a designated area separate from the area to be searched to ensure the safety of youth and staff members.

The canine handler shall not conduct a search of any area until all youth have been relocated and the search has been approved by the Facility Superintendent or the authorized designee.

See the Stanislaus County Probation Department Policy Manual: CANINES for further information.

Discharge Plan

517.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for developing plans to discharge youth to ensure a smooth transition to their homes and communities.

517.2 POLICY

It is the policy of this department that all youth prior to their discharge shall be provided a release packet containing an individualized discharge plan and information on applicable community resources.

517.3 DISCHARGE PLANNING

Discharge planning is a dynamic process, not an event. Planning shall begin at admission and continue throughout the youth's stay at this Juvenile Institutions.

Appropriate department staff members shall meet face-to-face with the youth on a routine basis to review, update, and revise the discharge plan as needed.

A qualified department staff member or designated personnel will oversee the discharge planning process including (15 CCR 1324):

- (a) Identifying and consulting with parents/guardians responsible for the youth upon discharge.
- (b) Creating a written discharge plan using the department-approved youth risk/needs assessment, case/progress notes, education evaluations, and medical and behavioral/mental health evaluations to determine needs at the time of release in accordance with the Individualized Treatment Plans Policy, the Pharmaceutical Management Policy, and the Mental Health Services Policy.
- (c) Making recommendations for further treatment, educational services, or other transitional services to prepare the youth for discharge.
- (d) Identifying sex offender treatment/counseling services/requirements needed upon release.
- (e) Reviewing victim's notification requirements.
- (f) Identifying aftercare services available to youth and coordinating educational services, including transferring educational courses and transcripts to the appropriate school district.
- (g) Notifying parents/guardians of the date and time of release.
- (h) Notifying the supervision officer.
- (i) Arranging for a limited supply of medication and a prescription.
- (j) Taking appropriate actions to ensure the treatment needs of the youth are provided and accessible and the safety interest of the public is best served.
- (k) Documenting any additional referrals or community resources needed.

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For youth being released who reside in another state, see the Interstate Compact content in the Release Procedures section of the Release Policy.

517.4 COMMUNITY RESOURCES

The information packet with community resources should contain, at a minimum, the contact information for the following organizations and resources:

- (a) Community health centers/family services organizations
- (b) Employment centers/one-stop career centers
- (c) Registry office to obtain an identification card (e.g., DMV)
- (d) Substance abuse and behavioral/mental health providers (15 CCR 1431)
- (e) Education/General Educational Development (GED) agencies
- (f) Temporary and transitional housing resources
- (g) Other community-based resources (e.g., substance abuse counseling)

Subject to the approval of the Chief Probation Officer or the authorized designee, department staff members or community providers may offer classes within the facility that are related to these community services.

Release (Title 15, § 1351)

518.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the release of youth to ensure they are not released in error (15 CCR 1351).

518.2 POLICY

It will be the policy of the Stanislaus County Probation Department to provide for the timely, efficient, and legal release of youth.

518.3 RELEASE PROCEDURES

If possible, youth who are ordered released by the court will be released at staggered times to avoid congestion in the release area. Youth scheduled for release shall be escorted by the staff member to the transfer/release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Supervisor or the releasing staff member shall sign and date the release paperwork on the same day the youth is to be released.

Youth shall not be released or moved during youth count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the facility.

All youth must be positively identified by the releasing staff member prior to being released from the facility. A youth's identity should be verified using intake records bearing the youth's name, photograph, and a facility identification number, or a single-digit fingerprint match system, if available.

The Facility Superintendent shall develop and implement written procedures for the release of youth from custody that provide for the following (15 CCR 1351):

- (a) Verification of the youth's identity/release papers.
- (b) Return of personal clothing and valuables.
 - 1. All personal property shall be returned to the youth during the release process. The youth must acknowledge receiving the property by signed receipt. Staff members shall promptly report any discrepancies to the Supervisor.
 - 2. All facility property must be returned by the youth. Any missing or damaged facility property should be documented and promptly reported to the Supervisor. The youth shall remain in custody until the Supervisor determines whether additional criminal charges should be filed against the youth for the damage.
- (c) Notification of the youth's parent/guardian if the parent/guardian is not the person to whom the youth is being released.
- (d) Notification to the facility's health care provider of the release in accordance with the Transfer of Health Care Summary and Records Policy and the Mental Health Services Policy for coordination with outside agencies.

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1. All youth should be cleared by qualified medical health personnel prior to release.
- (e) Notification to the facility's school registrar of the release.
- (f) Notification to the facility's mental health care provider of the release.
 1. All youth should be cleared by qualified mental health personnel prior to release.
- (g) The releasing staff member shall ensure that all required paperwork for release is present. The releasing staff member shall review the youth's active file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:
 1. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
 2. Unresolved grievances, damage claims, or lost property.
- (h) A forwarding address for the youth should be on file and verified with the youth for return of mail.
- (i) Youth on probation should be directed by the releasing staff member to report to the probation office immediately upon release.
- (j) Notification of the Department of Juvenile Justice, Interstate Compact for Juveniles Office (Office) of the youth's pending release if the youth was held pursuant to the agreement with the Office. Interstate movement and transportation for a youth returning to the youth's state of residence shall be coordinated by the Office.
- (k) Confirmation of the identity of the person to whom the youth is being released.
- (l) Release of any medication to the person to whom the youth is being released.
- (m) Obtainment of a signature or other documentation confirming receipt of the youth.

The housing sheet, release log, and daily census log shall be updated after the youth's release. The Supervisor shall ensure all release documents are complete and properly signed by the youth and the releasing staff member where required.

See the Stanislaus County Probation Department JD Procedures Manual: RELEASE for further information.

518.4 FURLOUGH RELEASES

The Facility Superintendent shall develop and implement written policies and procedures for the furlough of youth from detention. The release procedures in this policy shall apply (15 CCR 1351).

See the Stanislaus County Probation Department JD Procedures Manual: RELEASE for further information.

518.5 POST-DISPOSITION YOUTH

The Facility Superintendent shall develop and implement policies and procedures for post-dispositional youth that coordinate transitional and reentry services, including but not limited

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to medical and behavioral health (e.g., substance abuse, psychological distress), education, probation supervision, and community-based services.

518.6 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer a youth to immigration authorities unless written permission is obtained from the Chief Probation Officer or their designee.

518.7 STAFF MEMBER TRAINING

Staff members should receive training specific to the release of youth from custody before performing release duties. Individuals not specifically trained in the release of youth may perform youth release duties under the immediate supervision of a trained and qualified staff member.

Over-Detention and Inadvertent Release

519.1 PURPOSE AND SCOPE

This policy provides guidance to staff members and management to prevent and address over-detention or inadvertent release.

519.1.1 DEFINITIONS

Definitions related to this policy include:

Inadvertent release - Any instance of a youth being mistakenly released.

Over-detention - Any instance of a youth being mistakenly detained beyond the scheduled release date.

519.2 POLICY

It is the policy of this department to reasonably ensure that over-detention and inadvertent releases do not occur. This department shall promptly review and address allegations of over-detention and inadvertent release.

519.3 OVER-DETENTION

Any staff member who discovers or receives information of an over-detention, or a complaint from a youth regarding over-detention (which could be discovered through a grievance), should immediately notify the on-duty Supervisor (Title 15, § 1361).

The Supervisor should direct the Juvenile Institutions staff member to immediately investigate to determine the correct release date of the youth and to report the findings to the Chief Probation Officer or the authorized designee.

Youth who are found to be over-detained shall be processed for immediate release (Title 15, § 1351). The youth's parent/guardian, probation personnel, the juvenile court, and any other agency with jurisdiction shall be immediately contacted by the Supervisor or the authorized designee. The Supervisor or the authorized designee shall ensure that an entry is made to the daily activity log and a report is completed.

519.3.1 OVER-DETENTION GRIEVANCES

Any staff member who receives information or a complaint from a youth regarding over-detention should immediately notify the on-duty Supervisor (Title 15, § 1361) and assist the youth with completing a grievance form. The staff member should forward the completed form directly to the Supervisor as soon as practicable.

The Supervisor receiving a grievance regarding an over-detention should immediately investigate to determine the correct release date of the youth and to report the findings to the Facility Manager or authorized designee.

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If the Supervisor decides not to release the youth, the Supervisor should ensure the youth receives a grievance hearing as soon as practicable but within 24 hours of submitting the grievance. The hearing documentation should reflect efforts made to investigate the allegation (Title 15, § 1361).

519.4 INADVERTENT RELEASE

Whenever an inadvertent release is discovered, the staff member making the discovery shall immediately notify the on-duty Supervisor. The notification shall be documented in the daily activity log. The parent/guardian, assigned probation personnel, and any agency having jurisdiction shall be immediately notified. Local law enforcement also shall be contacted. The on-duty Supervisor shall complete an incident report.

519.4.1 INADVERTENT RELEASE INVESTIGATION

In the case of an inadvertent release, the on-duty Supervisor should immediately notify the Chief Probation Officer or the authorized designee and ensure a report is completed.

The Supervisor will coordinate a response based upon the seriousness of the threat the youth may pose to the community. The threat assessment should be based upon the youth's criminal history and the reason the youth is in custody, among other factors.

An appropriate evaluation of the circumstances shall be made to determine whether the inadvertent release should be classified as an escape.

519.4.2 RETURNING THE YOUTH TO CUSTODY

When the youth is located and returned to the facility, the appropriate notifications should be made as soon as possible.

Biological Samples and Print Impressions (Title 15, § 1363)

520.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples or specimens, and thumb and palm print impressions from youth required by California law to provide such samples, specimens, and impressions to the Stanislaus County Probation Department as a result of being adjudicated for certain offenses (15 CCR 1363). This policy does not apply to biological samples, specimens, or print impressions collected at a crime scene or taken from a person in conjunction with a criminal investigation, nor does it apply to biological samples, specimens, or print impressions collected from those required to register, for example, as sex offenders.

520.2 POLICY

The Stanislaus County Probation Department will assist in the expeditious collection of required biological samples, specimens, and print impressions from youth in accordance with the laws of this state.

520.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE AND PRINT IMPRESSION COLLECTION

Youth who are in the custody of the Stanislaus County Probation Department and who have a previous adjudication for a felony offense, including an adjudication for an equivalent out-of-state offense, must submit a saliva sample and thumb and palm print impressions (Penal Code § 296.1).

520.4 PROCEDURE

When a youth is required to provide a saliva sample and thumb and palm print impressions, a trained staff member shall attempt to obtain the sample and print impressions in accordance with this policy.

520.4.1 COLLECTION

The following steps should be taken to collect a saliva sample and print impressions:

- (a) Verify that the youth is required to provide a sample and print impressions pursuant to Penal Code § 296.1.
 1. Verification includes checking the youth's criminal history record for a DNA collection flag or, during regular business hours, contacting the California Department of Justice (DOJ) designated laboratory to determine whether a biological sample and print impressions have been previously collected from the youth. There is no need to obtain a biological sample or print impressions if collection has been recorded.
- (b) Arrange for a witness to be present during the collection of the sample and print impressions.

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- (c) Use the sample collection kit designated by the California DOJ to perform the collection and take steps to avoid cross-contamination.
 - 1. Collection should occur as soon as administratively practicable (Penal Code § 296.1).
- (d) Collect thumb and palm print impressions (Penal Code § 296).
- (e) Document in the youth's file that the sample and print impressions were collected.
- (f) Forward the sample and print impressions to the California DOJ as soon as practicable.

520.5 USE OF REASONABLE FORCE TO COLLECT BIOLOGICAL SAMPLES AND PRINT IMPRESSIONS

If a youth refuses to cooperate with the collection process, staff members should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples or print impressions except as authorized by court order. Methods to consider when seeking voluntary compliance include contacting (15 CCR 1363):

- (a) The youth's probation officer when applicable.
- (b) The prosecuting attorney to seek additional charges against the youth for failure to comply or to otherwise bring the refusal before a judge (Penal Code § 298.1).
- (c) The judge at the youth's next court appearance.
- (d) The youth's attorney, parent/guardian, or custodian.
- (e) A chaplain.
- (f) A supervisor who may be able to authorize disciplinary actions to compel compliance, if any such actions are available.

The Supervising Probation Corrections Officer shall review and approve any use of force. The supervisor shall be present to supervise and document the use of force. Any refusal to submit a sample or print impression, and the steps taken in an attempt to obtain voluntary compliance should be documented in the youth's file.

520.5.1 VIDEO RECORDING

A video recording shall be made any time force is used to obtain a biological sample or print impression. If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the department for the length of time required by statute. Notwithstanding the use of the video as evidence in a court proceeding, the tape shall be retained administratively.

520.6 LEGAL MANDATES AND RELEVANT LAWS

Pursuant to Penal Code § 298.1 and the limitations contained in this policy, authorized law enforcement, Officers including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from youth who are required to

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provide such samples, specimens, or impressions pursuant to Penal Code § 296 and who refuse following written or oral request (15 CCR 1363).

For the purpose of this section, "reasonable force" shall be defined as the force that an objective, trained, and competent officer, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance (15 CCR 1363).

The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample, or impression and the consequences of refusal (15 CCR 1363).

The force shall not be used without the prior written authorization of the supervising staff member on duty. The authorization shall include information that reflects that the youth was asked to provide the requisite specimen, sample, or impression and refused (15 CCR 1363).

520.6.1 BLOOD SAMPLES

A blood sample should only be obtained under this policy when (Penal Code § 295; Penal Code § 298):

- (a) The California DOJ requests a blood sample and the subject consents.
- (b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298).

In-Custody Deaths and Serious Illness or Injury of a Youth (Title 15, § 1341)

521.1 PURPOSE AND SCOPE

This policy provides direction for notifications, reporting, and review of in-custody deaths, and notifications for serious illness or injury of a youth (15 CCR 1341).

521.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death - The death of any youth, for whatever reason (natural causes, suicide, homicide, accident), who is in custody at any facility of this department or is attending an in-custody court appearance.

Internal review (also known as **administrative review**) - An assessment of whether a facility's standards, training, or supervision are adequate, and whether changes should be made.

Provider mortality review - An assessment of the medical care, including mental health care, provided to a youth who later died in custody. It should analyze the care provided, or care that should have been provided, to prevent the death. A medical provider mortality review should address areas where improvements can be made.

Psychological autopsy - An assessment performed for suicide deaths to illuminate the stressors that could have contributed to the suicide. It is usually conducted by a psychologist or other qualified mental health professional.

521.2 POLICY

It is the policy of this department to follow state and local guidelines regarding notifications and reporting in the event of an in-custody death or serious illness or injury of a youth and to review in-custody deaths in order to avoid preventable deaths.

521.3 RESPONSIBILITIES

The Medical Director, in cooperation with the Facility Superintendent and the behavioral/mental health director, shall develop written procedures to ensure there is a medical and operational review of every in-custody death of a youth. The written procedures shall also include guidelines for making required notifications to necessary parties (15 CCR 1341).

The Facility Superintendent or the authorized designee, in cooperation with the Medical Director, shall develop written procedures for the notification to necessary parties in the event of the serious illness or injury of a detained youth (15 CCR 1341).

521.4 NOTIFICATIONS FOR IN-CUSTODY DEATHS

Upon determining that a death of any youth has occurred while in the custody of this department, the Chief Probation Officer is responsible for ensuring that all appropriate investigative authorities, including the Coroner, are notified without delay.

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The Chief Probation Officer shall also promptly ensure that any other notifications required by policy or direction are made. The Facility Superintendent shall observe all pertinent laws and allow appropriate investigating and reviewing agencies full access to all facts surrounding the death.

If the deceased youth is housed in this facility under a bed rental agreement with another agency, the Facility Superintendent shall notify that agency so it can assume responsibility for making required notifications.

The Facility Superintendent or the authorized designee shall notify the Juvenile Court and any other court of jurisdiction and ensure notification to the youth's parent/guardian, or person standing in loco parentis, and the youth's attorney of record (15 CCR 1341).

The Facility Superintendent or the authorized designee shall report in writing to the California Attorney General within 10 days after the death, all facts known concerning the death as provided by Government Code § 12525. A copy of this written report shall also be provided to the California Board of State and Community Corrections (BSCC) within 10 calendar days after the death (15 CCR 1341).

Any change or new information that becomes available after the initial reporting to the Attorney General shall be updated to the report and provided to the Attorney General within 10 days of the date of change or the date the new information becomes available (Government Code § 12525).

Upon receiving a report of the death of a youth from the Facility Superintendent, the BSCC may inspect and evaluate the juvenile Institutions within 30 calendar days. Any inquiry made by the BSCC shall be limited to the standards and requirements set forth in these regulations (15 CCR 1341).

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death or serious injury or illness of a foreign national, any required notifications will be made to the appropriate consulate post as soon as practicable.

The deceased youth's personal belongings shall be disposed of in a responsible and legal manner. All property and records shall be retained according to established records retention schedules.

During an investigation or review, all inquiries regarding the death shall be referred to the Chief Probation Officer. Staff members shall not make a public comment.

See the Stanislaus County Probation Department JD Procedures: REPORTING IN-CUSTODY DEATHS OCCURRING IN THE INSTITUTIONS for further information.

521.4.1 IN-CUSTODY DEATH REVIEW TEAM

The Chief Probation Officer, in cooperation with the Medical Director, is responsible for establishing a team of qualified staff members to conduct an internal review of every in-custody death. The review team shall include (15 CCR 1341):

- (a) The Chief Probation Officer and/or the Facility Superintendent.
- (b) The Medical Director.

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- (c) The Medical Staff.
- (d) Other health care and supervision staff members relevant to the incident.

Additional members of the death review team may include, as appropriate:

- (a) Investigative staff members.
- (b) Medical Staff, qualified medical/mental health care professionals, supervisors, or other staff members and individuals who are relevant to the incident.
- (c) Internal Affairs Investigators investigators.
- (d) Local law enforcement.
- (e) Child welfare agency representatives.

521.4.2 IN-CUSTODY DEATH REVIEW

The in-custody death review should be initiated immediately, though it may take time to obtain all the relevant information for proper analysis. The provider mortality review should be completed within 30 days. Depending on the nature of the death, the administrative review and/or psychological autopsy may take longer than 30 days to complete; however, every effort should be made to complete the review in a timely manner so that necessary improvements can be implemented as soon as possible.

The review team shall evaluate the in-custody death to determine whether laws, regulations, and policies and procedures were followed, and whether any policies or procedures should be changed. A report shall be prepared by the review team of any findings of the review.

In conducting a death review, the Chief Probation Officer or the authorized designee should immediately collect all relevant information, including but not limited to:

- (a) Intake records.
- (b) Medical/mental health records.
- (c) Youth requests, complaints, and grievances.
- (d) Visitor logs.
- (e) Phone calls and any electronic communications.
- (f) Inspection logs, notes, and corrective actions.
- (g) Safety check logs.
- (h) Daily activity logs and shift reports.
- (i) Program attendance logs.
- (j) Classification records.
- (k) Use of force and use of physical restraints reports.
- (l) Staff member rosters.
- (m) Staff member statements or interviews (e.g., incident reports).

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- (n) Witness statements or interviews.
- (o) Video footage.
- (p) Youth records.
- (q) Court records.
- (r) Information about criminal charges (more relevant for suicide).
- (s) Toxicology reports.
- (t) Coroner reports, including the autopsy report.
- (u) Any other relevant records, reports, or interviews.

These materials should be well-organized with a written factual overview of the relevant events in the timeline leading up to the death and the response in the time frame after the death. The overview should be prepared with the expectation that the material will be reviewed by the Chief Probation Officer, outside agencies, lawyers, policy makers, and state and federal court judges. In the case of suicide, this material should be provided to the medical or mental health professional who will be preparing the psychological autopsy.

Notification should be sent to all relevant individuals instructing them to preserve all records related to the decedent's detention.

521.5 IN-CUSTODY DEATH PUBLICATION

The Chief Probation Officer or the authorized designee should ensure that all specified information relating to the in-custody death is posted on the department's website as prescribed and within the time frames provided in Penal Code § 10008.

Screening for the Risk of Sexual Abuse (Title 15, § 1350.5)

522.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the screening and evaluation of youth to reduce the risk of sexual abuse by or upon youth housed in the Juvenile Institutions (28 CFR 115.341; 15 CCR 1350.5).

522.2 POLICY

All youth shall be screened for signs of being at-risk for sexual abuse when they initially arrive at the Juvenile Institutions and at periodic intervals to reduce the risk of sexual abuse by or upon youth.

522.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee is responsible for:

- (a) Developing and maintaining screening procedures for reducing the risk of sexual abuse by or upon a youth (15 CR 1350.5).
- (b) Implementing appropriate controls for the dissemination of assessment-related information within the facility to ensure that sensitive information is not exploited to a youth's detriment by staff members or other youth. (28 CFR 115.341; 15 CCR 1350.5).

522.4 STAFF MEMBER RESPONSIBILITIES

Department staff members shall ascertain screening information through conversations with the youth during the admitting process, medical and behavioral health screenings, and classification assessments, and by reviewing court records, case files, Juvenile Institutions behavioral records, and other relevant documentation from a youth's files (28 CFR 115.341; 15 CCR 1350.5).

522.5 SCREENING FOR THE RISK OF SEXUAL ABUSE

Information obtained during the admitting and initial screening process and at periodic intervals shall be used to make housing, bed, program, education, and work assignments for youth with the goal of keeping youth safe and free from sexual abuse.

Youth shall be screened and assessed for signs of being at-risk of sexual abuse within 72 hours of admission to the Juvenile Institutions and periodically throughout their confinement. Department staff members shall obtain and use information about each youth's personal history and behavior to reduce the risk of sexual abuse by or upon another youth (28 CFR 115.341; 15 CCR 1350.5).

Such assessments shall be conducted using an objective screening instrument. At a minimum, the department shall attempt to ascertain the following information (28 CFR 115.341; 15 CCR 1350.5):

- (a) Prior sexual victimization or abusiveness
- (b) Any gender nonconforming appearance or manner; or identification as lesbian, gay, bisexual, transgender, queer, or intersex, and whether the youth may therefore be vulnerable to sexual abuse

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- (c) Current charges and offense history
- (d) Age
- (e) Level of emotional and cognitive development
- (f) Physical size and stature
- (g) Mental illness or mental disabilities
- (h) Intellectual or developmental disabilities
- (i) Physical disabilities
- (j) The youth's own perception of vulnerability
- (k) Any other specific information about the youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth

Youth with an identified history of sexual victimization shall be offered a follow-up meeting with a medical or mental health provider within 14 days of intake screening (28 CFR 115.381).

Initial and periodic screening forms should be forwarded to a care liaison for review and maintained in accordance with department records retention schedules.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH SCREENING AND EVALUATIONS for further information.

Juvenile Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex Youth (Title 15, § 1352.5)

523.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the respectful and equitable treatment of all transgender and intersex youth by creating a safe environment for all youth and ensuring that all youth have equal access to all available services, care, and treatment (15 CCR 1352.5).

The purpose of this policy is to establish operational practices that reinforce our commitment to respect the dignity of all youth, including transgender and gender non-conforming youth, create a safe environment for all youth, and ensure that all youth have equal access to all available services, care and treatment.

This policy shall apply to members of the Juvenile Services and Institutions Divisions, as well as volunteers and service providers who come into contact with youth.

523.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 115.6):

LGBTQI person- LGBTQI individuals shall include persons who have self-identified or are perceived by others as lesbian, gay, bisexual, transgender, intersex, or questioning their sexual orientation or gender identity.

"Gay" - refers to a person who is emotionally, romantically, and sexually attracted to people of the same gender. Sometimes, it may be used to refer to gay men and boys only. It is preferred over the term "homosexual."

"Lesbian" - refers to a female who is emotionally, romantically, and sexually attracted to other females.

"Bisexual" - refers to a person who is attracted to, and may form sexual and romantic relationships with, males and females.

"Gender Expression" - means the manner in which a person expresses their gender through clothing, appearance, behavior, speech.

"Gender Identity" - means a person's sense of identification with either the male or female self.

"Sexual Orientation" - means a person's emotional, romantic, and sexual attraction for the same, opposite, or both sexes.

"Questioning" - refers to a person, often an adolescent, who is exploring or questioning issues of sexual orientation or gender identity or expression in their life. Some questioning people will ultimately identify as gay, lesbian, bisexual, or transgender; others will self-identify as heterosexual and not transgender.

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"Probationer" - means any person under the supervision of the Probation Department.

Intersex youth - A youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female. Intersex individuals are born with a congenital anomaly affecting their sexual and reproductive anatomy as well as their genetic and hormonal composition that do not fit traditional biological sexual assignment as male or female. Those born intersex are sometimes assigned gender identity through surgical alterations, social upbringing, choosing gender identity at maturity, or any combination of circumstances specific to that individual.

Sexual abuse - Sexual activity or voyeurism perpetrated by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

Transgender youth - A youth whose gender identity (i.e., internal sense of feeling male or female) is different from the youth's assigned sex at birth.

523.2 POLICY

It is the policy of the Stanislaus County Probation Department to treat all youth in a respectful, courteous, and professional manner while maintaining safety and security. This department is opposed to, and prohibits without qualification, discrimination or harassment of any kind based on a youth's gender identity status and/or sexual orientation.

It shall be the policy of the Stanislaus County Probation Department to maintain and promote an organization that provides the highest quality of services to probationers regardless of actual or perceived sexual orientation or gender identity.

- (a) Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI) probationers under the supervision of the Probation Department shall receive fair and equitable treatment, without bias and in a professional and confidential manner based upon evidence-based best practices.
- (b) Members, volunteers and service providers who offer services to probationers shall not discriminate or harass any probationer in their care based on the probationer's actual or perceived sexual orientation or gender identity.
- (c) Members shall protect probationers from discrimination, physical and sexual harassment by other probationers, based on a probationer's actual or perceived sexual orientation or gender identity.
- (d) The Probation Department will take reasonable steps within its control to meet the diverse needs of all probationers and provide an environment in which all individuals are treated with respect and dignity, regardless of sexual orientation or identity.

523.3 GUIDING PRINCIPLES

These principles guide the work of the Stanislaus County Probation Department and represent the values that support our collective commitment to increase our competency to serve and support the development of youth of all sexual orientations and gender identities.

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- (a) We treat all youth and families with respect and fairness, and strive to convey the intrinsic worth and dignity of every person in the course of our work.
- (b) We believe that youth deserve to feel safe and accepted in their homes, in court, institutions, placements, schools, and community settings.
- (c) We affirm and respect the sexual orientation and gender identity of each individual we serve, regardless of our personal beliefs.
- (d) We understand that all youth have the same basic need for safety, acceptance and support, and that some youth experience unique challenges due to external responses to their actual or perceived sexual orientation, gender identity, or gender expression.
- (e) We aim to prevent and work to remedy any bias, injustice or disrespect directed at youth based upon their sexual orientation, gender identity, or gender expression within the Juvenile Justice System.
- (f) We embody integrity, professionalism, and fairness and take ownership of the critical role we play in building the character of the young people we serve.
- (g) We understand that any attempt to control or change the sexual orientation or gender identity of any youth is contrary to accepted professional practice and potentially harmful.
- (h) All members are required to adhere to the guidelines of the Stanislaus County Personnel Manual: EMPLOYEE CONDUCT/BEHAVIOR; WORKPLACE HARASSMENT, DISCRIMINATION AND RETALIATION Policies and the County's Equal Employment Opportunity Plan to ensure that this protected class can report discrimination or harassment without fear of reprisals.

523.4 GENERAL OPERATIONS

All youth, regardless of sexual orientation or gender identity, need to feel safe in their surroundings in order to fully benefit from programming. The Stanislaus County Probation Department shall establish and maintain a culture where the dignity of everyone is respected and all feel safe and free from sexual abuse.

- (a) The Probation Department shall create opportunities for dialogue with youth and members about all forms of diversity to increase tolerance and respect.
- (b) The Probation Department will promote the positive adolescent development of all youth in its care. Actions that support positive adolescent development include the following: modeling desired behavior such as demonstrating respect for all youth; reinforcing respect for differences among youth, encouraging the development of healthy self-esteem in youth, and helping youth manage the stigma sometimes associated with difference.
- (c) Members shall remind all youth that anti-LGBTQI threats of violence, actual violence, or disrespectful or suggestive comments or gestures, will not be tolerated.
- (d) The Probation Department intends to provide a safe and non-discriminatory environment in its institutions and placements where youth can learn and grow. Members shall not prohibit or discourage communication or interaction between youth

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of the same sex that is not also prohibited or discouraged between youth of different sexes.

- (e) Where possible, members shall display materials that convey to youth that the Probation Department maintains a supportive environment for LGBTQI youth.

523.5 CONFIDENTIALITY

Members of the Stanislaus County Probation Department, or employees and volunteers of any agency providing services on behalf of the youth and their family, shall not disclose a youth's sexual orientation or gender identity to other youth, outside parties, individuals, agencies, including health care or social service providers, or a youth's parent/legal guardians or other family members without the youth's permission, unless such disclosure is necessary to comply with state or federal law. Further, a youth shall not be compelled by any member, provider agency and/or volunteer to disclose his/her sexual orientation or gender identity to anyone.

Members shall explain to youth the extent and limits of their ability to keep information about their sexual orientation or gender identity confidential. If members are not in a position to keep information that a probationer discloses confidential, such as information relating to safety issues or needed for appropriate service referrals, they shall inform the youth that such information may need to be shared and why. Probation members inside and outside of secure facilities shall communicate information within the agency about a youth's sexual orientation or gender identity only if relevant to treatment, case planning, finding effective services for youth, or to ensure the safety of the youth. Any disclosure shall be limited to information necessary to achieve the specific beneficial purpose.

This confidentiality restriction does not prevent members from discussing a youth's needs or services with other staff members or when resolving a grievance.

523.6 SCREENING AND INTAKE

Staff members should be aware that LGBTQI youth are in various stages of awareness and comfort with their sexual orientation and gender identity. Youth intake interviewers shall sensitively inquire about fears the youth may have of being harassed in the facility. Booking and Intake Officers will ask youth their sexual orientation and gender identity. Some youth will disclose that they are LGBTQI. However, no youth shall be compelled to disclose. If a youth discloses their sexual orientation or gender identity, the Booking or Intake Officer should talk with the youth about it in an open and non-judgmental fashion and determine if the youth has particular concerns or needs related to being LGBTQI.

Transgender youth may be identified during admissions based on:

- (a) A youth's statements that they are transgender, is "trapped in the wrong body," or is really a different gender than their birth gender;
- (b) A youth's request to be called by a name that is not traditionally associated with their birth gender;
- (c) Any statements in arrest reports indicating the youth is transgender or that the police were unsure of the youth's gender.

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523.7 NAMES AND LANGUAGE

Members, volunteers, and service providers, when working with youth, shall use respectful language and terminology that does not further stereotypes about LGBTQI people.

- (a) Members shall respect the choices made by the youth and refer to the youth by the youth's preferred name and pronoun even if their name has not been legally changed. All written documentation about a transgender youth shall utilize the youth's legal name.
- (b) In the Probation ICJIS system, the youth's legal name will be used along with any preferred name as an AKA.
- (c) Members, volunteers, and service providers of the Stanislaus County Probation Department, in the course of their work, shall not refer to youth by using derogatory language in a manner that conveys bias towards LGBTQI people. In particular, members of the Stanislaus County Probation Department shall not imply to or tell LGBTQI youth that they are abnormal, deviant, or sinful, or that they can or should change their sexual orientation or gender identity.
- (d) Members should use the words gay, lesbian, bisexual, and transgender in an appropriate context when talking with youth about diversity, and members should not use the value-laden, more antiquated terms, "homosexual", "transvestite" or "hermaphrodite."

523.8 MEDICAL AND MENTAL HEALTH CARE

All LGBTQI youth detained in Stanislaus County Juvenile Institution facilities shall have access to medical and mental health care as clinically indicated. This includes all recommended transition-related treatments for transgender youth, in accordance with the medical and mental health assessments performed by the youth's health care provider. If a youth requires treatments off-site, the Medical Clinic will also arrange transportation for youth to receive such treatments, as clinically indicated.

If, prior to arriving at the facility, a transgender youth has been receiving transition-related medical care, such as hormone therapy or supportive counseling, the medical staff, at their discretion, shall consult with the youth's medical providers and, if appropriate, continue providing all transition-related treatments that are medically necessary according to the medical staff and the youth's provider and accepted professional standards. Hormone therapy may continue at current levels pending this consultation.

The medical and mental health staff shall facilitate exploration of gender or sexuality issues with LGBTQI youth in the same open and non-judgmental manner as with all youth.

The medical and mental health staff shall not attempt to change a youth's sexual orientation or gender identity, as this is contrary to accepted practice, and has been shown to be potentially harmful.

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523.9 VOLUNTEER AND SERVICE PROVIDER REQUIREMENTS

Volunteers and Service Providers are responsible for reading, understanding, and abiding by the content of the following policies:

- (a) The Stanislaus County Employee Conduct/Behavior Expectations – Workplace Harassment, Discrimination and Retaliation Policy in the Personnel Manual.
- (b) The Stanislaus County Probation Administrative Policy Section : Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex.

Volunteers, service providers and any of its officers, employees, agents, representatives or subcontractors shall not unlawfully discriminate against LGBTQI youth pursuant to this policy or the Nondiscrimination terms contained in the County Agreement for Professional Services.

Failure of any volunteer or service provider to honor the terms of the aforementioned terms can result in discharge or severance of any agreement for professional services.

523.10 REPORTING AND RESPONDING TO HARASSMENT AND DISCRIMINATION

Members of the Stanislaus County Probation Department, including volunteers and service providers, shall promptly and appropriately intervene when a youth physically, verbally, or sexually abuses or harasses another youth based on the youth's actual or perceived sexual orientation or gender identity.

- (a) All members, volunteers, and service providers shall be required to report all untimely, absent, or inappropriate interventions.
- (b) Youth shall be able to report violations of this policy following established grievance procedures. Grievance procedures shall protect confidentiality of youth and contain other measures to prevent retaliation. The youth may also tell a teacher, counselor, Division Director, Probation Manager, supervisor, medical or mental health staff, the Juvenile Hall Superintendent, Chief Probation Officer, Assistant Chief Probation Officer, parent/guardian, or any trusted adult when applicable.
- (c) Supervisory and management staff shall treat all reports of violations of this policy seriously and promptly and effectively respond to grievances filed by youth and shall take swift action according to established procedures when youth, members, volunteers, or service providers report violations.

523.11 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall develop procedures to ensure the respectful and equitable treatment of transgender and intersex youth (15 CCR 1352.5).

The Facility Superintendent or the authorized designee should create and maintain a classification plan to guide staff members in processing transgender or intersex youth brought into the Juvenile Institutions.

The Facility Superintendent shall ensure that (15 CCR 1352.5):

- (a) Staff members shall respect every youth's gender identity and shall refer to a youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. The Department prohibits the use of gang or slang names or names that otherwise

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compromise facility operations as determined by the Facility Superintendent or the authorized designee. Any decision made on this basis shall be documented.

- (b) Transgender and intersex youth shall be permitted to dress and present themselves in a manner consistent with their gender identity. The Facility Superintendent or the authorized designee shall ensure that the Juvenile Institutions maintains an inventory of clothing sufficient to supply youth with clothing and undergarments consistent with their gender identity.
- (c) Staff members shall house transgender and intersex youth in the area or room that best meets their individual needs and promotes their safety and well-being. Staff members may not automatically house youth according to their external anatomy and shall document the reasons for any decision to house youth in an area that does not match their gender identity. In making a housing decision, staff members shall consider the youth's preferences, as well as any recommendations from the youth's medical or behavioral/mental health provider.
- (d) The Facility Superintendent shall ensure that transgender and intersex youth have access to medical and behavioral/mental health providers qualified to provide care and treatment to transgender and intersex youth.
 - 1. Any transgender or intersex youth showing signs of mental illness or a developmental disability should be referred to a behavioral/mental health care liaison, who will arrange for an appropriate referral.
 - 2. Licensure, certification, or registration of the Juvenile Institutions' qualified health care professionals shall be maintained and consistent with community standards and the needs of transgender and intersex youth.
 - 3. Health Care Provider Designees shall be properly licensed, certified, or registered, and shall maintain their applicable licenses, certifications, or registrations, and ensure that current credentials are on file and available for review.
- (e) Consistent with the Juvenile Institutions' reasonable and necessary security considerations and its physical plant, staff members shall make every effort to ensure the safety and privacy of transgender and intersex youth when they are using the bathroom or shower or dressing or undressing.
 - 1. Transgender and intersex youth shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff members of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine room checks.
 - 2. Staff members of the opposite sex shall announce their presence before entering a housing unit where transgender or intersex youth are housed.
 - 3. Transgender and intersex youth shall be given the opportunity to shower separately from other youth (28 CFR 115.342).

523.12 TRANSGENDER AND INTERSEX YOUTH CLASSIFICATION

The classification plan should include an initial screening process and a process for determining appropriate housing assignments (28 CFR 115.341; 28 CFR 115.342). The plan should include

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use of an objective screening instrument, procedures for deciding classification and housing assignments, intake and housing forms, and a process to ensure that all classification and housing records are maintained in each transgender and intersex youth's permanent file.

The classification plan should also include an evaluation by trained classification staff members to determine appropriate housing assignments that are based on a youth's actual and perceived gender or gender identity.

523.12.1 PERIODIC CLASSIFICATION REVIEWS

Housing and program assignments for each transgender and intersex youth shall be reassessed at least twice each year to determine whether the youth has experienced any threats. Housing and program reassessments shall take into consideration the level of supervision and the transgender or intersex youth's behavior while in custody (28 CFR 115.342).

Each transgender and intersex youth's risk level shall be reassessed when required due to a referral, request, any incident of alleged sexual abuse, or receipt of any other specific information about a youth that may indicate heightened needs for supervision, or that increases the youth's risk of sexual victimization or abusiveness (28 CFR 115.341).

523.12.2 HOUSING PLACEMENT AND TREATMENT

Individual placement decisions prioritize the physical safety and emotional well-being of the youth.

- (a) Youth shall not be prohibited from having a roommate based on a youth's actual or perceived sexual orientation.
- (b) LGBTQI youth shall not be placed in isolation or segregation as a means of keeping them safe from discrimination, harassment or abuse.
- (c) Transgender youth shall not automatically be housed according to their birth gender. Housing decisions for transgender youth shall be based on the youth's individualized needs, taking into account the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider. The decision to house youth in a unit that does not match their gender identity, including any reason(s), shall be documented (15 CCR 1352.5).
- (d) Housing and program assignments for each transgender or intersex youth shall be reassessed at least twice each year to determine whether the youth has experienced any threats (28 CFR 115.342).
- (e) Youth shall be allowed to dress and present themselves in a manner consistent with their gender identity.
- (f) Youth will be permitted to groom according to their preferred gender expression regardless of their housing assignment.

Consistent with the facility's reasonable and necessary security policies, youth shall be provided with safety and privacy when using the shower and bathroom and when dressing and undressing. Transgender and intersex youth shall be provided the opportunity to shower at a separate time from other youth.

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523.13 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, program, education, and work assignments should be made in an effort to keep transgender and intersex youth safe and free from sexual abuse.

523.13.1 SEXUAL ABUSE INCIDENT REVIEW

All reports of sexual abuse involving transgender and intersex youth shall be reviewed and investigated in accordance with the Prison Rape Elimination Act Policy.

523.14 TRANSGENDER AND INTERSEX YOUTH SEARCHES

Juvenile Institutions staff members shall not conduct physical searches, of any youth for the sole purpose of determining the youth's anatomical sex (15 CCR 1352.5). If genital status is unknown, it may be determined during conversations with the youth, by reviewing medical records, or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.315).

Whenever feasible, Juvenile Institutions staff members shall respect the youth's preference regarding the gender of the staff member who conducts the search of the youth (15 CCR 1352.5).

Youth shall not be physically searched in a manner that is humiliating or degrading or for the purpose of determining the youth's physical anatomy.

- (a) If a search is necessary, a transgender or intersex youth may request that either a male or female staff member conduct the search. Staff shall accommodate this request when it is reasonably practicable 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 sex (15 CCR 1352.5).
- (b) Officers shall not search or physically examine a transgender or intersex youth for the sole purpose of determining genital status (15 CCR 1352.5). If genital status is unknown, it may be determined during conversations with the youth, by reviewing medical records, or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.315).

523.15 TRANSPORTATION OF TRANSGENDER AND INTERSEX YOUTH OUTSIDE THE SECURE FACILITY

When possible, transgender and intersex youth should be transported with youth of the gender they identify with the most. All other transportation procedures should be in accordance with the Transportation of Youth Outside the Secure Facility Policy.

523.16 TRAINING

All staff members who may have contact with transgender and intersex youth shall receive department-approved training regarding how to communicate effectively and professionally with transgender and intersex youth.

The Training Manager shall provide for training for staff members regarding how to conduct pat-down searches, modified strip searches, and strip searches in a professional and respectful

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manner and in the least intrusive manner possible, consistent with facility security needs. This training shall include cross-gender pat-downs and searches, as well as searches of transgender and intersex youth (28 CFR 115.315).

The Training Manager should ensure that every staff member receives training and testing in prevention and intervention techniques for detecting and responding to incidents of sexual abuse and sexual harassment, and that they have sufficient knowledge to answer any questions that a transgender or intersex youth may have regarding sexual abuse and sexual harassment, and that they are familiar enough with the reporting process to take an initial report of sexual abuse or sexual harassment.

The Department recognizes the importance of creating an environment free of discrimination and harassment in order to deliver effective and constructive services to its diverse probation population. To that end, all are required to attend training as follows:

- (a) Member training shall consist of, but not be limited to the following topics:
 - 1. County Employee Conduct/Behavior Expectations – Workplace Harassment, Discrimination and Retaliation Policy-Personnel Manual.
 - 2. The goals and requirements of the Probation Department's Nondiscrimination Policy and Practice Guidelines regarding LGBTQI youth.
 - 3. Recognize, prevent and design appropriate responses to acts of discrimination and harassment of LGBTQI youth.
 - 4. Develop awareness of needs, fears, and challenges particular to LGBTQI youth in and out of custody settings.
 - 5. Respect, support, and work constructively with LGBTQI youth.

523.16.1 RETENTION OF TRAINING RECORDS

Staff member training records for training and education that addresses transgender and intersex youth shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

Chapter 6 - Youth Due Process

Youth Discipline (Title 15, § 1390)

600.1 PURPOSE AND SCOPE

This policy addresses limitations on discipline for youth who fail to comply with Juvenile Institutions rules.

600.2 POLICY

It is the policy of this department to protect youth from abuse and violations of their rights by limiting certain actions taken as discipline in response to youth who violate Juvenile Institutions rules.

600.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall develop and implement written procedures for youth discipline that shall promote acceptable behavior and include the use of positive behavior interventions and supports (15 CCR 1390).

The Facility Superintendent or the authorized designee shall establish Juvenile Institutions rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major rule violations and minor rule violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy (see the Youth Discipline Process Policy) (15 CCR 1390).

600.4 LIMITATIONS ON DISCIPLINARY ACTIONS

The U.S. and California constitutions expressly prohibit all cruel or unusual punishment. Discipline shall be imposed at the least restrictive level that promotes the desired behavior and shall not include corporal punishment, group punishment, or physical or psychological degradation. Limitations on discipline include (15 CCR 1390):

- (a) In no case shall any youth be deprived of a bed and bedding supplies.
- (b) In no case shall any youth or group of youth be delegated the authority to punish any other youth or group of youth.
- (c) In no case shall a safety room be used for disciplinary purposes.
- (d) In no case shall any restraint device be used for disciplinary purposes.
- (e) Food shall not be withheld as a disciplinary measure.
- (f) The right to send and receive mail shall not be withheld as a disciplinary measure.
- (g) In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.
- (h) No youth may be deprived of the implements necessary to maintain an acceptable level of personal hygiene, including but not limited to a daily shower or access to a drinking fountain, a toilet, personal hygiene items, and clean clothing.

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- (i) Discipline may be imposed for sexual activity between youth. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.378(g)).
- (j) No discipline may be imposed for sexual contact with staff members unless there is a finding that the staff member did not consent to such contact (28 CFR 115.378(e)).
- (k) No youth may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation, if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred (28 CFR 115.378(f)).
- (l) No confinement without an opportunity for at least one hour of exercise daily outside of the immediate living quarters may be imposed unless the Facility Superintendent or the authorized designee determines and documents that this opportunity will jeopardize the physical safety of the youth or others or the security of the facility.
- (m) No youth may be subject to a substantial change in heating, lighting, or ventilation.
- (n) No youth may be subject to restrictions on clothing, the use of hygienic facilities, or reading or writing materials as a disciplinary measure.
- (o) No youth shall be deprived of clean and sanitary living conditions.
- (p) Restrictions shall not be placed on medical and dental care services as a disciplinary measure.
- (q) Restrictions shall not be placed on a youth's access to government officials as a disciplinary measure.
- (r) Restrictions shall not be placed on a youth's access to grievance proceedings as a disciplinary measure.
- (s) No youth may be prohibited from contact with the youth's parents/guardians as a disciplinary measure.
- (t) No youth may be deprived of education, counseling, rehabilitative programming, or religious services as a disciplinary measure.

Youth Discipline Process (Title 15, § 1391)

601.1 PURPOSE AND SCOPE

This policy addresses the application of Juvenile Institutions rules and disciplinary sanctions for youth who fail to comply. Criminal acts may be referred to the appropriate law enforcement agency (15 CCR 1391).

601.2 POLICY

It is the policy of this department to maintain written Juvenile Institutions rules that promote acceptable behavior, safety, security, order, and discipline and to impose disciplinary sanctions in a fair and equitable manner.

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.3 DUE PROCESS

Youth who are subject to discipline as a result of rule violations shall be afforded the procedural due process required by federal and state law. The required elements of due process shall be initiated prior to the imposition of any disciplinary action. In an emergency situation, where the youth is emotionally upset and out of control, or in situations where the order and security of the institution, other youth or staff are in jeopardy staff may delay due process for a reasonable amount of time. Staff has a responsibility and duty to intervene in situations which involve threats or harm to persons, property or the order and security of the institution. At the conclusion of the emergency, the due process procedures shall be implemented. All youth will be made aware of the rules of conduct for which they will be held accountable, as well as any defined penalties for rule violations. Staff members will not engage in arbitrary actions against youth. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied.

The discipline process for a youth accused of a major rule violation includes (15 CCR 1391):

- (a) A fair hearing in which the discovering staff members or investigating supervisor presents factual evidence supporting the rule violation and the disciplinary action.
- (b) Written notice of the violation to the youth before a disciplinary hearing, to allow the youth time to prepare a defense.
- (c) Assignment of an impartial hearing officer.
- (d) The limited right to call witnesses and/or present evidence on the youth's behalf.
- (e) The assistance of a staff member upon the youth's request.
- (f) The appointment of a staff member to serve as an assistant or representative in cases where the youth may be incapable of self-representation.
- (g) The provision of accommodations to any youth with disabilities, limited literacy, or limited English proficiency.

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- (h) A formal written decision that shows the evidence considered by the hearing officer, the reasons for any sanctions, and an explanation of the appeal process.
- (i) Reasonable sanctions for violating rules that relate to the severity of the violation.
- (j) The opportunity to appeal the finding.

601.3.1 YOUTH DISCIPLINE PROCEDURES

The Facility Superintendent or authorized designee shall develop and implement written procedures for the administration of discipline and ensuring that youth rules and disciplinary sanctions are developed, distributed, reviewed annually, and revised as needed, which shall include but not be limited to:

- (a) Designating staff members authorized to impose discipline on youth for violation of the rules (15 CCR 1391).
- (b) Prohibiting the delegation of discipline on any youth.

The administration of any form of discipline shall use trauma-informed approaches and positive behavior interventions (15 CCR 1391).

Youth cannot be held accountable for rules of which they are unaware. However, it is impossible to define every possible prohibited act or rule violation that might be encountered in a detention facility. Therefore, a current list of recognized infractions that are generally prohibited should be accessible to all youth. Youth rules shall be translated into the languages that are understood by the youth.

Disciplinary procedures governing youth rule violations should address rules, minor and major violations, criminal offenses, disciplinary reports, prehearing and post-hearing disciplinary actions, prehearing and post-hearing removal from general population, and prehearing and post-hearing separation from other youth (15 CCR 1391).

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.4 MINOR RULE VIOLATIONS

Minor rule violations are violations that do not affect the safety, security, and good order of the facility or disrupt the normal operation of a housing unit (15 CCR 1391).

Minor rules are in place to guide youth in behaving respectfully and to promote an environment conducive to rehabilitation (15 CCR 1391).

Minor rule violations may be handled informally by counseling, advising the youth of expected conduct, or by imposing a minor sanction such as a time out or a failure to earn "points" (15 CCR 1391).

Staff members are authorized to recommend informal discipline for minor rule violations.

Any staff member imposing informal discipline shall document the information in writing in the youth's case file (15 CCR 1391).

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A youth may request that a supervisor review the imposed sanction. The supervisor should respond to the request within a reasonable time (generally within eight hours) and shall have final authority as to the imposition of informal discipline (15 CCR 1391).

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.5 MAJOR RULE VIOLATIONS

Major rule violations are considered a threat to the safety, security, or efficiency of the Juvenile Institutions, its staff members, youth, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including notification of a supervisor as soon as practicable. The supervisor shall assess the situation and initiate any emergency action, if necessary, and notify the Supervisor (15 CCR 1391).

The staff member who learned of the rule violation shall write and submit an incident report, along with all relevant evidence, to the appropriate supervisor prior to the end of the shift.

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.5.1 PREHEARING SEPARATION

Youth who are accused of a major rule violation may be removed from the general population of youth with the Supervisor's approval if there is a threat to safety or security of other youth, staff members, or visitors.

The Facility Superintendent or the authorized designee shall, within four hours including weekends and holidays, review the status of any youth in prehearing separation to determine whether continued separation from the general population is appropriate (Welfare and Institutions Code § 208.3).

601.5.2 INVESTIGATIONS

Investigations involving major rule violations should be initiated within 8 hours of the initial report and completed in sufficient time for the youth to have a disciplinary hearing and as soon as practicable when the youth has been removed from the general population. If additional time is needed, the investigating supervisor will request more time in writing from the Facility Superintendent or the authorized designee. The youth will be notified in writing of the delay.

If, upon completion of the investigation, the investigating supervisor finds insufficient evidence to support a major rule violation, the investigating supervisor may discuss alternative sanctions with the Facility Superintendent or the authorized designee, including handling the incident as a minor violation or recommending that charges be removed. Such alternatives shall be documented in the youth's file.

If the investigating supervisor determines that sufficient evidence exists to support a major rule violation, the investigating supervisor will act as the hearing coordinator and will be responsible for:

- (a) Reviewing all reports for accuracy and completeness.

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- (b) Overseeing or conducting any required additional investigation.
- (c) Determining the final charges.
- (d) Making preliminary decisions about the appointment of a staff member to act as an assistant to the youth.
- (e) Identifying any witnesses who may be called to the hearing.

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.5.3 NOTIFICATIONS

A youth charged with a major rule violation shall be given a written description of the incident and the rules violated before a disciplinary hearing (15 CCR 1391).

Unless waived in writing by the youth, hearings may not be held in less than 8 hours from the time of notification.

601.5.4 HEARINGS

The hearing officer should be a qualified supervisor or suitably trained designee who will have the responsibility and authority to rule on charges of youth rule violations. The hearing officer shall also have the power to impose sanctions. The hearing officer shall not investigate nor preside over any youth disciplinary hearing on cases where the hearing officer was a witness or was directly involved in the incident that generated the complaint (15 CCR 1391).

Youth charged with major rule violations are entitled to be present at a hearing unless waived in writing or excluded because their behavior poses a threat to facility safety, security, and order. Staff members shall inform the hearing officer when any youth is excluded or removed from a scheduled hearing and shall document the reasons for the exclusion or removal. A copy of the report shall be forwarded to the Facility Superintendent through the chain of command.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Facility Superintendent or the authorized designee.

The hearing officer shall disclose to the accused youth all witnesses who will be participating in the hearing. Youth have no right to cross-examine witnesses. However, the accused youth may be permitted to suggest questions that the hearing officer, in the hearing officer's discretion, may ask.

601.5.5 EVIDENCE

Accused youth shall have the right to be heard and present evidence and testimony. Requests for witnesses shall be submitted in writing by the youth. The written request may include a brief summary of what the witness is expected to say.

The hearing officer may deny the request when it is determined that allowing the witness to testify would be unduly hazardous to institutional safety or correctional goals, or when the witness's information is not relevant or would be unnecessarily duplicative or is otherwise unnecessary. The

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reason for denying a youth's request for witness testimony shall be documented in the hearing report. The reason for denial of any documents requested by the youth shall also be documented in the hearing record.

A witness's signed written statement may be submitted by the youth as an alternative to a live appearance. The hearing officer shall review and determine whether the statement is relevant to the charges and shall document the reason for exclusion when any written statement is not considered.

Absent a safety or security concern, all staff member reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused youth prior to the hearing.

601.5.6 STAFF MEMBER ASSISTANCE

Upon the request of the youth, a staff member shall assist the youth during the disciplinary hearing process. A staff member shall be assigned to assist a youth who is incapable of self-representation at a disciplinary hearing due to literacy, developmental disabilities, language barriers, or mental status (15 CCR 1391). The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the youth to fulfill the assistant's obligations. In these cases, the youth does not have a right to select a person to assist in the youth's disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

Youth discipline is an administrative and not a judicial process. Youth do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution as there is no double jeopardy defense for an administrative process.

601.5.7 DISCIPLINARY DECISIONS

Disciplinary decisions shall be based on the preponderance of evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether a youth's mental disabilities or mental illness contributed to the youth's behavior when determining what type of discipline, if any, should be imposed (28 CFR 115.378(c)).

601.5.8 REPORT OF FINDINGS

The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the youth. All documentation related to the disciplinary process shall be retained and a copy should be placed in the youth's file.

If it is determined that the youth's charge is not sustained at the end of the disciplinary hearing, the documentation shall be removed from the youth's file but otherwise maintained in accordance with records retention requirements.

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All disciplinary hearing reports and dispositions shall be reviewed by the Facility Superintendent or the authorized designee as soon as practicable after the final disposition.

See the Stanislaus County Probation Department JD Procedures: YOUTH DISCIPLINE for further information.

601.5.9 DISCIPLINARY APPEALS

Youth wishing to appeal the decision of the hearing officer must do so in writing. All appeals will be forwarded to the Facility Superintendent or the authorized designee for administrative review (15 CCR 1391).

Only appeals based on the following will be considered:

- (a) The disciplinary process or procedures were not followed.
- (b) There was insufficient evidence to support the hearing officer's decision.
- (c) The discipline imposed was not proportionate to the violation committed.

A final disposition shall be rendered as soon as practicable if the youth's appeal is granted, or discipline is reduced. The decision of the reviewing authority shall be final, and the result of the appeal shall be provided to the youth in writing.

601.6 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can include counseling, loss of certain privileges or "points" associated with a rewards-based behavior management system and restitution for damaging property. (15 CCR 1391)

To the extent that therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for sexual abuse are available, the facility shall consider whether to require a youth being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.378(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the youth's disciplinary history, and the sanctions imposed for comparable offenses by other youth with similar histories (28 CFR 115.378(b)).

Youth shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the youth engaged in youth-on-youth sexual abuse or following a criminal finding of guilt for youth-on-youth sexual abuse (28 CFR 115.378(a)).

The Chief Probation Officer or the authorized designee shall be responsible for developing and implementing a range of disciplinary sanctions for violations.

601.6.1 STATE LAW GUIDELINES FOR DISCIPLINARY SANCTIONS

Violations that result in a removal from a camp or commitment program, but not a return to court, shall follow the due process provisions in this policy (15 CCR 1391).

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601.7 RECORDS

A record of all rule violations and sanctions will be made and maintained in accordance with the Juvenile Institutions' records retention schedule.

At a minimum, rule violation reports are required for rule violations. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report. The rule violation report shall include, at a minimum:

- (a) The date, time, and location of the incident.
- (b) The specific rules violated.
- (c) A written description of the incident.
- (d) The identity of known participants in the incident.
- (e) Identity of any witnesses to the incident.
- (f) Description and disposition of any physical evidence.
- (g) Action taken by staff members, including any use of force.
- (h) Name and signature of the reporting staff member.
- (i) Date and time of the report.

The supervisor investigating the violation and preparing the prehearing details for major rule violations shall ensure that documentation in the rule violation report includes:

- (a) Date and time that the explanation and the written copy of the complaint and appeal process were provided to the youth.
- (b) The youth's response to the charges.
- (c) The reasons for any sanctions.
- (d) The identity of any staff member or witnesses involved or requested by the youth.
- (e) The findings of the hearing officer.
- (f) The youth's appeal, if any.
- (g) The appeal findings, if applicable.

601.8 TRAINING

The Facility Superintendent or the authorized designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff members and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Training Manager is responsible for developing and delivering, or procuring, training for staff members who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer's role in ensuring that those protections are provided.

Room Confinement (Title 15, § 1354.5)

602.1 PURPOSE AND SCOPE

This policy provides guidance on removing youth from the general population for safety and security reasons (15 CCR 1354.5).

602.1.1 DEFINITIONS

Definitions related to this policy include:

Room confinement - The placement of a youth in a locked room with minimal or no contact with persons other than Juvenile Institutions staff members and attorneys. Room confinement does not include confinement of a youth in a locked single-person room or cell for a brief period lasting no longer than two hours when it is necessary for required institutional operations (Welfare and Institutions Code § 208.3).

602.2 POLICY

It is the policy of the Stanislaus County Probation Department to protect the rights and safety of youth who are removed from the general population of youth for safety and security reasons.

602.3 ROOM CONFINEMENT

Removal of a youth from the general population should be done only in rare situations as a short-term response to dangerous actions of that youth if the youth poses an immediate threat of self-harm or an immediate threat to the safety of youth or staff members.

The Facility Superintendent shall develop and implement written procedures addressing the placement of a youth in room confinement, which shall be accomplished in accordance with the following guidelines (Welfare and Institutions Code § 208.3; 15 CCR 1354.5):

- (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 member.
- (b) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff members.
- (c) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.

See the Stanislaus County Probation Department JD Procedures: ROOM CONFINEMENT for further information.

602.3.1 INCREASED MONITORING

Safety checks of youth in room confinement should be performed by an assigned officer at random intervals not to exceed 15 minutes unless more frequent checks have been required by a supervisor or health care professional.

Safety checks shall be documented in writing and shall include reasonably observed behavioral or other concerns.

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602.3.2 MATTRESSES AND BEDDING

Youth in room confinement may have their mattress or bedding removed temporarily only if the youth is either:

- (a) Actively damaging the mattress or bedding.
- (b) Using the mattress or bedding in a manner that presents a threat to safety or security, including but not limited to obstructing a doorway or window or folding the mattress to use as a makeshift stepstool.

The reason for mattress or bedding removal shall be documented.

Bedding items may only be withheld from youth kept separate from other youth with supervisor approval and only during non-sleeping hours.

602.3.3 MEALS

Youth in room confinement may receive meals in their rooms. The meals should meet the same nutritional guidelines as meals served to other youth in custody, unless the youth is being served a prescribed medical or religious diet.

602.3.4 ROOM CONFINEMENT DURATION

Room confinement duration shall be in accordance with 15 CCR 1354.5:

- (a) 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 members shall do one or more of the following (Welfare and Institutions Code § 208.3):
 - 1. Return the youth to general population.
 - 2. Consult with behavioral/mental health or medical personnel.
 - 3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
- (b) If room confinement must be extended beyond four hours, staff members shall do each of the following:
 - 1. Document the reason for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when the youth is eventually released from room confinement.
 - 2. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
 - 3. Obtain documented authorization by the Facility Superintendent or the authorized designee every four hours thereafter.

602.3.5 EXCEPTIONS

The following examples are exceptions to the room confinement guidelines outlined above (15 CCR 1354.5):

- (a) This policy is not intended to limit the use of single-person rooms or cells for housing youth in juvenile facilities and does not apply to normal sleeping hours.

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- (b) This policy does not apply to youth or wards in court holding facilities or adult facilities. Nothing in this policy shall be construed to conflict with any law providing greater or additional protections to youth.
- (c) This policy 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 members or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.
- (d) This policy 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.
- (e) This policy 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.

602.3.6 TOILET ACCESS

During any period of room confinement, youth shall be provided reasonable access to toilets at all hours, including during normal sleeping hours (Welfare and Institutions Code § 208.3).

602.4 STAFF MEMBER RESPONSIBILITIES

Staff members assigned to monitor youth who have been removed from the general population and placed in room confinement should document any reasonably observed unusual behavior or failure to comply with facility rules.

Youth Separation (Title 15, § 1354)

603.1 PURPOSE AND SCOPE

This policy describes the Stanislaus County Probation Department's youth separation process, which is designed to appropriately identify and address security and health issues so youth may be held in such a way as to foster a safe and secure facility (15 CCR 1354).

603.2 POLICY

It is the policy of this department to properly separate youths housed in this Juvenile Institutions according to security and health risks identified during intake, classifications, and throughout a youth's stay to ensure safety and security in the facility.

603.3 LOCATIONS AND ACCOMMODATIONS

Youth may be separated from other youth only in approved locations within the Juvenile Institutions with appropriate accommodations.

603.4 YOUTH SEPARATION REQUIREMENTS

The Facility Superintendent or the authorized designee shall develop and implement written procedures that address the separation of youth for reasons that include but are not limited to (15 CCR 1354):

- (a) Medical and mental health conditions.
- (b) Assaultive behavior.
- (c) Disciplinary consequences.
- (d) Protective custody.

Decisions to separate youth should include consideration of the following:

- (a) Positive youth development
- (b) Trauma-informed care
- (c) Maintaining privileges
- (d) Room confinement
- (e) Daily review of separation decisions

When the objective of the separation is discipline, see the Youth Discipline Policy (15 CCR 1354).

Youth shall not be denied normal privileges during separation except when necessary to accomplish the objective of separation (15 CCR 1354).

This section does not prohibit officers from placing a youth in a single-occupancy room at the youth's specific request or in accordance with Youth Classification Policy guidelines regarding separation.

When youth separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code § 208.3 and 15 CCR 1354.5.

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There shall be a daily review of separated youth to determine if separation remains necessary, unless more frequent review is required (15 CCR 1354).

See the Stanislaus County Probation Department JD Procedures Manual: ROOM CONFINEMENT for further information.

603.5 SINGLE-OCCUPANCY ROOMS

Single-occupancy rooms may be used to house categories of youth identified in the Youth Classification Policy (15 CCR 1354).

603.6 SEPARATING YOUTH FROM THE GENERAL POPULATION

No youth should be separated from the general population unless an assessment of available alternatives has been made and the classification supervisor has determined that there are no available alternative means to keep the youth and other youth safe. The basis for safety concerns and the reasons no alternative means of separation are available shall be documented.

Youth may only be separated from the general population until an alternative means to keep all youth safe can be made.

During any period of separation, youth may not be denied daily large muscle exercise and legally required educational programming or special education services. Separated youth should not be denied access to other programs and work opportunities as reasonably possible (28 CFR 115.342).

Separated youth shall also receive daily visits from a medical or mental health care provider (28 CFR 115.342; 15 CCR 1354).

Youth with Disabilities

604.1 PURPOSE AND SCOPE

This policy provides guidelines for addressing the needs and rights of youth with disabilities detained by this department in accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (29 USC § 794).

604.1.1 DEFINITIONS

Definitions related to this policy are found in the Accessibility - ADA Compliance Policy.

604.2 POLICY

It is the policy of the Stanislaus County Probation Department that youth with disabilities have equal access to services, programs, and activities by being provided with reasonable accommodations and appropriate auxiliary aids to assist with effective communications.

The Stanislaus County Probation Department will not discriminate against youth with disabilities or deny them access to services, rights, or programs based on their disabilities (15 CCR 1324).

604.3 ADA COORDINATOR

In addition to the responsibilities identified in the Accessibility - ADA Compliance Policy, the responsibilities of the ADA coordinator include coordinating with the Facility Superintendent and the Medical Staff as appropriate to (15 CCR 1324):

- (a) Make reasonable modifications to policies, practices, and procedures as necessary to allow youth with disabilities to participate in the Juvenile Institutions's educational, vocational, recreational, and religious programs, services, and activities.
- (b) Ensure the Stanislaus County Probation Department is designed or adapted to reasonably accommodate youth with disabilities, including but not limited to:
 1. Providing housing areas equipped to meet the physical needs of youth with disabilities, such as by having toilet and shower areas that allow for personal care and hygiene in a reasonably private setting.
 2. Offering dining tables accessible to those in wheelchairs.
 3. Using a visual or other notification system so youth who have hearing disabilities do not miss announcements or alarms, including those for times for meals, recreation, and education.
- (c) Establish classification criteria to make appropriate housing assignments for youth with disabilities. For example, youth with mobility issues may require a lower bunk and accessible toilet and shower facilities.
 1. Youth should be asked if they have any accommodation requests during the initial classification process.
- (d) Establish procedures to determine at intake if auxiliary aids are necessary for effective communication, and to regularly consult with the youth and reassess whether alternative or additional aids or services are necessary for effective communication.

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1. The choice of the youth should be honored unless another effective means of communication exists (28 CFR 35.160).
 2. Notice of a youth's disability and preferred auxiliary aids should be provided to staff members who have contact with the youth so that effective communication may be achieved.
- (e) Assign individuals with adequate training to assist youth with disabilities with basic life functions, as needed.
 - (f) Establish procedures for restraining, transporting, and moving youth with hearing or mobility disabilities, including procedures that permit effective communication, such as handcuffing in the front so the youth can sign or leaving one hand free so the youth can write, unless legitimate safety concerns dictate otherwise.
 - (g) Establish guidelines and procedures that afford youth with disabilities equal opportunities to participate in or benefit from all aspects of the facility's efforts to prevent, detect, and respond to sexual abuse and sexual harassment (28 CFR 115.316).
 - (h) Enlist or contract trained service staff members who have experience working with people with disabilities.
 - (i) Establish procedures for the request and review of accommodations.
 - (j) Establish guidelines for accommodating individuals who are deaf or hard of hearing, have common disabilities such as sight or mobility impairments and developmental disabilities, or have common medical issues such as epilepsy.

604.4 COMMUNICATIONS

Staff members are responsible for taking reasonable steps to ensure their communications with youth with disabilities are as effective as communications with other youth. Staff members should consider all information reasonably available to them when determining how to communicate with a youth with a disability, including (28 CFR 35.160):

- (a) The youth's preferred method of communication.
- (b) The nature of the disability (e.g., deafness vs. hard of hearing, blindness vs. low vision).
- (c) The nature of the contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

Staff members should not always assume that effective communication is being achieved, and when there is any doubt, staff members should ask the youth to communicate back or otherwise demonstrate understanding.

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604.4.1 INCIDENTS

In an effort to ensure that the rights of youth who are deaf or have a hearing or speech impairment are protected during any formal interview or interrogation that takes place in the Juvenile Institutions, this department will provide interpreter services before beginning an interview or interrogation, unless exigent circumstances exist or the youth has made a clear indication that the youth understands the process and desires to proceed without an interpreter. A video remote interpreting service should be considered, where appropriate, if a live interpreter is not available.

If *Miranda* warnings are required under the circumstances, these should be provided to the youth through a qualified interpreter or by providing a written *Miranda* warning card.

To ensure that communications during criminal investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible.

604.4.2 INTERPRETERS

When an interpreter is necessary for effective communication (28 CFR 35.160):

- (a) A youth with a disability will not be required to provide an interpreter.
- (b) Except in an emergency involving an imminent threat to the safety or welfare of any person and when there is no interpreter reasonably available, staff members shall not use another youth as an interpreter.
- (c) Staff members should not rely on any adult other than a qualified interpreter unless the youth agrees and specifically requests assistance from the adult and reliance on that adult is appropriate under the circumstances.

604.4.3 STAFF MEMBER INTERPRETER LIMITATIONS

Except for staff members hired or contracted specifically to serve as qualified sign language interpreters, staff members should not serve as sign language interpreters except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no other interpreter reasonably available (28 CFR 35.160).

604.5 ACCOMMODATION REQUESTS

Staff members should assist a youth with a disability by accommodating the youth consistent with any guidelines related to the youth's disability. If there are no current guidelines in place, staff members receiving a request for accommodation of a disability should direct the youth to provide the request in writing or assist the youth in doing so. The written request should be brought to the on-duty supervisor as soon as practicable, but during the staff member's current shift.

Generally, requests should be accommodated if the accommodation would not raise a safety concern or affect the orderly function of the Juvenile Institutions. The formal written request should still be submitted to the on-duty supervisor.

Requests for accommodation should be reviewed by a supervisor as soon as practicable, but within 24 hours of the request being made. The reviewing supervisor should evaluate the request and, if approved, notify the Facility Superintendent, ADA coordinator, and any other staff

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members as necessary to meet the accommodation. The supervisor should make a record of the accommodation in the youth's file.

A supervisor who does not grant the accommodation, either in part or in full, should forward the request to the Facility Superintendent and the ADA coordinator within 48 hours of the request being made. The Facility Superintendent, assisted by the ADA coordinator and/or legal counsel, should make a decision regarding the request within five days of the request being made.

604.6 DOCUMENTATION

Staff members should document all requests for accommodations or auxiliary aids and their action taken in response to each request, including denials.

If the youth's preference of auxiliary aid is not honored, the reason another method of communication was used should be included.

604.7 TRAINING

The ADA coordinator should provide periodic training on such topics as:

- (a) Policies, procedures, forms, and available resources for youth with disabilities.
- (b) Working effectively with interpreters, telephone interpretive services, and related equipment.

Management staff members, even if they do not interact regularly with individuals with disabilities, should receive training as appropriate to understand and reinforce this policy.

Counseling and Casework Services (Title 15, § 1356)

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing counseling and casework services to youth housed in this Juvenile Institutions. Mental health care for youth is covered in the Mental Health Services Policy (15 CCR 1356).

Mental health care for youth with signs of mental illness or a developmental disability is covered in the Availability and Standards of Care Policy.

605.2 POLICY

It is the policy of this department to provide counseling and casework services to any youth who requests services or is determined to need them.

605.3 COUNSELING RESPONSIBILITY

The Facility Superintendent or the authorized designee is responsible for (15 CCR 1356):

- (a) Developing and maintaining procedures to facilitate the availability of appropriate counseling and casework services for all youth (15 CCR 1356). Services shall include:
 1. Assistance with needs or concerns that may arise.
 2. Access to available resources to meet the youth's needs.
 3. Assistance in requesting contact with parent/guardian, other supportive adults, attorney, clergy, probation officer, or other public official.
- (b) Developing and maintaining procedures to refer youth in need of counseling services when requested by the youth, the youth's parent/guardian, or Juvenile Institutions staff members.
- (c) Coordinating with the Medical Staff to develop and maintain procedures to document counseling or casework services provided to youth.
- (d) Coordinating with the Medical Staff to develop and maintain procedures to identify personnel who will provide counseling and casework services, which should include consideration of training, qualifications, and applicable licensing requirements.
 1. Services may be provided by medical and mental health personnel assigned to the facility, the chaplain or religious volunteers, staff members assigned to the facility who have specific training and expertise in this area, or other qualified professionals.

605.4 REQUESTS AND REFERRALS

Staff members shall ensure that request forms are available and provided to youth who request counseling services. All youth requests for counseling shall be forwarded to the Mental Health Staff (15 CCR 1356).

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Staff members observing signs of suicidal thoughts or tendencies in a youth should proceed according to the Suicide Prevention and Intervention Policy.

605.5 REQUIRED COUNSELING SERVICES

Staff members who reasonably believe that a youth has been a victim of sexual abuse should inform the youth of the availability of counseling as provided in the Prison Rape Elimination Act Policy and should proceed with any reporting and other applicable requirements in accordance with the Prison Rape Elimination Act Policy.

605.6 NON-CRISIS COUNSELING

The Department shall, when reasonably practicable, make counseling services and/or case management services available to assist youth who are being released into the community.

605.7 TRAINING

Staff members who interact with youth should receive training on identifying behavior and other signs in youth that may indicate a need for counseling or casework services. Training should include familiarizing all staff members with all counseling programs available and the process for referring youth for counseling.

Foreign Nationals and Diplomats

606.1 PURPOSE AND SCOPE

This policy addresses the privileges and immunities afforded to certain youth who are family members of individuals assigned to foreign diplomatic missions and consular posts.

This policy also addresses the legal requirements related to consular notifications that should occur when a foreign national is in custody.

606.2 POLICY

The Stanislaus County Probation Department will treat youth who are family members of foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Department will investigate all claims of immunity and accept custody of the youth when appropriate.

The Stanislaus County Probation Department will also honor the laws related to foreign nationals who are detained by making proper parent/guardian and consular notifications.

606.3 DIPLOMATIC AND CONSULAR IMMUNITY

606.3.1 AVAILABILITY OF RESOURCES

The Supervisor will ensure that current contact information for the U.S. Department of State and the U.S. Mission to the United Nations is readily available for department staff members who need to verify a claim of diplomatic or consular immunity. Relevant material for law enforcement published by the U.S. Department of State Bureau of Diplomatic Security should be readily available on line.

606.3.2 ADDRESSING CLAIMS OF DIPLOMATIC OR CONSULAR IMMUNITY

When a youth who claims diplomatic or consular immunity is brought to the Stanislaus County Probation Department, the receiving staff member shall first inform the Supervisor and then generally proceed as follows:

- (a) Do not accept custody of the youth from the transporting officer. The youth should not be brought inside the Stanislaus County Probation Department unless doing so would facilitate the investigation of the claim of immunity.
- (b) Do not handcuff the youth, or, if handcuffs have been applied, remove them unless there is an articulable threat that would justify their use.
- (c) If the youth has already been accepted into custody, inform the youth that the youth will be detained until the youth's identity and immunity can be confirmed. Attempt to obtain a U.S. Department of State-issued identification card or other identification or documents that may relate to the claimed immunity.
- (d) In all cases, verify the status and level of immunity by contacting the U.S. Department of State or the U.S. Mission to the United Nations, as appropriate.

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It will be the responsibility of the Supervisor to communicate the claim of immunity to the on-duty supervisor of the arresting agency (if not the Stanislaus County Probation Department).

The Supervisor may assist another agency in determining the person's immunity status. The Supervisor is responsible for ensuring appropriate action is taken based upon information received regarding the youth's immunity status.

606.3.3 REPORTING

If the youth's immunity status has been verified, the Supervisor should ensure a report is prepared describing the details and circumstances of any detention or custody. A copy of the report should be faxed or mailed as soon as possible to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the United Nations in New York in cases involving a member of the United Nations community.

606.4 CONSULAR NOTIFICATIONS

606.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS

The U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members by visiting www.state.gov. The published list of foreign embassy and consulate telephone and fax numbers can also be found by visiting www.state.gov, a standardized notification form that can be faxed and then retained for the record can be found on:

Pronet https://scprobation.sharepoint.com/:w:/r/sites/pronet/_layouts/15/Doc.aspx?sourcedoc=%7B9605377F-F8D9-42CC-B8ED-69DDF1F2D93E%7D&file=I-1045%20.docx&action=default&mobileredirect=true

Prominently displayed placards informing youth of rights related to consular notification should also be posted.

606.4.2 CONSULAR AND PARENT/LEGAL GUARDIAN NOTIFICATION

Department staff members assigned to intake shall:

- (a) If the youth is a foreign national, determine whether the youth's country is on the U.S. Department of State's mandatory notification list.
- (b) If the country is not on the list for mandatory notification, attempt to contact the youth's parent/guardian to see if the parent/guardian wants consular officers notified of the detention. If there is reason to believe the youth may be the victim of abuse or trafficking and contacting the parent/guardian or consular officers would put the youth in danger, contact the appropriate court for a determination of whether notification should be made.
- (c) If the country is not on the list for mandatory notification and the youth's parent/guardian requests that consular officers be notified; and if the Department is unable to locate the youth's parent/guardian within 72 hours; or the court orders notification:
 1. Notify the nearest embassy or consulate of the youth's country of the arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.

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2. Forward any communication from the youth and/or parent/guardian to the consular officers without delay.
- (d) If the country is on the list for mandatory notification:
 1. Notify the nearest embassy or consulate of the youth's country, without delay, of the youth's detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
 2. Tell the youth and the parent/guardian that this notification has been made and inform the youth without delay that the youth may communicate with the youth's consular officers.
 3. Forward any communication from the youth and the youth's parent/guardian to the consular officers without delay.
 4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation in the youth's file.

Department staff members should never discuss anything with consulate personnel beyond the required notifications, such as whether the youth is requesting asylum. Requests for asylum should be forwarded to the Supervisor.

Youth Rights - Protection from Abuse

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that youth are afforded a safe, healthy environment free from abuse, physical punishment, harassment, intimidation, and theft or other loss of property (15 CCR 1324).

607.2 POLICY

It is the policy of this department to make every reasonable effort to protect youth from abuse, physical punishment, injury, harassment, intimidation, or loss or damage to personal property by other youth or staff members. Staff members shall take reasonable actions to safeguard vulnerable youth from others, maintaining open communication with youth, and shall use the classification policies and procedures to make housing decisions that will provide for youth safety. Abuse of youth by staff members or other youth will not be tolerated.

607.3 RESPONSIBILITY

It shall be the responsibility of all facility staff members to adhere to policies, procedures, and practices to protect youth. These procedures include but are not limited to:

- (a) Following the classification guidelines for youth housing.
- (b) Closely supervising youth activities and interceding as needed to prevent violence, harassment, or abuse of youth.
- (c) Using force only when necessary and to the degree that is reasonable.
- (d) Reporting all youth injuries, investigating the cause of reported injuries, and documenting these efforts in an incident report.
- (e) Enforcing all rules and regulations in a fair and consistent manner.
- (f) Preventing youth from dispensing discipline on any other youth.
- (g) Conducting required safety checks of all youth housing areas.
- (h) Checking all safety equipment for serviceability and reporting any defective equipment to the appropriate supervisor or the Facility Superintendent.
- (i) Referring sick or injured youth to a qualified health care professional without unnecessary delay.
- (j) Maintaining high standards of cleanliness throughout the Juvenile Institutions.
- (k) Documenting all abuse protection efforts in facility logs and incident reports as applicable.
- (l) Accepting, documenting, and reviewing all grievances.

607.4 TRAINING

The Training Manager shall be responsible for developing and delivering a training curriculum to all staff members on the topic of protecting youth from abuse (15 CCR 1322). A roster of attendees

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shall be maintained from each class. Training completion documents shall be filed in each staff member's training file.

Prison Rape Elimination Act

608.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect, and respond to sexual abuse and sexual harassment (28 CFR 115.311).

For additional state guidance, see the Juvenile Detention Policy Manual and the Sexual Assaults Policy.

608.2 POLICY

This department has zero tolerance regarding sexual abuse and sexual harassment in this facility. This department will take appropriate affirmative measures to protect all youth from sexual abuse and sexual harassment, and promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

See the Stanislaus County Probation Department JD Procedures Manual: PRISON RAPE ELIMINATION ACT for further information.

See the Stanislaus County Probation Department Policy Manual: PRISON RAPE ELIMINATION ACT for further information.

Youth Nondiscrimination

609.1 PURPOSE AND SCOPE

The constitutional rights of youth regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide staff members toward nondiscriminatory administrative decisions and to detail a process for complaint and discrimination investigations (15 CCR 1324).

609.2 POLICY

All decisions concerning youth housed at this facility shall be based on reasonable criteria that support the health, safety, security, and good order of the facility.

609.3 DISCRIMINATION PROHIBITED

Discriminating against youth based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law is prohibited (15 CCR 1324).

Reasonable and comparable opportunities for participation in services and programs including vocational, educational, and religious programs shall be made available to youth in a nondiscriminatory manner.

The Facility Superintendent should periodically conduct interviews with youth and staff members to identify and resolve potential problem areas related to discrimination before they occur.

609.4 REPORTING DISCRIMINATION

Youth who wish to report an allegation of discrimination may communicate with facility management in any way, including:

- (a) Youth Grievance Form provided by the facility staff.
 - 1. Youth Grievance Forms shall be made freely available in the living units.
- (b) Confidential correspondence addressed to the Chief Probation Officer or the authorized designee, or other government official, including the courts or legal representatives.
- (c) Verbally to any supervisor or other staff member of this facility.

609.4.1 HANDLING COMPLAINTS OF DISCRIMINATION

Staff members shall promptly forward all written discrimination allegations by youth to the Supervisor. If the allegation is presented verbally, the receiving staff member shall prepare an incident report identifying the circumstances prompting the allegation, the individuals involved, and any other pertinent information that would be useful to investigating the allegation.

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Unless the grievance or written complaint submitted by the youth is clearly identified as confidential and addressed to the Chief Probation Officer or the authorized designee, or other official, the Supervisor shall review the complaint and attempt to resolve the issue. The Supervisor shall document the circumstances of the allegation and what actions, if any, were taken to investigate or resolve the complaint. All reports of alleged discrimination shall be forwarded to the Facility Superintendent for review and further investigation or administrative action as needed.

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria.

609.5 DISCRIMINATION GRIEVANCE/COMPLAINT AUDITS

The Facility Superintendent or the authorized designee should perform an annual audit of all discrimination complaints to evaluate whether any policy or procedure changes or training are indicated. The Facility Superintendent should record these findings in a confidential memorandum. Specific details of complaints and identifying information, such as names of the involved persons, dates, or times, are not part of this process and should not be included in the memorandum. If the audit identifies any recommended changes or content that may warrant a critical revision to this manual, the Chief Probation Officer or the authorized designee should be promptly notified.

Any training issues identified by this audit should be forwarded to the Training Manager, who shall be responsible for ensuring all necessary and required training is scheduled and completed.

Youth Grievances (Title 15, § 1361)

610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which youth may file grievances and receive a formal review regarding the conditions of their confinement (15 CCR 1361).

610.1.1 DEFINITIONS

Definitions related to this policy include:

Conditions of confinement - Any condition of a youth's confinement in the facility, including health care services; classification decisions; program participation; telephone, mail, or visiting procedures; food; clothing; bedding; mistreatment; and harassment or violations of the Youth Nondiscrimination Policy (15 CCR 1361).

610.2 POLICY

It is the policy of this department that any youth may file a grievance relating to conditions 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 Youth Nondiscrimination Policy (15 CCR 1361).

Retaliation for use of the grievance system is prohibited.

610.3 ACCESS TO THE GRIEVANCE SYSTEM

All youth shall be provided with a grievance process for resolving complaints arising from Juvenile Institutions matters with at least one level of appeal. There shall be no time limit on filing grievances.

Youth will receive information about the grievance procedure during the intake/orientation process. Information will also be contained in the youth handbook. Information regarding the grievance process will be provided to youth in the language they understand.

This information shall be posted in an obvious location.

The information shall include (15 CCR 1361):

- (a) A grievance form, free access, and instructions for registering a grievance.
- (b) Instructions for resolving the grievance at the lowest appropriate staff member level.
- (c) The appeal process to the next level of review.
- (d) A provision for a written response to the grievance that includes the reasons for the decision.
- (e) Required time frames for responses.
- (f) Consequences for abusing the grievance system.
- (g) A provision for confidential filing or delivery to any staff member.

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610.4 YOUTH GRIEVANCE PROCEDURES

The Facility Superintendent or authorized designee shall develop and implement written procedures whereby 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 Youth Nondiscrimination Policy. There shall be no time limit on filing grievances (15 CCR 1361).

Staff members shall attempt to informally resolve all grievances at the lowest level (15 CCR 1361). All attempts to resolve a grievance shall be documented in the youth's file. If there is no resolution at this level, the youth may file a grievance.

A youth may help another youth prepare a grievance. Staff members may take reasonable steps to help the youth prepare a grievance if requested (15 CCR 1361).

Upon receiving a completed youth grievance, the staff member shall document receipt of the grievance, gather associated paperwork and reports, and forward it to a supervisor as soon as reasonably practicable.

610.4.1 EXCEPTION TO INITIAL GRIEVANCE FILING

Youth may request to submit the grievance directly to a supervisor, mail it directly to the Facility Superintendent, or deposit the grievance in a locked box within their housing unit.

A parent/guardian may also mail a grievance via the United States Postal Service to the Facility Superintendent or submit it directly to a supervisor.

610.4.2 TIMELY RESOLUTION OF GRIEVANCES

Upon receiving a completed youth grievance form, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner. The supervisor shall assign the investigation of the grievance to the manager in charge of the department or service area the youth is grieving.

Findings relating to the investigation will be forwarded to the Supervisor. Any appeals shall be forwarded to the Facility Superintendent as the final level of appeal.

Grievances related to health and safety issues shall be addressed immediately. A review and initial response to other grievances shall be provided to the youth within **three business days** (15 CCR 1361).

Resolution of grievances should occur within **10 business days**, unless circumstances dictate a longer time frame. Youth shall be notified of any delay (15 CCR 1361).

610.4.3 APPEALS TO GRIEVANCE FINDINGS

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. The SPCO will forward the documents to the youth and notify them of the decision. In cases where the Facility Manager elects to conduct

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an administrative hearing; all parties to the grievance shall be assembled and the finding/resolution administered at this hearing shall be final.

See the Stanislaus County Probation JD Procedures Manual: YOUTH GRIEVANCES for further information.

610.4.4 RECORDING GRIEVANCES

Periodic reviews of the youth grievance log should be made by the Facility Superintendent or the authorized designee to ensure that grievances are being handled properly and in a timely manner.

The original grievance should be retained in a file maintained by the Facility Superintendent or the authorized designee, and shall be retained in accordance with established records retention schedules. A copy of each grievance should be filed in the youth's official record and maintained throughout the youth's incarceration.

610.4.5 STATE REQUIREMENTS

At any level of the grievance process, the Facility Superintendent shall ensure (15 CCR 1361):

- (a) The youth may elect to be present to explain the youth's version of the grievance to a person not directly involved in the circumstances that led to the grievance.
- (b) Provisions exist for a staff member representative to assist the youth.
- (c) Provisions exist for concerns of parents/guardians, staff members, or other parties to be addressed and documented within 14 days.
- (d) Youth have the option to confidentially file the grievance or to deliver the form to any youth supervision staff member working in the facility.

610.5 GRIEVANCE AUDITS

The Facility Superintendent should perform an annual audit of all youth grievances and complaints filed the previous calendar year. The Chief Probation Officer or the authorized designee should document the findings, including recommendations regarding any changes to policy or procedures or any additional training that might be warranted to reduce future complaints. Specific identifying information regarding dates, times, or individuals named in the complaints is not part of this process and should not be included in the memorandum.

The Chief Probation Officer should evaluate the recommendations and ensure appropriate action is taken.

Any training issues identified as a result of this audit should be forwarded to the Training Manager, who will be responsible for ensuring all necessary and required training is scheduled and completed.

610.6 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE

The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.352):

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- (a) Youth, who are the victim of, have knowledge, suspicion, or information regarding sexual assault or harassment, may submit a grievance regarding an allegation of sexual abuse at any time through the following internal or external means.
 - 1. Parent, guardian or other supportive adult;
 - 2. Haven Women's Center of Stanislaus;
 - 3. Crisis Hotline;
 - 4. Medical referral;
 - 5. Mental Health referral;
 - 6. Directly to staff, service providers, volunteers;
 - 7. Grievance procedure;
- (b) Third parties, including fellow youth, staff members, family members, attorneys, and outside advocates, are permitted to assist youth in filing such grievances and to file such grievances on behalf of youth. Staff members who receive a grievance filed by a third party, other than a parent or legal guardian, on behalf of a youth shall inquire whether the youth wishes to have the grievance processed and shall document the youth's decision, and may condition the processing of the grievance on the youth's consent. Staff members who receive a grievance filed by a parent or legal guardian of a youth shall process the grievance with or without the consent of the youth.
- (c) Grievances may be submitted to any staff member and need not be submitted to the staff member who is the subject of the complaint.
- (d) Staff members receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the Supervisor for investigation. Youth and staff members are not required to attempt to informally resolve grievances related to sexual abuse.
- (e) The Supervisor should ensure that grievances related to sexual abuse are investigated and resolved within 10 days of the initial filing, unless additional time is necessary (15 CCR 1361). If a grievance is not resolved within 90 days, the Supervisor may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the youth shall be notified in writing and provided a date by which a decision will be made.
- (f) At any level of the process, including the appeal, if the youth does not receive a response within the allotted time, including any properly noticed extension, the youth may consider the absence of a response to be a denial at that level.
- (g) Youth may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the youth filed the grievance in bad faith.
- (h) The facility shall provide youth with access to forms, writing implements, computers, or other tools necessary to make a written report (28 CFR 115.351).

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610.6.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE

Youth who believe they are, or any other youth is, at substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor. The supervisor shall determine whether immediate action is reasonably necessary to protect the youth and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Facility Superintendent, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the youth is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.352).

610.7 TRAINING

The Training Manager shall ensure that all staff members receive initial and periodic training regarding all aspects of this policy. Grievances will not be denied simply because they contain profanity or other language objectionable to staff. The youth in question may be given the opportunity to rewrite the grievance without the objectionable language.

Youth Voting

611.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing eligible youth the opportunity to vote during elections, pursuant to election statutes.

611.2 POLICY

The Department will assist youth who wish to vote in an election.

611.3 PROCEDURES

Prior to each election, the Facility Superintendent or the authorized designee will designate an officer to be a liaison between the Department and the local Registrar of Voters. The designated officer will be responsible for assisting youth who have requested to vote. Postage shall be provided to youth who cannot afford to mail an absentee ballot.

Youth should be advised of voting methods during the youth orientation.

See the Stanislaus County Probation Department JD Procedures: YOUTH VOTING for further information.

Chapter 7 - Medical/Mental Health

Health Authorities (Title 15, § 1400)

700.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing collaboration between the Facility Superintendent, the Medical Director, and the Medical Staff to maintain adequate health care for youth (15 CCR 1400).

700.2 POLICY

The Department will collaborate with the designated Medical Director and the Medical Staff to provide adequate care for youth who are being held in the Juvenile Institutions.

700.3 DESIGNATED HEALTH AUTHORITIES

The Facility Superintendent shall ensure that health care services are provided to all youth. The Juvenile Institutions shall have a designated Medical Director who, in cooperation with the behavioral Mental Health Director and the Facility Superintendent, and pursuant to a written agreement, contract, or job description, acts as the Medical Director for the facility. When the Medical Director is not a physician, there shall be a designated Medical Staff who shall develop policy in health care matters involving clinical judgments (15 CCR 1400).

A qualified physician will also be designated according to an agreement or job description as the Juvenile Institutions' Medical Staff. The Medical Staff may also be the Medical Director.

700.3.1 RESPONSIBILITIES OF THE MEDICAL DIRECTOR

The Medical Director is responsible for (15 CCR 1400):

- (a) Identifying health care providers for the defined scope of services.
- (b) Establishing written agreements with health care providers as necessary to provide youth access to health care.
- (c) Developing mechanisms to assure that those agreements are properly monitored.
- (d) Supervising all health care provided to youth.
- (e) Working with the Medical Staff and the Facility Superintendent or the authorized designee to establish or approve procedures that are consistent with this Juvenile Detention Manual chapter, reasonable standards of care, and legal standards (15 CCR 1400; 15 CCR 1409). The procedures will address, at a minimum:
 - 1. Youth screening at the time of admission into the Juvenile Institutions and any associated forms (15 CCR 1430Youth).
 - 2. Regular evaluations after admission (15 CCR 1432).
 - 3. Suicide prevention and intervention (15 CCR 1329).
 - 4. Receiving and evaluating youth requests for care (15 CCR 1433).
 - 5. Emergency care for youth (including first-aid kits and Automated External Defibrillators (AEDs)).

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6. Communicable/infectious diseases among the youth population (15 CCR 1410; 15 CCR 1430; 15 CCR 1432).
 7. Dietary issues specific to care (15 CCR 1462).
 8. Promotion of healthy lifestyles.
 9. Security issues related to care.
 10. The delivery and administration of medication, including procedures so that youth who are taking prescribed medication at the time of admission continue to receive medications as necessary (15 CCR 1438; 15 CCR 1439).
 - (a) Procedures should identify limitations on the length of time medication may be administered without further medical evaluation.
 11. Health-related devices that may need to remain with the youth, such as orthotics or eyeglasses (15 CCR 1436).
 12. Continued care for youth being released or transferred (15 CCR 1437; 15 CCR 1437.5).
 13. Care records and privacy (15 CCR 1406).
 14. Notification of family or guardians.
 15. Informed consent (15 CCR 1434).
 16. Use of private physicians and specialists.
 17. The process for determining when elective procedures may be approved or denied.
 18. Procedures for staff members to voluntarily and safely report possible health care-related events or circumstances that adversely affect youth safety or care.
 19. Procedures to implement a program wherein staff members may possess and administer opioid overdose medication.
 20. Procedures to clean and sanitize infirmary care housing (15 CCR 1510).
 21. Procedures for treating victims of sexual assault and the reporting requirements when such incidents occur in the facility.
 22. Procedures for the identification and management of alcohol and other drug intoxication (15 CCR 1431).
 23. Procedures for monitoring youth who are experiencing intoxication or withdrawal, including frequency of monitoring, discontinuation, and documentation (15 CCR 1431).
- (f) Ensuring proof of licensure, certification, or registration of the Juvenile Institutions' qualified health care professionals is maintained and consistent with community standards and the needs of the facility population (15 CCR 1404; 15 CCR 1352.5).
1. The Medical Director should work with the Clerical Support Superintendent to develop requirements for health care positions that are consistent with

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community standards, consider cultural and linguistic competence, and otherwise comply with 15 CCR 1404.

- (g) Ensuring that adequate space, supplies, and equipment are available for any health care services provided at the Juvenile Institutions (15 CCR 1402), including the inspection and maintenance procedures for equipment (15 CCR 1412).
- (h) Approving the suicide prevention plan (15 CCR 1329).
- (i) Developing a service delivery manual that is available to all health care staff members and ensuring the health care manual is reviewed every two years, including documentation of the review process and the review approval signatures of the Facility Superintendent, Medical Director, and the Medical Staff (15 CCR 1409).
- (j) Ensuring staffing provides for each shift to have at least one health-trained staff member responsible for coordinating the delivery of health care services in the facility any time that qualified health care professionals are not available on-site (15 CCR 1323).
- (k) Establishing systems for coordination among health care service providers (15 CCR 1400).

700.4 MAINTAINING QUALITY OF YOUTH CARE

The Medical Director, the Medical Staff, and the Facility Superintendent shall work cooperatively to maintain adequate youth health care. Maintenance efforts should be documented and should include (15 CCR 1403):

- (a) Quarterly meetings with the Facility Superintendent, the Medical Director, and the Medical Staff and monthly meetings of any health care staff.
- (b) A yearly audit of the Juvenile institutions's delivery of care, policies, and procedures.
- (c) Formalized efforts to identify and make improvements to youth care, including:
 - 1. A continuous quality improvement program.
 - 2. A clinical performance enhancement process to evaluate a provider's care.
 - 3. Review of youth' complaints.
- (d) An annual report and a summary of statistical data of medical, dental, mental health, and pharmaceutical services provided shall be submitted at least annually to the Facility Superintendent (15 CCR 1403).

700.5 DESIGNATED CARE PROVIDERS (DESIGNEES)

The Medical Director may designate qualified health care professionals (e.g., physicians, nurses, counselors, dentists, specialists) as required in 15 CCR 1402. The Medical Director is responsible for:

- (a) Ensuring designees are properly licensed, certified, or registered, that they maintain their applicable licenses, certifications, or registrations, and that current credentials are on file and available for review (15 CCR 1404; 15 CCR 1352.5).

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- (b) Ensuring appropriate protocols and standing orders are developed, and that all protocols and standing orders are understood by designees.
- (c) Defining the extent of health care provided within the facility and delineating those services that shall be available through community providers (15 CCR 1402).
- (d) Establishing procedures for parents/guardians to authorize and arrange for medical/mental/remedial treatment when permissible (15 CCR 1402).

A designee may include an agency or entity, such as a clinic, hospital, public mental health organization, or off-site medical office.

700.6 CARE LIAISONS

The Medical Staff and the Facility Superintendent shall ensure that an department staff member or a non-department staff member designee is available to act as a care liaison for youth whenever there are no qualified health care professionals in the Juvenile Institutions. Care liaison responsibilities include:

- (a) Reviewing initial screening forms.
- (b) Triaging non-emergency health care requests.
- (c) Reviewing sick call requests.
- (d) Coordinating timely health care referrals as needed (15 CCR 1430).
- (e) Assisting youth being released with follow-up health care referrals, appointments, and necessary medications.
- (f) Following other written protocol, standardized procedures, and medical orders as described or prescribed by the Medical Staff (15 CCR 1405).

Scope of Health Care (Title 15, § 1402)

701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the development and implementation of written procedures concerning the scope of health care services for youth (15 CCR 1402).

701.2 POLICY

It is the policy of this department to provide adequate health care services for youth who are being held in the Juvenile Institutions.

701.3 SCOPE OF HEALTH CARE

The Medical Director, in cooperation with the Facility Superintendent, shall develop and implement written procedures to define the extent to which health care shall be provided within the facility and delineate those services that shall be available through community providers (15 CCR 1402).

- (a) Each facility shall provide the following:
 - 1. At least one health care provider to provide treatment.
 - 2. Health care services that meet the minimum requirements of state regulations at a level to address emergency, acute symptoms and/or conditions and avoid the preventable deterioration of health while in confinement.
- (b) When health care services are delivered within the Juvenile Institutions, the health care staff members, space, equipment, supplies, materials, and resource manuals shall be adequate for the level of care provided.
- (c) Consistent with security requirements and public safety, the department shall make provisions for parents, guardians, or other legal custodians, at their own expense, to authorize and arrange for medical, surgical, dental, behavioral/mental health, or other remedial treatment of youth that is permitted under law.

Youth Screening and Evaluations (Title 15, § 1430)

702.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for screening and evaluating youth for health care issues (15 CCR 1430).

This policy is limited to screening and evaluations. Subsequent care and treatment are addressed in the Availability and Standards of Care Policy and other related policies.

702.2 POLICY

The Department recognizes that youth shall be medically screened and cleared when they initially arrive at the Juvenile Institutions and evaluated at regular intervals so all youth receive adequate health care.

702.3 MEDICAL CLEARANCE/INTAKE HEALTH AND SCREENING

The Medical Director, in cooperation with the Facility Superintendent and behavioral/mental health director, shall establish procedures for a documented intake health screening to be conducted immediately upon a youth's entry to the facility. Procedures shall also define when a health evaluation and/or treatment shall be obtained before acceptance for booking (15 CCR 1430).

For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals fewer than 96 hours, the Medical Director, working with the Medical Staff and the Facility Superintendent or the authorized designee, shall establish procedures for a medical evaluation and clearance. This evaluation and clearance shall include screening for communicable diseases (15 CCR 1430).

The Medical Staff shall establish criteria defining the types of apparent health conditions that would preclude accepting a youth into the facility without a documented medical clearance. The criteria shall be consistent with the facility's resources to safely hold the youth (15 CCR 1430).

Intake staff members shall ensure that youth who are unconscious, semi-conscious, profusely bleeding, severely disoriented, known to have ingested substances, intoxicated to the extent that they are a threat to anyone's safety, in alcohol or drug withdrawal, or otherwise urgently in need of medical attention are immediately referred to an outside facility for medical attention and to receive clearance for booking (15 CCR 1430).

The Juvenile Institutions requires written documentation of the circumstances and reasons for requiring a medical clearance whenever a youth is not accepted for booking (15 CCR 1430).

In situations such as those noted above, written medical clearance and, when possible, a medical evaluation with progress notes are required for admission to the facility (15 CCR 1430).

Procedures for an intake health screening shall consist of a defined systematic inquiry and observation of every youth booked into this facility. The screening shall be conducted immediately

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upon entry to the facility and may be performed by either health care staff members or trained youth supervision staff members (15 CCR 1430).

This includes youth transferred from another facility. Findings shall be recorded on the appropriate form. The screening form shall include the name of the screener, date and time of the screening, and information and observations regarding (15 CCR 1430):

- (a) Current and historical medical, dental, and behavioral/mental health concerns that may pose a hazard to the youth or others in the facility, including:
 - 1. Current and historical use of medication, alcohol, and drugs, including types, amounts and frequency used, method of use, date and time of last use, and history of any problems after ceasing use.
 - 2. Suicide risk and behavioral/mental health assessment.
 - 3. Intoxication.
- (b) Health conditions that require treatment while the youth is in the facility, including:
 - 1. Allergies.
 - 2. Pregnancy and associated issues.
- (c) Identification of a need for special accommodations (e.g., physical or developmental disabilities, gender identity, medical holds), including:
 - 1. Special needs, such as a learning disability, that would significantly impair a youth's ability to adapt to the Juvenile Institutions environment.
 - 2. Risk of sexual abuse.
- (d) Other health care information as designated by the Medical Staff or the Medical Director.

Any youth suspected of having a communicable disease that could pose a significant risk to others in the facility shall be separated from the general population pending the outcome of an evaluation by health care staff members (15 CCR 1430).

Procedures shall require timely referral for health care commensurate with the nature of any problems or complaint identified during the screening process (15 CCR 1430). Any youth who cannot adequately answer the initial medical screening questions shall be referred to a qualified health care professional to determine whether the youth should be examined by an on-site qualified health care professional or, if one is not available, whether the youth should be transported to receive a medical clearance before acceptance into the Juvenile Institutions.

Youth who refuse to answer these questions should be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff members to make appropriate decisions about housing and care.

Initial screening forms should be forwarded to a care liaison for review.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH SCREENING AND EVALUATIONS for further information.

Availability and Standards of Care (Title 15, § 1411)

703.1 PURPOSE AND SCOPE

This policy will provide overall guidance for the continued care of youth who need health care.

703.2 POLICY

The Department is committed to providing humane and age-appropriate conditions of confinement by ensuring that youth receive adequate care to meet their health care needs.

703.3 YOUTH ACCESS TO HEALTH CARE AND TREATMENT

The Medical Director, in cooperation with the Facility Superintendent, shall develop written procedures to provide youth with unimpeded access to health care. Youth may access health care in the following ways (15 CCR 1411):

- (a) Sick call will be conducted as follows:
 - 1. As directed by the Medical Director.
 - 2. Scheduled so that a youth's custody status (e.g., at court, work assignment, other release program) does not preclude access to care.
- (b) Youth may request emergency or non-emergency health care as provided in the Requests for Health Care Services Policy.
- (c) Any staff member who becomes aware of, or who observes, a youth who may be in need of health care may access the sick call procedures on behalf of the youth.
- (d) Youth may question or complain about their care or denial of care through the grievance system. Health care-related grievances are to receive priority attention and should be forwarded to a supervisor as soon as practicable. Grievances should be promptly forwarded by the supervisor to the qualified health care professional, unless the youth is complaining about the care provided by that person.
 - 1. A supervisor shall be notified as soon as practicable when a youth makes a claim of being denied emergency care for an emergency health condition.
 - 2. All youth's care-related complaints shall be reviewed daily by a health-trained staff member (15 CCR 1433).
- (e) Youth may be treated by their personal physician, dentist, or mental health care provider at their own expense, with the approval of the Medical Director and the youth's parents/guardians (15 CCR 1402).
- (f) Costs, including those related to security procedures, will not be used as justification for withholding necessary or emergency health care.
- (g) Any staff member who becomes aware of a youth in need of first aid or emergency care will immediately provide such care or arrange for the youth to receive care (15 CCR 1412).

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- (h) Staff shall assist youth in the completion of a Health Service Request slip in the event of possible physical injury or illness. Requests may also be made verbally. Staff will also act as an advocate for the youth in situations where health services appear urgent. In addition, staff shall inquire and make observations regarding the health of the youth as needed.
- (i) Provisions shall be made to provide opportunities for both written and verbal communications for health care requests to those with disabilities, limited English proficiency, or limited literacy.

703.4 YOUTH PRIVACY

Youth information, treatments, and discussions regarding treatment should be held in private and in a manner that prevents such discussions from being observed or overheard by anyone not involved in the treatment or discussion (15 CCR 1407).

703.5 RESPONSIBILITIES

Clinical judgments involving health care are the responsibility of the health care professional qualified to make such a decision.

Staff members shall accept clinical judgments and not deny access to care by making, assuming, or ignoring a clinical decision.

Staff members and qualified health care professionals should work together to coordinate security and health care needs. Qualified health care professionals and staff members should communicate with each other about youth health care needs that may significantly impact the health, safety, or welfare of the youth or others. Information regarding ongoing treatment plans should be communicated to staff members to the extent necessary to coordinate and cooperate in the ongoing care of the youth.

Communication between staff members and qualified health care professionals regarding health care needs that may affect housing, program participation, or other conditions of confinement should be documented. Health care restrictions shall not limit a youth's participation in school, work assignments, exercise, or other programs (15 CCR 1413).

703.5.1 STAFF MEMBER OBSERVATIONS

Staff members who observe a youth with obvious signs of medical or dental needs and/or mental/behavioral health issues, including the presence of trauma-related behaviors, injury, or illness, shall inquire about the possible health issue and communicate relevant information with qualified health care professionals (15 CCR 1433).

703.6 MEDICAL CARE

The treating qualified health care professional shall develop a written treatment plan for each youth requiring ongoing treatment, including any need for off-site treatment or a specialist.

The Juvenile Institutions shall have first-aid kits and Automated External Defibrillators (AEDs) readily available to staff members in the housing and admission areas and any other location approved by the Medical Director (15 CCR 1412).

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703.6.1 ELECTIVE PROCEDURES

Elective procedures will generally not be provided to youth. A determination regarding whether a procedure is elective or a component of a current, medically necessary standard of treatment will be made only by the Medical Staff. Procedures that are elective may be approved by the Facility Superintendent or the authorized designee after verification that the youth or the youth's parent/guardian will pay all associated costs (15 CCR 1402). Parent/guardian consent for elective procedures is required if the youth is under the age of 18.

703.6.2 PREGNANT YOUTH

Medical care, prenatal care, postpartum care, and counseling services (mental health, social, drug and alcohol use, and religious) will be available to pregnant youth (15 CCR 1417; 15 CCR 1431).

703.6.3 FOLLOW-UP CARE

The Medical Staff or the authorized designee should review all discharge and other orders issued for youth released from an emergency room visit or hospital stay, and should issue health care orders for any ongoing in-custody care.

The Medical Director should ensure that youth receive education and instruction for any self-care that may be required to meet their individual health care needs.

703.6.4 HEALTH EDUCATION

Youth should be encouraged to maintain healthy lifestyles. The Juvenile Institutions should provide health education and wellness information through classes, audio and video presentations, brochures, and pamphlets.

703.6.5 REPRODUCTIVE AND SEXUAL HEALTH SERVICES

The Facility Superintendent shall develop procedures to assure that reproductive health services are available to all youth. These procedures are to be developed in conjunction with the Medical Staff and in accordance with current public health guidelines (15 CCR 1416; 15 CCR 1355).

703.7 MENTAL HEALTH CARE

Staff members should refer any youth showing signs of mental illness or a developmental disability to a care liaison, who will arrange for an appropriate referral (15 CCR 1437).

703.8 DENTAL CARE

Emergency dental care will be provided to youth. Emergency dental care will be available to all youth 24 hours a day. Severe dental pain qualifies as an emergency.

703.9 EMERGENCY CARE

Emergency health care shall be available to all youth 24 hours a day. No youth shall be deprived of care for emergency medical, mental health, or dental treatment due to the time of day or night (15 CCR 1412; 15 CCR 1433).

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703.10 FACILITY DIAGNOSTIC SERVICES

Diagnostic services provided at the Juvenile Institutions shall be properly licensed or certified and comply with applicable state and federal requirements. Diagnostic services include X-ray or digital imaging as well as laboratory testing, such as blood or urine tests. The Medical Director should ensure that applicable licenses or certifications are maintained.

Procedures and instruction manuals should be available for each type of service.

703.11 OFF-SITE CARE PROVIDERS

The Medical Director should ensure written agreements are maintained with any community care providers who regularly provide health care services to youth. The agreements should require providers to deliver a summary of any treatment provided, recommended or necessary follow-up care, and prescription medication recommendations, and should identify any health care needs that may affect housing, program participation, or other conditions of confinement.

703.12 TRANSPORTING YOUTH FOR HEALTH CARE

Youth shall be safely transported to all health care appointments outside the Juvenile Institutions in accordance with the Transportation of Youth Outside the Secure Facility Policy. When a youth is being transported outside the Juvenile Institutions:

- (a) Transporting officers should have instructions regarding any medication or accommodation that may be necessary during transport.
- (b) Patient confidentiality shall be maintained during transport.
- (c) Any health care records transported by officers should be sealed.
- (d) The date and time of the appointment will not be told to the youth.

703.13 EVIDENCE COLLECTION

A youth's treating or regular care provider should not assist in evidence collection for purposes of prosecution, discipline, or any other adversarial proceeding. However, evidence may be collected from a victim of sexual assault with the consent of the victim (see the Prison Rape Elimination Act Policy). Forensic medical services for the purpose of reporting and prosecution shall be performed in accordance with the 15 CCR 1452 and 15 CCR 1453.

Qualified health care professionals from this facility are prohibited from being involved in psychological evaluations for use in adversarial proceedings.

See the Stanislaus County Probation Department JD Procedures Manual: REPRODUCTIVE AND SEXUAL HEALTH for further information.

Special Medical Care for Youth

704.1 PURPOSE AND SCOPE

The purpose of this policy is to address youth who may have special medical care needs.

704.2 POLICY

It is the policy of the Department for custody staff members to work cooperatively with qualified health care professionals to ensure that youth with special medical care needs are provided adequate care.

704.3 CHRONIC DISEASE CARE

The Medical Director should work with the Medical Staff and the Facility Superintendent to develop programs or procedures to assist youth with chronic diseases.

The Medical Staff should identify the common chronic diseases at the Juvenile Institutions and the youth who would benefit from special medical care. The Medical Staff should maintain a list of these youth to facilitate the implementation of any treatment plan and follow-up care.

704.4 COORDINATED CARE

The Medical Director should work with the Medical Staff and the Facility Superintendent to ensure that youth with special medical care needs are properly identified so that custody staff members can assist as necessary with any treatment plans. Youth with special medical care needs should be identified at the Multi Disciplinary Team meeting, if not sooner, so detention staff can assist as necessary with any treatment plans.

704.5 INFIRMARY CARE

Infirmary housing may be provided for diagnosis, illness, or treatment that requires limited observation and/or management and does not require admission to a health care facility.

The Medical Director should work with the Medical Staff and the Facility Superintendent to develop protocols for infirmary care that include:

- (a) A youth may be assigned to infirmary housing only with the approval of the Medical Staff or the authorized designee.
- (b) A physician or other qualified health care professional must be on-call or available 24 hours a day.
- (c) A qualified health care professional is on-site each day.
- (d) All youth in infirmary housing are kept within sight or sound of a qualified health care professional or other trained staff member who can summon medical assistance.
- (e) Documented safety checks shall be recorded at least every 15 minutes or more frequently if medically directed.
- (f) Special directions for the care of each youth in infirmary housing will be readily available for care providers monitoring these youth.

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- (g) Infirmary housing may only be discontinued as directed by a qualified health care professional.
- (h) A record should be kept for each youth in infirmary housing and included with the youth's medical record.

Patient Treatment Decisions (Title 15, § 1401)

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for clinical decisions in the treatment of youth housed in the Juvenile Institutions (15 CCR 1401).

705.2 POLICY

The Department will designate the Medical Director and the Medical Staff, who will develop and approve procedures for making clinical treatment decisions for youth who are being held in the Juvenile Institutions.

705.3 PATIENT TREATMENT DECISIONS

Clinical decisions regarding the treatment of individual youth must be made by a licensed health care professional operating within the scope of that individual's license and within department policy defining health care services (15 CCR 1401).

Safety and security policies and procedures that are applicable to youth supervision staff members also apply to health care staff members (15 CCR 1401).

Mental Health Services (Title 15, § 1437)

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing mental health services to youth housed in the Juvenile Institutions. Counseling and casework services for youth are addressed in the Counseling and Casework Services Policy (15 CCR 1437).

Mental health care for youth with signs of mental illness or a developmental disability is covered in the Availability and Standards of Care Policy and the Youth with Developmental Disabilities Policy.

706.2 POLICY

It is the policy of this department to provide mental health services to any youth who requests services or is determined to need them.

706.3 BEHAVIORAL/MENTAL HEALTH SERVICES

The Medical Director and Medical Staff, in cooperation with the behavioral/mental health director and the Facility Superintendent, shall establish policies and procedures to provide behavioral/mental health services to youth.

Behavioral/mental health services shall include but not be limited to:

- (a) Screening for:
 - 1. Behavioral/mental health problems at intake performed by either a behavioral/mental/medical health staff member or trained youth supervision staff member.
 - 2. History of recent exposure to trauma that may require immediate attention (including physical and sexual abuse, sexual assault, neglect, violence in the home, traumatic loss).
 - 3. Current traumatic stress symptoms.
 - 4. Pregnancy needs.
- (b) Assessment by a behavioral/mental health provider when indicated by the screening process.
- (c) Therapeutic services and preventive services where resources permit.
- (d) Crisis intervention and the management of acute psychiatric episodes.
- (e) Stabilization of persons with mental disorders and the prevention of psychiatric deterioration in the facility setting.
- (f) Initial and periodic medication support services.
- (g) Assurance that any youth who displays significant symptoms of severe depression, suicidal ideation, or irrational, violent, or self-destructive behaviors shall be provided a mental status assessment by a licensed behavioral/mental health clinician, psychologist, or psychiatrist.

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- (h) Transition planning for youth undergoing behavioral/mental health treatment, including arrangements for continuation of medication and services from behavioral/mental health providers, including providers in the community where appropriate.
- (i) Appropriate care of youth with developmental disabilities.
- (j) Behavioral/mental health care for transgender and intersex youth by qualified health care providers.

706.3.1 VOLUNTARY SERVICES

Absent an emergency, unless the Juvenile Institutions has been designated as a Lanterman-Petris-Short facility and youth meet the criteria for involuntary commitment under the Lanterman-Petris-Short Act, all services shall be provided on a voluntary basis (Welfare and Institutions Code § 5000 et seq.). Voluntary mental health admissions may be sought pursuant to Penal Code § 4011.8 or Welfare and Institutions Code § 6552 (15 CCR 1437).

706.4 REQUESTS AND REFERRALS

Any staff member who observes behavior in a youth that may indicate a need for crisis intervention or mental health services shall make a mental health referral. Mental Health shall assess the need and area of counseling and facilitate counseling services as soon as practicable, with consideration given to facility security, scheduling, and available resources.

Staff members observing signs of suicidal thoughts or tendencies in a youth should proceed according to the Suicide Prevention and Intervention Policy.

706.5 TRAINING

Staff members who interact with youth should receive training on identifying behavior and other signs in youth that may indicate a need for counseling, crisis intervention, or behavioral/mental health services. Training should include familiarization with all counseling programs available and the process for referring youth for counseling.

Transfers to Behavioral/Mental Health Treatment Facilities (Title 15, § 1437.5)

707.1 PURPOSE AND SCOPE

This policy provides guidelines so the Department may appropriately address the transfer of youth to a behavioral/mental health facility (15 CCR 1437.5).

707.2 POLICY

The Department is committed to providing humane and age-appropriate conditions of confinement by ensuring that youth receive the care and treatment necessary to address their behavioral/mental health care needs, including transfer to a treatment facility when necessary.

707.3 TRANSFER TO BEHAVIORAL/MENTAL HEALTH TREATMENT FACILITIES

The Medical Director and the Medical Staff, in cooperation with the behavioral/mental health director and the Facility Superintendent, shall establish procedures for transferring youth to a behavioral/mental health treatment facility. These procedures shall include but are not limited to (15 CCR 1437.5):

- (a) Youth who appear to be a danger to themselves or others, or to be gravely disabled due to a mental health condition, shall be evaluated either pursuant to applicable statute or by on-site health care staff members to determine if treatment can be initiated at the Juvenile Institutions.
- (b) Provisions for timely referral, transportation, and admission to licensed mental health facilities and follow-up for youth whose psychiatric needs exceed the treatment capability of the Juvenile Institutions.

See the Stanislaus County Probation Department JD Procedures Manual: RELEASE, TRANSFERS, AND CONTINUED CARE for further information.

Management of Communicable Diseases - Youth (Title 15, § 1410)

708.1 PURPOSE AND SCOPE

This policy provides general guidelines to minimize the risk of youth contracting and/or spreading communicable diseases, as well as guidelines for diagnosing and treating communicable diseases among the youth population.

708.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis); or when an individual is in an area that was occupied by such a person. If uncertain, the Medical Staff will determine whether an incident meets the definition of an exposure.

708.2 POLICY

The Stanislaus County Probation Department is committed to addressing the risks associated with communicable diseases among the youth population.

708.3 PROCEDURE

The Medical Director and the Medical Staff, in cooperation with the Facility Superintendent and the county health officer, shall prepare procedures related to communicable diseases that include (15 CCR 1410):

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how youth may obtain medical attention if there is an exposure or suspected exposure.
- (c) Procedures related to mitigating the risks associated with communicable disease in the youth population. These will include but are not limited to:
 - 1. Proper health screening of incoming youth.
 - 2. Identification of relevant symptoms.
 - 3. Referral for medical evaluation.
 - 4. Appropriate testing during detention.
 - 5. Investigations of suspected exposures.

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Management of Communicable Diseases - Youth (Title 15, § 1410)

6. Appropriate medical attention and precautions to be used by all staff members, including separating or isolating youth appropriately.
7. Sanitation and youth hygiene efforts, including the sanitation of medical equipment.
8. Control of vermin and parasites, such as mice, lice, and bedbugs.
9. Reporting communicable diseases and suspected exposures to the proper authorities.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 2. Coordinating with community-based resources for follow-up treatment of youth exposed to communicable diseases (15 CCR 1410).
 3. Developing strategies for handling communicable disease outbreaks (15 CCR 1410).
 4. Coordinating with the Exposure Control Officer (ECO) and the county health officer to develop and provide appropriate health education and disease prevention programs to youth. The education program shall be updated as necessary to address current health priorities and to meet the needs of the youth population.

The Medical Staff shall work with the Facility Superintendent or the authorized designee and the ECO to periodically review and update these procedures as appropriate and necessary to reflect the communicable disease priorities identified by the county health officer and recommended public health interventions (15 CCR 1410).

See the Stanislaus County Probation Department JD Procedures Manual: COMMUNICABLE DISEASE-YOUTH for further information.

708.4 EXPOSURE PREVENTION AND MITIGATION

708.4.1 SUSPECTED EXPOSURE OF A YOUTH

Staff members who learn that a youth may have been exposed should, as soon as practicable:

- (a) Take steps to reduce exposure to other youth and begin decontamination procedures.
- (b) Use precautions related to exposure prevention as applicable to the situation (e.g., gloves, face masks).
- (c) Contact a qualified health care professional to care for the youth as needed and obtain recommendations regarding isolation or quarantine of the youth.
- (d) If isolation is required, arrangements shall be made to house the youth separately. All efforts shall be made to utilize the "least restrictive environment" policy for youth

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with a communicable disease, in so far as the health and safety of staff members and other youth.

- (e) When a youth has been diagnosed as having a communicable disease, it shall be the responsibility of the Medical Clinic personnel to develop and disseminate health and safety practices and precautions to be used when caring for the youth. All safety precautions shall be used when caring for the youth. All safety precautions shall be disseminated by the Medical Clinic personnel to all staff who may possibly come in contact with the diseased youth. As in all situations related to communicable diseases, universal precautions should be taken.
- (f) Safety precautions shall also be posted on the youth's door to alert staff of the special procedures and care required in interacting with the youth. In situations where the youth need not be isolated from others, the medical staff shall provide written instructions as to what safety precautions are necessary.
- (g) Notify the appropriate supervisor and the Facility Superintendent.

708.4.2 SUPERVISOR RESPONSE AND REPORTING REQUIREMENTS

The responding supervisor shall investigate every exposure or suspected exposure of a youth as soon as reasonably practicable following notification. The supervisor shall ensure the youth receives appropriate medical assistance and that steps are taken to protect other youth and staff members.

All incidents involving a suspected exposure shall be thoroughly documented.

Each SPCO shall be responsible for ensuring dissemination of this information to all staff members working in the unit. In doing so, staff must remain Health Insurance Portability and Accountability Act (HIPPA) compliant. Health information is on a need to know basis and should not be shared with non-affected parties.

In situations where a conflict develops between the precautionary medical requirements and standard unit security practices, the matter shall be referred to the SPCO for resolution.

In situations where detention is incompatible with the medical needs of the youth, the SPCO shall notify the Facility Superintendent and the Facility Manager, when necessary and provide a full accounting of the problem. Resolution of the problem may involve seeking off site medical treatment and require judicial notification.

It is the responsibility of all staff members to follow the safety precautions prescribed by Medical Clinic personnel. Any conflicts or problems, that staff encounter due to the youth's disease or due to the safety precautions required for contact with the youth, shall be referred to the on duty supervisor.

708.4.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any exposed youth shall have the opportunity to have a medical evaluation immediately after an exposure, plus follow-up evaluations as necessary. Testing a person for communicable diseases when that person was the source of an exposure may be sought when appropriate. Source testing is the responsibility of the Medical Staff.

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708.5 YOUTH CONFIDENTIALITY

Any information regarding youth and possible communicable diseases shall be considered confidential health care records (see the Health Care Records Policy and the Confidentiality of Youth Health Care Records Policy).

Suicide Prevention and Intervention (Title 15, § 1329)

709.1 PURPOSE AND SCOPE

This policy is intended to reduce the risk of youth suicide through risk identification and appropriate intervention (15 CCR 1329).

709.2 POLICY

The Department will develop a suicide prevention plan to identify and monitor potentially suicidal youth and appropriately intervene.

See the Stanislaus County Probation Department JD Procedures Manual: SUICIDE PREVENTION AND INTERVENTION for further information.

709.3 STAFF MEMBER RESPONSIBILITIES

The intake process shall include communication with the arresting officer and family, or guardians, regarding the youth's past or present suicidal ideations, behaviors, or attempts.

Any staff member who identifies a youth who displays suicidal signs shall immediately notify a supervisor and the appropriate medical/behavioral/mental health staff member as described in the Health Authorities Policy. The youth shall be personally monitored until a behavioral/mental health professional approves another form of monitoring. The youth shall be provided direct visual supervision by a staff member until a behavioral/mental health professional can be consulted regarding the level of supervision.

The Facility Superintendent or the authorized designee shall determine the supervision level of all suicidal youth in consultation with the behavioral/mental health professional (15 CCR 1329).

The care liaison will assist with contacting a behavioral/mental health professional and implementing precautionary steps, as provided in this policy.

709.4 SUICIDE PREVENTION PLAN

The Medical Director and the Facility Superintendent, in cooperation with the behavioral/mental health administrator, shall develop a suicide prevention plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses should be respectful and facilitated in the least invasive manner consistent with a youth's level of suicide risk. The plan shall include the following elements (15 CCR 1329):

- (a) Suicide prevention training as required in the Youth Supervision Staff Member Orientation and Training Policy and the Juvenile Corrections Officer Core Course
- (b) Screening, identification assessment, and precautionary protocols
- (c) Process for referral to behavioral/mental health staff members for assessment and/or services
- (d) Procedures for monitoring youth identified at risk for suicide

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- (e) Safety interventions, communication, and debriefing of critical incidents related to suicides or attempts
- (f) Housing considerations
- (g) Documentation
- (h) Facility inspections
- (i) Trauma-informed approaches for treatment strategies
- (j) Other precautionary practices

Youth identified as at risk for suicide shall not be denied the opportunity to participate in facility programs, services, and activities available to other non-suicidal youth, unless denial is deemed necessary for the safety of the youth or the security of the facility. Any deprivation of programs, services, or activities for youth at risk for suicide shall be documented and approved by the Facility Superintendent.

See the Stanislaus County Probation Department JD Procedures Manual: SUICIDE PREVENTION AND INTERVENTION for further information.

709.5 SCREENING FOR SUICIDE RISK

The Facility Superintendent shall ensure that all youth are screened for risk of suicide at intake and as needed during detention. All youth supervision staff members who perform intake processes shall be trained in screening youth for risk of suicide (15 CCR 1329).

Any youth who has been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff members for a suicide risk assessment and/or services, as needed (15 CCR 1329). Staff members who make a referral for assessment and/or services shall document the referral in the youth's health care record, as provided in this policy.

709.6 PRECAUTIONARY STEPS

Youth placed on suicide watch shall be housed in a room designed to be suicide resistant (15 CCR 1329). Prior to placing a suicidal youth in any room, staff should carefully inspect the area for objects that may pose a threat to the youth's safety.

Physical restraints should only be used as a last resort. The decision to use or discontinue use of restraints should be made in consultation with the Supervisor and a qualified health care professional.

If safety rooms or other temporary holding areas are not available, immediate arrangements should be made to transfer the youth to a designated medical or mental health facility.

Until the youth is evaluated by a behavioral/mental health professional, the youth shall be subject to continuous direct visual observation. The Medical Staff or the authorized designee will determine when the youth no longer requires continuous direct visual observation.

A youth will be removed from suicide watch when the Medical Staff or a behavioral/mental health professional determines the youth no longer poses a threat of self-harm, with the approval of the

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Facility Superintendent. The youth shall be referred to classification for an appropriate housing assignment. The fact that the youth was on suicide watch shall be communicated to housing youth supervision staff members whenever and wherever a youth is assigned, throughout the youth's detention.

See the Stanislaus County Probation Department JD Procedures Manual: SUICIDE PREVENTION AND INTERVENTION for further information.

709.7 OBSERVATION LOGS

Observation logs shall be maintained and documented in at least 10-minute intervals for all youth on suicide watch. The Supervisor and the Medical Staff, or their authorized designees, must observe the youth at least once every five hours and make notations in the observation log. Each staff member who is required to observe the youth shall make notations in the observation log, including the time of observation and a brief description of the youth's behavior (15 CCR 1329).

See the Stanislaus County Probation Department JD Procedures Manual: SUICIDE PREVENTION AND INTERVENTION for further information.

709.8 DOCUMENTATION

Staff members shall document, in accordance with the Safety Rooms and Camera Rooms Policy and Daily Activity Logs and Shift Reports Policy, any time a youth's suicide watch status and housing assignment changes, and the reasons for not providing clothing, personal items, and issued items as applicable (15 CCR 1329).

The youth's health care record should be updated to reflect all contacts, treatment, and any other relevant information.

See the Stanislaus County Probation Department JD Procedures Manual: DAILY ACTIVITY LOGS for further information.

709.9 SUICIDE ATTEMPTS

Any suicide attempt is a medical emergency, and life-saving measures shall be initiated by a trained staff member until the staff member is relieved by a qualified health care professional, who shall initiate appropriate medical evaluation and intervention.

The Medical Staff or the authorized designee should be notified when referral and transportation to an emergency room or local hospital are required.

Staff members and/or law enforcement should preserve and collect evidence as necessary. The parent/guardian, court of jurisdiction, youth's attorney, District Attorney, and involved officer shall be notified of the suicide attempt.

709.9.1 SUICIDES

All deaths resulting from suicide should be investigated and documented in accordance with the In-Custody Deaths and Serious Illness or Injury of a Youth Policy (15 CCR 1329).

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709.10 DEBRIEFING OF CRITICAL INCIDENTS RELATED TO SUICIDE OR ATTEMPTS

Any suicide or attempted suicide requires a staff member debriefing. Information will be communicated to the oncoming Supervisor and staff members to apprise them of the incident and actions taken. Such debriefing will be appropriately documented and shall be reviewed by administration, security, and the Medical Staff.

Critical incident stress management debriefings for involved staff members and youth to discuss post-incident thoughts and reactions should be provided (15 CCR 1329).

709.11 TRANSFER AND RELEASE

Ongoing care of suicidal youth during transfers and after release should be considered. When a youth is being transferred for observation or treatment, a staff member should complete the necessary forms, documenting the reasons why the youth is believed to be suicidal. The completed forms should accompany the released youth to the designated facility.

When a youth with a history or risk of suicide is transferred, the transporting officer should ensure that the suicide threat or other danger is clearly communicated to personnel at the receiving facility.

Youth who are at risk for suicide and are being released should be encouraged to work with local or area behavioral/mental health resources and shall be provided with the appropriate contact information.

Pharmaceutical Management (Title 15, § 1438)

710.1 PURPOSE AND SCOPE

This policy contains guidance for medication services that are provided by this department (15 CCR 1438).

710.2 POLICY

Medications shall be securely stored and delivered and administered to youth in a safe and timely manner. The Department will follow all federal and state laws regarding medications and controlled substances.

The Department will never discipline a youth by use or deprivation of medication.

710.3 DELIVERY AND ADMINISTRATION

For all juvenile facilities, the Medical Director, in consultation with a pharmacist and in cooperation with the Facility Superintendent, shall develop and implement written procedures, and provide space and accessories for the secure storage, controlled administration, and disposal of all legally obtained drugs (15 CCR 1438).

Such policies, procedures, space and accessories shall include but not be limited to the following (15 CCR 1438):

- (a) Securely lockable cabinets, closets, and refrigeration units (see the Security and Control section of this policy) (15 CCR 1438).
- (b) A means for the positive identification of the recipient of the prescribed medication (15 CCR 1438).
- (c) Administration and Delivery of medicines to youth as prescribed when ordered by a physician or other legally authorized professional (15 CCR 1438).
- (d) The authorized staff member delivering medication shall confirm the identification of the youth receiving the medication and shall watch to ensure the youth has taken/ingested the medication (15 CCR 1438).
- (e) Each delivery and administration shall be documented. The delivering staff member shall document all prescription medication administration and by whom, including instances when it has not been administered and by whom. If prescription medication is not administered, the delivering staff member shall cite the specific reasons (15 CCR 1438).
- (f) Youth supervision staff members shall prevent youth from sharing prescribed or other medications from one youth to another (15 CCR 1438).
- (g) The Medical Staff shall determine the length of time medication may be administered without further medical evaluation (15 CCR 1438).
- (h) The length of time allowable for the Medical Staff's signature on verbal orders shall not exceed seven days (15 CCR 1438).

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Pharmaceutical Management (Title 15, § 1438)

- (i) Training by medical staff members for non-licensed personnel (see the Training section of this policy) (15 CCR 1438).
- (j) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the facility. The pharmacist shall provide the report to the health care authority and the Facility Superintendent (15 CCR 1438).
- (k) Transition planning, including plan for uninterrupted continuation of medication. Youth admitted to the Juvenile Institutions continue to receive their current medications as previously prescribed, unless otherwise ordered by a qualified health care professional (15 CCR 1438). For additional guidance, see the Mental Health Services Policy for guidance on the administration of mental health medications.

710.3.1 OTC MEDICATION

The Medical Staff shall develop guidelines for managing and administering OTC medication for youth. The guidelines should include (15 CCR 1438):

- (a) Under what circumstances youth may request medication.
- (b) An approved list of OTC medication and the related symptoms that may require administration.
- (c) A requirement that staff members follow label instructions.
- (d) Training for staff members to administer approved OTC medication.

All instances of a youth obtaining OTC medication should be documented (15 CCR 1438).

710.4 SECURITY AND CONTROL

The Medical Staff shall establish a list of all prescription and over-the-counter (OTC) medication that is available on-site for youth.

Medication, syringes, needles, sharp instruments, delivery carts, and medical supplies shall be kept in a locked area when they are not being used and shall only be accessible to authorized qualified health care professionals. Youth shall never be allowed access to these items.

Medication shall be kept in original containers or otherwise legally packaged to reveal the contents, and shall be securely stored in clean, locked, temperature-controlled, ventilated areas that are appropriate for the type of medication being stored (15 CCR 1438).

Youth should be supervised whenever they are in areas where medications, syringes, needles, sharp instruments, delivery carts, or medical supplies are located.

710.5 PHARMACEUTICAL OPERATIONS AND MANAGEMENT

Consistent with pharmacy laws and regulations, the Medical Director shall establish written protocols that limit the following functions to being performed by the identified personnel (15 CCR 1438).

If the Juvenile Institutions operates a pharmacy, the Medical Director shall ensure:

- (a) The Medical Staff inspects the pharmaceutical operation quarterly.

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- (b) An annual report on the status of the pharmaceutical operation is prepared by the pharmacist and provided to the Medical Director and the Facility Superintendent (15 CCR 1438).
- (c) Dispensed drugs are packaged in accordance with the provisions of the federal packaging laws and any other applicable state and federal law (15 USC § 1471 et seq.).
- (d) Preparation of labels can be done by a licensed physician, dentist, pharmacist, or other staff member, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to a youth. Labels shall be prepared in accordance with Business and Professions Code § 4076 and Business and Professions Code § 4076.5 (15 CCR 1438).
- (e) Pharmaceutical waste is separated from other types of medical waste and discarded appropriately.
- (f) Current drug reference information, such as a Physician's Desk Reference (PDR) or an approved website, shall be available to staff members.
- (g) Procurement and repackaging shall only be done only by the Medical Staff, dentist, pharmacist, or other persons authorized by law (15 CCR 1438).
- (h) Storage of medications shall assure that stock supplies of legend medications shall only be accessed by licensed health care personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed and trained non-licensed staff members (15 CCR 1438).
- (i) The dispensing of medications shall only be done by the Medical Staff, dentist, pharmacist, or other person authorized by law (15 CCR 1438).
- (j) Administration of medication shall only be done by licensed health care staff members who are authorized to administer medication and acting on the order of a prescriber (15 CCR 1438).
- (k) Circumstances when licensed health care staff members and trained non-licensed staff members may deliver medication acting on the order of a prescriber (15 CCR 1438).
- (l) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration disposal procedures (15 CCR 1438).

710.6 TRAINING

The Medical Director shall work with the Facility Superintendent, the Medical Staff, and the Training Manager to develop training by medical staff members for non-licensed staff members, including but not limited to (15 CCR 1438):

- (a) Delivery procedures and documentation.

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- (b) Recognizing common symptoms and side effects that should result in contacting a health care staff member for evaluation.
- (c) Procedures for confirming ingestion of medication.
- (d) Consultation with a health care staff member for monitoring the youth's response to medication.

Health Care Records (Title 15, § 1406)

711.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the management of, and access to, youth health care records, thereby ensuring that such records are available to those who need them, while controlling access to protect youth privacy (15 CCR 1406).

711.2 POLICY

The Department will maintain and control access to youth health care records in a secure manner.

711.3 HEALTH CARE RECORDS

In juvenile facilities providing on-site health care, the Medical Director, in cooperation with the Facility Superintendent, shall maintain individual and dated health care records that, when applicable, include but are not limited to (15 CCR 1406):

- (a) Initial intake health screening form and subsequent health assessment records.
- (b) Health appraisals/medical examinations.
- (c) Consultation and treatment records (e.g., emergency department, dental, psychiatric, and other consultations), whether at the Juvenile Institutions or off-site, including the names of the care providers.
- (d) Youth complaints of illness or injury.
- (e) Names of personnel who treat, prescribe, and/or administer/deliver prescription medication and any associated medication stop dates.
- (f) Dates, times, and location of provided treatment.
- (g) Medication records in conformance with the Pharmaceutical Management Policy.
- (h) Progress notes.
- (i) Consent forms.
- (j) Authorizations for releasing information.
- (k) Copies of previous health records.
- (l) Immunization records.
- (m) Laboratory reports.
- (n) Individual treatment plan.
- (o) Youth complaints about care.
- (p) Limitations and disabilities of the youth.
- (q) Instructions for youth care, including what information should be communicated to all staff members.
- (r) Special diet instructions.
- (s) Activity restrictions.

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711.4 ACCESS TO RECORDS

Access to youth medical and/or behavioral/mental health care records shall be controlled by the Medical Director and shall assure that all confidentiality, laws related to the provider-patient privilege applies to the health care record (15 CCR 1406).

Qualified health care professionals should have access to all records that may be relevant to the youth's health and treatment, including general custody records. Relevant information shall be included in all of the youth's behavioral/mental health, medical, and dental records, including information about known allergies, current health problems, and medications.

The Medical Director shall help develop procedures to identify which health care providers may have access to custody records and under what circumstances (15 CCR 1406).

711.5 SECURE STORAGE OF RECORDS

Youth health care records shall be securely maintained in a locked area or secured electronically separate from the youth's confinement record (15 CCR 1406).

711.5.1 ELECTRONIC HEALTH CARE RECORDS

All computer workstations and servers in the Juvenile Institutions shall require appropriate security measures, such as user identification and login passwords, to access electronic health care records (45 CFR 164.308(a)(5)).

711.5.2 HARD COPIES OF HEALTH CARE RECORDS

Hard copies of youth health care records shall be kept in a secured area when unattended by authorized personnel. An area is unattended when staff members are physically outside the office area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the Juvenile Institutions.

Hard copies of records should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Youth health care records shall not be removed from the Juvenile Institutions without express authorization from the Medical Director.

711.6 HEALTH CARE RECORDS RETENTION

Youth health care records shall be retained in accordance with community standards (15 CCR 1406).

Confidentiality of Youth Health Care Records (Title 15, § 1407)

712.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the management of, access to, confidentiality of, and multidisciplinary sharing of youth health care records, thereby ensuring that such records are available to those who need them, while controlling access to protect youth privacy.

712.2 POLICY

The Department will protect youth health care records in compliance with the law.

712.3 MEDICAL DIRECTOR

For each juvenile facility that provides on-site health services, the Medical Director, in cooperation with the Facility Superintendent, shall establish procedures, consistent with applicable laws, for the multidisciplinary sharing of youth health care information. These procedures shall address the provision of information to the court, youth supervision staff members, and probation officials (15 CCR 1407).

Information maintained in the youth's case file shall be shared with the health care staff members when relevant. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the youth or other individuals, management of the Juvenile Institutions, maintenance of security, and preservation of safety and order (15 CCR 1407).

712.4 CONFIDENTIALITY

Physician/patient confidentiality applies to the youth's health care records and to the youth's care. These records shall be maintained in a locked area apart from the youth's other records (15 CCR 1407).

Health care information obtained during screening or care shall be communicated to staff members only when it is necessary to protect the welfare of the youth or others, to facilitate management of the Juvenile Institutions, or to maintain Juvenile Institutions security and order.

Medical and behavioral/mental health services shall be conducted in a private manner so that information can be communicated confidentially consistent with the Health Insurance Portability and Accountability Act (HIPAA) (15 CCR 1407).

Staff members who learn of a youth's health condition incidental to their assignments shall keep that information confidential and shall not disclose that information to any unauthorized person (15 CCR 1407).

712.4.1 NON-ENGLISH TRANSLATION

Youth shall not be used to translate confidential medical information for other non-English-speaking youth (15 CCR 1407).

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712.5 STAFF MEMBER RESPONSIBILITIES

Staff members shall protect the security, confidentiality, and privacy of all youth health care records in their possession at all times.

Unauthorized possession, release, or distribution of youth health care information is prohibited and may violate HIPAA and/or other applicable laws.

Staff members who have not received Juvenile Institutions training on how to properly handle these records shall not access youth health care records.

712.5.1 ELECTRONIC RECORDS

All computer workstations and servers in the Juvenile Institutions shall require appropriate security measures, such as user identification and login passwords, to access electronic health care records (45 CFR 164.308(a)(5)).

Staff members with access to electronic data shall lock their workstations when they are left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic records (45 CFR 164.310; 45 CFR 164.312).

Remote access to Juvenile Institutions computer workstations requires that appropriate security measures be provided for access (45 CFR 164.312).

Youth health care information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic health care information traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

712.6 TRAINING

Staff members with access to youth health care records and information shall receive training on maintaining confidentiality (45 CFR 164.530).

Informed Consent and Refusals (Title 15, § 1434)

713.1 PURPOSE AND SCOPE

This policy addresses how medical or mental health care refusals by a youth are to be addressed and documented (15 CCR 1434).

713.2 POLICY

It is the policy of the Department to respect the rights of youth to make informed decisions about their health care, including consenting to treatment and refusing to receive care.

713.3 CONSENT

The Medical Director, in cooperation with the Facility Superintendent, shall establish the requirements and forms of consent for health care examinations and treatment in accordance with state and federal laws. The requirements shall include procedures consistent with applicable law, and include at a minimum (15 CCR 1434):

- (a) Instances where the youth's consent for testing or treatment is sufficient or specifically required.
- (b) When consent should be documented in writing.
- (c) When immunizations, examinations, treatments, and procedures require verbal or written informed consent in the community that they also require that consent for the youth.
- (d) When to obtain parental consent and obtain authorization for health care services from the court when there is no parent/guardian or other person standing in loco parentis, including the requirements in Welfare and Institutions Code § 739.
- (e) When consent is not required and health care may be rendered against the youth's will (e.g., life-threatening conditions requiring immediate care, emergency care of patients who do not have the capacity to understand the information, certain public health matters).
- (f) Conservators who may provide consent within the limits of their court authorization.

713.4 REFUSALS

When a youth refuses health care:

- (a) The youth shall be counseled regarding the potential consequences of refusal.
- (b) The counseling and refusal shall be documented.
- (c) The youth and/or parent/guardian, legal custodian, or next of kin and the qualified health care professional should sign the refusal documentation. If the youth and/or parent/guardian refuses to sign, it should be witnessed by another staff member and/or medical personnel and noted on the refusal documentation.
- (d) The Medical Staff should review each refusal and consider options to protect the youth and any other person who may be affected (e.g., staff members, other youth).

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- (e) The refusal documentation, as well as documentation regarding the youth's mental status, shall be placed in the youth's health care record.
- (f) Absent an emergency, the youth may refuse psychotropic medication without disciplinary consequences.
- (g) The refusal may be revoked at any time and does not waive the right to any future care.
- (h) The youth may refuse, verbally or in writing, non-emergency medical, dental, and behavioral/mental health care (15 CCR 1434).
- (i) The youth shall not be punished for any refusal.

Aids to Impairment (Title 15, § 1436)

714.1 PURPOSE AND SCOPE

This policy addresses how staff members should balance reasonable security concerns with a youth's need for an assistive or adaptive device (including prostheses and orthopedic devices) that assists the youth in dealing with an impairment (15 CCR 1436).

714.1.1 DEFINITIONS

Definitions related to this policy include:

Assistive or adaptive device - A device used to increase, maintain, or improve functional capabilities of individuals with disabilities, including but not limited to prostheses, orthoses, wheelchairs, prescription lenses, and hearing aids.

Prostheses - Artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices (see the Definitions attachment).

714.2 POLICY

It is the policy of the Department that, in accordance with this policy and security and safety concerns, that prostheses, assistive or adaptive devices shall be provided when the health of a youth would otherwise be adversely affected, as determined by the Medical Staff or when such devices are necessary to reasonably accommodate a disability (15 CCR 1436).

714.3 ASSISTIVE AND ADAPTIVE DEVICES

The Medical Director, in cooperation with the Facility Superintendent and the Medical Staff, shall develop written procedures regarding the provision, retention, and removal of medical and dental assistive and adaptive devices, including eyeglasses and hearing aids (15 CCR 1436).

Subject to safety and security concerns, a youth should be permitted to retain assistive and adaptive devices prescribed by or recommended and fitted by a qualified health care professional. However, if the device presents a risk of bodily harm to any person, is a risk to the security of the Juvenile Institutions, or is not used for its intended purpose, it may be removed and stored with the youth's property. Procedures for the retention, removal, and return of assistive or adaptive devices shall comply with Penal Code § 2656 (15 CCR 1436).

The removal of an assistive or adaptive device and any accommodations made shall be reported to the supervisor and documented in the youth's health care chart and behavior log. The device shall be returned to the youth when the risk abates. An incident report should be written at the direction of the supervisor whenever an assistive or adaptive device is removed or returned.

Within 24 hours of any removal of an assistive or adaptive device, the youth shall be examined by a qualified health care professional to determine whether the removal may be injurious to the health or safety of the youth. If the Facility Superintendent determines that an assistive or adaptive

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device should not be returned because of safety or security concerns and, as a result, the health or safety of the youth is a concern, options include:

- (a) With qualified health care professional approval, modifying the device to meet the medical needs of the youth and the safety and security needs of the Juvenile Institutions.
- (b) Providing the youth with an opportunity to petition the court for the return of the device, in accordance with local, state, and federal law.
- (c) When all other alternatives have failed or are considered inappropriate by the Facility Superintendent, reclassifying the youth to another housing unit and removing the youth from the general population.

Any assistive or adaptive devices that are brought to the Juvenile Institutions by family members or others after the youth has been detained shall be subject to a security check. The Juvenile Institutions shall accept no responsibility for the loss of or damage to any assistive or adaptive device.

714.4 REQUESTS FOR ASSISTIVE OR ADAPTIVE DEVICES

All decisions regarding the provision of new or replacement assistive or adaptive devices shall be made on a case-by-case basis by the Medical Staff or the authorized designee and reviewed for approval by the Facility Superintendent. Considerations shall be based upon the following:

- (a) Medical needs of the youth
- (b) Anticipated length of custody
- (c) Safety and security of the Juvenile Institutions

Once an assistive or adaptive device has been approved for use by the Medical Staff and the Facility Superintendent, the approval should be entered into the youth's health care record. If the youth requires special housing, this should be communicated to officers or classification staff members as appropriate. The Medical Staff or the authorized designee shall document the general condition of the device and have the youth sign in the medical record that the device was received.

Replacement batteries should be provided for approved hearing aids.

Health Care Monitoring and Audits (Title 15, § 1403)

715.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a process is implemented for monitoring youth health care to assure that the quality and adequacy of health care services are assessed at least annually (15 CCR 1403).

715.2 POLICY

The Department will collect data for purposes of ensuring the quality and adequacy of health care services provided by the facility.

715.3 MEDICAL DIRECTOR RESPONSIBILITIES

The Medical Director, in cooperation with the Medical Staff and the Facility Superintendent, will develop and approve written procedures to ensure the quality and adequacy of health care services for youth. Additionally, the Medical Director will be responsible for submitting summaries and an audit of the health care services, at least annually, to the Facility Superintendent (15 CCR 1403).

715.4 HEALTH CARE MONITORING AND AUDITS

All procedures and protocols for health care monitoring and audits should be documented and provide for (15 CCR 1403):

- (a) A yearly audit of the Juvenile Institution's delivery of care, policies, and procedures.
- (b) Quarterly, documented administrative meetings between the Medical Director, Facility Superintendent, Medical Staff and other staff members, as appropriate, regarding medical, behavioral/mental, and dental health care services.
- (c) Formalized efforts to identify deficiencies and make improvements to youth health care services, including:
 - 1. A continuous quality improvement program.
 - 2. A clinical performance enhancement process to evaluate a provider's care.
 - 3. Review of youth' complaints.

Based on information from these assessments, the Medical Director shall provide the Facility Superintendent with an annual written report on medical, dental, mental health, and pharmaceutical services.

Health Care Staff Member Qualifications (Title 15, § 1404)

716.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing collaboration between the Facility Superintendent and the Medical Director to maintain appropriate qualifications for health care staff members (15 CCR 1404).

716.2 POLICY

The Department will designate the Medical Director who, in cooperation with the Facility Superintendent, will develop and approve procedures to ensure education and experience requirements for health care staff members are consistent with the community standard and comply with licensure, certification, and registration requirements and restrictions.

716.3 HEALTH CARE STAFF MEMBER QUALIFICATIONS

The Medical Director shall, at the time of recruitment for health care staff member positions, develop education and experience requirements that are consistent with the community standard and the needs and understanding of the Juvenile Institutions population. (The education and experience requirements shall be revised with each new recruitment cycle.) Hiring practices will take into consideration cultural awareness and linguistic competence (15 CCR 1404).

In facilities providing on-site health care services, the Medical Director, in cooperation with the Facility Superintendent, shall ensure that state licensure, certification, and registration requirements and restrictions that apply in the community also apply to health care staff members who provide services to youth (15 CCR 1404).

Appropriate credentials shall be accessible for review. The Medical Director shall provide that these credentials are periodically reviewed and remain current (15 CCR 1404).

The Medical Director shall ensure that position descriptions and health care practices require that health care staff members receive the supervision required by their license and that they operate within their scope of practice (15 CCR 1404).

716.4 DESIGNATED CARE PROVIDERS (DESIGNEES)

The Medical Director, in cooperation with the Facility Superintendent, may designate qualified health care professionals (e.g., physicians, nurses, counselors, dentists, specialists) as required.

The Medical Director, in cooperation with the Facility Superintendent, is responsible for:

- (a) Ensuring designees are properly licensed, certified, or registered, that they maintain their applicable licenses, certifications, or registrations, and that current credentials are accessible for review (15 CCR 1404).
- (b) Limiting designees to providing care appropriate to their qualifications and licensing.

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Health Care Staff Member Qualifications (Title 15, § 1404)

A designee may include an agency or entity, such as a clinic, hospital, public mental health organization, or off-site medical office.

Health Care Staff Member (Title 15, § 1405)

717.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for determining when on-site clinical functions or services can be safely and legally delegated to health care staff members other than a physician to maintain adequate health care services for youth held in this Juvenile Institutions (15 CCR 1405).

717.2 POLICY

The Department will designate the Medical Staff, who will develop and approve procedures to ensure that youth held in the Juvenile Institutions receive adequate health care.

717.3 HEALTH CARE STAFF MEMBERS

The Medical Staff, for each facility providing on-site health care may determine that a clinical function or service can be safely and legally delegated to health care staff members other than a physician. When this is done, the function or service shall be performed by health care staff members operating within their scope of practice pursuant to written protocol, standardized procedures, or direct medical orders (15 CCR 1405).

717.4 DESIGNATED CARE PROVIDERS (DESIGNEES)

The Medical Staff may designate qualified health care professionals (e.g., physicians, nurses, counselors, dentists, specialists). The Medical Staff is responsible for limiting designees to providing care appropriate to their qualifications and licensing (15 CCR 1405).

Transfer of Health Care Summary and Records (Title 15, § 1408)

718.1 PURPOSE AND SCOPE

This policy provides guidelines so the Department may facilitate the forwarding of the health care summary and records of youth who are transferred to another jurisdiction.

718.2 POLICY

The Department will assist youth who are transferred to a facility in another jurisdiction in meeting their health care needs.

718.3 TRANSFER OF HEALTH CARE SUMMARY AND RECORDS

The Medical Director, in cooperation with the Facility Superintendent, shall establish written procedures to assure that a health care summary and relevant records are forwarded to health care staff members in the receiving facility when a youth is transferred to another jurisdiction, and to the local health officers, when applicable (15 CCR 1408). Procedures shall include:

- (a) Summaries of the health care record, or documentation that no record exists at the facility, are sent in an established format, before or at the time of transfer, to include:
 - 1. Any current or recommended treatment plans.
 - 2. Current medications.
 - 3. Any known or suspected communicable diseases.
 - 4. Information regarding any health care issues that may affect the youth's security or ability to participate in programs.
- (b) Necessary medication and health care information shall be provided to the transporting officer to provide to the receiving health care staff member, together with the precautions necessary to protect officers and youth passengers from disease transmission during transport.
- (c) Confidentiality of youth health care records is maintained.
- (d) Applicable authorization from the youth and/or parent-legal guardian is obtained before transferring copies of actual health records, unless otherwise provided by court order, statute, or regulation having the force and effect of law.
- (e) Other instructions regarding the continued care of the youth, as deemed appropriate by the youth's qualified health care professionals.

If authorization cannot reasonably be obtained, the Supervisor, after consultation with a qualified health care professional, may transfer health care information necessary for (45 CFR 164.512(k)(5)):

- 1. The provision of health care to the youth.
- 2. The health and safety of others, including other youth, transporting officers, and law enforcement personnel (e.g., active tuberculosis).

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Transfer of Health Care Summary and Records (Title 15, § 1408)

3. The administration and maintenance of the safety, security, and good order of the receiving facility.

See the Stanislaus County Probation Department JD Procedures Manual: RELEASE, TRANSFERS AND CONTINUED CARE for further information.

Release of Health Care Summary and Records (Title 15, § 1408.5)

719.1 PURPOSE AND SCOPE

This policy provides guidelines so the Department may appropriately address the health issues of youth who are being released to the community.

719.2 POLICY

The Department will assist youth in meeting their health care needs following release to the community.

719.3 RELEASE OF HEALTH CARE SUMMARY AND RECORDS

The Medical Director, in cooperation with the Facility Superintendent, shall ensure that youth health record information is promptly transmitted to specific physicians or health care facilities in the community after a youth's release to the community, upon request and with the written authorization of the youth and/or the parent/guardian (15 CCR 1408.5).

Information on upcoming medical or mental health appointments, including the name, address, and phone number of the provider, should be provided to the youth's parent/guardian before or at the time of release.

- (a) Communicate the importance of continuing any current medication and, when reasonably practicable, arrange for a sufficient supply of current medication to be provided to the youth's parent/guardian until the youth can be seen by a health care provider after release in accordance with the Transfer of Health Care Summary and Records Policy.
- (b) Provide the youth with appropriate community referrals, such as health care clinics or other community health professionals.

719.3.1 RELEASE OF HEALTH CARE SUMMARY AND RECORDS IN SPECIAL-PURPOSE JUVENILE HALLS AND FACILITIES WITH NO ON-SITE HEALTH CARE STAFF MEMBERS

In special-purpose Juvenile Halls and other facilities that do not have on-site health care staff members, the Medical Director, in cooperation with the Facility Superintendent, shall develop procedures to ensure that youth supervision staff members forward non-confidential information on medications and other treatment orders before or at the time of release (15 CCR 1408.5).

Health Care Service (Title 15, § 1409)

720.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for the development of a facility-specific health care service procedures manual.

720.2 POLICY

The Facility Superintendent or authorized designee will collaborate with the designated Medical Director to develop, implement, and maintain a facility-specific health care service policy and the health care service procedures manual that address, at minimum, all health care-related standards applicable to this facility (15 CCR 1409).

720.3 HEALTH CARE SERVICE PROCEDURES MANUAL

The health care service policy and the health care service procedures manual shall be available to all health care staff members, the Facility Superintendent, and other individuals as appropriate to ensure effective service delivery (15 CCR 1409).

All policies and procedures for the health care service delivery system shall be reviewed at least every two years and revised as necessary under the direction of the Medical Director. The Medical Director shall develop a system to document that this review occurs. The Facility Superintendent, Medical Director, and the Medical Staff shall designate their approval by signing the health care service policy and the health care service procedures manual (15 CCR 1409).

First-aid, AED, and Emergency Services (Title 15, § 1412)

721.1 PURPOSE AND SCOPE

This policy will provide overall guidance for the care of youth who need first-aid, Automated External Defibrillator (AED), and emergency services.

721.2 POLICY

The Department is committed to providing humane and age-appropriate conditions of confinement by ensuring that youth receive access to first-aid, AED, and emergency services to meet their serious health care needs.

721.3 RESPONSIBILITIES

The Medical Director, or the Medical Staff, in cooperation with the Facility Superintendent, shall establish facility-specific procedures to ensure access to first-aid, AED, and emergency services (15 CCR 1412).

721.4 YOUTH ACCESS TO EMERGENCY HEALTH CARE

Youth may access first aid, AED, and emergency health care in the following ways (15 CCR 1412):

- (a) Youth may request care for an emergency medical condition verbally or in writing to any staff member. All such requests should be addressed as soon as practicable by the staff member, including prompt notification of a care liaison and/or the appropriate medical care provider (15 CCR 1412).
 - 1. All first-aid and emergency health care requests shall be documented and retained in accordance with the Health Care Records Policy and the Confidentiality of Youth Health Care Records Policy.
- (b) Youth may question or complain about their care or denial of care through the grievance system. Health care-related grievances are to receive priority attention and should be forwarded to a supervisor as soon as practicable. Grievances should be promptly forwarded by the supervisor to the qualified health care professional, unless the youth is complaining about the care provided by that person.
 - 1. A supervisor shall be notified as soon as practicable when a youth makes a claim of being denied emergency care for an emergency medical condition.
 - 2. All youth' care-related complaints shall be reviewed daily by health-trained staff members.
- (c) Youth may be treated by a personal licensed physician, dentist, or mental health care provider at their own expense, with the approval of the Medical Director and their parents/guardians.
- (d) Costs, including those related to security procedures, will not be used as justification for withholding necessary or emergency medical care.

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- (e) Any staff member who becomes aware of or observes a youth who may be in need of medical care may access the sick call procedures on behalf of the youth. Any trained and/or certified youth supervision staff member who becomes aware of a youth in need of first aid or emergency care will immediately provide such care or arrange for the youth to receive care (15 CCR 1412).
- (f) Provisions shall be made to provide opportunities for both written and verbal communications for first-aid and emergency health care requests to those with disabilities, in accordance with the Limited English Proficiency Services Policy.

721.5 STAFF MEMBER OBSERVATIONS

Staff members who observe a youth with obvious signs of medical or dental needs and/or injury, or illness, shall inquire about the possible health issue and communicate relevant information with qualified health care professionals.

721.6 MEDICAL CARE

The treating qualified health care professional shall develop a written treatment plan for each youth requiring ongoing treatment, including any need for off-site treatment or a specialist.

The Juvenile Institutions shall have first-aid kits readily available to staff members in the housing and admission areas and any other locations approved by the Medical Director. The Medical Staff shall approve the contents, number, location, and procedure for periodic inspections of the first-aid kits (15 CCR 1412).

The Juvenile Institutions shall have AEDs available to staff members in the housing and admission areas and any other location approved by the Medical Director. The Facility Superintendent shall ensure that AEDs are maintained properly per manufacturer standards (15 CCR 1412).

721.6.1 FOLLOW-UP CARE

The Medical Staff or the authorized designee should review all discharge and other orders issued for youth released from an emergency room visit or hospital stay, and should issue health care orders for any ongoing in-custody care.

The Medical Director should ensure that youth receive education and instruction for any self-care that may be required to meet their individual health care needs.

721.7 EMERGENCY MEDICAL, MENTAL HEALTH, OR DENTAL SERVICES

No youth shall be deprived of care for emergency medical, mental health, or dental service due to the time of day or night. An ambulance will be provided when necessary for proper care (15 CCR 1412).

At least one staff member who has received basic first-aid and CPR training shall be available 24 hours a day.

721.8 OFF-SITE CARE PROVIDERS

The Medical Director should ensure written agreements are maintained with any community care providers who regularly provide emergency health care services to youth. The agreements should

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require providers to deliver a summary of any treatment provided, follow-up care, and prescription medication recommendations, and should identify any health care needs that may affect housing, program participation, or other conditions of confinement.

721.9 TRAINING REQUIREMENTS

Youth supervision staff members and health care staff members shall be trained on how to respond appropriately to emergencies requiring first aid and use of an AED (15 CCR 1412).

Individualized Treatment Plans (Title 15, § 1413)

722.1 PURPOSE AND SCOPE

This policy provides guidance for the development of coordinated and integrated individualized health care treatment plans for youth who receive services for significant health care concerns (15 CCR 1413).

722.2 POLICY

The Department recognizes the importance of developing individualized treatment for all youth who are receiving services for significant medical, behavioral/mental health, or dental health care concerns.

722.3 INDIVIDUALIZED TREATMENT PLANS

With the exception of special-purpose Juvenile Halls, the Medical Director, the behavioral/mental health director, and the Medical Staff, in cooperation with the Facility Superintendent, shall develop and implement procedures to ensure that coordinated and integrated health care treatment plans are developed for all youth receiving services for significant medical, behavioral/mental health, or dental health care concerns (15 CCR 1413).

Clinical judgments involving health care are the responsibility of the health care professional qualified to make such a decision. Staff members shall accept clinical judgments and not deny access to care by making, assuming, or ignoring a clinical decision. Procedures shall assure (15 CCR 1413):

- (a) Health care treatment plans are considered in facility program planning.
- (b) Health care restrictions shall not limit a youth's participation in school, work assignments, exercise, and other programs, beyond that which is necessary to protect the health of the youth or others.
- (c) Relevant health care treatment plan information shall be shared with youth supervision staff members for purposes of programming, implementation, and continuity of care.
 - 1. Youth supervision staff members and qualified health care professionals should work together to coordinate security and health care needs. Qualified health care professionals and staff members should communicate with each other about youth health care needs that may significantly impact the health, safety, or welfare of the youth or others. Information regarding ongoing treatment plans should be communicated to youth supervision staff members to the extent necessary to coordinate and cooperate in the ongoing care of the youth.
 - 2. Communication between youth supervision staff members and qualified health care professionals regarding health care needs that may affect housing, program participation, or other conditions of confinement should be documented (15 CCR 1413).
- (d) Accommodations for youth who may have special needs when using showers and toilets and dressing/undressing.

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Individualized Treatment Plans (Title 15, § 1413)

722.4 TREATMENT PLANNING

Treatment planning by health care providers shall address (15 CCR 1413):

- (a) Pre-release and discharge planning for continuing medical, dental, and behavioral/mental health care, including medication, following release or transfer. Such planning may include relevant authorization for transfer of information, insurance, or communication with community providers to ensure continuity of care.
- (b) Participation in relevant programs upon return into the community to ensure continuity of care.
- (c) Youth and family participation (if applicable and available).
 - 1. Coordination of discharge planning to link youth and families with supportive aftercare programs and other resources to continue to meet the needs of youth and/or families after youth are released into the community.
- (d) Cultural responsiveness, awareness, and linguistic competence.
- (e) Physical and psychological safety.
- (f) Traumatic stress and trauma reminders when applicable.

Health Clearance for In-Custody Work and Program Assignments (Title 15, § 1414)

723.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for health screening and monitoring procedures for youth work and program assignments in the Juvenile Institutions.

723.2 POLICY

It is the policy of this Department to ensure that health screening and monitoring procedures are developed for all youth work and program assignments that have health care implications.

723.3 HEALTH CLEARANCE FOR IN-CUSTODY WORK AND PROGRAM ASSIGNMENTS

The Medical Director or the Medical Staff, in cooperation with the Facility Superintendent, shall develop health screening and monitoring procedures for in-custody youth work and program assignments that have health care implications, including but not limited to food service workers and activities (15 CCR 1414). Youth must be able to pass a health screening test under the policies and procedures contained in this manual and must meet all statutory and regulatory requirements. Health screening shall be done for youth who work in the kitchen around food products or who serve meals to the youth population.

723.3.1 HEALTH CLEARANCE SCREENING FOR YOUTH FOOD SERVICES WORKERS

The Medical Director or the Medical Staff, in cooperation with the Facility Superintendent, shall develop procedures to minimize the potential for spreading contagious disease and food-borne illness.

To prevent the spread of illness, the following shall be strictly observed (15 CCR 1414):

- (a) All youth food services workers shall have a medical examination to screen for transmissible illnesses or diseases and receive clearance before performing food services activities. The examination shall be conducted in accordance with local regulations and repeated at scheduled intervals.
- (b) Youth food services workers shall receive education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.
- (c) A supervisor shall inspect and monitor the health and cleanliness of youth food services workers and remove anyone exhibiting any signs of food-transmissible disease from any food services area.
- (d) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.
- (e) Food services workers shall wash their hands with antibacterial soap and water immediately before performing food services activities and after using toilet facilities.

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- (f) Aprons shall be removed and secured in a clean storage area before entering the toilet facility.
- (g) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or a hairnet, when handling or serving food. Gloves shall be changed after each task is completed or when gloves are torn/punctured. Beard restraints are available to cover facial hair.
- (h) Vendors must submit evidence of compliance with state and local food safety regulations.
- (i) The use of tobacco products and electronic cigarettes is prohibited in any food services area.
- (j) Documentation of compliance with all the above and with any other risk-minimizing efforts implemented to reduce food-transmissible disease shall be maintained in accordance with established records retention schedules.
- (k) All youth food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to food-transmissible diseases (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Youth food services workers are prohibited from handling food or working in any food services area if the youth food services worker reports symptoms such as vomiting, diarrhea, jaundice, or sore throat with fever, or has a lesion containing pus, such as a boil or infected wound that is open or draining. Youth food services workers shall only return to work in food services areas when cleared by a qualified health care professional.

Reproductive and Sexual Health Services (Title 15, § 1416)

724.1 PURPOSE AND SCOPE

This policy provides general guidance for the provision of reproductive and sexual health services to youth.

724.2 POLICY

The Department is committed to providing age-appropriate reproductive and sexual health services to all youth housed in the Juvenile Institutions.

724.3 REPRODUCTIVE AND SEXUAL HEALTH SERVICES

The Medical Director, in cooperation with the Facility Superintendent, shall develop written procedures to ensure that reproductive and sexual health services are available to all youth in accordance with current public health guidelines (15 CCR 1416).

Such services shall include but not be limited to those prescribed by Welfare and Institutions Code § 220; Welfare and Institutions Code § 221; Welfare and Institutions Code § 222 (15 CCR 1416).

See the Stanislaus County Probation Department JD Procedures Manual: REPRODUCTIVE AND SEXUAL HEALTH SERVICES for further information.

Pregnant/Postpartum Youth (Title 15, § 1417)

725.1 PURPOSE AND SCOPE

This policy provides guidance for the continued care of pregnant and postpartum youth who need health care.

725.2 POLICY

The Department is committed to ensuring pregnant and postpartum youth confined to the facility receive adequate care to meet their health care needs.

725.3 PREGNANT/POSTPARTUM YOUTH

With the exception of special-purpose Juvenile Halls, the Medical Director, in cooperation with the Facility Superintendent, shall develop written procedures pertaining to pregnant and postpartum youth in accordance with 15 CCR 1417.

Pregnant youth should receive prompt prenatal care, including physical examinations, nutrition guidance, childbirth, breastfeeding, and parenting education, counseling, and provisions for follow-up and postpartum care. Qualified medical professionals should develop a plan for pregnant youth that includes direct communication of medical information and transfer of medical records regarding prenatal care to the obstetrician who will be providing prenatal care and delivery (15 CCR 1417).

The facility provides meals for youth with special dietary requirements (e.g., youth with allergies, pregnant youth, youth with dental problems, youth with religious beliefs that require adherence to religious dietary laws or special timing of meals).

Pregnant youth shall receive information regarding options for continuing the pregnancy, terminating the pregnancy, and adoption (15 CCR 1417).

No staff member shall interfere with or impede a youth's decision to have an abortion, not to have an abortion, or to place the child for adoption. In jurisdictions where youth need parental consent to obtain an abortion, medical staff should inform youth about the requirement and any alternative ways of satisfying the requirement (e.g., having the youth's attorney seek judicial permission to proceed without parental consent). If a youth chooses to have an abortion, the youth shall be requested to sign a statement acknowledging that the youth has been provided the opportunity for related counseling and chooses to have an abortion. Any financial obligations for elective abortions will be the responsibility of the youth. The Juvenile Institutions shall provide necessary transportation and supervision for such services. Staff members who object to facilitating a youth's elective abortion (including arrangements, transportation, and security) should not be required to perform such duties.

The Facility Superintendent or the authorized designee should work with the pregnant youth, community agencies, or other relevant persons so the child is appropriately placed after the birth. Child welfare workers may interview and counsel the youth at the Juvenile Institutions.

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Pregnant/Postpartum Youth (Title 15, § 1417)

Written procedures shall include the availability of a breast pump for lactating youth and procedures for storage, delivery, or disposal (15 CCR 1417).

- (a) Youth who wish to breastfeed after release, should be allowed to use a breast pump to express their milk if their incarceration period is short enough where this is clinically feasible. If site has refrigeration capabilities, provisions may be made with custody to store the breast milk once arrangements have been made for family to pick up on a daily basis. In unable to arrange and/or accommodate at the facility, the milk should not be stored but should be discarded. In the event that this process in not clinically feasible, the youth should be provided with a breast binder or similar device.

Intoxicated Youth and Youth with Substance Use Disorders (Title 15, § 1431)

726.1 PURPOSE AND SCOPE

The purpose of this policy is to address the health care needs of intoxicated youth and youth with a substance use disorder.

726.2 POLICY

It is the policy of the Department for staff members to work cooperatively with qualified health care professionals to ensure that intoxicated youth and youth with a substance use disorder are provided adequate care.

726.3 SCREENING AND IDENTIFICATION OF YOUTH INTOXICATION AND SUBSTANCE USE DISORDERS

As part of the initial health screening provided for in the Youth Screening and Evaluations Policy, trained staff members shall document any available information regarding intoxicated youth and youth with substance use disorders, including statements made by the youth, the arresting officer, and the youth's parents, guardians, or caregivers as well as staff member observations during admission (15 CCR 1431).

726.4 SCREENING, MONITORING, AND TREATMENT REQUIREMENTS

Medical Director or the Medical Staff, in cooperation with the Facility Superintendent, shall develop and implement written procedures that address the identification and management of alcohol and other substance intoxication, withdrawal, and treatment of substance use disorders. The procedures shall address the following (15 CCR 1431):

- (a) A medical clearance shall be obtained before booking any youth who are intoxicated to the extent that they are a threat to themselves or others.
- (b) A qualified health care professional shall conduct a medical evaluation on a youth showing signs of intoxicated behavior persisting longer than four hours.
- (c) Designated housing, including using any protective environment for placement of intoxicated youth.
- (d) Symptoms of or known history of ingestion or withdrawal that should prompt immediate referral for medical evaluation and treatment.
- (e) Determining when the youth is no longer considered intoxicated and documenting when the monitoring requirements of this regulation are discontinued.
- (f) Management of pregnant youth who use alcohol or other substances.
- (g) Initiation of substance abuse counseling and/or treatment during confinement and referral procedures for continuation upon release to the community consistent with the Individualized Treatment Plans Policy and the Case Management Policy.

The staff member should (15 CCR 1431):

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Intoxicated Youth and Youth with Substance Use Disorders (Title 15, § 1431)

- (a) Create a written discharge plan using the department-approved youth risk/needs assessment, case/progress notes, education evaluations, and medical and mental health evaluations to determine the youth's needs at the time of release.
- (b) Ensure that the discharge plan packet with community resources includes, at a minimum, the contact information for substance abuse and mental health providers.
- (c) Ensure coordination with behavioral/mental health services in cases of substance-abusing youth with known or suspected mental illness.
- (d) Establish how, when, and by whom the youth will be monitored when intoxicated.
- (e) Ensure the frequency of monitoring and the documentation required.

726.5 COORDINATED CARE

The Medical Director shall work with the Medical Staff and the Facility Superintendent or the authorized designee to ensure youth with special medical care needs, including physical disabilities, intoxication, or substance use disorders that require medical care, receive coordinated health care (15 CCR 1431). Youth with special medical care needs should be identified so youth supervision staff members can assist as necessary with any treatment plans.

726.6 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff members shall respond promptly to youth' medical symptoms to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Youth supervision staff members should remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains.

Any staff member who suspects that a youth is intoxicated, experiencing progressive or severe intoxication, withdrawal, or may be suffering from an overdose shall promptly notify the supervisor, who shall ensure that the youth is immediately evaluated by medical personnel (15 CCR 1431).

726.7 DETOXIFICATION

Youth experiencing symptoms of drug or alcohol withdrawal shall be seen promptly by a qualified health care professional or transferred to an off-site emergency facility for treatment (15 CCR 1431).

Any youth showing signs of drug or alcohol withdrawal symptoms shall be placed in a protective environment and assessed in accordance with the Safety Rooms and Camera Rooms Policy. Appropriate medical responses to youth experiencing intoxication or withdrawal reactions shall occur. When it is determined that the monitoring requirements can be discontinued, initiation of substance abuse counseling for case management and referral procedures for continuation upon release shall be instituted (15 CCR 1431).

Pregnant youth who use alcohol or other drugs shall receive counseling services from Juvenile Justice Behavioral Health in accordance with the Availability and Standards of Care Policy and as determined by their individualized treatment plan and the Individualized Treatment Plans Policy.

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Intoxicated Youth and Youth with Substance Use Disorders (Title 15, § 1431)

726.8 SUBSTANCE ABUSE CARE

Youth should receive substance abuse education or counseling coordinated through Juvenile Justice Behavioral Health and be referred for treatment as necessary (15 CCR 1431).

Health Assessments (Title 15, § 1432)

727.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the completion of health assessments of youth admitted to this Juvenile Institutions.

727.2 POLICY

The Department recognizes that youth should have a comprehensive health assessment conducted following their initial arrival at the Juvenile Institutions, and at required intervals thereafter (15 CCR 1432).

727.3 HEALTH ASSESSMENTS

The Medical Director or the Medical Staff, in cooperation with the Facility Superintendent, shall develop and implement written procedures for youth health assessments and for the timely identification of conditions necessary (e.g., treatment, intervention, care) to safeguard the health of the youth (15 CCR 1432).

- (a) An in-person health assessment of each youth shall be completed within 96 hours, excluding holidays, of the youth's admission at the Juvenile Institutions. Completed health assessments should result in a compilation of identified problems to be considered in the classification, treatment, and multidisciplinary management of youth while in custody and in pre-release planning. Health assessments shall be conducted in a location that protects the privacy of the youth and conducted by a physician, or other licensed or certified health care professional working within their scope of practice and under the direction of a physician.
- 1. At a minimum, the health assessment shall include but is not limited to health history, physical examination, laboratory and diagnostic testing, and immunization reviews as outlined below:
 - (a) The health history includes but is not limited to a review of the intake health screening, history of illnesses, operations, injuries, medications, allergies, immunizations, systems review, exposure to communicable diseases, family health history, and habits (e.g., use of tobacco, alcohol, and other substances). The health history also contains a developmental history listing strengths and supports available to the youth (e.g., school, home, and peer relations, activities, interests). Also included is any history of recent trauma exposure that may require immediate attention (including physical and sexual abuse, sexual assault, neglect, violence in the home, traumatic loss), and current traumatic stress symptoms, pregnancy needs, sexual activity, contraceptive methods, reproductive history, physical and sexual abuse, history of mental illness, self-injury, and suicidal ideation.
 - (b) The physical examination includes but is not limited to temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, preliminary dental and visual acuity screenings, a hearing screening, lymph nodes, chest and cardiovascular, breasts, abdomen, genital

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- (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal, and neurologic.
- (c) Laboratory and diagnostic testing includes but is not limited to tuberculosis screening and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including pregnancy testing, urinalysis, and hemoglobin or hematocrit tests.
 - (d) Review and update of the immunization records within two weeks in accordance with current public health guidelines.
2. The physical examination and laboratory and diagnostic testing components of the health assessment may be modified by the health care provider for youth admitted who have had 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 members shall review the intake health screening form and conduct a face-to-face interview with the youth. The health history and immunization review should be done within 96 hours of admission, excluding holidays.
3. Physical exams shall be updated annually for all youth.
- (b) For adjudicated youth confined in any juvenile facility for successive stays, each of which totals fewer than 96 hours, the Medical Staff shall establish procedures for a medical assessment. If this assessment cannot be completed at the Juvenile Institutions during the youth's initial stay, it shall be completed before acceptance at the Juvenile Institutions. This evaluation and clearance shall include screening for communicable diseases.
 - (c) For youth who are transferred to and from juvenile facilities outside their detention system, the Medical Director, in cooperation with the Facility Superintendent, shall assure that a health assessment is:
 - 1. Received from the sending facility at or before the time of transfer.
 - 2. Reviewed by designated health care staff members at the receiving facility.
 - 3. Identified and any missing required assessments are scheduled within 96 hours.
 - (d) The Medical Director or the Medical Staff shall develop procedures to ensure that youth who are transferred between juvenile facilities within the same detention system receive a written health care clearance. The health record shall be reviewed and updated before transfer and forwarded to facilities that have licensed on-site health care staff members.

The Medical Staff should review youth health assessments conducted by other qualified health care professionals.

727.3.1 HEALTH ASSESSMENT FINDINGS

Any findings that may significantly affect the health, safety, or welfare of the youth or others should be communicated to the Facility Superintendent or the authorized designee. Health care

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needs that may affect housing, program participation, or other conditions of confinement shall be communicated and documented.

727.4 TRANSFER OF HEALTH CARE ASSESSMENTS

Completed health assessments shall be transferred with a youth to a receiving facility as applicable (15 CCR 1432).

Requests for Health Care Services (Title 15, § 1433)

728.1 PURPOSE AND SCOPE

This policy will provide overall guidance for managing requests for health care services made by youth confined in the Juvenile Institutions (15 CCR 1433). The availability and standards of health care services provided to youth are addressed in the Availability and Standards of Care Policy.

728.2 POLICY

The Department is committed to providing routine, unimpeded access to health care for youth requesting emergency and non-emergency services while confined in the Juvenile Institutions.

728.3 REQUESTS FOR HEALTH CARE SERVICES

The Medical Director, in cooperation with the Facility Superintendent, shall develop procedures to establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental, and behavioral/mental health care services (15 CCR 1433). At a minimum, these procedures should address the following (15 CCR 1433):

- (a) Youth shall be provided the opportunity to confidentially convey, either through written or verbal communications, requests for medical, dental, or behavioral/mental health services. Provisions shall be made for youth who have language or literacy barriers.
- (b) All requests from youth for medical, dental and, behavioral/mental health services shall be relayed to a care liaison as soon as practicable but always before the end of the receiving staff member's shift.
 - 1. The care liaison shall forward all requests to a qualified health care professional as appropriate. The care liaison is responsible for initiating referrals when a need for services is observed.
 - 2. Youth may request care for an emergency health condition in any manner, to any staff member. All such requests should be addressed appropriately and immediately by the staff member.
 - 3. The care liaison or the responding staff member (when a care liaison cannot be involved in a timely manner) is responsible for advocating for a youth's health care when the need for medical, dental, or behavioral/mental health services appears to be urgent.
 - 4. All medical, dental, and behavioral/mental health care requests shall be documented and retained in accordance with the Health Care Records Policy and the Confidentiality of Youth Health Care Records Policy retention schedules.
- (c) Staff members shall regularly ask about and make observations of each youth regarding their medical, dental, and behavioral/mental health, including the presence of trauma-related behaviors, injury, or illness.

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- (d) There shall be opportunities available 24 hours a day for youth and staff members to communicate a need for emergency medical or behavioral/mental health care services.
- (e) Provisions shall be made for any youth requesting medical, dental, or behavioral/mental health care attention, or observed to be in need of health care, to be given attention by licensed or certified health care staff members.

Dental Care (Title 15, § 1435)

729.1 PURPOSE AND SCOPE

This policy provides general guidance for the provision of necessary dental care for youth.

729.2 POLICY

The Department is committed to providing dental care to youth as required by state law (15 CCR 1435).

729.3 MEDICAL DIRECTOR RESPONSIBILITIES

The Medical Director, in cooperation with the Facility Superintendent, shall ensure that dental care is provided to youth as necessary to treat acute conditions and prevent adverse effects on the youth's health, and to provide preventive services as recommended by a dentist (15 CCR 1435).

729.4 DENTAL CARE

Emergency dental care will be available to all youth 24 hours a day. Severe dental pain qualifies as an emergency.

Dental care that is a necessary standard of treatment will be available to all youth. Decisions as to whether dental care is a necessary standard of treatment will be made by a qualified dental care professional. Treatment shall not be limited to extractions (15 CCR 1435).

Decisions to provide dental care that is not presently a necessary standard of treatment (i.e., elective) may include consideration of the youth's expected release date and available resources. Procedures that are elective may be approved by the Facility Superintendent or the authorized designee. The youth's parent/guardian will bear the cost.

Annual dental exams shall be provided to any youth detained for longer than one year (15 CCR 1435).

Youth with Developmental Disabilities (Title 15, § 1418)

730.1 PURPOSE AND SCOPE

This policy provides guidance for the care of youth with suspected or confirmed developmental disabilities.

730.2 POLICY

The Department is committed to providing youth with suspected or confirmed developmental disabilities with appropriate diagnosis and treatment as prescribed by law.

730.3 RESPONSIBILITIES

The Medical Director and the Medical Staff, in cooperation with the behavioral/mental health director and the Facility Superintendent, shall develop and implement procedures to ensure that any youth with a suspected or confirmed developmental disability is referred to the local Regional Center for the Developmentally Disabled for purposes of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends (15 CCR 1418).

Psychotropic Medications (Title 15, § 1439)

731.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure development of procedures for administering psychotropic medication (15 CCR 1439).

731.2 POLICY

This Stanislaus County Probation Department will develop procedures governing the voluntary and involuntary use of psychotropic medications.

731.3 PSYCHOTROPIC MEDICATION

The Medical Director or the Medical Staff, in cooperation with the behavioral/mental health care director and the Facility Superintendent, shall develop and implement written procedures governing the administration of voluntary and involuntary psychotropic medications.

- (a) Department procedures shall include but not be limited to (15 CCR 1439):
 - 1. Protocols for health care providers' written and verbal orders in dosages appropriate to the youth's needs.
 - 2. The length of time medications may be ordered and administered before reevaluation is required.
 - 3. A provision that youth who are on psychotropic medications prescribed in the community will continue to receive the medications when clinically indicated, pending verification in a timely manner by a health care provider.
 - 4. Reevaluation and further determination of continuing psychotropic medication, if needed, shall be made by a health care provider.
 - 5. A provision that uninterrupted continuation of psychotropic medications will be addressed in pre-release planning and prior to the transfer to another facility or program, including authorization for transfer of prescriptions.
 - 6. A provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.
 - 7. A provision that psychotropic medications shall be securely stored and delivered and administered to youth in a safe and timely manner.
- (b) Psychotropic medications shall not be administered to a youth absent an emergency unless informed consent has been given by the legally authorized person or entity.
 - 1. Youth shall be informed of the expected benefits, potential side effects, and alternatives to psychotropic medications.
 - 2. Absent an emergency, a youth may refuse psychotropic medication treatment without disciplinary consequences.
- (c) Youth found by a health care provider to be an imminent danger to themselves or others because of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of

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serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment. All involuntary administrations of psychotropic medications shall be documented in the youth's health record, and reviewed by the Facility Superintendent or designee and the Medical Director.

- (d) Assessment and diagnosis must support the administration of psychotropic medications. The administration of psychotropic medication is not allowed for coercion, discipline, convenience, or retaliation against a youth.

Collection of Forensic Evidence (Title 15, § 1452)

732.1 PURPOSE AND SCOPE

This policy provides guidelines for collecting forensic evidence from youth for the purposes of prosecution (15 CCR 1452). Policy pertaining to the prevention and detection of and response to sexual abuse and harassment are addressed in the Prison Rape Elimination Act Policy and the Sexual Assaults Policy.

732.2 POLICY

The Department is committed to providing humane and age-appropriate conditions of confinement by ensuring that forensic medical services for youth for the purposes of prosecution comply with applicable laws and regulations (15 CCR 1452).

732.3 FORENSIC EVIDENCE COLLECTION

The Medical Director, in cooperation with the Facility Superintendent, shall ensure that forensic medical services (including the drawing of blood alcohol samples), body cavity searches, and other functions for the purposes of prosecution are conducted by appropriately trained health care staff members who are not responsible for providing ongoing health care to the youth in accordance with 15 CCR 1452.

A youth's treating or regular care provider should not assist in evidence collection for purposes of prosecution, discipline, or any other adversarial proceeding.

Forensic medical services for the evidentiary examination and initial treatment of victims of sexual assault shall be performed in accordance with the Sexual Assaults Policy.

Qualified health care professionals from this Juvenile Institutions are prohibited from being involved in psychological evaluations for use in adversarial proceedings.

Sexual Assaults (Title 15, § 1453)

733.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the development and implementation of procedures for treating victims of sexual assault, preserving evidence, and reporting requirements for such incidents (15 CCR 1453).

733.2 POLICY

The Department is committed to providing humane and developmentally appropriate conditions of confinement by ensuring that victims of sexual assault receive appropriate treatment following a report of sexual assault, that any evidence related to the incident is collected and preserved in accordance with established regulations and standards, and that all sexual assaults are promptly reported to the law enforcement agency that would handle any related investigation.

733.3 SEXUAL ASSAULT EXAMINATION AND TREATMENT

The Medical Director, in cooperation with the Facility Superintendent, shall develop and implement procedures for the examination and initial treatment of victims of sexual assault in accordance with applicable laws and regulations (15 CCR 1453).

The evidentiary examination and the initial treatment of victims of sexual assault shall be conducted at a health care facility that is separate from the custodial facility and is properly equipped and staffed with personnel trained and experienced in such procedures (15 CCR 1453).

733.3.1 PRESERVATION OF EVIDENCE

The Facility Superintendent and Medical Director should work with the PREA Coordinator to develop procedures for preserving evidence in sexual assault cases (15 CCR 1453).

The preservation of evidence related to sexual assaults shall be performed in accordance with established laws, regulations, and standards and in conjunction with the Collection of Forensic Evidence Policy and the Prison Rape Elimination Act Policy.

733.4 REPORTING REQUIREMENTS

All incidents of sexual assault shall be reported to the local law enforcement agency that would handle any related investigation (15 CCR 1453).

Chapter 8 - Clothing, Personal Hygiene, and Environmental Health

Hazardous Waste and Sewage Disposal

800.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system for disposing of hazardous waste. The Department recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures, and precautions, but also on adequate supervision and the responsible behavior of staff members and youth. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, heeding prescribed precautions and using safety equipment properly.

800.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils and fluids, cleaning products).

800.2 POLICY

It is the policy of this department that any sewage and hazardous waste generated at the facility shall be handled, stored, and disposed of safely, in accordance with all applicable federal and state regulations, and in consultation with the local public health entity.

800.3 RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall be responsible for:

- (a) Contracting with a hazardous waste disposal service.
- (b) Developing and implementing a storage and disposal plan that has been reviewed and approved by a regulatory agency.
- (c) Including hazardous waste issues on internal health and sanitation inspection checklists.
- (d) Developing and implementing procedures for the safe handling and storage of hazardous materials until the contractor removes the items from the facility.
- (e) Ensuring that staff members are trained in the proper identification of hazardous waste and the appropriate handling, storage, and disposal of such items.

See the Stanislaus County Probation Department JD Procedures Manual: HAZARDOUS WASTE AND SEWAGE DISPOSAL for further information.

800.4 SEWAGE DISPOSAL

All sewage and liquid waste matter must be disposed of into a public system of sewerage or, if public sewerage is not available, into a private system of sewage disposal in accordance with the requirements of the local public health entity.

The institution's use of the private system must be discontinued, and the private system must be properly abandoned, when public sewerage becomes available.

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800.5 HAZARDOUS WASTE

Hazardous waste generated in the facility shall be properly disposed of in designated containers and stored until removed by the contractor. At a minimum, staff members shall use universal standard precautions when in contact with hazardous materials.

800.6 SAFETY EQUIPMENT

The Facility Superintendent and the county emergency manager shall ensure that appropriate safety equipment is available. All supervisors shall be knowledgeable in how to access the safety equipment. The county may coordinate with local fire departments or contracted vendors to obtain the necessary safety equipment.

800.7 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for monitoring any hazardous waste containment issue and ensuring that staff members have the appropriate safety equipment, that any exposed persons receive immediate medical treatment, and that the appropriate measures are taken to lessen the exposure of others. If an exposure to staff members, youth, or visitors occurs, supervisors shall ensure that incident reports are completed and forwarded to the Facility Superintendent.

800.8 TRAINING

The Human Resources Manager or the authorized designee shall be responsible for ensuring that all facility staff members receive appropriate training in the use of appropriate safety equipment and the identification, handling, and disposal of hazardous waste. Training records shall be maintained, including the course roster, curriculum, instructor name and credentials, and testing instruments.

Physical Plant Compliance with Codes

801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the timeline, process, and responsibilities for facility maintenance, inspections, and equipment testing in compliance with all applicable federal, state, and local building codes.

801.2 POLICY

It is the policy of this department that all construction of the physical plant be reviewed and inspected in compliance with all applicable federal, state, and local building codes. All equipment and mechanical systems will be routinely inspected, tested, and maintained in accordance with applicable laws and regulations.

801.3 COMPLIANCE WITH CODES AND STATUTES

Plumbing, sewage disposal, solid waste disposal, and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

801.4 RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall be responsible for establishing and monitoring the facility maintenance schedule and ensuring that any deficiencies discovered are corrected in a timely manner.

Copies of the local jurisdiction's applicable health and sanitation codes shall be kept in the facility by the Facility Superintendent or the authorized designee. The Facility Superintendent or the authorized designee is responsible for developing internal health and sanitation inspection checklists; maintaining valid licensing, sanitation certificates, and inspection reports; and documenting proof of corrective actions.

801.5 PROCEDURE

All safety equipment (e.g., emergency lighting, generators) and/or an uninterruptible power source shall be tested, inspected, and documented at least quarterly.

Any remodeling or new construction shall have prior approval of the local fire, building, and health authorities. Any required plans and permits will be procured before the commencement of any changes to the facility in compliance with Title 24 of the California Code of Regulations and approval of the Board of State and Community Corrections (Penal Code § 6029).

Areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation in compliance with the General Industry Safety Order, including but not limited to the following (8 CCR 3362):

- (a) Admissions
- (b) Food services
- (c) Youth housing areas

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- (d) Medical services area
- (e) Classrooms
- (f) Activity and program areas
- (g) Recreational areas
- (h) Laundry
- (i) Hair care services area
- (j) Loading dock/trash storage
- (k) Warehouse
- (l) Water systems and plumbing
- (m) Emergency generators
- (n) Fire safety equipment
- (o) The entire physical structure of the facility, including roof, walls, exterior doors, mechanical systems, and lighting

801.6 PLUMBING - FLOOR DRAINS

Floor drains must be flushed weekly, and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.

Water Supply

802.1 PURPOSE AND SCOPE

The Stanislaus County Probation Department recognizes the importance of providing the facility with safe potable water. The purpose of this policy is to establish guidelines for testing the facility's water to ensure that the water is safe to consume and that potable water is in compliance with the California Safe Drinking Water Act.

802.2 POLICY

In compliance with federal regulations regarding safety of public water systems, this facility will ensure the continued supply of safe potable water for use by youth, staff members, and visitors through rigorous annual testing of water supplies (42 USC § 300f et seq.).

802.3 PROCEDURE

The Facility Superintendent shall ensure that the facility's potable water source is tested by an independent public or private testing service at least once each year. Water quality will be certified to comply with all federal, state, and local regulations. Corrective measures shall be promptly taken if the test results fall below acceptable regulatory standards.

In the event that water testing reveals any significant hazards to the youth or staff members at the facility, the Chief Probation Officer or the authorized designee and the Medical Staff shall take immediate action to mitigate the problem.

The testing results, valid certificates of the sampling entity, and name of the testing laboratory shall be kept in accordance with established records retention schedules.

Where the facility's water supply is obtained from a private source, the source shall be properly located, constructed, and operated to protect it from contamination and pollution, and the water shall meet all current standards set by the applicable state and/or local authority regarding bacteriological, chemical, and physical tests for purity.

For facilities not served by a public or regulated private water supply, the water should be tested daily by the local authority within the facility's jurisdiction.

802.4 EMERGENCY PLAN

The Facility Superintendent and the Medical Staff shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for at least three days and should include contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.

Standard Facility Clothing Issue (Title 15, § 1480)

803.1 PURPOSE AND SCOPE

This policy outlines the procedures used to issue facility clothing to youth admitted to this Juvenile Institutions.

803.2 POLICY

It is the policy of the Stanislaus County Probation Department to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations. Compliance with laws and regulations relating to issuing facility clothing to youth is closely linked with good sanitation practices.

803.3 RESPONSIBILITIES

The Facility Superintendent shall ensure that a process to provide facility-issued clothing and footwear to each youth as needed is established.

Clothing exchange shall occur in accordance with the Clothing Exchange Policy and shall be documented in the unit logbook.

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with all applicable laws and regulations.

803.4 STANDARD FACILITY CLOTHING ISSUE

The Juvenile Institutions has the primary responsibility to provide clothing and footwear (15 CCR 1480).

A youth admitted overnight or longer and assigned to a living unit shall be issued a set of facility clothing. Clothing provisions shall ensure that (15 CCR 1480):

- (a) Clothing is clean, reasonably fitted, durable, easily laundered, and in good repair (e.g., free of holes and tears).
- (b) The standard issue of clothing appropriate for the climate for youth shall consist of but not be limited to:
 - 1. Socks and serviceable footwear.
 - 2. Suitable outer garments.
 - 3. New non-disposable underwear, which shall remain with the youth throughout their stay.
 - 4. Undergarments, including T-shirts and bras, that are freshly laundered and free of stains.
- (c) Clothing shall be 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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Standard Facility Clothing Issue (Title 15, § 1480)

(d) Suitable clothing shall be issued to pregnant youth.

All facility clothing issued to youth shall be exchanged and documented in accordance with the Clothing Exchange Policy. Additional clothing may be issued for changing weather conditions or as seasonally appropriate.

A youth's personal undergarments and footwear may be substituted for the institutional undergarments and footwear with the approval of the Facility Superintendent or the authorized designee.

Youth assigned to a special work area shall be issued facility clothing and protective equipment appropriate to the requirements of their work assignment.

The Facility Superintendent or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra youth clothing that is seasonally appropriate.

A youth's excess personal clothing shall be mailed to, picked up by, or transported to a designated family member or stored in containers designed for such purpose. All youth personal property shall be properly identified, inventoried, and secured. Youth shall sign and receive a copy of the inventory record.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

Clothing Exchange (Title 15, § 1482)

804.1 PURPOSE AND SCOPE

This policy provides guidance regarding the cleaning and exchange of youth clothing (15 CCR 1482).

804.2 POLICY

It is the policy of the Stanislaus County Probation Department to comply with all state laws, ordinances, and regulations pertaining to the site-specific cleaning and scheduled exchange of youth clothing.

804.3 CLOTHING EXCHANGE

The Facility Superintendent or the authorized designee shall develop and implement written site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments (except footwear) shall be exchanged at least twice each week. T-shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back in the exchange (15 CCR 1482).

All clothing exchanges shall be documented on the unit logbook. The Supervisor or unit supervisor shall review the unit logbook at least once per shift.

804.4 YOUTH ACCOUNTABILITY

To ensure youth accountability, youth must exchange item for item when clean clothing exchange occurs.

Before being placed in a housing unit, youth shall be provided with a youth orientation pamphlet listing this requirement.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

Clothing, Bedding, and Linen Supply (Title 15, § 1483)

805.1 PURPOSE AND SCOPE

This policy provides guidance to ensure the Juvenile Institutions complies with applicable standards in the acquisition, handling, storage, transportation, and processing of clothing, bedding, and linen in a clean and sanitary manner (15 CCR 1483).

805.2 POLICY

It is the policy of the Stanislaus County Probation Department to maintain adequate and appropriate quantities of clothing, bedding, and linen sufficient to meet the actual and replacement needs of the Juvenile Institutions youth population.

805.3 CLOTHING, BEDDING, AND LINEN SUPPLY

There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. For each facility that the Stanislaus County Probation Department operates, the Facility Superintendent or the authorized designee shall develop and implement written procedures for acquisition, handling, storage, transportation, and processing of clothing, bedding, and linen in a clean and sanitary manner (15 CCR 1483).

There should be adequate and appropriate storage space for youth bedding, linen, and clothing. The inventory of clothing, bedding, linen, and towels shall exceed the maximum youth population so that a reserve is always available (15 CCR 1483).

The facility should have a sufficient quantity of clothing, bedding, and linen available for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff member shall ensure that the storage areas are properly maintained and stocked (15 CCR 1483). The Facility Superintendent should be notified if additional storage space is needed.

805.3.1 HEALTH-RELATED CONSIDERATIONS

When issuing mattresses to youth who are pregnant or who have other medical needs, staff members shall consider the youth's known or suspected disability or medical condition as well as the youth's safety, security, and comfort (15 CCR 1483).

805.4 SCHEDULED AND UNANNOUNCED INSPECTIONS

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing, bedding, and linen supply policies and procedures are carried out in accordance with all applicable standards.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

Pest Control (Title 15, § 1484)

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish inspection, identification, and eradication processes designed to keep pests controlled in accordance with the requirements established by all applicable laws, ordinances, and regulations of the local public health entity (15 CCR 1484).

806.2 POLICY

It is the policy of this department to control pests within the facility to assure the health and safety of youth, staff members, and visitors.

806.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall be responsible for developing and implementing site-specific procedures, in cooperation with the Medical Staff and the local public health entity, to control the contamination and/or spread of vermin and ectoparasites in all youth' personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin (15 CCR 1484).

The Facility Superintendent shall also establish specific medical guidelines for treating infected youth to include youth clothing, personal effects, and living areas.

The Facility Superintendent or the authorized designee shall be responsible for procuring the services of a licensed pest control professional to inspect the facility at least monthly and to treat areas as needed to ensure that pests are controlled.

806.4 PREVENTION AND CONTROL

Many infestations and infections are the result of a recently admitted youth who is pest-infested or whose property is pest-infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Youth with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for youth undergoing treatment for lice should be used.

Because the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding, and other property suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the Medical Staff (15 CCR 1484):

- (a) Washing in water at 140 degrees for 20 minutes
- (b) Tumbling in a clothes dryer at 140 degrees for 20 minutes
- (c) Dry cleaning
- (d) Storing in sealed plastic bags for 30 days

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- (e) Treating with an insecticide specifically labeled for this purpose

Head lice and their eggs are generally found on the head hairs. There may be uncertainty about the effectiveness of some pediculicides to kill the eggs of head lice. Therefore, some products recommend a second treatment seven to 10 days after the first. During the interim, before the second application, eggs of head lice could hatch, and lice could be transmitted to others.

Pubic lice and their eggs are generally found on the hairs of the pubic area and adjacent hairy parts of the body, although they can occur on almost any hairy part of the body, including the hair under the arms and on the eyelashes.

Pubic lice and their eggs are generally successfully treated by pediculicides. However, when the eyelashes are infested with pubic lice and their eggs, a physician should perform the treatment.

Successful treatment depends on careful inspection of the youth and proper application of the appropriate product. The area used to delouse youth must be separate from the rest of the facility. All the surfaces in the treatment area must be sanitized. There must be a shower as part of the delousing area.

The supervisor shall document the date of treatment, the area treated, the pest treated, and the treatment used.

806.5 LABELING AND SECURE STORAGE OF COMPOUNDS

Containers of pest exterminating compounds shall be conspicuously labeled to identify the contents. The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by youth.

Issuance of Personal Care Items (Title 15, § 1485)

807.1 PURPOSE AND SCOPE

This policy provides guidance regarding the issuance of personal care items to youth as required by 15 CCR 1485.

807.2 POLICY

It is the policy of the Stanislaus County Probation Department to provide appropriate personal care items to youth as required by applicable laws, regulations, and standards.

807.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall ensure that written, site-specific procedures are developed and implemented for the availability of personal hygiene items (15 CCR 1485). Additional appropriate personal care items may be available for purchase from the youth canteen or incentive programs.

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that personal care item issuance policies and procedures are carried out in accordance with this policy and applicable laws, regulations, and standards.

807.4 ISSUANCE OF PERSONAL CARE ITEMS TO YOUTH

Personal hygiene items and facilities for showers will be provided in accordance with applicable laws, regulations, and standards. This is to maintain a standard of hygiene among youth in compliance with the requirements established by state laws as part of a healthy living environment (15 CCR 1485).

Each female youth shall have access to sanitary napkins, panty liners, and tampons (Welfare and Institutions Code §221; 15 CCR 1485).

Each youth to be held more than 24 hours shall be provided, at a minimum, the following personal care items (15 CCR 1485):

- (a) Toothbrush
- (b) Toothpaste
- (c) One bar of bath soap or equivalent
- (d) One unbreakable comb or brush
- (e) Shaving equipment (see the Shaving Policy)
- (f) Deodorant
- (g) Lotion
- (h) Shampoo
- (i) Post-shower conditioning hair products

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New JD Policies

Issuance of Personal Care Items (Title 15, § 1485)

(j) Toilet paper

The Facility Superintendent or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers (15 CCR 1485). Personal hygiene items should be appropriate for the youth's sex. Additional hygiene items not specifically outlined in the above policy shall be provided to youth upon request, as needed (15 CCR 1485).

Youth shall not be required to share personal care items listed in (a) through (d). Liquid soap provided through a common dispenser is permitted (15 CCR 1485).

Youth shall not share disposable razors (15 CCR 1485). Used razors are to be disposed of into approved red garbage containers not accessible to the youth. Double-edged safety razors, electric razors, and other shaving equipment capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the California Board of Barbering and Cosmetology to meet the requirements of 16 CCR 979 and 16 CCR 980, Chapter 9 of Title 16 of the California Code of Regulations (15 CCR 1267(c); 15 CCR 1485).

Distribution of these items is provided by the youths' assigned unit. Each unit shall be responsible for ordering a sufficient supply of toiletry articles from the storekeeper, to meet the weekly needs of their respective unit. Female youth shall have unrestricted access to feminine hygiene products.

See the Stanislaus County Probation Department JD Procedures: YOUTH HYGIENE for further information.

Youth Hygiene (Title 15, § 1486)

808.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure that the personal hygiene of every youth housed in this Juvenile Institutions is maintained. The Stanislaus County Probation Department recognizes the importance of each youth maintaining acceptable personal hygiene practices by providing youth with access to adequate facilities for showering/bathing, using the bathroom, hand-washing, and teeth brushing (15 CCR 1486).

Guidelines for providing necessary personal hygiene items are addressed in the Issuance of Personal Care Items Policy. Shaving equipment is addressed in the Shaving Policy.

808.2 POLICY

It is the policy of the Stanislaus County Probation Department to provide youth housed in this Juvenile Institutions with adequate access to showering/bathing facilities, toilets/urinals, and washbasins, and opportunities for brushing their teeth (15 CCR 1486; 24 CCR 1230 et seq.).

It is also the policy of the Stanislaus County Probation Department to make nail clippers available to youth for trimming their nails to ensure the health, safety, and security of staff members, youth, and visitors.

808.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent or the authorized designee shall ensure that written, site-specific procedures are developed and implemented for youth showering/bathing and teeth brushing (15 CCR 1486).

The Facility Superintendent or the authorized designee shall ensure that basic necessities related to showering/bathing, oral hygiene, and using the bathroom are provided to each youth upon entry into a housing unit. Additional appropriate items for these purposes may be available for purchase from the youth canteen or incentive programs.

The Facility Superintendent or the authorized designee shall ensure that nail clippers are securely stored in each housing unit at the control desk so they can be issued to youth to trim their nails upon request, or as needed.

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the Juvenile Institutions to ensure that youth hygiene policies and procedures are carried out in accordance with applicable laws, regulations, and standards.

808.4 PERSONAL HYGIENE OF YOUTH

Personal hygiene items and facilities for showering/bathing, going to the bathroom, hand-washing, and brushing teeth will be provided to youth in accordance with applicable laws, regulations, and standards. This is to maintain a standard of personal hygiene among youth as part of a healthy living environment (15 CCR 1486).

Youth shall be given an opportunity to brush their teeth after each meal (15 CCR 1486).

Stanislaus County Probation Department

New JD Policies

Youth Hygiene (Title 15, § 1486)

808.5 AVAILABILITY OF PLUMBING FIXTURES IN THE JUVENILE INSTITUTIONS

Youth confined to rooms or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature-controlled. Access shall be available at all hours of the day and night without staff member assistance.

The minimum number of plumbing fixtures provided for youth in housing units is:

- (a) One sink/washbasin for every six youth (24 CCR 1230.2.2).
- (b) One toilet to every six youth (one toilet and one urinal may be substituted for every 15 males) (24 CCR 1230.2.1).

Toilet areas should provide privacy for youth without interfering with a youth supervision staff member's ability to supervise the youth.

808.5.1 AVAILABILITY OF PLUMBING FIXTURES IN CAMPS

The minimum number of plumbing fixtures provided for youth in camps is:

- (a) One sink/washbasin for every 10 youth (24 CCR 1230.2.2).
- (b) One toilet to every 10 youth (one toilet and one urinal may be substituted for every 15 males) (24 CCR 1230.2.1).

Washbasins must be provided with hot and cold or tempered water. Toilet areas should provide privacy for youth without interfering with a youth supervision staff member's ability to supervise the youth.

808.6 YOUTH SHOWERS

Youth shall be permitted to shower/bathe prior to assignment to a housing unit and on a daily basis thereafter (15 CCR 1486). There should be one shower for every six youth (24 CCR 1230.2.4). Showering/bathing facilities for youth housed at this Juvenile Institutions shall be clean and properly maintained. Water temperature shall be periodically measured, recorded, and maintained to ensure a range of 100 to 120 degrees for the safety of youth and staff members.

Shower areas shall provide privacy for youth without mitigating a youth supervision staff member's ability to supervise youth (24 CCR 1230.2.4).

808.6.1 ADDITIONAL PRIVACY REQUIREMENTS

Youth shall be permitted to shower/bathe and go to the bathroom without staff members of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine room checks. Staff members of the opposite sex shall announce their presence when entering a youth housing unit (28 CFR 115.315).

808.7 NAIL CARE

Nail clippers will be kept at each housing unit control station and will be issued to youth upon request. Youth workers must keep their nails clean and trimmed. Youth with long nails may be required to trim their nails if there is a safety or security concern and they are admitted to general population.

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Youth Hygiene (Title 15, § 1486)

When a youth is issued a set of nail clippers to trim their nails, a staff member shall supervise the youth to ensure safety and security.

Nail clippers shall be sanitized by a staff member after each use and promptly returned to the housing unit control desk for secure storage.

808.8 SHOWERING/BATHING, ORAL, AND OTHER PERSONAL HYGIENE ITEMS

Youth are expected to maintain their personal hygiene using approved showering/bathing, oral, and other personal hygiene items.

No youth will be denied necessary showering/bathing, oral, and other personal hygiene items.

For sanitation and security reasons, staff members should not allow showering/bathing, oral, and other personal hygiene items to be shared.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

Shaving (Title 15, § 1487)

809.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that youth are provided with access to shaving and the necessary supplies in compliance with state laws and regulations, and that facility shaving standards are based upon legitimate governmental interests.

809.2 POLICY

It is the policy of this facility to allow youth choice in personal grooming, except when a legitimate government interest justifies adherence to an established shaving standard. The Facility Superintendent or the authorized designee shall establish youth shaving standards specific to youth classification, work status, facility safety and security, and youth health and hygiene. Any established standards should not unreasonably interfere with religious observances. Shaving standards should be identified in the youth handbook.

809.3 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 their face and body hair (15 CCR 1487).

Facial hair shall be clean and well groomed. Long beards may allow youth to conceal weapons or contraband. Youth may be required to trim facial hair if it poses a security or safety risk. Youth may be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Youth with facial hair who work around food shall wear appropriate facial coverings. All shaving shall be done with supplied disposable razors. For security reasons, staff member's 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 approved red garbage containers not accessible to youth. All trash containing razors shall only be removed by staff members.

The Facility Superintendent or the authorized designee may suspend the requirement for access to shaving and related supplies for youth who are considered to be a danger to themselves or others (15 CCR 1487).

Hair Care Services (Title 15, § 1488)

810.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that standards and procedures for hair care services are based on legitimate governmental interests.

810.2 POLICY

It is the policy of this facility to allow youth choice in personal hair care, except when a legitimate government interest justifies adherence to an established hair care standard. The Facility Superintendent or the authorized designee shall establish hair care standards specific to youth classification, work status, facility safety and security, and youth health and hygiene. Any established standards should not unreasonably interfere with religious observances. Hair care standards should be identified in the youth handbook.

810.3 HAIRCUTS

Youth will be provided haircuts subject to established facility rules. If hair length, style, or condition presents a security or sanitation concern, haircuts may be mandatory. Youth whose appearance is significantly altered by receiving hair care services may be required to submit to additional admission photos. Youth shall not cut names, numbers, or other designs into their hair.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

810.3.1 HAIR CARE SERVICES

The Facility Superintendent or the authorized designee shall establish written site-specific procedures for youth hair care services that comply with 16 CCR 979 and 16 CCR 980, California Code of Regulations. Hair care services shall be available in all juvenile facilities operated by the department (15 CCR 1488).

Youth shall receive hair care services monthly and be permitted to reschedule for conflicts, such as court appearances (15 CCR 1488).

Staff members may suspend access to hair care services if the youth appears to be at risk of self-injury or to be a danger to others or to the safety and security of the facility.

810.4 HAIR CARE SPACE

The hair care services area shall be maintained and kept clean according to the State Board of Barbering and Cosmetology or local board of barbering and cosmetology and the local health department standards.

Regulations with detailed hair care cleaning and sanitation requirements shall be posted in a conspicuous place for use accessible to all hair care personnel and youth. Single-use items, such as cotton pads and neck strips, shall be properly disposed of immediately after a single use.

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Hair Care Services (Title 15, § 1488)

Each barbering room should have all the equipment for maintaining sanitary procedures for hair care, including approved, covered metal containers for waste, disinfectants, laundered towels, and a means of separating sanitized equipment from soiled equipment.

After each haircut, all tools and equipment that came into contact with the youth shall be cleaned and disinfected according to this facility's established guidelines and procedures, and by a method approved by the State Board of Barbering and Cosmetology (15 CCR 1488).

Barbers or beauticians shall not provide hair care service to any youth when the skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other evidence of skin eruptions, unless it is performed under the specific written authorization of the Medical Staff. Any person infested with head lice shall not be given hair care services until cleared by medical staff members.

Standard Bedding and Linen Issue (Title 15, § 1500)

811.1 PURPOSE AND SCOPE

This policy outlines the procedures to assure that youth receive sufficient facility-issued bedding and linens in compliance with applicable state laws and regulations.

811.2 POLICY

It is the policy of the Stanislaus County Probation Department that youth admitted overnight or longer and assigned to a living unit shall be issued a set of facility bedding and linen.

811.3 STANDARD BEDDING AND LINEN ISSUE

Upon entering a living area of the Juvenile Institutions, every youth who is expected to remain in the facility overnight shall be issued laundered, suitable bedding and linens, in good repair, including but not limited to (15 CCR 1500):

- (a) One mattress or mattress-pillow combination that meets the requirements of the Mattresses Policy.
- (b) One pillow and a pillowcase, unless provided for in (a) above.
- (c) One mattress cover and a sheet or two sheets.
- (d) One bath towel.
- (e) Sufficient laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.
 - 1. One blanket or more shall be provided upon request (15 CCR 1500).
 - 2. Covering blankets shall be cleaned or laundered in accordance with the Bedding and Linen Exchange Policy.

Linen exchange, including towels, shall be conducted in accordance with the Bedding and Linen Exchange Policy.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

811.4 SCHEDULED AND UNANNOUNCED INSPECTIONS

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding and linen issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

Bedding and Linen Exchange (Title 15, § 1501)

812.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the exchange of laundered facility-issued bedding and linen to each youth housed in the facility (15 CCR 1501).

812.2 POLICY

It is the policy of the Stanislaus County Probation Department to ensure that bedding and linen issued to youth are exchanged for clean, laundered replacements in compliance with the requirements established by state standards (15 CCR 1501).

812.3 BEDDING AND LINEN EXCHANGE

The Facility Superintendent shall develop and implement site-specific written procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed in the facility. Washable items such as sheets, mattress covers, pillowcases, and towels shall be exchanged for clean replacements at least once each week. The covering blanket shall be cleaned or laundered at least once a month (15 CCR 1501).

812.4 DAILY ACTIVITY LOG DOCUMENTATION AND REVIEW

All bedding and linen exchanges shall be documented in the unit logbook. Clean, freshly laundered towels shall be provided to all youth twice a week.

The Supervisor or the on-duty supervisor shall review the unit logbook at least once per shift.

812.5 SCHEDULED AND UNANNOUNCED INSPECTIONS

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding and linen exchanges are carried out in compliance with this policy.

812.6 YOUTH ACCOUNTABILITY

To ensure youth accountability, youth must exchange item for item when the clean bedding and linen exchange occurs.

Before being placed in a housing unit, youth shall be provided with a youth orientation pamphlet listing this requirement.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH HYGIENE for further information.

Mattresses (Title 15, § 1502)

813.1 PURPOSE AND SCOPE

This policy provides guidelines regarding inspections, storage space, and type and style of mattresses to be purchased and issued to youth housed in this facility.

813.2 POLICY

It is the policy of the Stanislaus County Probation Department to purchase and store mattresses that comply with all federal, state, and local laws, regulations, and standards to ensure the health and safety of youth, staff members, and visitors.

813.3 PURCHASE OF MATTRESSES

Any mattress purchased for issuance to a youth housed in this facility, which is locked to prevent unimpeded access to the outdoors, shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Household Goods and Services (BHGS) (formerly the Bureau of Home Furnishings) test standard for penal mattresses at the time of purchase (15 CCR 1502).

813.4 ISSUANCE OF MATTRESSES

Upon entering a living area of the Juvenile Institutions, every youth who is expected to remain in the facility overnight shall be issued one clean, firm, nontoxic, fire-retardant mattress in accordance with 15 CCR 1502:

- (a) Any mattresses issued to a youth in any facility of this department shall conform to the size of the bed as referenced in Title 24 of the California Code of Regulations, § 1230.2.5 and shall be enclosed in an easily cleanable, nonabsorbent ticking material. All mattresses will be cleaned and disinfected when a youth is released or upon reissue (15 CCR 1502).
- (b) The Facility Superintendent shall consider what mattress type is suitable for pregnant youth or youth with other medical needs in accordance with the Clothing, Bedding, and Linen Supply Policy.

813.5 SCHEDULED AND UNANNOUNCED INSPECTIONS

The Facility Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that mattress purchasing, issuance, maintenance, and storage policies and procedures are carried out in compliance with this policy.

813.6 STORAGE SPACE

There should be adequate and appropriate storage space for youth mattresses. The inventory of mattresses should exceed the maximum youth population so that a reserve is always available.

The facility should have a sufficient supply of mattresses required for the daily operation of the facility, including the exchange or disposal of soiled or depleted mattresses. Assigned staff members shall ensure that mattress storage areas are properly maintained and stocked. The Facility Superintendent should be notified if additional storage space is needed.

Facility Sanitation, Safety, and Maintenance (Title 15, § 1510)

814.1 PURPOSE AND SCOPE

The Stanislaus County Probation Department has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan for sanitation, safety, and maintenance tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility (15 CCR 1510).

814.2 POLICY

It is the policy of the Stanislaus County Probation Department to maintain a safe and sanitary facility. To accomplish this goal, the Department will maintain a written plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of the facility, and a preventive maintenance schedule designed to keep the facility and equipment clean and in good repair.

814.3 FACILITY SANITATION, SAFETY, AND MAINTENANCE PLAN

The Facility Superintendent shall develop and implement written, site-specific procedures for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the facility. The procedures shall provide for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner (15 CCR 1510).

The Facility Superintendent shall ensure that the safety and sanitation plan addresses, at a minimum:

- (a) Schedules of functions (e.g., daily, weekly, monthly, or seasonal cleaning, maintenance, pest control, safety surveys).
- (b) Supervision of staff members and youth to ensure proper implementation of the procedures.
- (c) Self-inspection checklists to identify problems and to ensure cleanliness of the facility.
- (d) Procedures, schedules, and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.
- (e) A list of approved equipment, cleaning compounds, chemicals, and related materials used in the facility, and instructions on how to safely operate, dilute, or apply the material.
- (f) Record-keeping of self-inspection procedures, forms, and actions taken to correct deficiencies.
- (g) Training requirements for staff members and youth workers on accident prevention and avoidance of hazards with regard to facility maintenance.

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Facility Sanitation, Safety, and Maintenance (Title 15, § 1510)

- (h) All youth responsibilities pertaining to the proper use and handling of chemical compounds and cleaning agents, which should be included in the youth handbook.
- (i) A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- (j) Detailed processes for the procurement, storage, and inventory of cleaning supplies and equipment.
- (k) A process for the preventive maintenance of equipment and systems throughout the facility.
- (l) Staff member supervision of the provision and use of cleaning tools and supplies.

Cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic, or otherwise harmful substances shall be clearly labeled, kept in a locked storage area, and only used by staff members.

Consideration should be given to general job descriptions and/or limitations relating to personnel or youth assigned to carrying out the plan. Specialized tasks, such as changing air filters, cleaning ducts, and facility pest control, are more appropriately handled by the Department or by contract with private firms.

Youth engaged in sanitation duties shall do so only under the direct supervision of qualified staff members. When youth work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

All staff members shall report any unsanitary or unsafe conditions to a supervisor. Staff members shall report repairs needed to the physical plant and to equipment by submitting a work order to a supervisor. The Supervisor will conduct daily cleaning inspections. The Facility Superintendent or the authorized designee will conduct weekly safety and sanitation inspections of the facility.

See the Stanislaus County Probation Department JD Procedures Manual: SANITATION INSPECTIONS for further information.

814.4 WORK ORDERS

All reports of unsafe or unsanitary conditions, as well as repairs needed to the physical plant and equipment, shall be documented in a work order. Maintenance requests shall be submitted electronically and tracked to ensure the repairs are made or action is taken. All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Facility Superintendent.

814.5 SAFETY DATA SHEETS

Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous materials and substances, including instructions on safe handling, storage, disposal, prohibited interactions, and other details relative to the specific material.

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Facility Sanitation, Safety, and Maintenance (Title 15, § 1510)

The Facility Superintendent shall be responsible for ensuring that a written hazard communication plan is developed, implemented, and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e)):

- (a) A list of all areas where hazardous materials are stored.
- (b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.
- (c) A log for identifying new or revised SDS materials.
- (d) A log for documenting training for users of the hazardous materials.

See the Stanislaus County Probation Department JD Procedures Manual: SANITATION INSPECTIONS for further information.

814.5.1 SDS USE

All supervisors and users of SDS information may review the latest issuance from the manufacturers of the relevant substances. Staff members and youth shall have continuous access to the SDS for the substance they are using while working (29 CFR 1910.1200(e)).

The use of chemicals shall be done in accordance with the product label and SDS, which may include the use of personal protection equipment (PPE) (15 CCR 1510).

See the Stanislaus County Probation Department JD Procedures Manual: SANITATION INSPECTIONS for further information.

814.5.2 SDS DOCUMENTATION MAINTENANCE

Changes in SDS information occur often and without general notice. Any person accepting a delivery, addition, or replacement of any hazardous material shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Supervisors shall review SDS information in their work areas semiannually to determine if the information is current and that appropriate training has been completed. Upon review, a copy of the SDS file and all logs shall be forwarded to the Safety Analyst or the authorized designee.

814.5.3 SDS RECORDS MASTER INDEX

The Safety Analyst or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of SDS information. The Safety Analyst will maintain this information in the safety office (or equivalent), with a copy sent to the local fire department. Documentation of the semiannual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, current list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

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Facility Sanitation, Safety, and Maintenance (Title 15, § 1510)

814.5.4 CLEANING PRODUCT RIGHT TO KNOW ACT

In addition to SDS information, printable information regarding ingredients of certain products used by staff members and youth shall be readily accessible and maintained in the same manner as an SDS (Labor Code § 6398.5; Health and Safety Code § 108952(f); Health and Safety Code § 108954.5(c)).

814.6 JANITORIAL CLOSETS

At least one securely lockable janitorial closet should be provided within the secure area of the facility. Each secure janitorial closet should contain a mop sink and sufficient area for storing cleaning implements (24 CCR 1230.1.21).

Access to secure janitorial closets shall be controlled and supervised by officers. Youth should not be allowed access to the janitorial closets except under the direct supervision of an officer.

814.7 SANITATION SCHEDULE

A daily, weekly, and monthly cleaning schedule will be established by each housing unit supervisor. Facility staff members should implement a site-specific plan for cleaning and maintaining each area of the facility (e.g., housing, food preparation, laundry, loading dock/trash storage, barber shop, warehouse, common areas). The following recommendations include but are not limited to specific areas and items (15 CCR 1510):

- (a) Daily cleaning:
 - 1. Sweep and then wet mop the entire Juvenile Institutions floor
 - 2. Clean all housing areas
 - 3. Empty all trash receptacles
 - 4. Clean all toilets and sinks
 - 5. Clean all showers
- (b) Weekly cleaning:
 - 1. Dust bars and window ledges
 - 2. Clean air conditioning/heating grates
 - 3. Clean mattresses (mattresses are also to be cleaned before being issued to a new youth)
 - 4. Pour water down floor drains to test for flow
- (c) Monthly cleaning:
 - 1. Walls
 - 2. Ceilings
 - 3. Bunk pans

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Facility Sanitation, Safety, and Maintenance (Title 15, § 1510)

Staff members and youth workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals, and areas of responsibility.

See the Stanislaus County Probation Department JD Procedures Manual: SANITATION INSPECTIONS for further information.

814.8 INFIRMARY CLEANING

Medical care housing as described in Title 24 of the California Code of Regulations, § 13-201(c)6 shall be cleaned and sanitized according to policies and procedures as established by the Medical Director (15 CCR 1510).

814.9 INSPECTION CHECKLIST

The Facility Superintendent or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked by supervisors on a daily, weekly, and monthly basis throughout the facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be forwarded to the Facility Superintendent or the authorized designee for annual review, filing, and retention as required by the established records retention schedule.

See the Stanislaus County Probation Department JD Procedures Manual: HOUSEKEEPING AND MAINTENANCE for further information.

Youth Safety

815.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a safety program to reduce youth injuries by analyzing causes of injuries and identifying and implementing corrective measures.

815.2 POLICY

It is the policy of the Stanislaus County Probation Department to provide a safe environment for youth confined at this facility, in accordance with all applicable laws, by establishing an effective safety program, investigating [youth] injuries, and taking corrective actions as necessary to reduce accidents and injury.

815.3 RESPONSIBILITIES

The Facility Superintendent or authorized designee will be responsible for the development, implementation, and oversight of the safety program. This program will include but is not limited to (15 CCR 1510):

- (a) A system to identify and evaluate hazards, including scheduled inspections to identify unsafe conditions.
- (b) Analysis of youth injury reports to identify causes and to recommend corrective actions.
- (c) Methods and procedures to promptly correct unsafe and/or unhealthful conditions and work practices.

815.4 INVESTIGATION OF REPORTED YOUTH INJURY

Whenever there is a report of an injury to a youth that results from accidental or intentional acts, other than an authorized use of force by officers, the Chief Probation Officer or the authorized designee will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified (15 CCR 1341). Injuries resulting from use of force incidents will be investigated and reported under the Use of Force Policy.

815.5 REQUIRED DOCUMENTATION

The Supervisor shall ensure that documentation relating to a youth's injury are completed and should include, as appropriate:

- (a) Incident reports
- (b) Investigative reports.
- (c) Health record entries.
- (d) Any other relevant documents or photographs.

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Youth Safety

815.6 ANNUAL REVIEWS

The Chief Probation Officer or the authorized designee shall annually review all injuries involving youth to identify problem areas and document a plan of action to abate circumstances relating to youth injuries.

The plan of action should include but is not limited to:

- (a) The area where the deficiencies have been identified.
- (b) Strategies to abate the deficiency.
- (c) Resources needed to correct a deficiency.
- (d) Who is responsible for taking corrective action.
- (e) The target completion date.

The Chief Probation Officer shall consult with the Department risk manager to coordinate corrective action or to seek managerial/administrative guidance for implementing corrective action.

815.7 NOTIFICATION

The Facility Superintendent should, in cooperation with the Medical Director, develop procedures for notification of a youth's serious illness or injury to the necessary parties (e.g., juvenile court, the parent/guardian, or person standing in loco parentis, the youth's attorney) (15 CCR 1341).

Chapter 9 - Food Services

Frequency of Serving (Title 15, § 1460)

900.1 PURPOSE AND SCOPE

This policy provides guidelines on the frequency of serving food as well as dietary considerations for youth housed in the facility (15 CCR 1460 et seq.).

900.2 POLICY

It is the policy of this department that all youth shall be served meals and snacks in accordance with applicable laws, regulations, and standards.

900.3 MEAL AND SNACK SERVING INTERVALS AND TIMING

Meals shall be served at least three times during each 24-hour period, and at least one of those meals must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that youth receive meals that meet nutritional guidelines (15 CCR 1461). Food shall be offered to youth at the time of initial intake (15 CCR 1460).

Food shall be served to youth if more than 14 hours pass between a substantial evening meal and breakfast. A nourishing snack shall be provided to all youth between two to four hours after the dinner meal is served (15 CCR 1460).

A substantial evening meal is classified as a serving of three or more menu items at one time, including a high-quality protein, such as meat, fish, eggs, or cheese. The meal shall represent no less than 20% of the day's total nutrition requirements. A nourishing snack is classified as a combination of two or more food items from two different food groups, such as cheese and crackers or fresh fruit and cottage cheese.

900.4 REQUIREMENTS FOR DINING PERIODS

Youth shall be provided at least 20 minutes of dining time for the actual consumption of each meal. Medical may prescribe additional eating time when necessary for proper intake of a prescribed diet meal.

The dining room shall have an area designated for youth who have been prescribed a longer time to eat by a qualified health care professional or a dietitian, or as deemed appropriate by a supervisor.

900.5 MISSED MEALS

Youth who miss, or may miss, a regularly scheduled meal shall be provided with a beverage and a substitute meal (15 CCR 1460).

Youth on medical diets who miss their regularly scheduled meal shall be provided with their prescribed meal (15 CCR 1460).

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Frequency of Serving (Title 15, § 1460)

900.6 YOUTH WHO RECEIVE MEDICAL OR OTHER APPROVED DIETS

Staff members shall identify youth who have prescribed medical or authorized religious diets so those youth receive their meals accordingly. Food shall be served to youth on medical diets as prescribed by the attending physician (15 CCR 1460).

See the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES for further information.

Dietary Guidelines (Title 15, § 1461)

901.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of youth are met and that overall health is promoted through balanced, nutritious diets (15 CCR 1461).

901.2 POLICY

It is the policy of this department that diets provided by this facility will meet or exceed the guidelines established in the current publication of the U.S. Department of Agriculture's Dietary Guidelines for Americans (DGA).

901.3 REVIEW OF DIETARY ALLOWANCES

The Supervising Custodial Cook is responsible for developing the facility's menus and shall ensure that all menus served by food services comply with the DGA and U.S. Department of Agriculture (USDA) Free Lunch Program guidelines. Any deviation from the DGA or USDA guidelines shall be reviewed by the Chief Probation Officer or the authorized designee and the Medical Staff.

The Supervising Custodial Cook or the authorized designee shall ensure that the facility's dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DGA and the requirements of 15 CCR 1461.

Menus should be evaluated at least quarterly by the Supervising Custodial Cook or the authorized designee.

901.4 MINIMUM DIETARY STATE REQUIREMENTS

Juvenile Institutions meals shall be based on nutritional standards that may include the Federal Child Nutrition Meal Program. The minimum diet provided shall be based on the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2008 California Food Guide, and the most current Dietary Guidelines for Americans (15 CCR 1461).

Snacks may be included as part of the minimum diet. A wide variety of foods should be served.

The nutritional requirements for the minimum diet include but are not limited to the following (15 CCR 1461):

- (a) Protein Group includes beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, and textured vegetable protein (TVP). One serving is 14 grams or more of protein; the daily requirements shall equal two servings (a total of 196 grams per week). In addition, there shall be a requirement for a third serving of legumes three days a week, and/or three servings from another protein group. One serving equals but is not limited to one of the following examples:
 - 1. 2 to 3 oz. (without bone) lean, cooked meat, poultry, or fish
 - 2. 2 medium eggs
 - 3. 1 cup cooked dry beans, peas, or lentils

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4. 4 Tbsp. peanut butter
 5. 8 oz. tofu
 6. 2 1/4 oz. dry, or 1 cup rehydrated, canned, or frozen TVP
 7. 1/2 cup seeds
 8. 2/3 cup nuts
- (b) Dairy Group includes milk (e.g., fluid, evaporated or dry; nonfat; 1% or 2% reduced fat); cheese (e.g., cottage, cheddar); yogurt; ice cream or ice milk; and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium. All milk shall be pasteurized and fortified with vitamins A and D. For youth 9-18 years of age, including pregnant and lactating youth, the daily requirement is four servings. One serving equals but is not limited to one of the following examples:
1. 8 oz. fluid milk (nonfat, 1% or 2% reduced fat)
 2. 1 1/2 oz. natural cheese
 3. 2 oz. processed cheese
 4. 1 1/2 cups of low-fat or nonfat cottage cheese
 5. 1 1/2 cups of ice milk or ice cream
 6. 1/3 cup nonfat dry milk
 7. 1/2 cup nonfat or low-fat evaporated milk
 8. 1 cup nonfat or low-fat plain yogurt
 9. 1 cup pudding
- (c) Vegetable-Fruit Group includes fresh, frozen, dried, and canned vegetables and fruits. One serving equals 1/2 cup vegetable or fruit; 6 oz. of 100% juice; one medium apple, orange, banana, or potato; 1/2 grapefruit; or 1/4 cup dried fruit. The daily requirement shall be at least six servings; at least one serving per day, or seven servings per week, shall be from each of the following three categories:
1. One serving of a fresh fruit or vegetable.
 2. One serving of a Vitamin C source containing 30 mg or more. One serving equals but is not limited to the following examples:
 - (a) Broccoli
 - (b) Brussels sprouts
 - (c) Cabbage
 - (d) Cantaloupe or honeydew melon
 - (e) Cauliflower
 - (f) Green and red peppers (not dehydrated)
 - (g) Greens, including collard, kale, turnip, and mustard greens

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- (h) Grapefruit
 - (i) Grapefruit juice
 - (j) Orange
 - (k) Orange juice
 - (l) Potato (baked only)
 - (m) Strawberries
 - (n) Tangerine, large
 - (o) Tomato paste
 - (p) Tomato puree
 - (q) Tomato juice
 - (r) Tomato sauce (6 oz.)
 - (s) Vegetable juice cocktail
3. One serving of a Vitamin A source fruit or vegetable containing 200 micrograms Retinol Equivalents (RE) or more. One serving equals but is not limited to the following:
- (a) Apricot nectar (6 oz.)
 - (b) Apricots
 - (c) Cantaloupe
 - (d) Carrots
 - (e) Greens, including kale, spinach, chard, beet, mustard, or turnip greens
 - (f) Mixed vegetables with carrots
 - (g) Peas and carrots
 - (h) Pumpkin
 - (i) Red peppers
 - (j) Sweet potatoes or yams
 - (k) Vegetable juice cocktail (6 oz.)
 - (l) Winter squash
- (d) Grain Group includes but is not limited to bread, rolls, pancakes, sweet rolls, ready-to-eat or cooked cereals, cornbread, pasta, rice, tortillas, and any food item containing whole or enriched grains. At least four servings from this group must be made with some whole grains. The daily requirement for youth shall be a minimum of six servings, or 42 servings per week. One serving equals but is not limited to one of the following examples:
- 1. Bread, white (including French and Italian), whole wheat, rye, pumpernickel, or raisin - 1 slice

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Dietary Guidelines (Title 15, § 1461)

2. Bagel, small - 1/2
 3. English muffin, small - 1/2
 4. Plain roll, muffin, or biscuit - 1
 5. Frankfurter roll - 1/2
 6. Hamburger bun - 1/2
 7. Dry breadcrumbs - 3 Tbsp.
 8. Arrowroot crackers - 3
 9. Graham crackers, 2 1/2" - 2
 10. Matzo, 4" x 6" - 1/2
 11. Oyster crackers - 20
 12. Pretzels, 3 1/8" long, 1/8" diameter - 25
 13. Rye wafers, 2" x 3 1/2" - 3
 14. Soda crackers, 2 1/2" sq. - 6
 15. Ready-to-eat unsweetened cereal - 3/4 cup
 16. Cereal, cooked - 1/2 cup
 17. Barley, couscous, grits, macaroni, noodles, pastas, rice, spaghetti, etc. - 1/2 cup
 18. Cornmeal, dry - 2 Tbsp.
 19. Flour (such as wheat, whole wheat, carob, soybean, cornmeal) - 2 1/2 Tbsp.
 20. Wheat germ - 1/4 cup
 21. Pancake, 5" - 1
 22. Waffle, 5" - 1
 23. Tortilla, 6" (corn/flour) - 1
- (e) The following are examples of whole grains and whole-grain products:
1. Barley
 2. Pumpernickel bread
 3. Bran
 4. Rolled oats
 5. Brown rice
 6. Rye
 7. Cornmeal
 8. Whole grain
 9. Tortilla

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10. Bagels, muffins, graham crackers
 11. Baked taco/tostada shell
 12. Hot cereal
 13. Cracked wheat (bulgur)
 14. Pancakes and waffles
 15. Flour
 16. Ready-to-eat cereal
 17. Carob
 18. Whole wheat
 19. Soybean
 20. Bread
 21. Rolls
 22. Oatmeal
 23. Popcorn
- (f) Calories. Recommended daily caloric allowances for both female and male youth is a minimum of 2,500 calories, not to exceed 3,000. Calorie increases with the exception of a medical diet may be collaboratively determined by the Facility Superintendent, dietitian, Supervising Custodial Cook, and the Medical Staff in accordance with the Menus Policy.
1. Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code § 6030(e). They may also receive a supplemental snack, if medically indicated.
 2. In keeping with chronic disease prevention goals, total dietary saturated fat shall not exceed 10% of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intent of the most current DGA of reducing overall added sugar and sodium levels. Herbs and spices may be used to improve the taste and appearance of food served.

See the Stanislaus County Probation Department JD Procedures Manual: DIETARY GUIDELINES for further information.

901.5 REQUESTS FOR SPECIAL DIETS

The Supervising Custodial Cook or the authorized designee shall have a written process for how vegetarian or vegan diets may be requested and granted or denied. Religious diets, and when provided, vegetarian or vegan diets, must conform to these nutrition standards (15 CCR 1461).

See the Stanislaus County Probation Department JD Procedures Manual: DIETARY GUIDELINES for further information.

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Dietary Guidelines (Title 15, § 1461)

901.5.1 MEDICAL DIETS

The Supervising Custodial Cook shall be responsible for ensuring that all youth who have been prescribed medical diets by qualified health care professionals are provided with diet-compliant meals. A diet manual, which includes samples of medical diets, shall be maintained in the food services areas.

See the Stanislaus County Probation Department JD Policy: PRESCRIBED MEDICAL DIETS for more information.

901.5.2 RELIGIOUS DIETS

The Supervising Custodial Cook, to the extent reasonably practicable, will provide special diets for youth in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

901.5.3 SPECIAL DIET MEAL RECORDS

Youth who receive authorized religious diet, prescribed medical diet, pregnancy diet, or vegan or vegetarian diet meals should sign a document for receipt of each meal indicating:

- (a) The youth's name.
- (b) The youth's identification number.
- (c) The dates and times of meal service.
- (d) The housing location or dining location where the meal is delivered.
- (e) A list of items provided for the meal.

All special diet meal records shall be retained in accordance with established retention schedules and applicable statutory regulations.

Prescribed Medical Diets (Title 15, § 1462)

902.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that youth who require prescribed medical diets because of a diagnosed medical condition are provided with nutritionally balanced meals that are medically approved and meet nutritional and safety standards (15 CCR 1462).

902.2 POLICY

It is the policy of this department to provide medical diet meals as prescribed by qualified health care professionals.

902.3 PRESCRIBED MEDICAL DIETS

Only the attending physician shall prescribe a medical diet for a youth. The medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. The Facility Superintendent shall comply with any medical diet prescribed for a youth (15 CCR 1462).

The Facility Superintendent and the Medical Staff shall ensure that the medical diet manual including sample menus of medical diets shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the Medical Staff shall approve, the diet manual annually (15 CCR 1462).

As a best practice, all medical diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of a youth developing an adverse medical condition or nutritional defect as the result of a diet that is inconsistent with the youth's current medical needs. A diet request form should be provided to youth.

Pregnant and lactating females shall be provided a balanced, nutritious diet approved by a physician in accordance with the Pregnant/Postpartum Youth Policy and the Dietary Guidelines Policy.

902.4 STAFF MEMBER COMMUNICATION/COORDINATION

It is the responsibility of the Medical Staff to compile a list of all youth prescribed medical diets. The list should contain:

- (a) The youth's name.
- (b) The youth's identification number.
- (c) The housing location or dining location where the meals will be delivered.
- (d) The youth's medical diet type.
- (e) Special remarks or instructions.

Any time youth are assigned to a different housing unit or are released, detention staff members must notify the food services personnel immediately.

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Prescribed Medical Diets (Title 15, § 1462)

902.5 PREPARATION AND DELIVERY OF MEDICAL DIET MEALS

The Supervising Custodial Cook or the authorized designee is responsible for reviewing the medical diet lists prepared by the attending physician in cooperation with the Medical Staff, counting the number and type of medical meals to be served, and preparing the food according to the medical diet menu designed by the registered dietitian.

Medical diets may include snacks and oral supplements. Snacks and supplements should be distributed at the time designated per the medical diet order. Individual labels and written documents clearly identifying each meal and any included snacks should be prepared by the food services staff members and should contain:

- (a) The youth's name.
- (b) The youth's identification number.
- (c) The housing location where the meals will be delivered.
- (d) The youth's medical diet type.
- (e) A list of items provided for the meal.

The staff member responsible for meal distribution shall ensure that any youth prescribed a medical diet meal by the attending physician or the authorized designee receives the prescribed meal. Youth who receive a medical diet meal should sign for receipt of the meal. Staff who serve the diet meal also sign off on the receipt of the meal. Medical diet meal receipts should be retained in the kitchen files for an amount of time necessary to resolve any dispute about the receipt or composition of a prescribed meal.

Unless a medical diet was prescribed with a specific end date, only the attending physician or the authorized designee may order that a medical diet be discontinued.

If prescribed by the attending physician or the authorized designee, supplemental food shall be served to youth more frequently than the regularly scheduled meals. A youth who misses a regularly scheduled meal shall receive the prescribed meal.

902.6 MEDICAL DIET MEAL RECORDS

Youth receiving prescribed medical diet meals must sign a document indicating:

- (a) The youth's name.
- (b) The youth's identification number.
- (c) The dates and times of service.
- (d) The housing location or dining location where the meals were delivered.
- (e) The youth's medical diet type.
- (f) A list of items provided for the meal.

All information regarding a medical diet is part of a youth's medical record and is therefore subject to state and federal privacy laws concerning medical records.

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Prescribed Medical Diets (Title 15, § 1462)

Medical diet orders shall be maintained on file for at least one year and in accordance with established retention schedules and applicable statutory regulations (15 CCR 1462).

See the Stanislaus County Probation Department JD Procedures Manual: PRESCRIBED MEDICAL DIETS for further information.

Menus (Title 15, § 1463)

903.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines on food service menu planning and dietary considerations for youth housed in the facility (15 CCR 1463).

903.2 POLICY

It is the policy of this department that the food service menu provided by this facility will meet or exceed the guidelines established in the current publication of the U.S. Department of Agriculture's Dietary Guidelines for Americans. Food services and nutritional requirements for youth are set forth in Article 9, Sections 1460-1467 of the California Administrative Code Title 15, Minimum Standards for Juvenile Facilities.

903.3 MENU PLANNING

All menus shall be planned, dated, and available for review at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic demographics of the youth population within the facility, thus preventing repetitive meals. Menus shall be approved by a registered dietitian or nutritionist before being served, in accordance with the Dietary Guidelines Policy (15 CCR 1463).

If any meal served varies from the planned menu, or practices, these changes shall be carefully evaluated by the Supervising Custodial Cook in consultation with the Facility Superintendent, dietitian, medical staff members, and other professionals, and shall be noted in writing on the planned menu and/or production worksheet (15 CCR 1463). Any substitutions of the planned menu will be of equal or better nutritional value.

Menus as planned, including changes, shall be retained for one year and evaluated by a registered dietitian at least annually (15 CCR 1463).

Facility menus shall be evaluated at least quarterly by the Supervising Custodial Cook to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews, and quarterly evaluations shall be maintained by SupervisingCustodialCook in accordance with established records retention schedules (15 CCR 1463).

Meal Production Records will be completed daily.

903.4 MENU CYCLE PLANNING

The Supervising Custodial Cook or the authorized designee should plan the menus one month before their use.

Any changes to the menu must be recorded and kept until the next annual inspection. Any menu substitutions must use better or similar items (15 CCR 1463).

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Menus (Title 15, § 1463)

Menus should include dairy, vegetable, grain, and protein groups, including total dietary fat, as recommended by the DGA and USDA Free Lunch Program guidelines, specific to age and gender (15 CCR 1461).

Cycle menus:

- (a) The Supervising Custodial Cook will produce a cycle menu consisting of five (5) weeks with a variety of menus not repeating.
- (b) Nutritional analysis will be accomplished using NutriKids menu planning software.
- (c) The five-week menu cycle will be printed and distributed to the units and made available to staff as needed.
- (d) Menu production worksheets shall be annotated as necessary and filed.
 - 1. Supplemental foods provided shall be noted on the menu production sheet.
- (e) Therapeutic menu requests will be provided by Medical staff and retained in the Kitchen office.

See the Stanislaus County Probation Department JD Procedure Manual: FOOD SERVICES for further information.

Food Services and Supervision (Title 15, § 1464 and § 1467)

904.1 PURPOSE AND SCOPE

The Department recognizes the importance of providing nutritious food and services to youth to promote good health, to reduce tension in the Juvenile Institutions, and ultimately to support the safety and security of the Juvenile Institutions. This policy provides guidelines on the preparation of food services items and dietary considerations for youth housed in the facility.

904.2 POLICY

It is the policy of this department that food services shall provide youth with a nutritionally balanced diet in accordance with federal, state, and local laws and with regulations for daily nutritional requirements, and that food services shall adhere to all sanitation and food safety requirements.

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in Health and Safety Code § 113700 et seq. (California Retail Food Code).

904.3 SUPERVISING CUSTODIAL RESPONSIBILITIES

The Supervising Custodial Cook shall be responsible for developing and implementing procedures to ensure that all meals are prepared, delivered, and served in accordance with applicable laws, regulations, and standards.

The Supervising Custodial Cook in cooperation with the Facility Superintendent shall ensure that site-specific procedures are developed and implemented and to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and/or served only under the immediate supervision of a youth supervision staff member (15 CCR 1467).

The Supervising Custodial Cook shall be responsible for overseeing the day-to-day management and operation of the food services area and ensuring adherence to safe and effective site-specific food services practices (15 CCR 1464; 15 CCR 1467). Such practices shall include but not be limited to:

- (a) Developing, implementing, and managing a budget for food services.
- (b) Ensuring sufficient staff members are assigned and scheduled to efficiently and safely carry out all functions of the food services operation (15 CCR 1467).
- (c) Establishing, developing, and coordinating appropriate training for staff members and youth workers.
- (d) Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.

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- (e) Ensuring the food services operation is sanitary and meets the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with FDA and USDA requirements and standards.
- (f) Performing other duties and activities as determined by the Facility Superintendent.
- (g) Developing a food service plan (15 CCR 1464).

904.4 FOOD SERVICES PLAN - STATE REQUIREMENTS

The Department shall maintain a written site-specific food service plan that complies with the applicable California Retail Food Code (15 CCR 1464).

In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced Supervising Custodial Cook or designee to complete a written food service plan (15 CCR 1464).

In facilities with less than an average daily population of 50 youth that do not employ or have a Supervising Custodial Cook available, the Facility Superintendent shall complete a written food service plan (15 CCR 1464).

The plan shall include but not be limited to the following policies and procedures (15 CCR 1464):

- (a) Menu planning
- (b) Purchasing
- (c) Storage and inventory control
- (d) Food preparation
- (e) Food serving
- (f) Transporting food
- (g) Orientation and on-going training
- (h) Personnel supervision
- (i) Budgets and food costs accounting
- (j) Documentation and record-keeping
- (k) Emergency feeding plan
- (l) Waste management
- (m) Maintenance and repair
- (n) Hazard Analysis Critical Control Point plan
- (o) Provision for maintaining three days' worth of meals for testing in the event of food-borne illness

904.4.1 VENDOR SERVICES

The Facility Superintendent or the authorized designee is responsible for seeing that vendor food services, where applicable, comply with the scope and quality of services specified in the contract.

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See the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES for further information.

904.5 MENU PLANNING

All menus shall be planned, dated, and available for review at least one month in advance. Menus shall provide a variety of foods reflecting the demographics of the youth/staff member population and should consider appearance, dietary allowances, flavor, nutrition, palatability, temperature, and texture. Menus shall be approved by a registered dietitian or nutritionist before being served (15 CCR 1464).

904.6 FOOD SAFETY

Temperatures in all food storage areas should be checked and recorded at the beginning of each shift. Holding temperatures for cold and hot foods shall be checked and recorded every two hours. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature as outlined in the Kitchen Facilities, Sanitation, Inspections, and Food Storage Policy.

One sample from each meal served shall be dated and maintained under refrigeration for testing in the event of a food-borne illness outbreak. Sample meals shall be discarded at the end of three days if no food-borne illness is reported (15 CCR 1464).

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

See the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES for further information.

904.7 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect youth from food-borne illness. Food services staff members shall adhere to sanitation and food storage practices, and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services and Supervision Policy and FDA and USDA requirements and standards.

Food production and services (excluding meal service) will be under staff member supervision (15 CCR 1321). Food production, storage and inventory control, and food-handling practices will follow the appropriate federal, state, or local sanitation laws in accordance with Health and Safety Code § 113947 (15 CCR 1464).

See the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES for further information as well as the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES WORKERS' HEALTH, SAFETY, AND SUPERVISION for further information.

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904.7.1 PREPARED FOOD

Food services staff members may serve food prepared by an outside source provided that the food meets the nutritional standards contained in this policy and the Dietary Guidelines Policy (15 CCR 1464).

904.8 SAFETY, SECURITY, AND SANITATION GUIDELINES

As the mealtime approaches, officers should direct the youth to get dressed and be ready for meals. Youth should be assembled and a head count taken to verify all youth in the housing location are present. Officers should watch for signs of injury or indications of altercations and should investigate any such signs accordingly. Officers should remain alert to the potential for altercations during youth movement and meals. Meals shall be served under the direct supervision of officers (15 CCR 1464).

Officers should direct an orderly filing of youth to the dining room or assigned seating in the dayroom.

Officers shall be responsible for maintaining order and enforcing rules prohibiting excessive noise and intimidation of other youth to relinquish food during mealtime.

To the extent reasonably practical, an adequate number of food services staff members and officers should supervise meal services in dining areas.

904.9 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the youth population has confidence in the safety and quality of their food. Staff members should supervise the transport and delivery of food to the respective serving areas. Staff members shall ensure the food is protected during transportation and delivered to the right location efficiently and under the right temperatures (15 CCR 1464).

Food services staff members should report any suspected breach in the safety or security of the food supply. Staff members should be alert to youth behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff members should report any suspicion of youth unrest to a supervisor.

Any change to the published menu or the standard portioning should be documented.

904.10 SUPERVISION OF FOOD PREPARATION AND DELIVERY

Only staff members authorized to work in the food preparation area will be allowed inside. Food services staff members shall adhere to the following (15 CCR 1464):

- (a) Correct ingredients are used in the proper proportions.
- (b) Food is maintained at proper temperatures.
- (c) Food is washed and handled properly.
- (d) Food is served using the right utensils and in the proper portion sizes.

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- (e) Utensils such as knives, cutting boards, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food are properly washed and sanitized after use. Disposable utensils and dishes will not be reused.
- (f) All utensils are securely stored under sanitary conditions when finished.

See the Stanislaus County Probation Department JD Procedures Manual: FOOD SERVICES WORKERS' HEALTH, SAFETY, AND SUPERVISION for further information.

904.11 EMERGENCY MEAL SERVICE PLAN

The Supervising Custodial Cook shall establish and maintain an emergency meal service plan for the facility (15 CCR 1464).

Such a plan should ensure that there is at least a seven-day supply of food maintained in storage for youth. If an emergency precludes the preparation of at least one hot meal per day, the Facility Superintendent may declare an emergency suspension of standards for the duration of the emergency.

During an emergency suspension, the Supervising Custodial Cook shall assign a registered dietitian to ensure that minimum nutritional and caloric requirements are met.

If the youth food supply drops below that which is needed to provide meals for two days, the Facility Superintendent or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Chief Probation Officer should consider requesting assistance from allied agencies through mutual aid or the National Guard.

904.12 FOOD BUDGETING AND ACCOUNTING

The Supervising Custodial Cook is responsible for establishing a per-meal, per-youth budget for food, equipment, and supplies needed for the effective operation of the facility food services. This includes monitoring purchases according to the budgeted weekly and monthly spending plans (15 CCR 1464).

The volume for purchasing should be based on the food services needs and storage availability. The food services manager is responsible for establishing and maintaining detailed records and proper accounting procedures, and should be prepared to justify all expenditures and establish future budget requirements.

904.12.1 FOOD BUDGETING AND ACCOUNTING PROCEDURES

The Supervising Custodial Cook is responsible for ensuring that food services are delivered in an efficient and cost-effective manner by employing procedures, including but not limited to (15 CCR 1464):

- (a) Assist in developing an annual budget that is realistically calculated according to previous spending data and available revenue and lists all anticipated costs for the food services operation for the coming year.

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- (b) Establishing a per-meal, per-youth cost using an inventory of existing supplies and planned purchases, minus the anticipated ending inventory.
- (c) Ensuring that accurate meal record data is collected and maintained. Meal records should include but are not limited to the date and time of service and the number of:
 - 1. Meals prepared and served for each meal period.
 - 2. Meals served per location.
 - 3. Prescribed medical diet meals served.
 - 4. Authorized religious diet meals served.
- (d) Ensuring that food is purchased from an approved wholesale/institutional vendor to ensure food safety.
- (e) Purchasing nonperishable items in bulk to maximize the budget.
- (f) Continuous monitoring and improvement to minimize poor food management and/or accounting, including but not limited to:
 - 1. Following planned menus.
 - 2. Inspecting food deliveries to ensure the right quantity is delivered and the condition of the food is acceptable.
 - 3. Purchasing food that is in season.
 - 4. Purchasing the grade of product best suited to the recipe.
 - 5. Following standard recipes.
 - 6. Producing and portioning only what is needed.
 - 7. Minimizing food waste and establishing food storage and rotation practices, including proper refrigeration.
 - 8. When reasonably practicable, responding to youth' food preferences.
 - 9. Establishing minimum staffing requirements based on facility layout and security requirements.
 - 10. Budgeting adequately for equipment repair and replacement, factoring in any labor cost savings and the need for heavy-duty equipment.
- (g) Establishing purchasing specifications, which are statements of minimum quality standards and other factors such as quantity and packaging. A basic specification should contain:
 - 1. The common name of the product.
 - 2. The amount to be purchased.
 - 3. The trade, federal, or other grade or brand required.
 - 4. The container size and either an exact number or number range of pieces in a shipping container.
 - 5. The unit on which prices are to be quoted (e.g., 6/#10 cans, 10/gallons).

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Food Services and Supervision (Title 15, § 1464 and § 1467)

- (h) Establishing accounting procedures for financial statements and inventory control.
- (i) Maintaining records of invoices, purchase orders, meal count sheets, food production records, medical and religious diet records, and inventory of food, supplies, and equipment for the required period, as mandated by the governing body of the facility to include but not be limited to:
 - 1. Original invoices will be sent to Probation Administration. The second will be filed in the kitchen office.
 - 2. Retention of all meal records in accordance with department retention schedules and state statutory regulations.

904.13 WASTE MANAGEMENT

The Supervising Custodial Cook shall develop and maintain a waste management plan that ensures the garbage is removed daily (15 CCR 1464).

See the Stanislaus County Probation Department JD Procedures Manual: FOOD STORAGE for further information.

904.14 TRAINING

The Supervising Custodial Cook, under the direction of the Facility Superintendent, is responsible for ensuring that an orientation and training curriculum is developed in accordance with USDA guidelines and implemented in the use of equipment and safety procedures for all food services personnel, including all custody staff members and service providers (15 CCR 1464).

Food Services Training (Title 15, § 1465)

905.1 PURPOSE AND SCOPE

The purpose of this policy is to implement a training program for food services workers that includes food safety, proper food-handling techniques, and personal hygiene to ensure the appropriate handling and delivery of food and reduce the risk of potential injury and food contamination (15 CCR 1465).

905.2 POLICY

It is the policy of the Stanislaus County Probation Department that all food services workers satisfactorily complete initial and ongoing training in safe food-handling techniques, including personal hygiene, in accordance with applicable health and safety laws, regulations, and standards.

It is also the policy of this department to monitor compliance for appropriate food-handling and personal hygiene requirements.

905.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

The Facility Superintendent, in cooperation with the Supervising Custodial Cook, shall develop and implement written procedures to ensure that supervisory staff members and food services workers receive ongoing training in safe food-handling techniques, including personal hygiene, in accordance with California Retail Food Code (CalCode), Health and Safety Code § 113947. The procedures shall include provisions for monitoring compliance that ensure appropriate food-handling and personal hygiene requirements (15 CCR 1465).

905.4 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

The Supervising Custodial Cook, under the direction of the Facility Superintendent, is responsible for ensuring that a training curriculum is developed in accordance with U.S. Department of Agriculture (USDA) guidelines and implemented in the use of equipment and safety procedures for all food services personnel, including staff members and service providers (15 CCR 1465).

Each youth food services worker shall satisfactorily complete the initial training before being assigned to prepare, deliver, or serve food. Food services workers should receive periodic supplemental training as determined by the Supervising Custodial Cook.

The training shall include, at a minimum:

- (a) Work safety practices and use of safety equipment.
- (b) Sanitation in the facility's food services areas.
- (c) Reducing risks associated with operating machinery.
- (d) Proper use of chemicals in food services areas.
- (e) Employing safe practices.
- (f) Facility emergency procedures.

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Food Services Training (Title 15, § 1465)

A statement describing the duties and proper time schedule should be developed for each job function in the facility's kitchen and food services operation. The Supervising Custodial Cook, at the direction of the Facility Superintendent, should establish an employee/kitchen worker training course, and all staff members shall be trained on how to assemble, operate, clean, and sanitize kitchen equipment.

Information about the operation, cleaning, and care of equipment, including manufacturer's literature, that is suitable for use as reference material shall be kept in the food services operation area. The reference material should be used in developing training on the use of the equipment and the maintenance and cleaning procedures.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment must be carefully planned to facilitate cleaning, sanitizing, service, and repairs. The equipment must also meet any applicable government codes.

905.4.1 FOOD PREPARATION TRAINING

In addition to kitchen equipment and safety procedures general training, the curriculum for staff members and youth working in food services shall address safe food-handling techniques, including (15 CCR 1465):

- (a) Proper hand-washing techniques and personal hygiene as it applies to food services work.
- (b) Proper application and use of gloves when handling food.
- (c) Proper use of protective hair coverings, such as hats or hairnets.
- (d) Wearing clean aprons and removing aprons before entering toilet facilities or leaving the kitchen area.
- (e) Maintaining proper cooking and holding temperatures for food.
- (f) Proper portioning and serving of food.
- (g) Covering coughs and sneezes to reduce the risk of food-borne illness transmission.
- (h) Reporting illness, cuts, or sores to the staff member in charge.
- (i) Proper storage of all food items, including refrigerating and freezing food.

905.4.2 TESTING

A test should be developed to determine and document that the food services workers understand the proper procedures demonstrated during training. Food services workers are required to pass the test to work in the food services area. Only trained personnel are authorized to use food services equipment.

Kitchen Facilities, Sanitation, Inspections, and Food Storage (Title 15, § 1466)

906.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper design, construction, maintenance, sanitation, and inspection requirements of the food preparation, service, and storage areas, and to ensure sufficient access to toilets and washbasins near the food preparation area for convenient sanitation and proper hygiene (15 CCR 1466).

906.2 POLICY

It is the policy of this department to comply with all federal, state, and local health and safety laws, regulations, and standards concerning the institutional preparation, service, and storage of food.

906.3 COMPLIANCE WITH CODES

The Facility Superintendent is responsible for ensuring that food preparation, service, and storage areas comply with all applicable laws, regulations, and standards and that food preparation areas are sanitary, well lit, and ventilated, and have adequate temperature-controlled storage for food supplies (15 CCR 1466).

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must be approved by the local public health entity to ensure adequate food protection.

Living or sleeping quarters are prohibited in the food preparation and food services areas (Health and Safety Code § 114286).

The food preparation area must avoid cross-contamination and remain free from pest infestation (Health and Safety Code § 114259).

906.3.1 COMPLIANCE WITH OUT-SOURCED FOOD SERVICES

The Facility Superintendent shall ensure the requirements of Health and Safety Code § 114381 are met when youth prepare meals for self-consumption or when frozen meals or pre-prepared food from other permitted food facilities is reheated and served (15 CCR 1466).

906.4 CONSTRUCTION REQUIREMENTS

All remodeling and new construction of food preparation areas shall comply with federal, state, and local building codes, comply with food and agricultural laws and standards, and include any required approvals from any local regulatory authority (Health and Safety Code § 113700).

The size of the food preparation area shall be adequate for the facility's population.

Floors, floor coverings, walls, wall coverings, and ceilings should be designed, constructed, and installed so they are smooth, nonabsorbent, and attached so that they are easily cleanable (Health and Safety Code § 114268; Health and Safety Code § 114271; 15 CCR 1466).

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Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a smooth, nonabsorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed, and temperature-controlled for the food being stored (Health and Safety Code § 114047; 15 CCR 1466).

Lighting throughout the kitchen and storage areas shall be sufficient for staff members and youth to perform necessary tasks (Health and Safety Code § 114252; 15 CCR 1466).

Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, noxious odors, smoke, and fumes shall be provided, if necessary (Health and Safety Code § 114149(a); 15 CCR 1466).

All equipment used in the food preparation area shall be commercial grade and certified by the American National Standards Institute or approved by a registered environmental health professional/sanitarian (Health and Safety Code § 114130; 15 CCR 1466).

Dishwashing machines will operate in accordance with the manufacturer recommendations, and hot water temperatures will comply with federal, state, and local health requirements (Health and Safety Code § 114101; 15 CCR 1466).

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning. Equipment should be corrosion resistant and free of pits, crevices, and sharp corners.

Dry food storage must have sufficient space to store at least 15 days of supplies. All food must be stored in sealed containers at least 6 inches off the floor (Health and Safety Code § 114047; 15 CCR 1466).

See the Stanislaus County Probation Department JD Procedures Manual: FOOD PREPARATION for further information.

906.5 TOILETS AND WASHBASINS

A sufficient number of toilets and washbasins shall be located near the food preparation area for convenient sanitation and proper hygiene. Toilet facilities shall be enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning and maintenance.

Signs shall be conspicuously posted throughout the food preparation area and in each restroom instructing all food services staff members and youth workers to wash their hands after using the restroom. Signs shall be printed in English and in other languages as dictated by the demographics of the youth/staff member population.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities near the food preparation area should be limited to use by the food services staff members and youth workers only. Anyone working in the food services area must store their aprons in a designated clean area before entering the toilet facilities.

The Supervising Custodial Cook shall be responsible for procedures to ensure:

- (a) All fixtures in the toilet facilities are clean and in good operating condition.

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- (b) A supply of toilet paper is maintained at each toilet. Toilet facilities used by females shall have at least one covered waste receptacle.
- (c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided (Health and Safety Code § 113953.3; 15 CCR 1466).

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.

906.6 CLEANING AND INSPECTIONS BY STAFF MEMBERS

The Supervising Custodial cook or the authorized designee shall ensure that all equipment, appliances, and utensils in the food preparation areas and dining areas are inspected weekly. Adequate hot and cold water should be available in the kitchen. The water temperature of all fixtures should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A cleaning schedule for each food services area shall be developed and posted for easy reference by staff members, and shall include areas such as floors, walls, windows, and vent hoods. Equipment, such as chairs, tables, fryers, and ovens, should be grouped by frequency of cleaning:

- (a) After each use
- (b) Each shift
- (c) Daily
- (d) Weekly
- (e) Monthly
- (f) Semiannually
- (g) Annually

The Supervising Custodial Cook is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules. At the direction of the Facility Superintendent or the authorized designee, the Supervising Custodial Cook shall take prompt action to correct any identified problems.

906.6.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the weekly inspection:

- (a) Lighting is adequate and functioning properly
- (b) Ample working space is available
- (c) Equipment is securely anchored
- (d) There are suitable storage facilities, minimizing the risk of falling objects

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- (e) Floors are clean, dry, even, and uncluttered
- (f) Machines have proper enclosures and guards
- (g) A clear fire safety passageway is established and maintained
- (h) Fire extinguishers and sprinkler systems are available, not expired, and are tested regularly
- (i) The food preparation area has good ventilation
- (j) Furniture and fixtures are free from sharp corners, exposed metal, and splintered wood
- (k) All electrical equipment complies with codes and regulations
- (l) All workers wear safe clothing, hair coverings, gloves, and protective devices while working
- (m) All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety
- (n) All ranges, ovens, and hot holding equipment are clean and in good operating condition
- (o) Mixers and attachments are clean and in good operating condition
- (p) Dishwashing machines are clean and in good operating condition, and proper chemicals are in use
- (q) Water temperatures for hand sinks, washing sinks, and dishwashing machines meet minimum acceptable temperatures as required
- (r) Appropriate hand-washing stations are provided
- (s) Toilet facilities are in good repair and have a sufficient supply of toilet paper
- (t) All temperature charts and testing documents are current, accurate, and periodically reviewed and verified by the Supervising Custodial Cook
- (u) Only authorized personnel are allowed in the kitchen area
- (v) Foods are labeled and stored properly using the first-in, first-out system
- (w) The refrigerators and freezers are in good operating condition and maintain proper temperature
- (x) There is no evidence of cross-connection or cross-contamination of the potable water system

906.7 REQUIRED INSPECTIONS

The Supervising Custodial Cook is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

The Facility Superintendent shall ensure inspections are conducted of the food services facilities and equipment in accordance with Health and Safety Code § 101045.

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Documentation of the inspections, findings, deficiencies, recommended corrective actions, and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules.

The inspection should include but is not limited to the following components:

- (a) The inspector should conduct a pre-inspection briefing with the Facility Superintendent and other appropriate personnel, including the Supervising Custodial Cook, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.
- (b) The inspector should audit the policies and procedures of the food services operation.
- (c) During the inspection, the inspector should study and report on whether the following meet acceptable standards:
 - 1. Walls, ceilings, and floors are in good condition, smooth, and easily cleanable
 - 2. The kitchen layout is properly designed to avoid cross-contamination
 - 3. The kitchen is properly lighted and ventilated
 - 4. The temperature-controlled storage areas are in good operating condition and proper temperatures are being maintained
 - 5. Dry foods are properly stored off the floor, away from the walls and ceilings
 - 6. There is no sign of pest infestation
 - 7. All equipment is properly maintained, in a sanitary condition, and is certified by one of the American National Standards Institute certification agencies (e.g., Underwriters Laboratories, the National Science Foundation product certification mark)
 - 8. The dishwashing equipment is clean, in good operating condition, and maintains proper washing and rinsing temperatures
 - 9. There is no evidence of cross-contamination between the potable and contaminated water systems
 - 10. The dishware washing area is clean and supplied with proper chemicals and Safety Data Sheets
 - 11. The food is properly stored, labeled, and rotated according to first-in, first-out procedures
 - 12. The food services workers are wearing clean uniforms and practice proper personal hygiene
 - 13. All food services workers are trained for proper food handling, and there is a person in charge who is responsible for the food safety of the facility
 - 14. Appropriate hand-washing stations are provided

Any deficiencies should be noted by the inspector in the inspection report, with recommendations made for corrective action.

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At the exit interview, the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The Supervising Custodial Cook should provide the Facility Superintendent with a plan to implement the recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector.

906.8 FOOD STORAGE PROCEDURES

The Supervising Custodial Cook shall be responsible for establishing procedures to ensure the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff members shall inspect the order for quality and freshness and shall ensure that the order is correct by checking the order received against the order form. All delivery vehicles shall be inspected by food services staff members to make certain that the vehicles are clean, free from pest infestations, and maintained at the appropriate temperature for the food being carried.

If food quality and freshness do not meet commonly accepted standards, or if it is determined that proper storage temperatures have not been maintained, the employee checking the order in will refuse the item and note the refusal on the invoice.

Any food destined for return to the vendor should be stored separately from any food destined for consumption. The Supervising Custodial Cook will contact the vendor and arrange for replacement of the unacceptable food items.

Storage temperatures in all food storage areas should be checked and logged daily. Records of the temperature readings should be maintained in accordance with established records retention schedules.

An evaluation system should be established for food stored in any area with temperature readings outside the normal range and should include contingency plans for menu changes, food storage relocation, or food destruction, as indicated. All actions taken to ensure the safety of the food served should be documented and retained in accordance with established records retention schedules.

906.8.1 DRY FOOD STORAGE

Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees. Temperatures shall be monitored and recorded once each day on a checklist.

All dry items shall be stored at least 6 inches off the floor and at least 6 inches away from any wall. Only full, unopened cans and containers shall be stored in the storerooms. Open containers and packages shall be appropriately stored in the working or holding areas.

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All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in, first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

906.8.2 MAINTENANCE OF DRY FOOD STORAGE AREAS

Youth workers or staff members should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff members should inspect the storage areas to ensure they are clean and orderly. Staff members will document the inspection and record the daily temperature on the storage area checklist.

906.8.3 REFRIGERATED AND FROZEN STORAGE

Unless health codes dictate otherwise, refrigerators must be kept between 32 and 41 degrees. Deep-chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy, and meat items to extend shelf life. Other than the defrosting cycle, all freezers must maintain a temperature of 0 degrees or lower.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be recorded on the storage area checklist. Any variance outside the acceptable temperature range shall be immediately addressed. Temperature logs will be kept on the walk-in freezer and refrigerators. Temperatures will be noted on the logs and excessive temperatures will be reported to County Maintenance. The logs will be filed at the end of each month and new logs posted.

All food must be covered, labeled, and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in, first-out rotation method.

906.8.4 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS

Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. A more thorough cleaning should occur monthly, including dismantling and cleaning shelves. Food services staff members should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled.

906.8.5 STORAGE OF CLEANING SUPPLIES AND MATERIALS

Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poisonous materials should be kept in a separate, locked storage area to prevent cross-contamination with food and other kitchen supplies.

See the Stanislaus County Probation Department JD Procedures Manual: FOOD STORAGE for further information.

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906.9 STATE-SPECIFIC REQUIREMENTS

The following state-specific standards and regulations apply to facilities with on-site kitchen facilities, sanitation, food preparation, service and storage areas and shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, § 113700 et seq.; California Retail Food Code (CalCode) (15 CCR 1466).

In facilities where youth prepare meals for self-consumption, or where frozen meals or preprepared food from other permitted food facilities (see Health and Safety Code § 114381) are re-heated and served, the following applicable CalCode standards may be waived by the local health officer (15 CCR 1466):

- (a) Health and Safety Code § 114130 - 114141.
- (b) Health and Safety Code § 114099.6, 114095 - 114099.5, 114101 - 114109, 114123, and 114125. If a domestic or commercial dishwasher, capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service kitchen utensils and multi-service consumer utensils.
- (c) Health and Safety Code § 114149 - 114149.3 except that, regardless of such a waiver, the Juvenile Institutions shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors, and smoke from the kitchen.
- (d) Health and Safety Code § 114268 - 114269.
- (e) Health and Safety Code § 114279 - 114282.

Tools and Culinary Equipment Control

907.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment to reduce the risk of such items becoming weapons for the youth population. While specific youth workers sometimes may need to possess tools or equipment for legitimate daily operations, staff members must carefully monitor and control the possession and use of those tools (15 CCR 1326; 15 CCR 1467).

907.2 POLICY

It is the policy of this Juvenile Institutions to securely store, inventory, control, and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items.

907.3 TOOLS

Tools include all implements maintained within the secure perimeter of the Juvenile Institutions to complete specific tasks. These tools include but are not limited to mops, brooms, dustpans, and floor polishers.

All tools, culinary items, and medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Any time tools are brought into a secure area where youth are present, staff members supervising the area shall count the tools brought in to ensure that the same number of tools are taken out.

Any tool used within the secure perimeter of the Juvenile Institutions must be closely monitored and controlled by the staff members supervising the area so it cannot be used as a weapon. Youth who are assigned tasks that require these tools shall be closely supervised.

The Facility Superintendent or the authorized designee shall develop and maintain an inventory of all tools used and stored within the secure perimeter of the Juvenile Institutions. Tools will be inventoried by assigned staff members and inspected immediately after use. The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

- (a) Detaining and searching any youth who had access to the tool.
- (b) Conducting a thorough search of the immediate area for the missing item.
- (c) Initiating a facility-wide search.

The staff member responsible for supervising the use of a missing tool will prepare and submit a report to the Supervisor documenting the specific missing tool and the circumstances of the disappearance. The report will be forwarded to the Facility Superintendent. A report identifying all staff members involved in the search should be submitted to the on-duty supervisor documenting the findings.

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907.4 MAINTENANCE AND CONSTRUCTION TOOLS

Maintenance and construction tools are those tools and equipment brought into and out of the secure perimeter of the Juvenile Institutions by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into the Juvenile Institutions.

Before entering the secure perimeter of the Juvenile Institutions, the staff member or contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where youth are present, the youth shall be locked down by staff members supervising the area.

When the person has finished working in the area, an officer will ensure that all tools are accounted for by checking the tool inventory. If there is a discrepancy, the on-duty supervisor shall be immediately notified and appropriate action taken to locate or account for the items. Once all tools have been accounted for, the youth may be released from lockdown.

907.5 KITCHEN EQUIPMENT

Culinary tools are stored in the kitchen and include common tools used in the preparation, service, and delivery of meals.

All kitchen knives and metal tools with sharp edges shall be stored in a locked cabinet. There shall be an outline of each tool's assigned location in the cabinet so any tool missing from the cabinet can be easily identified. When in use, all knives should be tethered to the work area. All tools shall be returned to the secure cabinet when not in use.

The officer assigned to the kitchen shall inventory all kitchen tools at the beginning of the shift and before the arrival of youth workers. Kitchen tools will only be issued to youth who have been classified as youth workers. Staff members will supervise youth at all times when youth are using tools.

Youth workers shall not be permitted to pass tools between each other except under the direct supervision of an officer.

All tools will be returned to the kitchen tool cabinet at the end of each shift, and all tools must be accounted for by a staff member prior to any youth worker being released from the work assignment.

In the event that a kitchen tool is missing, the officer shall immediately notify the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool. A thorough search for the tool will be undertaken, and an incident report shall be completed by the officer responsible for supervising use of the tool. The incident report with all relevant information shall be forwarded to the Facility Superintendent.

907.6 SERVING AND INDIVIDUAL EATING TOOLS

Serving tools and individual eating tools are those culinary tools located outside of the kitchen. Only staff members assigned to serve food shall be in control of serving tools. These tools shall be

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assigned to kitchen staff members before leaving the kitchen. The tool type shall be documented. Upon returning to the kitchen from serving meals, the kitchen staff members shall individually check in their assigned tools with the kitchen supervisory officer, who shall document each one.

If a serving tool is missing, the kitchen supervisory officer shall notify a supervisor, and a search for the tool shall be initiated.

Eating utensils (forks/spoons/sporks) shall be counted by the officer supervising the meal service prior to and at the completion of each meal. In the event that a utensil is missing, the housing unit shall be immediately locked down and a custody supervisor notified. A thorough search of the housing unit shall be initiated to locate the utensil.

Inspection of Food Products

908.1 PURPOSE AND SCOPE

The purpose of this policy is to establish methods by which the Food and Drug Administration (FDA) and/or the U.S. Department of Agriculture (USDA) inspections and/or approvals are conducted on any food grown or produced at the facility.

908.2 POLICY

The Stanislaus County Probation Department will ensure the safety and quality of all food grown or produced at this facility through routine inspections and approvals, as required by law.

908.3 FOOD INSPECTION PROCEDURES

The Supervising Custodial Cook or the authorized designee is responsible for developing procedures for ensuring that all food used in the food services operation has been inspected and/or approved to standards established by statute. The Supervising Custodial Cook or the authorized designee also is responsible for making sure that the delivery of all food products to the food preparation areas and to the youth occurs promptly to reduce the risk of any foodborne illness or contamination.

The Supervising Custodial Cook shall establish inspection procedures in accordance with established standards and statutes. Such procedures may include but are not limited to:

- (a) The FDA or USDA inspection and/or approval of all food grown or produced by this facility before distribution.
- (b) A system of periodic audits and inspections of the facility and of all raw material suppliers, either by Juvenile Institutions staff members or by a third-party vendor.
- (c) A system of thorough documentation of all inspection and approval processes, training activities, raw material handling procedures, cleaning and sanitation activities, cleanliness testing, correction efforts, record-keeping practices, and the proper use of sign-off logs shall be developed and implemented.
- (d) Processes for evaluating the effectiveness of training and validating cleanliness through testing (e.g., swabs; bioluminescence; visual, taste, and odor evaluations) shall be created and implemented. Records of all such activities shall be documented.
- (e) Documentation of any recommendations for continuous quality improvement and their implementation, with the intent of eliminating deficiencies. Documentation should include a post-deployment verification of the correction.

908.4 SITE MONITORING

A Breakfast, Lunch, and Storage Facility Review will take place annually prior to February 1st.

The After School Snack Program Site Monitoring Review will take place twice a year with intervals no greater than six months apart.

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908.5 FOOD SERVICES MANAGER RESPONSIBILITIES

The Supervising Custodial Cook is responsible for ensuring adherence to safe and effective food services practices, including but not limited to:

- (a) The scope of food products being grown or processed internally is well-defined.
- (b) All critical processes are validated to ensure consistency and compliance with specifications.
- (c) Any changes to the process are evaluated for effectiveness.
- (d) There are clearly written instructions and procedures for staff members and youth to follow.
- (e) The staff members and youth are trained to perform all established tasks and document all necessary procedures.
- (f) Physical barriers for separating raw and cooked food-processing areas are established and maintained.
- (g) The traffic flow of workers minimizes the risk of any cross-contamination.
- (h) All drains are used and cleaned properly, within industry standards.
- (i) Proper equipment and/or tools are provided and designated for specific use.
- (j) All persons working in the food services areas are wearing proper clothing and protective devices.
- (k) All persons working in the food services areas wash their hands properly and frequently.
- (l) Only authorized personnel are allowed in the food-processing areas.
- (m) Only potable water is used for growing or washing produce.
- (n) The distribution of all prepared food is done in a manner that reduces the risk of foodborne illness or contamination.

Chapter 10 - Programs, Activities, and Education

Behavior Modification Program

1000.1 PURPOSE AND SCOPE

This policy provides guidelines for the Stanislaus County Probation Department's Behavior Modification Program (BMP).

1000.2 POLICY

It is the policy of the Stanislaus County Probation Department to make reasonable efforts to teach and reinforce appropriate youth behaviors through fairly and objectively applying the BMP.

1000.3 RESPONSIBILITIES

Unit Supervisors are responsible for:

- (a) Establishing a BMP that is incentive-based, with rewards and sanctions (positive and negative reinforcement) to help manage youth behaviors. This should include a point or other system to encourage and reward appropriate behavior.
- (b) Identifying appropriate behavior that earns rewards, such as:
 - 1. Actively participating in programming.
 - 2. Following staff member directives.
 - 3. Complying with department rules and regulations.
 - 4. Participating in daily chores.
 - 5. Maintaining room standards.
 - 6. Communicating positively.
 - 7. Behaving responsibly in school.
 - 8. Making an effort to exercise self-control and developing self-control skills.
 - 9. Respecting other people including staff members and other youth.
 - 10. Respecting property.
 - 11. Other appropriate conduct.
- (c) Identifying rewards that may be earned such as:
 - 1. Special visits.
 - 2. Later bedtime.
 - 3. Extra telephone calls.
 - 4. Additional recreational privileges.
 - 5. Board games/electronic games (computer).
 - 6. Extra TV time.
 - 7. Housing unit – single room or status housing.
 - 8. Food.

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9. Special movies and videos.
10. Other special activities.
- (d) Identifying the types of behavior that may result in sanctions under the BMP, such as:
 1. Failing to maintain proper order of living area.
 2. Littering.
 3. Being out of assigned area without authorization.
 4. Not participating in a required program activity.
 5. Engaging in horseplay.
 6. Disrespecting others.
 7. Using offensive language.
 8. Irritating or harassing others.
 9. Malingering.
 10. Intimidating/bullying.
 11. Vandalism and gang activity
- (e) Maintaining procedures to identify when youth behavior may result in sanctions under the BMP, when behavior should be responded to with discipline pursuant to the Youth Discipline Policy, and when behavior may result in both sanctions under the BMP and discipline.
- (f) Maintaining procedures for interventions such as behavioral contracts.
- (g) Establishing procedures for using additional strategies such as temporary immediate removal of youth from an area, mental health referrals, and individual or group counseling.
- (h) Maintaining permanent logs for each youth to track rewards, sanctions, and interventions, record progress, and identify improved behavior.
- (i) Maintaining procedures to incorporate cognitive or behavioral therapies when appropriate.
- (j) Monitoring and documenting each youth's activities throughout the program.
- (k) Ensuring the orientation handbook includes information on the BMP, including rules, regulations, and the grievance procedures.

1000.4 STAFF MEMBER RESPONSIBILITIES

Staff members should develop professional relationships with youth and encourage open communication in an effort to prevent inappropriate youth behaviors from escalating to more serious acts/actions.

Staff members should be consistent, fair, and objective in the application of the BMP. Staff members are responsible for:

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- (a) Identifying to youth alternative appropriate behavior to avoid sanctions.
- (b) Awarding points or other rewards consistent with the BMP when a youth engages in appropriate behavior.
- (c) Documenting in the permanent log for the youth, or forwarding documentation to the BMP coordinator for inclusion in the log:
 - 1. Observed progress and improved behavior.
 - 2. Any points or other awards used to reward appropriate behavior.
 - 3. Sanctions imposed for inappropriate behavior.
 - 4. Recommendations for additional or alternative interventions as appropriate.

1000.5 MULTI-DISCIPLINARY REVIEW TEAM

The Facility Superintendent or authorized designee is responsible for reviewing infractions that are exceptional in circumstances and modifying any disciplinary measure already imposed depending on the facts of the incident.

1000.6 GRIEVANCES AND SUGGESTIONS

Complaints or disputes regarding the BMP or its application made by youth or their parents/guardians should be processed as provided in the Youth Grievances Policy.

1000.7 TRAINING

The Facility Superintendent should develop an employee training program to ensure all staff members become familiar with the behavior modification program. The training should include how to develop effective goals and objectives, and techniques for achieving them, that can be effectively implemented in an incentive-based program.

See the Stanislaus County Probation Department JD Procedure Manual: BEHAVIOR MODIFICATION PROGRAM for further information.

Library Services

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the funding of library services and for providing youth access to leisure and legal reading materials.

1001.2 POLICY

It is the policy of this facility to operate a library service that provides leisure and legal reading materials to youth.

1001.3 RESPONSIBILITIES

The Facility Superintendent or the authorized designee is responsible for the administration of library services.

The librarian shall ensure that reading materials are provided to the general housing units and that any staff member assigned to assist with the delivery of library services has received the appropriate training in facility safety and security practices.

1001.4 LIBRARY FUNDING AND MAINTENANCE

The librarian may enlist the assistance of the local public library system and other community organizations to maintain and update the library. Donated books and materials should be screened by the Supervising Probation Corrections Officer (SPCO) for permissible content and safety before being distributed to youth.

The Department may reject library materials that may compromise the safety, security, and orderly operation of this facility (see the Youth Mail Policy for examples of materials that may be rejected) or are determined not to be age-appropriate for the population.

The library shall be operated within the physical, budgetary, and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility.

1001.5 ACCESS TO LIBRARY

Access to the youth library or to library materials shall be based on youth classification, housing location, and other factors that legitimately relate to maintaining the safety and security of the facility.

Youth in room confinement or high risk shall have the same access to reading materials and legal materials as the general population unless a restriction is directed by the court.

1001.6 LEISURE LIBRARY MATERIALS

Each youth is allowed to have no more than two books at any given time. Existing selections must be returned before a youth may select new books. Youth who destroy or misuse books and library materials may be subject to disciplinary action.

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1001.7 LEGAL MATERIALS

All youth shall have reasonable access to the legal system, which may include access to legal reference materials.

Legal information that may be provided through the library includes but is not limited to:

- (a) Criminal code sections.
- (b) Juvenile delinquency code sections.

Youth may keep supplies for their court cases in their rooms (e.g., paper, letters, reference materials), provided they do not create a fire hazard, or other safety or security concern.

1001.8 ALTERNATE MEANS OF ACCESS TO LEGAL RESOURCES

Nothing in this policy shall confer a right to access a law library. Unless it is specified by court order, the Chief Probation Officer may provide access to legal resources by a variety of means that may include public or private legal research services (e.g., web-based legal resources).

Youth Educational Services (Title 15, § 1370)

1002.1 PURPOSE AND SCOPE

This policy provides guidelines and assigns responsibilities for establishing and maintaining an education program that complies with federal, state, and local laws and educational requirements (15 CCR 1370).

1002.2 POLICY

It is the policy of this department to provide youth with an education program that complies with federal, state, and local laws and educational standards.

1002.3 SCHOOL PROGRAMS

The County Board of Education provides for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer or the authorized designee pursuant to applicable state laws. The Facility Superintendent, in coordination with school administrators, shall develop and implement written procedures to ensure communication and coordination between educators and department staff members (15 CCR 1370).

Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff members should collaborate with the Facility Superintendent to use technology to facilitate learning and ensure safe technology practices (15 CCR 1370).

The Facility Superintendent shall request an annual review of each required element of the education program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with 15 CCR 1370.

Upon receiving the annual review, the Facility Superintendent or the authorized designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and fully protect the educational interests of all youth in the facility (15 CCR 1370).

1002.3.1 EDUCATION PROGRAM REQUIRED ELEMENTS

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 education 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 (15 CCR 1370).

All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff members shall refer to transgender, intersex, and gender nonconforming youth by their preferred name and gender (15 CCR 1370).

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1002.4 EDUCATIONAL SCREENING AND ADMISSION

Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to (15 CCR 1370):

- (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.

Youth will be immediately enrolled in school. Education staff members shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses (15 CCR 1370).

After each youth's admission to the facility, a preliminary education plan shall be developed within five school days (15 CCR 1370).

Upon enrollment, education staff members shall comply with the State Education Code and request the youth's records from their prior school(s), including but not limited to the following (15 CCR 1370):

- (a) Transcripts
- (b) Individual Education Program (IEP)
- (c) Section 504 plan
- (d) State language assessment scores
- (e) Immunization records
- (f) Exit grades
- (g) 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 (15 CCR 1370).

1002.5 COURSE OF STUDY

Youth shall be provided with a quality education program that responds to their different learning styles and abilities. The education program course of study shall include but not be limited to the following (15 CCR 1370):

- (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.

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- (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 provided to youth who do not demonstrate sufficient progress toward grade level standards.
- (f) The minimum school day shall be consistent with State Education Code requirements for juvenile court schools. The Facility Superintendent, in cooperation with education staff members, 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 and security of the youth or others. Education includes but is not limited to related services as provided in a youth's Section 504 plan or IEP.

A minimum of four (4) hours of daily (i.e., Monday through Friday) school attendance is required for all youth in custody.

1002.5.1 ADDITIONAL COURSE OFFERINGS

Youth who have obtained a high school diploma or GED equivalent may participate in college courses offered with the approval of the Facility Superintendent. Youth may participate in post-secondary education and vocational programs with the approval of the Facility Superintendent (15 CCR 1370). Beyond mandated education requirements, additional educational services and curriculum may be offered to youth, including but not limited to:

- (a) English as a Second Language (ESL).
- (b) Basic literacy.
- (c) Substance abuse and healthy lifestyles education.
- (d) Parenting courses.
- (e) Basic computer instruction.
- (f) Basic life skills.
- (g) Vocational skills.
- (h) Other courses as deemed appropriate by the Facility Superintendent.

1002.6 PROVISIONS FOR SPECIAL POPULATIONS

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 IEP (Individuals with Disabilities Education Act (IDEA, Part B), 20 USC § 1400 et. seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC § 701 et. seq.; and the Americans with Disabilities Act, 42 USC § 12101 et. seq.; 15 CCR 1370).

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Youth identified as English Learners (EL) shall be afforded an education program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL youth (15 CCR 1370).

1002.7 SCHOOL DISCIPLINE

The education program's disciplinary procedures should be integrated into the Juvenile Institution's overall behavioral management plan and security program as follows (15 CCR 1370):

- (a) To reduce the need for disciplinary action in the school setting, any violations committed by youth while participating in the education program will be handled under the Youth Discipline Policy.
- (b) School staff members shall be advised of administrative decisions made by facility staff members that may affect the educational programming of youth.
- (c) Except as otherwise provided by the State Education Code, expulsion or suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff members shall follow the appropriate due process safeguards as set forth in the State Education Code, including the rights of youth with special needs. School staff members shall document the other means of correction used before imposing expulsion or suspension if an expulsion or suspension is ultimately imposed.
- (d) The Facility Superintendent, in conjunction with education staff members, will develop procedures that address the rights of any youth who has continuing difficulty completing a school day.

1002.8 EDUCATIONAL RECORDS

Education program staff members are responsible for (15 CCR 1370):

- (a) Forwarding the complete facility educational record of youth to the youth's next educational placement in accordance with the State Education Code.
- (b) Making timely requests to the County Superintendent of Schools to provide appropriate credit (full or partial) for the youth's course work completed while in juvenile court school in accordance with the State Education Code.
- (c) Retaining youth education records in compliance with local, state, and federal laws (20 USC § 1232g).

1002.9 TRANSITION AND RE-ENTRY PLANNING

The Chief Probation Officer or the authorized designee, in cooperation with the Superintendent of Schools, shall develop procedures to 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 the Case Management Policy (15 CCR 1370).

1002.10 POST-SECONDARY EDUCATION OPPORTUNITIES

The school and Facility Superintendent should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for

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youth that considers the use of technology to implement such programs (Welfare and Institutions Code § 858; 15 CCR 1370).

The school and Facility Superintendent should ensure that youth are provided reasonable access to computer technology and the internet for educational purposes (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

Access to computer technology or the internet may be limited or denied by the Chief Probation Officer or the authorized designee for safety, security, or staffing reasons (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

1002.11 SELF-STUDY PROGRAM

Self-study may be offered when it is determined to be in the best educational interest of a youth or when recommended as part of a youth's IEP or Section 504 plan.

1002.12 CLASSROOM USE AND DESIGN

Youth classification and separation requirements should be considered when the space for the education program is being allocated and designed (24 CCR 1230.1.12).

The Chief Probation Officer or the authorized designee should encourage and include educators in the set-up and design of classrooms that have been identified for youth education. To the extent reasonably possible, in consideration of space design and the ability to provide adequate security, teachers, education managers, and administrators should be consulted to ensure their needs are met.

In addition to the traditional classroom approach to education, the Department should explore other educational methods as part of the education program (e.g., using computers).

1002.13 NEW CONSTRUCTION OR RENOVATION

Whenever building new facilities is considered, the Facility Superintendent or the authorized designee may include education specialists during the design phase to ensure that the needs of education providers are met regarding security, sound levels, and educational equipment.

The Department may seek technical assistance from consultants to school districts that provide education programs in detention settings.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH EDUCATIONAL SERVICES for further information.

Programs, Exercise, and Recreation (Title 15, § 1371)

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures ensuring that the Stanislaus County Probation Department facility will have sufficiently scheduled programs, exercise, and recreation periods, and sufficient space for these activities, as required by law (15 CCR 1371).

1003.1.1 DEFINITIONS

Definitions related to this policy include:

Exercise - An activity that requires physical exertion of the large muscle groups.

Programs - Structured programs that include but are not 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.

Recreation - The youth's free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, and letter writing.

1003.2 POLICY

It is the policy of this department to provide youth with access to programs, exercise opportunities, and recreation activities in accordance with state laws or requirements.

See the Stanislaus County Probation Department JD Procedures Manual: PROGRAMS, EXERCISE AND RECREATION for further information.

1003.3 RESPONSIBILITIES

Youth shall be provided the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday, or non-school day, of which one hour shall be an outdoor activity, weather permitting (15 CCR 1371).

The Facility Superintendent or the authorized designee shall develop and implement procedures ensuring there is sufficient secure space for programming, physical exercise, and recreation for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area (15 CCR 1371). A schedule should be developed to ensure accessibility for all youth without interfering with other daily activity requirements (meals, education, religious services, other regularly scheduled events). The program, exercise, and recreation schedule shall be posted in the living areas (15 CCR 1371).

Officers shall use the approved daily programming sheet to document the actual time of an activity and if a youth has declined participation.

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Programs, Exercise, and Recreation (Title 15, § 1371)

Daily programming sheets should be collected monthly and forwarded to the Facility Superintendent or authorized designee. Programming sheets shall be maintained in accordance with established records retention schedules.

There will be an annual written review of the programs, exercise, and recreation by the department to ensure content offered is current, consistent, and relevant to the population (15 CCR 1371).

If the Facility Superintendent or the authorized designee denies any youth or group of youth the programs, exercise, or recreation time period, documentation should exist that verifies that the denial is based on good cause in relation to a safety or security need.

See the Stanislaus County Probation Department JD Procedures Manual: PROGRAMS, EXERCISE AND RECREATION for further information.

1003.4 ACCESS TO EXERCISE

Youth shall have an opportunity for at least one hour of large-muscle activity each day. When weather permits, the youth' exercise time shall be outdoors (15 CCR 1371). The dedicated recreation areas offer space for large muscle exercise as well as calisthenics.

See the Stanislaus County Probation Department JD Procedures Manual: PROGRAMS, EXERCISE AND RECREATION for further information.

1003.5 ACCESS TO RECREATION

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 shall include orientation and may include coaching of youth (15 CCR 1371).

Televisions, newspapers, table games, and other items may also be provided to enhance recreation time.

See the Stanislaus County Probation Department JD Procedures Manual: PROGRAMS, EXERCISE AND RECREATION for further information.

1003.6 ACCESS TO PROGRAMS

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. The programs shall be structured and designed to enhance socialization, and youth participation shall be monitored. Programs should be based on the youth's individual needs in accordance with the Case Management Policy and the Counseling and Casework Services Policy (15 CCR 1371).

Programs may be provided under the direction of the 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 members (15 CCR 1371).

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Programs, Exercise, and Recreation (Title 15, § 1371)

Programs may include but are not limited to the following (15 CCR 1371):

- (a) Cognitive behavior interventions
- (b) Management of stress and trauma
- (c) Anger management
- (d) Conflict resolution
- (e) Juvenile justice system
- (f) Trauma-related interventions
- (g) Victim awareness
- (h) Self-improvement
- (i) Parenting skills and support
- (j) Tolerance and diversity
- (k) Healing-informed approaches
- (l) Best practice interventions that are culturally relevant and linguistically appropriate by credible messengers
- (m) Gender-specific programming
- (n) Art, creative writing, or self-expression
- (o) CPR and first-aid training
- (p) Restorative justice or civic engagement
- (q) Career and leadership opportunities
- (r) Other topics suitable for the youth population

1003.6.1 COMPUTER AND INTERNET ACCESS

The Facility Superintendent may authorize providing a youth with reasonable access to computer technology and the internet so that the youth can maintain relationships with family members (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

1003.7 SECURITY AND SUPERVISION

The staff members supervising youth during programs, exercise, and recreation time shall document when each youth actively participates.

Staff members shall be responsible for inspecting exercise and recreational equipment to ensure it appears safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. Youth may not use equipment without supervision. All equipment shall be accounted for before youth return to their housing unit.

The supervising staff member may terminate the exercise or recreation period and escort back to the housing unit any youth who continues to act in an aggressive or disorderly manner after being ordered to stop by the staff member. Whenever an exercise or recreation period is involuntarily

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terminated, the staff member will document the incident and the rationale for terminating the exercise period. The Supervisor will determine whether disciplinary action is warranted. The Facility Superintendent may suspend access to recreation and programs for a period not to exceed 24 hours (15 CCR 1371).

A youth's participation in programs, recreation, and exercise may only be suspended upon a written finding by the Facility Superintendent or the authorized designee that a youth presents a threat to the safety and security of the facility (15 CCR 1371).

The Facility Superintendent or the authorized designee shall document the reasons why suspension of recreation and programs occurs (15 CCR 1371).

1003.8 EXERCISE SPACE

Exercise areas, as specified by federal, state, and/or local laws or requirements, should be sufficient to allow each youth at least one hour of exercise every day. Use of outdoor exercise is preferred, but weather conditions may require the use of covered/enclosed space. Dayroom space is not considered exercise space (24 CCR 1230.1.11).

1003.9 INABILITY TO MEET REQUIREMENTS

In the event that the youth population exceeds the ability of the facility to meet the exercise and recreation requirements, the Facility Superintendent should notify the governing body that there is a deficiency in space for exercise, that the deficiency may violate the law and/or space requirements, and that the Facility Superintendent requests funds to remedy the situation. The Facility Superintendent should document all action taken to try to remedy the situation, including funding requests, population reduction requests, and all responses to those requests.

Religious Programs (Title 15, § 1372)

1004.1 PURPOSE AND SCOPE

This policy provides guidance regarding the right of youth to exercise their religion and for evaluating accommodation requests for youth' faith-based religious practices (15 CCR 1372).

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. For such a policy to be valid, there must be a compelling government interest that is necessary or crucial to the mission of the Department, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch on constitutional interests. If the Department adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the youth's sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- (a) A restriction or requirement imposed by the Department that places a youth in a position of having to choose between following the precepts of the youth's religion and forfeiting benefits otherwise generally available to other youth, or having to abandon one of the precepts of the youth's religion in order to receive a benefit
- (b) When the Department pressures youth to substantially modify their behavior in violation of their beliefs

1004.2 POLICY

It is the policy of this department to permit youth to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate government objectives of the facility.

1004.3 STAFF MEMBER RESPONSIBILITIES

Staff members shall not show favoritism or preference to any religion and will not discriminate or retaliate against any youth for participating or not participating in any religion or religious practice. Youth are not required to participate in religious programs or activities.

Staff members shall provide youth choosing not to participate in religious programs with alternative activities outside their rooms (15 CCR 1372).

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Incentives or rewards shall not be provided to youth as an inducement to participate in religious programs or activities.

Facility staff members will not allow their personal religious beliefs to influence them in the daily management of the youth population, particularly as it relates to religious practices.

1004.4 CHAPLAIN

The Chief Probation Officer shall appoint an individual to serve as the chaplain for the facility. The chaplain shall be responsible for assisting the Facility Superintendent with supervising, planning, directing, and coordinating youth religious programs. The chaplain may be responsible for other duties, including but not limited to:

- (a) Coordinating religious services.
- (b) Maintaining a list of accepted religious practices approved by the Facility Superintendent and ensuring the current list is available to staff members.
- (c) Reviewing requests for religious accommodations, including diet.
- (d) Providing or arranging for grief counseling for youth.
- (e) Distributing a variety of religious texts.
- (f) Developing and maintaining a liaison with a variety of religious faiths in the community.
- (g) Making reasonable efforts to enlist religious leaders from outside the community as necessary.
- (h) Seeking donations for religious programs from the community, when appropriate.
- (i) Working with youth' families when requested.
- (j) Periodically surveying the facility population to assist in determining whether current resources are appropriate for the youth population.
- (k) Guiding the Chief Probation Officer or the authorized designee on issues related to religious observance.

See the Stanislaus County Probation Department JD Procedure Manual: RELIGIOUS PROGRAMS for further information.

1004.5 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Youth are not required to identify or express a religious belief. Youth may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring their religious beliefs in writing to the chaplain. Youth seeking to engage in religious practices shall submit a request through the established process. Requests to engage in practices that are on the facility's list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all youth of the same religion receive the same accommodations. Requests

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for accommodation of religious practices shall be submitted to a supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will work with the chaplain to determine the sincerity of the youth's religious claim. Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

A supervisor who does not grant the accommodation, either in part or in full, should promptly forward the request to the Chief Probation Officer or the authorized designee, who, after consultation with legal counsel as appropriate, should make a determination regarding the request within 14 days following the youth's original request. The Chief Probation Officer or the authorized designee will respond to the requesting youth as soon as reasonably practicable.

The Chief Probation Officer or the authorized designee shall be informed of all approved accommodations. The chaplain should make any necessary notifications to staff members as necessary to meet an approved accommodation.

All youth requests for religious accommodations and related determinations shall be fully documented in the youth's record and shall include a description of the accommodation and justifications for any denials.

1004.5.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS

In an emergency or extended disruption of normal facility operations, the Facility Superintendent or the authorized designee may suspend any religious accommodation. The Facility Superintendent or the authorized designee may also revoke or modify an approved religious accommodation if the accommodated youth violates the terms or conditions under which the accommodation was granted.

1004.5.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS

Youth may appeal the denial, suspension, or revocation of an accommodation through the youth appeal process.

1004.6 RELIGIOUS DIETS AND MEAL SERVICE

The Facility Superintendent should provide youth requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the facility. The chaplain in collaboration with the kitchen supervisor shall maintain a list of youth authorized to receive religious diets. The kitchen supervisor shall establish a process for managing religious meal accommodations (15 CCR 1372).

1004.7 HAIR STYLES AND GROOMING

Unless it is necessary for the health and sanitation of the facility, youth who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair. To the extent reasonably practicable, alternative housing may be considered to accommodate the need for religious hair and grooming, while meeting the health and sanitation needs of the facility.

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Any youth whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

1004.8 RELIGIOUS TEXTS

Religious texts should be provided to the requesting youth if the texts available do not pose a threat to the safety, security, and orderly management of the facility.

1004.9 UNAUTHORIZED PRACTICES OR MATERIAL

The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

- (a) Animal sacrifice
- (b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security
- (c) Self-mutilation
- (d) Use, display, or possession of weapons
- (e) Self-defense or military training
- (f) Disparagement of other religions
- (g) Nudity or sexual acts
- (h) Profanity
- (i) Use of illegal substances or controlled substances without a prescription

1004.10 RELIGIOUS SERVICES AND RELIGIOUS COUNSELING

The Facility Superintendent shall provide access to religious services and/or religious counseling at least once each week (15 CCR 1372). Group religious services may be allowed after due consideration of the youth's classification or other concerns that may adversely affect the order, safety, and security of the facility.

Attendance at religious services and/or counseling shall be voluntary (15 CCR 1372).

Alternatives to attending group religious services may include but are not limited to:

- (a) Access to religious books and reading materials.
- (b) Access to religious counselors.
- (c) Recorded religious media (e.g., DVDs, CDs).

Staff members shall attend regularly scheduled religious services which are offered to the youth, in a security capacity. Staff members participation in the religious services is prohibited.

1004.11 RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives

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to the provision of religious symbols and implements may be considered when security, safety, or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

Religious articles such as medallions, rosaries, prayer beads, crucifixes, etc., are not permitted due to the potential for misuse.

1004.12 RELIGIOUS GARMENTS AND CLOTHING

Youth who practice a religion that requires particular modes of dress, garments, or headgear, other than standard-issue clothing, should generally be accommodated subject to the need to identify youth and maintain security.

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of department-supplied head coverings when available and appropriate.

Youth wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments that substantially cover the youth's head and face shall be temporarily removed for taking booking and identification photographs.

To the extent reasonably practicable, alternative housing may be considered to accommodate youth' needs for religious attire, while meeting the security needs of the facility.

1004.13 FAITH- AND MORALS-BASED COUNSELING

The Facility Superintendent shall be responsible for establishing a plan for youth to receive faith- and morals-based counseling from the chaplain or religious volunteers. Youth who want/seek/request counseling should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers, volunteer religious organizations, faith- and morals-based programs, and other secular volunteer programs (15 CCR 1372).

No youth shall be required to participate in any such program.

1004.14 SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES

The Facility Superintendent shall ensure that there are sufficient facilities and resources for the chaplain to serve the youth population, including providing access to designated secure areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the youth to be served. All recognized religious groups should have equal access to the space, equipment, and services that the facility normally provides for religious purposes.

1004.15 COMMUNITY RESOURCES

The chaplain may minister a particular faith and any other similar faiths to youth but should also establish contacts with clergy of other faiths who can provide services to youth of other religious denominations.

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Whenever the chaplain is unable to represent or provide faith-based services to youth, a religious leader or other volunteer from the community, credentialed by the particular faith, should be sought to help provide services. All individuals providing faith-based services should be supervised by the chaplain. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.

Volunteers are another valuable resource that could be utilized extensively in the delivery of the religious program. The Facility Superintendent or the authorized designee, in cooperation with the chaplain shall ensure that religious personnel who provide programming in the facility possess the required credentials and have the security clearance required to enter the facility.

The chaplain, in cooperation with the Facility Superintendent or the authorized designee, shall develop and maintain communication with faith communities. The chaplain shall review and coordinate with the Facility Superintendent regarding offers to donate equipment or materials for use in the religious programs. All communication efforts and donations should be documented and retained in accordance with established records retention schedules.

Youth Work Program (Title 15, § 1373)

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Youth Work Program. The Youth Work Program allows youth to improve and/or develop useful job skills, work habits, and experiences that can facilitate a successful transition back to the community (15 CCR 1373).

1005.2 POLICY

The Stanislaus County Probation Department shall operate the Youth Work Program in accordance with all applicable federal, state, and local work safety and labor laws, rules, and regulations, and to the extent that the operation of youth work programs does not pose a risk to the safety of staff members, youth, or the public. This policy establishes the requirements, selection process, supervision, and training of youth before and after entering the facility's Youth Work Program.

1005.3 WORK PROGRAM CRITERIA

The Facility Superintendent shall develop procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive, and related to vocational training or increasing the youth's sense of responsibility (15 CCR 1373). Youth shall not be required to perform non functional, degrading, or unnecessary tasks.

Work programs shall not be imposed as a disciplinary measure (15 CCR 1373).

1005.3.1 POST-DISPOSITION YOUTH WORK REQUIREMENTS

All post-disposition youth who are physically and mentally able should work. Youth shall not be required to perform work that exceeds their physical limitations. Youth may be excused from work assignments to maintain their participation in an educational, vocational, drug abuse treatment, or other program.

1005.3.2 PRE-ADJUDICATED AND PRE-DISPOSITION YOUTH WORK REQUIREMENTS

Pre-adjudicated and pre-disposition youth may volunteer to participate in the Youth Work Program but shall not be required to participate in work beyond maintaining the immediate living area.

1005.4 YOUTH WORKER SELECTION

The lead staff member shall be responsible for selecting and assigning youth to work. The lead staff member should solicit input from other custody staff members to assist with youth selection and assignment. Youth who have posed a threat in the past or have been charged with escape or attempted escape should be carefully screened for youth work assignments. Staff members shall take into consideration these eligibility criteria:

- (a) The youth's charges and classification are such that the youth will not pose a security risk to other youth, staff members, or the public.

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- (b) The youth's capacity to perform physical tasks, including which tasks can be performed by the youth while pregnant, will match the job requirements.
- (c) The youth's ability to learn the necessary work routines.
- (d) The youth's special interests, abilities, or skills will benefit the work assignment.

Youth must receive a health care screening for work and program assignments that have health care implications, including but not limited to youth food services workers and those who serve meals to the youth population, in accordance with the Health Clearance for In-Custody Work and Program Assignments Policy and must meet all statutory and regulatory requirements.

1005.5 COMMUNITY SERVICE PROGRAM

Post-disposition youth may be assigned to public works projects with state, municipal, or local government agencies, or to community service projects, with the approval of the Chief Probation Officer or the authorized designee.

Assigning youth to activities that benefit individuals, businesses, or other private entities that are not considered public works projects is prohibited and may violate the law.

1005.5.1 PROGRAM GUIDELINES

Any community service program is subject to the approval of the Facility Superintendent or the authorized designee.

Any such program shall be subject to these guidelines:

- (a) The program complies with all statutes, ordinances, regulations, labor agreements, permissions, and restrictions relating to youth whenever they are assigned to public works and community service projects.
- (b) There are youth available who, as a matter of classification, are deemed eligible and suitable for participating in the community service programs. Only youth who are classified with appropriate custody shall be assigned outside the secure perimeter.
- (c) The number of work opportunities available in the community will determine the availability of opportunities to participate in the community service program.
- (d) Staff members assigned to manage the program should strive to develop work assignments that give youth an opportunity to develop good work habits and attitudes that can be applied to jobs obtained after release.
- (e) Victim and community safety should be solicited and considered when developing community service programs.
- (f) Poor performance in the work program or violating rules may render a youth ineligible to participate in the work program. Any violation of work rules may result in disciplinary action that may include the loss of credits previously awarded for good behavior and work time. Youth who do not comply with program rules or cannot work will be reclassified under the policies and procedures of the Stanislaus County Probation Department.

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1005.5.2 COMMUNITY WORK SELECTION PROCESS

Participation in any community service program is strictly voluntary. A classification process that clearly describes the criteria for program participation will be developed by the supervisor in charge of the program.

Any youth who wants to participate in the community service program must:

- (a) Submit to a screening process, including a criminal history check, to ensure that the youth's criminal history is compatible with work in non-secure areas.
- (b) Agree in writing to participate in the community service program.

1005.6 SUPERVISION OF YOUTH WORKERS

Facility staff members responsible for the supervision of youth on work crews should receive training in basic safety, security, and reporting procedures.

Facility staff members in charge of work programs and those who supervise youth assigned to work crews should adhere to the following:

- (a) Youth workers should be provided with safety equipment, clothing, and footwear appropriate for the work performed. Safety equipment may include but is not limited to eye/ear protection, gloves, hard hat or headwear, and sunscreen.
- (b) Work periods shall follow state and federal child labor laws.
- (c) Youth workers should be provided with work breaks to allow them to take care of personal needs.
- (d) Youth workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.
- (e) Youth who work shifts during the early morning or late-night hours should be provided with a quiet space to allow for sleep during daytime hours.
- (f) Youth workers shall not access youth records or youth monies.
- (g) Youth workers shall not participate in maintaining locking systems or other security detention devices.

Youth workers shall be under the direct supervision of facility staff members at all times and shall not be supervised by other youth when they are on assignment through the Youth Work Program.

Disciplinary action for youth worker misconduct shall adhere to the Youth Discipline Policy.

1005.7 YOUTH WORKER TRAINING

Youth who are assigned to work in any area that may require handling any chemicals or using any equipment shall receive training from the respective department supervisor before using the chemicals or equipment. The staff member coordinating the work assignment shall also train youth workers on safety practices. Youth should never be assigned to handle dangerous chemicals or equipment that normally requires a level of expertise and competency beyond their demonstrated ability.

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1005.8 YOUTH WORKER INCENTIVES

The Facility Superintendent or the authorized designee is responsible for establishing an incentive program for youth assigned to the Youth Work Program. Incentives for youth may include:

- (a) Granting good time and work credits to apply to their commitment, as allowed by state or local law.
- (b) Granting distinctive housing assignments, extra privileges, recreation, and special rewards, as allowed by law, regulation, and policy. Youth welfare funds may be used to offset the cost of a reward program.
- (c) Awarding certificates of achievement for successfully completing work programs.
- (d) When allowed by law, ordinance, and in consideration with local labor relations, giving monetary compensation for work on government projects.

Youth Visitation (Title 15, § 1374)

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules for visitation and provide a process for youth visits and visitors.

1006.2 POLICY

It is the policy of the Stanislaus County Probation Department to support, encourage, and allow reasonable and equitable visitation, including video visitation, for all youth.

1006.3 PROCEDURES

The Department shall provide adequate facilities for visiting, including appropriate space for screening and searching youth and visitors and securely storing visitors' personal belongings that are not allowed in the visiting area.

The Facility Superintendent shall develop and implement written procedures and rules for visitation, that include provisions for special visits that should be posted at the visitors' entrance or provided to visitors upon entry (15 CCR 1374). The procedures are subject to safety and security requirements and should consider:

- (a) The facility's schedule.
- (b) The designated secure area or space to accommodate visitors.
- (c) Postings printed in English, Spanish, and other languages indicating fire escape routes. The postings should be located throughout the visiting area.
- (d) Whether an emergency or other conditions justify limiting visiting privileges.
- (e) Space to allow programming and activities to continue for youth who do not have a visitor during a scheduled visiting time.

The visiting area shall accommodate youth and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to youth and visitors with disabilities to facilitate a visitation period.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

Court orders granting a special youth visitation are subject to County legal review and interpretation.

Conversations shall not be monitored unless there is a security or safety need as reviewed by the on-duty Supervising Probation Corrections Officer (SPCO) during supervised visits.

1006.3.1 VISITOR REGISTRATION AND IDENTIFICATION

All visitors must be pre-approved by the facility supervisor and produce a valid state, military, tribal, or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

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- (a) A valid identification shall include:
 - 1. A photograph of the person.
 - 2. A physical description of the person.
- (b) An official visitor shall present proof of professional capacity (e.g., attorney license/ Supreme Court card, law enforcement identification, business card/letterhead that includes the visitor's name).

Failure or refusal to provide a valid identification is reason to deny a visit, unless specific authorization and approval is obtained from the SPCO. All exceptions to this policy shall be solely at the SPCO's discretion, based on safety and security precautions..

1006.3.2 VISITATION REQUIREMENTS

A youth shall be allowed to receive visits by parents, step-parents, guardians, or persons standing in loco parentis, and children of the youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the Facility Superintendent or the authorized designee, and in conjunction with the youth's case plan or in the best interest of the youth (15 CCR 1374).

- (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.

Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need (15 CCR 1374).

Access to technology (video visiting) may be provided as an alternative to, but not as a replacement for, in-person visiting (15 CCR 1374).

1006.4 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the facility property or into the facility. All searches shall be made in accordance with current legal statutes and case law.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

1006.5 VISITING SCHEDULE

The Facility Superintendent shall designate a staff member to develop a schedule for youth visitation that includes daytime, evening, and weekend hours. Each youth shall receive a copy of the visitation schedule in the youth handbook at orientation. The visiting hours will also be posted in the public area of the facility. All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security (15 CCR 1374).

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See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

1006.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES

The Facility Superintendent or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including but not limited to:

- (a) The visitor appears to be under the influence of drugs and/or alcohol.
- (b) The visitor refuses to submit to being searched.
- (c) The visitor or youth violates facility rules or posted visiting rules.
- (d) The visitor fails to supervise and maintain control of any minors accompanying the visitor into the facility.
- (e) The visitor attempts to enter this facility with contraband.
 - 1. In addition to being denied a visit, the visitor may face criminal charges.
- (f) The staff determines that the visitor's criminal history poses a safety risk.
 - 1. A visitor shall not be denied visitation based solely on having a criminal history. The staff member shall determine on a case-by-case basis whether the visitor's criminal history poses a safety risk to youth or staff members in the Juvenile Institutions (15 CCR 1374).
- (g) The visitor becomes loud, boisterous, unruly, or engages in insulting actions. Visits in progress shall be subject to immediate termination when a visitor's behavior becomes disruptive or endangers the safety and security of the institution, its members or youth.

Any visitation that is denied or limited, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented and the staff members shall immediately notify the SPCO. If visitation is denied or limited, the visitor, the youth, and the Facility Superintendent shall be notified as soon as reasonably possible (15 CCR 1374). A copy of the documentation will be placed in the youth's file, and another copy will be forwarded to the Facility Superintendent.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

1006.7 GENERAL VISITATION RULES

All visitors and youth will be required to observe the following general rules during visitation:

- (a) Parents, guardians, siblings (a maximum of two adults and two children at any one time) or persons standing in place of a parent will be permitted to visit.
- (b) Children of youth will be permitted to visit. If a dispute over children visiting occurs with the youth's parent/guardian, the youth will be advised to use the court for resolution.

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- (c) Other family members (e.g., grandparents, siblings, supportive adults) may be allowed to visit with the approval of the Facility Superintendent or the authorized designee, in conjunction with the youth's case plan, or in the best interest of the youth.
- (d) Visitors must control minors while they are waiting to visit and during the visit.
- (e) A youth may refuse to visit with a particular individual.
- (f) Youth who are named as restrained persons in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.
- (g) Visitors must be appropriately attired before entering the visiting area of the facility.
- (h) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandanas, or any other clothing associated with a criminal gang or otherwise deemed by staff members to be unacceptable, will not be permitted.
- (i) All visitors must have footwear.
- (j) Visitors will leave all personal items, except for car keys and identification, outside the secure area. Visitors who enter the facility with handbags, packages, or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The facility is not responsible for lost or stolen items.
- (k) Food and drink are not permitted in the visiting area.
- (l) Court Officers (i.e., Probation Officer, etc.) or individuals on official county or Juvenile Court business, may bring in necessary items for the performance of their duties without jeopardizing the security of the institution.
- (m) Parents and legal guardians are not permitted to bring paperback books or magazines to youth.
- (n) Visitors shall only be permitted to bring food or beverages into the facility listed on the treat list for the youth's consumption.
- (o) Medication for youth must be cleared and pre-approved through the Medical Clinic. Under no circumstances shall a staff member accept medication for a youth or permit a youth to accept medication from a visitor.
- (p) Youth are not allowed to smoke or use smokeless tobacco at any time while detained in the facility. Additionally, smoking is not permitted by any visitor during the visiting program or while on institutional grounds.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

1006.7.1 CONTRABAND

The following items are considered contraband, and under no circumstances shall they be given to a youth during the visiting program, by a visitor:

- (a) Tobacco (in any form)
- (b) Matches or lighters
- (c) Money

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- (d) Chewing gum, candy or food
- (e) Liquor or any other intoxicant
- (f) Glue, solvents or cement
- (g) Narcotics, drugs, medications
- (h) Firearms, knives, or weapons of any type
- (i) Pencils, pens or markers
- (j) Games, cards or dice
- (k) Cell phones, smart devices, or cameras
- (l) Pictures and letters (these may only enter the institution through the U.S. Mail)

All visitors must obtain permission from staff members prior to giving/accepting anything from a youth.

Visitors must comply with all rules governing visitations. Failure to abide by the rules, physical contact or disturbing visits which endanger group security and supervision are sufficient grounds for suspension of future visiting privileges. A decision to suspend or restrict on-going visiting privileges may only be made by the SPCO.

The SPCO shall be called to the visiting area prior to termination of a visit. All terminated visits or noteworthy incidents shall be documented by staff via an Incident Report.

1006.8 SPECIAL VISITS

The Supervisor may authorize special visitation privileges, in addition to the two-hour minimum and/or outside the regular visitation hours, taking into consideration the following factors (15 CCR 1374):

- (a) The purpose of the visit
- (b) The relationship of the visitor to the youth
- (c) The circumstances of the visit
- (d) Distance traveled by the visitor

Whenever a special visit is denied, an entry will be made in the duty log. The entry will include the requesting visitor's name and the reason the visit was denied.

Family therapy and professional visits shall be accommodated outside the provisions of this regulation when practicable and within the discretion of the Facility Superintendent or the authorized designee (15 CCR 1374).

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

1006.9 ATTORNEY AND PROFESSIONAL VISITS

Visits from attorneys and/or their authorized representatives (e.g., paralegals, investigators, legal assistants), and other professionals associated with the youth shall not be restricted unless the

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youth is exhibiting disruptive behavior and it is determined by the Facility Superintendent or the authorized designee that allowing the visit could threaten the safety or security of staff members, other youth, visitors, or the facility (see the Youth Access to Courts and Counsel Policy).

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH VISITATION for further information.

Youth Mail (Title 15, § 1375)

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the receipt, rejection, inspection, and sending of youth mail.

1007.2 POLICY

This department will provide ample opportunity for youth to send and receive mail, subject to restriction only when there is a legitimate government interest.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH MAIL for further information.

1007.3 MAIL GENERALLY

The Facility Superintendent or the authorized designee shall develop and implement written procedures for correspondence (15 CCR 1375).

Youth may send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of staff members, visitors, or other youth, or pose an unreasonable disruption to the orderly operation of the Juvenile Institutions (15 CCR 1375).

However, youth may store only a limited amount of mail in their housing unit as determined by the Facility Superintendent. Excess mail will be stored with the youth's personal property and returned when the youth is released. Youth in custody shall be advised of the institutional mail policy during orientation in Unit One. Notification shall consist of advisement as to the policies regarding the handling, sending and receiving of mail, privileged mail, unauthorized mail, denial of mail, and the inspection and screening of mail.

1007.4 CONFIDENTIAL CORRESPONDENCE

Youth may correspond confidentially with state and federal courts, the youth's attorney or the attorney's authorized designee, any member of the State Bar or holder of public office, and the Board, officials of this department, elected officials, Juvenile Institutions inspectors, government officials, and officers of the court (15 CCR 1375).

This Juvenile Institutions will also accept and deliver a fax or interoffice mail from these entities.

Incoming confidential correspondence shall be opened in the presence of the recipient youth.

Juvenile Institutions staff members may inspect outgoing confidential correspondence for contraband before it is sealed. If confidential correspondence is inspected, the staff member shall limit the inspection to a search for physical items that may be included besides the correspondence and shall not read or copy the content of the correspondence itself.

All inspections shall be completed in the presence of the youth (15 CCR 1375).

Confidential correspondence should not be digitally scanned, stored, or delivered electronically.

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1007.5 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Facility Superintendent whenever members learn that mail sent by a youth involves:

- (a) Threats of violence against any member of the government, judiciary, legal representatives, victims, or witnesses.
- (b) A threat to the security of the Juvenile Institutions, staff members, or the public.

The District Attorney or County Counsel should be consulted where criminal charges are considered against a youth or there is an apparent liability risk to the Department that relates to suspension or restriction of mail privileges.

1007.6 PROCESSING AND INSPECTION OF MAIL BY STAFF MEMBERS

Staff members should process incoming and outgoing mail as expeditiously as reasonably possible. Incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays, or during an emergency.

Incoming and outgoing correspondence, other than confidential correspondence, may be read by staff members only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized (15 CCR 1375). Mail for youth no longer in custody should not be opened.

If no contraband is discovered, the letter is sealed by the youth, in the presence of staff. Unit staff members shall initial the letter in the upper right corner indicating the letter has been checked for contraband.

Youth may write and receive mail from any person; except from those in custody at this institution or any other person designated by Court Order or the Facility Superintendent.

When mail is considered inappropriate under the provisions of this policy or when a youth is sent material that is not prohibited by law but is considered contraband by the Juvenile Institutions, the material may be returned to the sender or held in the youth's property to be given to the youth upon release.

Youth shall be notified in writing whenever their mail is held or returned to the sender.

1007.6.1 DESIGNATION OF STAFF MEMBERS AUTHORIZED TO READ MAIL

Only staff members designated by the Facility Superintendent may read incoming and outgoing non-confidential mail. These designated staff members should receive training on legitimate government interests for reading and censoring mail and related legal requirements (15 CCR 1375).

1007.6.2 CENSORSHIP OF INCOMING AND OUTGOING NON-CONFIDENTIAL CORRESPONDENCE

In determining whether to censor incoming non-confidential correspondence, consideration shall be given to whether rejecting the material is rationally related to a legitimate government interest, and whether alternate means of communicating with others is available.

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The impact the correspondence may have on other youth and Juvenile Institutions staff members is also a factor. Reasonable alternatives should be considered, and an exaggerated response (e.g., discontinuing delivery of a magazine because of one article) should be avoided.

Outgoing non-confidential correspondence shall only be censored to further a substantial government interest, and only when it is necessary or essential to address the particular government interest. Government interests that would justify confiscation of outgoing mail include:

- (a) Maintaining facility safety and security.
- (b) Preventing dangerous conduct, such as an escape plan.
- (c) Preventing ongoing criminal activity, such as threats of blackmail or extortion, or other similar conduct.
- (d) Preventing harassment of those who have requested that no mail be sent to them by the youth.

Correspondence and material identified for censorship shall be delivered to the Supervisor, who shall decide if such mail will be censored.

1007.6.3 DOCUMENTING REJECTED OR CENSORED CORRESPONDENCE

In each case where it is necessary to remove any item from correspondence, or correspondence has been rejected or censored, a written record must be made of such action, to include:

- (a) The youth's name and identification number.
- (b) A description of the item or correspondence.
- (c) A description of the action taken and the reason for such action.
- (d) The disposition of the item.
- (e) Signature of the involved staff member.
- (f) Notification to the youth (unless such notification jeopardizes any investigation or the safety and security of the facility). The written record should document the date and method by which the youth was notified (e.g., in person, by letter).

1007.7 REJECTION OF MAGAZINES AND PERIODICALS

The Department may reject magazines, periodicals, and other materials that may inhibit the reasonable safety, security, and discipline in the daily operation of this facility. Materials that may be rejected include but are not limited to:

- (a) Materials that advocate violence or a security breach.
- (b) Literature that could incite racial unrest.
- (c) Sexually explicit material, including pornographic magazines, nude pictures, and pictures or descriptions of sexually explicit activities.
- (d) Obscene publications or writings and mail containing information about where or how such matter may be obtained; any material that would have a tendency to incite murder, arson, riot, acts of racism, or any other form of violence; any material

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Youth Mail (Title 15, § 1375)

that would have a tendency to incite crimes against children; any material about unlawful gambling or an unlawful lottery; any material containing information on the manufacture or use of weapons, narcotics, or explosives, or any other unlawful activity.

- (e) Material that could lead to sexual aggression or an offensive environment for youth.
- (f) Material that could create a hostile or offensive work environment.
- (g) Any material with content that could reasonably demonstrate a legitimate government interest in rejecting the material.

Staff members shall notify the Supervisor whenever a decision is made to reject books, magazines, or periodicals. The Facility Superintendent or the authorized designee will make the final decision on the specific magazines, periodicals, and other materials prohibited within this facility.

Religious texts not supplied by Juvenile Institutions-authorized entities may be accepted by the chaplain or other religious volunteer who has received training on facility rules involving contraband, and who has been approved by a supervisor to review such documents for distribution.

1007.8 YOUTH REQUESTS FOR WRITING MATERIALS

Youth may receive the opportunity to write letters and be provided with writing materials weekly, as provided by an approved schedule established by the Facility Superintendent. Writing materials shall include (15 CCR 1375):

- (a) Postage.
- (b) Writing paper.
- (c) Pencil.

Youth shall receive pre-stamped envelopes and writing paper sufficient to maintain communication with courts, legal counsel, officials of this department, elected officials, inspectors with the Board of State and Community Corrections, government officials, and officers of the court.

Youth should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.

See the Stanislaus County Probation Department JD Procedures Manual: YOUTH MAIL for further information.

Youth Telephone Access (Title 15, § 1376)

1008.1 PURPOSE AND SCOPE

This policy establishes guidelines for permitting youth to access and use telephones.

1008.2 POLICY

To encourage and maintain positive relationships within the family and community, the Juvenile Institutions will provide access to telephones for use by youth consistent with federal and state law.

1008.3 TELEPHONE ACCESS PROCEDURE

The Facility Superintendent or the authorized designee shall develop written procedures establishing the guidelines for youth telephone access and usage. All youth will be provided a copy of the telephone usage rules as part of their youth orientation during the admission process (15 CCR 1376). All telephone calls made by youth shall be free of charge to the youth initiating the call and to the person receiving the call (Welfare and Institutions Code § 208.1).

Youth housed in general population will be permitted reasonable access to public telephones, if available, at scheduled times in the dayrooms for placing calls unless such access may cause an unsafe situation for the facility, staff members, or other youth.

The Facility Superintendent shall ensure a notice is conspicuously posted near the phones, informing the youth that non-attorney calls may be monitored and recorded.

Youth are not permitted to receive incoming telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a facility emergency, or as directed by the supervisor or the Facility Superintendent, all telephones will be turned off.

Teletypewriter/telecommunications device for the deaf (TTY/TDD) or equally effective telecommunications devices will be provided to youth who are deaf, hard of hearing, or have speech impairments to allow them equivalent telephone access.

The minimum time allowed per call should be 10 minutes, unless there are substantial reasons to justify further limitations. Reasons for denial of telephone access shall be documented and a copy placed into the youth's file. The rules governing telephone use will be conspicuously posted near the telephones.

Staff members should monitor the use of public telephones to ensure youth have reasonable and equitable access and that the rules are observed. Any youth refusing to cooperate with the telephone rules may have their call terminated, telephone privileges suspended, and/or incur disciplinary action.

Requirements relating to youth telephone access and use during admission are contained in the Youth Admittance Process Policy.

Stanislaus County Probation Department

New JD Policies

Youth Telephone Access (Title 15, § 1376)

Court-ordered calls or any calls placed from a non-public facility telephone should be dialed by a staff member. The staff member shall be responsible for ensuring that the youth is not calling a number that has been restricted by a court order (e.g., victims, witnesses, co-responsible juvenile offenders, protected persons), or by request of the recipient.

1008.4 ATTORNEY-CLIENT TELEPHONE CONSULTATION

At all times throughout the period of custody, youth will have non-recorded telephone access to an attorney at no charge to either the attorney or to the youth, in accordance with the Youth Access to Courts and Counsel Policy.

See the Stanislaus County Probation Department JD Procedure Manual: YOUTH TELEPHONE ACCESS for further information.

Youth Access to Courts and Counsel (Title 15, § 1377)

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of youth to access the courts and legal counsel, while holding youth accountable to the rules and regulations that govern conduct in the facilities (15 CCR 1377).

1009.2 POLICY

It is the policy of this department that all youth will have access to the courts and the ability to consult with legal counsel.

1009.3 YOUTH ACCESS TO LEGAL SERVICES

Staff members should not unreasonably interfere with youth's attempts to seek counsel, and where appropriate, should assist youth with making confidential contact with attorneys and their authorized representatives (e.g., paralegals, investigators, legal assistants).

Access to courts and legal counsel or their authorized representatives may occur through court-appointed counsel, attorney, or legal assistant visits, telephone conversations, or electronic or written communication. To facilitate access, this facility will minimally provide:

- (a) Confidential attorney visiting areas that allow the attorney or the attorney's authorized representatives and the youth to share legal documents.
- (b) Telephones that enable confidential calls between youth and their attorneys or the attorney's authorized representatives.
- (c) Reasonable access to legal materials.

The Facility Superintendent shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the youth handbook that is provided during youth orientation (15 CCR 1377).

1009.4 CONFIDENTIALITY

All communication between a youth and the youth's attorney or the attorney's authorized representatives is confidential, including telephone conversations, or electronic or written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored, but the documents may be inspected for contraband (15 CCR 1377).

1009.5 YOUTH REQUEST FOR ASSISTANCE

Written materials addressing how a youth can access local attorneys and key legal documents shall be available in each housing unit. Staff members shall provide these materials to any youth upon request. However, staff members shall not provide legal advice or assist any youth in completing any legal document (15 CCR 1377).

Stanislaus County Probation Department

New JD Policies

Youth Access to Courts and Counsel (Title 15, § 1377)

1009.6 VISITATION RELATED TO LEGAL DEFENSE

Visits with youth that are related to legal defense, including visits with attorneys or their authorized representatives, will be permitted only in the areas designated for legal visitation to ensure confidentiality (15 CCR 1377). Contact visits may be approved by the Facility Superintendent for special circumstances.

- (a) Visits shall be of a reasonable length of time to discourage any allegation that the youth's defense was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order, and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service, or other required activities.
- (b) Only materials brought to this facility by an attorney or their authorized representatives shall be allowed.
- (c) All materials shall be subject to security inspections for contraband by staff members and shall be routed through the Supervisor for logging and distribution.
- (d) Unlimited postage free, legal correspondence and cost-free telephone access as appropriate.

1009.7 LEGAL MAIL AND COMMUNICATION

Youth shall be provided with free unlimited postage for legal mail, and no-cost telephone access as appropriate (15 CCR 1377).

Youth Health Education (Title 15, § 1415)

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for the provision and delivery of health education and disease prevention programs to youth housed in the Juvenile Institutions.

1010.2 POLICY

The Department is committed to ensuring that youth receive health education and disease prevention programs as required by state law.

1010.3 FACILITY SUPERINTENDENT RESPONSIBILITIES

With the exception of special purpose juvenile halls, the Facility Superintendent for each juvenile facility, in cooperation with the Medical Director shall develop written procedures to assure that interactive and gender and developmentally appropriate medical, behavioral health and dental health education and disease prevention programs are provided to youth.

The education program content shall be updated as necessary to address current health and community priorities that meet the needs of the confined population (15 CCR 1415).

Chapter 11 - Facility Design

Space and Environmental Requirements

1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

1100.2 POLICY

It is the policy of this department to comply with federal and state laws, codes, and correctional standards in matters relating to Juvenile Institutions space and environmental requirements. Any designs for renovations, modifications, additions, or new construction within the facility should comply with federal and state laws, codes, and applicable standards (24 CCR 1230 et seq.).

1100.3 FACILITY SECURITY AND ACCESSIBILITY

Designs for planned renovations, modifications, additions, or new construction within the Juvenile Institutions should facilitate personal communication with youth and direct visual observation of all sleeping rooms, dayrooms, and recreation areas. Electronic surveillance may augment supervision of youth but shall not be a substitute for personal communication and observation. Security glazing should comply with the minimum requirements of American Society for Testing Materials, ASTM F 1233-98, for Class III glass or equivalent.

All locks, detention hardware, fixtures, furnishings, and equipment should have the proper security value for the areas in which they are used. Using padlocks in place of security locks on sleeping rooms of youth housing unit doors is generally prohibited, because unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility if an emergency occurs.

The facility should avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for hanging or other opportunity for self-inflicted injury.

All parts of the facility that are accessible to the public should be accessible to and usable by persons with disabilities.

1100.4 ENVIRONMENTAL REQUIREMENTS

1100.4.1 LIGHTING LEVELS

Lighting levels shall be adequate for staff members and youth to perform daily activities. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the youth's ability to sleep (24 CCR 1230.2.6).

1100.4.2 NATURAL LIGHT

All youth living areas should provide exposure to natural light from an opening or window that has a view to the outside (24 CCR 1230.1.3).

Stanislaus County Probation Department

New JD Policies

Space and Environmental Requirements

1100.4.3 NOISE LEVEL

Noise levels at night should be low to allow youth to sleep. Nothing in this policy is intended to limit or impair in any way staff members' ability to monitor the Juvenile Institutions consistent with safety, security, and good correctional practices.

1100.4.4 VENTILATION

Ventilation systems, including those in toilet rooms and sleeping rooms with toilets, should be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes, and applicable standards.

Other than in an emergency, youth or staff members shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system should only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

Air quantities shall be documented at least annually by an independent expert or by a designated, trained staff member who is able to correctly document the conditions, and a report provided to the Facility Superintendent.

1100.4.5 TEMPERATURE LEVELS

Temperature and humidity levels should be maintained at a level established by facility maintenance personnel and deemed comfortable and cost-efficient.

1100.5 LOCKED SLEEPING ROOM FURNISHINGS

Each youth housed in this facility should be provided with:

- (a) A sleeping surface and mattress in accordance with federal and state laws, codes, and applicable standards.
- (b) A writing surface and a seat.
- (c) A storage area for clothing and personal belongings.
- (d) A toilet, washbasin, and drinking fountain, as individual fixtures or as a combination unit (24 CCR 1230.1.6).
- (e) A door that swings outward or slides laterally, with an observation window that allows staff members to see the youth.

1100.6 DAYROOMS

Dayrooms should be situated adjacent to sleeping rooms and should be able to accommodate a variety of activities. There should be access to toilets, washbasins, drinking fountains, and showers.

1100.6.1 DAYROOM REQUIREMENTS

Dayrooms shall be equipped pursuant to the requirements of 24 CCR 1230.1.10.

1100.6.2 DORMITORIES

Dormitories shall be equipped pursuant to the requirements of 24 CCR 1230.1.9.

Stanislaus County Probation Department

New JD Policies

Space and Environmental Requirements

1100.7 RECEPTION/INTAKE AREA

Each facility should have space designed for the reception of youth pending admission to the facility. This space should provide access to showers, a secure vault or storage space for youth valuables, a telephone for youth use, and hot and cold running water for staff member use (24 CCR 1230.1.1).

Central Control

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for a control center for monitoring and coordinating facility security, safety, and communications.

1101.2 POLICY

It is the policy of this department to maintain a control center, designated as Central Control, that shall be secure and staffed 24 hours a day to monitor and coordinate security, safety, and communications.

1101.3 COMMUNICATIONS AND MONITORING CAPABILITIES

The Central Control shall have multiple means of direct communication with all staff member control stations in youth housing areas, including telephone, intercom, and radio.

The Central Control staff member on-duty shall be responsible for monitoring fire, smoke, duress, and life-safety alarms and should have the means to summon assistance if an emergency occurs.

See the Stanislaus County Probation Department JD Procedure Manual; CENTRAL CONTROL for further information.

1101.4 SECURITY

Access into the Central Control should be through a sallyport entrance controlled by the staff member inside the Central Control.

Youth should never be allowed to enter the Central Control or any other secure communications room where access doors are controlled.

Facility Capacity (Title 15, § 1343)

1102.1 PURPOSE AND SCOPE

One of the determining factors in maintaining a safe and secure Juvenile Institutions is to limit the youth population to the number of beds constructed in each youth classification level. Occasionally, emergencies occur that will require the Juvenile Institutions to exceed its Board Rated Capacity (BRC). This policy establishes the facility's approved bed capacity, addresses temporary population excess, and provides a plan for gathering statistics and projecting long-term space needs via a facility needs assessment.

1102.2 POLICY

It is the policy of the Stanislaus County Probation Department to manage the youth population to the extent reasonably possible to avoid exceeding the facility's BRC.

1102.3 RESPONSIBILITIES

The Chief Probation Officer is responsible for ensuring that the facility has enough housing units in an appropriate configuration so that youth can be separated according to the facility's classification plan.

If an emergency causes the facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the youth population to the BRC as soon as reasonably practicable. The Department will take affirmative action to address excess population. If the youth population remains over capacity or continues to increase, a crowding committee should be formed to examine methods to ensure that the facility population is reduced and remains within the approved bed capacity.

When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than 15 calendar days in a month, the Facility Superintendent shall provide a crowding report to the Board of State and Community Corrections (BSCC) in the format provided by the BSCC (15 CCR 1343). The BSCC executive director shall review the facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of youth. If the executive director determines that the facility is unsuitable for confining youth, the Board shall review the recommendation at its next scheduled meeting (15 CCR 1343).

Notice of the Board's findings and/or actions shall be public record and, at a minimum, will be provided to the Facility Superintendent, presiding juvenile court judge, Board of Supervisors chairperson, Probation Commission, and Juvenile Justice Commission within 10 working days of the Board meeting (15 CCR 1343).

1102.4 DAILY YOUTH POPULATION REPORT

The Facility Superintendent or the authorized designee is responsible for ensuring that staff members complete and maintain detailed daily logs of the facility's youth population. A daily youth population report summarizing this information shall be distributed to the Chief Probation Officer or the authorized designee (15 CCR 1324).

Stanislaus County Probation Department

New JD Policies

Facility Capacity (Title 15, § 1343)

1102.4.1 REQUIRED REPORTING

The Facility Superintendent or authorized designee shall submit the required population and profile survey reports to the BSCC within 10 working days after the end of each reporting period, in a format to be provided by the BSCC (15 CCR 1342).

Chapter 12 - Personnel

Overtime Compensation

1200.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1200.2 POLICY

The Stanislaus County Probation Department will compensate nonexempt employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the accrual of compensatory time (29 CFR 553.22).

Because of the nature of probation operations, and the specific needs of the department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt members are not authorized to volunteer work time to the department. All requests to work overtime shall be approved in advance by a supervisor and either the Chief Probation Officer or designee prior to working the overtime. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

All members are to follow the guidelines as outlined in the Stanislaus County Personnel Manual: OVERTIME POLICY.

1200.3 REQUESTS FOR OVERTIME COMPENSATION

1200.3.1 MEMBER RESPONSIBILITIES

Generally, no member is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Members shall:

- (a) Obtain supervisory approval, verbal or written.
- (b) Record the actual time worked on their timecard.

1200.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

- (a) Before authorizing a member to work overtime, evaluate the need for the overtime.
 - 1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.
- (b) Confirm that the overtime was authorized and then verify the actual time worked.
 - 1. The on-duty Supervisor shall record the actual time worked on the scheduling system.

Stanislaus County Probation Department

New JD Policies

Overtime Compensation

2. Supervisors identifying any unauthorized overtime or discrepancy shall notify the Facility Superintendent or the authorized designee
- (c) The on-duty Night Supervisor shall audit and initial each members' time card entries.
 1. Supervisors may not authorize or approve their own overtime.

1200.4 ACCOUNTING FOR PORTIONS OF AN HOUR

Members are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid. The member will enter the actual time worked.

1200.5 REQUESTING USE OF COMPENSATORY TIME

Members who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request if the request does not unduly disrupt department operations.

Compensatory time may not be used for time off for a date and time when the member is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

Standards of Conduct

1201.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Stanislaus County Probation Department and are expected of all department staff members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, staff members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a staff member's supervisors.

1201.2 POLICY

The continued employment or appointment of every staff member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

1201.3 PRISON RAPE ELIMINATION ACT

Members have a continuing affirmative duty to notify the Facility Superintendent in writing if they have (28 CFR 115.317; 15 CCR 3411):

- (a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.
- (b) Been convicted for an offense involving engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.
- (c) Been the subject of any civil or administrative adjudication finding that the member engaged in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

1201.4 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

See the Stanislaus County Probation Department JD Procedures Manual: STANDARDS OF CONDUCT.

Also, see the Stanislaus County Probation Department Policy Manual: STANDARDS OF CONDUCT for further information.

Meal Periods and Breaks

1202.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all County employees that has been established by the Chief Executive Officer.

1202.2 POLICY

It is the policy of the Stanislaus County Probation Department to provide meal periods and breaks to staff members of this department in accordance with the applicable collective bargaining agreement or memorandum of understanding and the county personnel manual.

See the Stanislaus County Probation Department JD Procedures Manual: MEAL PERIODS AND BREAKS for further information.

Also, see the Stanislaus County Probation Department Policy Manual: MEAL PERIODS AND BREAKS for further information.

NEW Stanislaus County Probation
Dept. Juvenile Detention Policy Manual
New JD Policies

Attachments

Emergency Suspension of Standards or Requirements.pdf

15 CCR § 1302 Definitions.pdf

Title 15, § 1302
§ 1302. Definitions.

The following definitions shall apply:

Administering medication - As it relates to pharmaceutical management, the act by which a single dose of medication is given to a patient by licensed health care staff members. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

Alternate means of compliance - A process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board of State and Community Corrections pursuant to an application.

Appeal hearing - An administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the executive director of the Board or the Board.

Appellant - A county or city that files a request for an appeal hearing.

Authorized representative - An individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

Behavioral health - Mental/emotional well-being and/or actions that affect wellness. Behavioral health problems include substance use disorders, alcohol and drug addiction, and serious psychological distress, suicide, and mental disorders.

Behavioral/mental health director - The individual who is designated by contract, written agreement, or job description to have administrative responsibility for the behavioral/mental health program of the facility or system. The Health Care Administrator shall work in cooperation with the behavioral/mental health director to develop and implement mental health policies and procedures.

Board - The Board of State and Community Corrections, which acts by and through its executive director, deputy directors, and field representatives.

Camp - A juvenile camp, ranch, forestry camp, or boot camp established in accordance with [Section 881 of the Welfare and Institutions Code](#), to which youth who are made wards of the court on the grounds of fitting the description in [Section 602 of the Welfare and Institutions Code](#) may be committed.

Cisgender - A person whose gender identity corresponds to the gender the person was assigned at birth.

Clergy - Persons ordained for religious duties.

Committed - Placed in a jail or juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other sentencing alternatives.

Contraband - Any object, writing, or substance that the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rules.

Title 15, § 1302
§ 1302. Definitions.

Control room - A continuously staffed secure area within the facility that contains staff member responsible for safety, security, emergency response, communication, electronics, and movement.

Court holding facility for youth - A local detention facility constructed within a court building used for the confinement of youths or youths and adults for the purpose of a court appearance, for a period not to exceed 12 hours.

Culturally responsive - Considering the diverse population of a facility with regard to race, language, ethnicity, sexual orientation, gender, gender expression, immigration status, and values.

De-escalation - In regard to use of force, the use and application of efforts and techniques, including conflict resolution, to discourage, decrease, or prevent threatening, disruptive, or violent behavior.

Delivering medication - As it relates to pharmaceutical management, the act of providing one or more doses of a prescribed and dispensed medication to a youth.

Developmental disability - Applies to those persons who have a disability that originates before an individual is 18 years old, continues or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities. The definition of developmental disability shall not include other disabilities that are solely physical in nature.

Direct visual observation - Means by which staff members must personally see a youth's movement and/or skin. Audio/video monitoring and mirrors may supplement but not substitute for direct visual observation.

Direct visual supervision - Circumstance when staff are constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement but not substitute for direct visual supervision.

Dispensing - As it relates to pharmaceutical management and pursuant to the [Section 4024 of the Business and Professions Code](#), the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

Disposal - As it relates to pharmaceutical management, the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable (e.g., upon youth discharge from the facility) or the provision of medication to the patient upon discharge.

DNA (deoxyribonucleic acid) - A chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement in a crime scene.

Title 15, § 1302
§ 1302. Definitions.

Emergency - A significant disruption of normal facility procedure, policy, or operation caused by civil disorder, a single incident of mass arrest of youths, or natural disasters such as flood, fire, or earthquake; and that requires immediate action to avert death or injury and to maintain security.

Executive director - The executive director of the Board of State and Community Corrections.

Exercise - An activity that requires physical exertion of the large muscle groups.

Exigent - A description for an event or other circumstance that is urgent, unanticipated, and requires immediate action.

Facility administrator - The chief probation officer, sheriff, marshal, chief of police, or other official charged by law with administration of the facility.

Facility manager – The director, superintendent, police or sheriff commander, or other person in charge of the day-to-day operation of a facility holding youth.

Filing date - The date a request for an appeal hearing is received by the executive director of the Board.

Food - Any nourishing substance that is eaten, drunk, or otherwise taken into the body to sustain life, provide energy, and/or promote growth.

504 plan - A written educational plan developed by a group of educators, administrators, parents, and other relevant participants that addresses the needs of a student with a physical or mental impairment that may substantially limit major life activities, including but not limited to caring for oneself, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning as defined under Section 504 of the Rehabilitation Act of 1973.

Furlough - The conditional or temporary release of a youth from the facility.

Gender expression - The manner in which gender is expressed through clothing, appearance, behavior, speech, etc.

Gender identity - A person's sense of being male, female, some combination of male or female, or neither male nor female.

Gender fluidity - A gender identity that can vary over time. A gender fluid person may at any time identify as male, female, neutrois, any other non-binary identity, or some combination of identities. The person's gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.

Gender nonconforming - Describes a youth whose appearance or manner does not conform to traditional masculine and feminine gender norms.

Group punishment -The act of sanctioning a group of uninvolved youths based on the actions of one or more youths. Group punishment is prohibited.

Title 15, § 1302
§ 1302. Definitions.

Health Care Administrator - The individual or agency designated with responsibility for health care policy and procedures pursuant to a written agreement, contract, or job description. The Health Care Administrator may be a physician, an individual, or a health agency.

Health care - Behavioral/medical, mental health, and dental services.

Health care clearance - A non-confidential statement that indicates to youth supervision staff members that there are no health contraindications to a youth being admitted to a facility and specifies any limitations to full program participation.

Health care provider - An individual appropriately licensed by the state and designated by contract, written agreement, or job description to have responsibility to provide preventive, curative, promotional, or rehabilitative health care in a systematic way to youths.

Hearing panel - A panel comprising three members of the Board who shall be selected by the chair at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or be citizens of, the county or city submitting an appeal.

Human trafficking - The trade of humans, most commonly for the purpose of forced labor, sexual slavery, or commercial sexual exploitation for the benefit of the trafficker or others.

Individual Education Program (IEP) - A written statement for each individual with exceptional needs that is developed, reviewed, and revised in a meeting in accordance with the [Section 56345 of the Education Code](#) and applicable federal laws and regulation.

Intersex - Describes a youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

Juvenile facility - A juvenile hall, ranch or camp, forestry camp, regional youth education facility, boot camp, or special-purpose juvenile hall.

Juvenile hall - A county facility designed for the reception and care of youths detained in accordance with the provisions of this subchapter and the juvenile court law.

Labeling - As it relates to pharmaceutical management and pursuant to [Sections 4076 and 4076.5 of the Business Professions Code](#), means the act of preparing and affixing an appropriate label to a medication container.

Legend drugs - Any drugs defined as “dangerous drugs” under [Chapter 9, Division 2, Section 4022 of the Business and Professions Code](#). These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI) - A diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non- heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter “Q” is for those who identify as queer or are questioning their sexual identity. The letter “I” stands for intersex, which is defined above.

Title 15, § 1302
§ 1302. Definitions.

Linguistically appropriate - Delivered in a manner that effectively communicates with persons of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.

Living unit - A self-contained unit containing locked sleeping rooms, single- and double-occupancy sleeping rooms, or dormitories, dayroom space, water closets, wash basins, drinking fountains, and showers commensurate to the number of youths housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention, or other action if needed.

Local health officer - The licensed physician who is appointed by the Board of Supervisors pursuant to [Section 101000 of the Health and Safety Code](#) to carry out duly authorized orders and statutes related to public health within the physician's jurisdiction.

Meal - The food served and eaten, especially at one of the customary or regular occasions for eating during the day, such as breakfast, lunch, or dinner.

Minor - A person younger than 18; includes individuals whose cases are under the jurisdiction of the adult criminal court. This term includes "juvenile" as defined by Section 208.55 of the Welfare and Institutions Code.

Non-school day - A day when school is not in operation. It also applies when an individual youth is both not enrolled in school and not required to be in attendance.

Notice of decision - A written statement by the executive director of the Board that contains the formal decision of the executive director and the reason for that decision.

On-site health care staff members - Licensed, certified, or registered health care staff members who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement, or job description. It does not extend to emergency medical staff members or other health care staff members who may be on-site to respond to an emergency or an unusual situation.

Over-the-counter (OTC) drugs - As it relates to pharmaceutical management, these are medications that do not require a prescription (non-legend).

Pilot project - An initial short-term method to test or apply an innovation or concept related to the operation, management, or design of a juvenile facility, jail, or lockup pursuant to an application to, and approval by, the Board.

Podular design - A design concept for detention facilities in which housing cells, dormitories, or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

Post-dispositional youth - A youth detained in a facility after a dispositional order by the court.

Procurement - As it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.

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§ 1302. Definitions.

Proposed decision - A written recommendation from the hearing panel/hearing officer to the full Board containing a summary of facts and a recommended decision on an appeal.

Prostheses - Artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.

Psychotropic medication - Those drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

Rated capacity - The number of beds approved by the Board that can be utilized by a juvenile facility based on the design requirements of Title 24, Part 1, Article 2, Section 13-201(c)6 of the California Code of Regulations.

Reasonable and necessary force - The amount and type of force that an objective, similarly trained, experienced, and competent youth supervision staff member, who if faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youths, staff members, others, and the facility.

Recreation - The youth's free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, and letter writing.

Regional facility - A facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities, and financial obligations of all parties.

Remodeling - The act of altering the facility structure by adding, deleting, or moving any of the building's components, thereby affecting any of the spaces specified in Title 24, Section 460A.

Repackaging - As it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.

Request for appeal hearing - A clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the executive director of the Board.

Responsible Physician - The physician who is appropriately licensed by the state and is designated by contract, written agreement, or job description to have responsibility for policy development in medical, dental, and mental health matters involving clinical judgments. The Responsible Physician may also be the Health Care Administrator.

Restraint devices - Includes any devices that immobilize a youth's extremities and/or prevent the youth from being ambulatory.

Room confinement - The placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff members and attorneys. Room confinement does not include confinement of a youth in a locked single-person room for brief periods as may be necessary for required institutional operations.

Room extraction - The forceful removal of a youth from a room.

Title 15, § 1302
§ 1302. Definitions.

Security glazing - A glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

Separation - Limiting a youth's participation in regular programming for a specific purpose.

Sexual abuse - Sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

Sexual orientation - A person's emotional, romantic, and sexual attraction for members of the same, opposite, or both genders.

Shall - Is used to express something that is mandatory; "may" is permissive.

Snack - A small portion of food, drink, or a light meal, especially one consumed between regular meals.

Sole supervision - The independent supervision of one or more youths by youth supervision staff members who have successfully completed Juvenile Corrections Officer Core Training.

Special-purpose juvenile hall - A county facility used for the temporary confinement of a youth, not to exceed 96 hours, prior to transfer to a full-service juvenile facility or release.

Special visits - Visits by persons other than parents or guardians, those standing in loco parentis, and children of the youth, as outlined in Section 1374 of these regulations.

Status offender - A minor alleged or adjudged to be a person described in [Section 601 of the Welfare and Institutions Code](#).

Storage - As it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

Supervisory staff member - A staff member whose primary duties may include but are not limited to scheduling and evaluating subordinate staff members, providing on-the-job training, making recommendations for promotion, hiring and discharging subordinate staff members, recommending disciplinary actions, and overseeing subordinate staff member work. Supervisory staff members may be included in the youth-to-supervision staff member ratio when performing duties of direct youth supervision.

Transgender youth - Means a youth whose gender identity (i.e., internal sense of feeling male or female) is different from the youth's assigned sex at birth.

Trauma - An experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

Trauma-informed approaches - Policies, practices, and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youths, family members, and staff members.

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§ 1302. Definitions.

Trauma-informed care - An organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youths, family members, and staff members.

Trauma reminder - Something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.

Traumatic stress - Stress that occurs when youths are exposed to traumatic events and this exposure overwhelms their ability to cope.

Un-enrolled - Term for when an individual youth is not enrolled in school.

Use of force - An immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

Voyeurism - An invasion of privacy of a youth by another individual during private activities such as using the toilet or undressing, or by staff members for reasons unrelated to official duties, such as peering at a youth who is using a toilet in his or her room to perform bodily functions; requiring the youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body or of a youth performing bodily functions. Exceptions would include exigent circumstances or when such viewing is incidental to routine room safety checks.

Youth - Any person who is in the custody of the juvenile facility. This person may be a minor younger than 18 or a person over the age of 18. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult court.

Youth supervision staff member - A juvenile facility staff member whose duty is to supervise the youth. Administrative, supervisory, food services, janitorial, or other auxiliary staff members are not considered youth supervision staff members.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment filed 1-11-2001; operative 2-10-2001 (Register 2001, No. 2).
3. Amendment filed 6-23-2003; operative 7-23-2003 (Register 2003, No. 26).
4. Amendment of section filed 6-18-2007 including agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
5. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49).

Title 15, § 1302
§ 1302. Definitions.

6. Amendment filed 11-14-2018; operative 1-1-2019 (Register 2018, No. 46). This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1302, 15 CA ADC 1302.

15 CCR § 1301 Other Standards and Requirements.pdf

Title 15, § 1301

§ 1301. Other Standards and Requirements.

Nothing contained in the standards and requirements hereby fixed shall be construed to prohibit a city, county, or city and county agency operating a local juvenile facility from adopting standards and requirements governing its own employees and facilities provided such standards and requirements meet or exceed and do not conflict with these standards and requirements. Nor shall these regulations be construed as authority to violate any state fire safety standard, building standard, or applicable statutes.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#); and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: [Section 209, Welfare and Institutions Code](#); 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

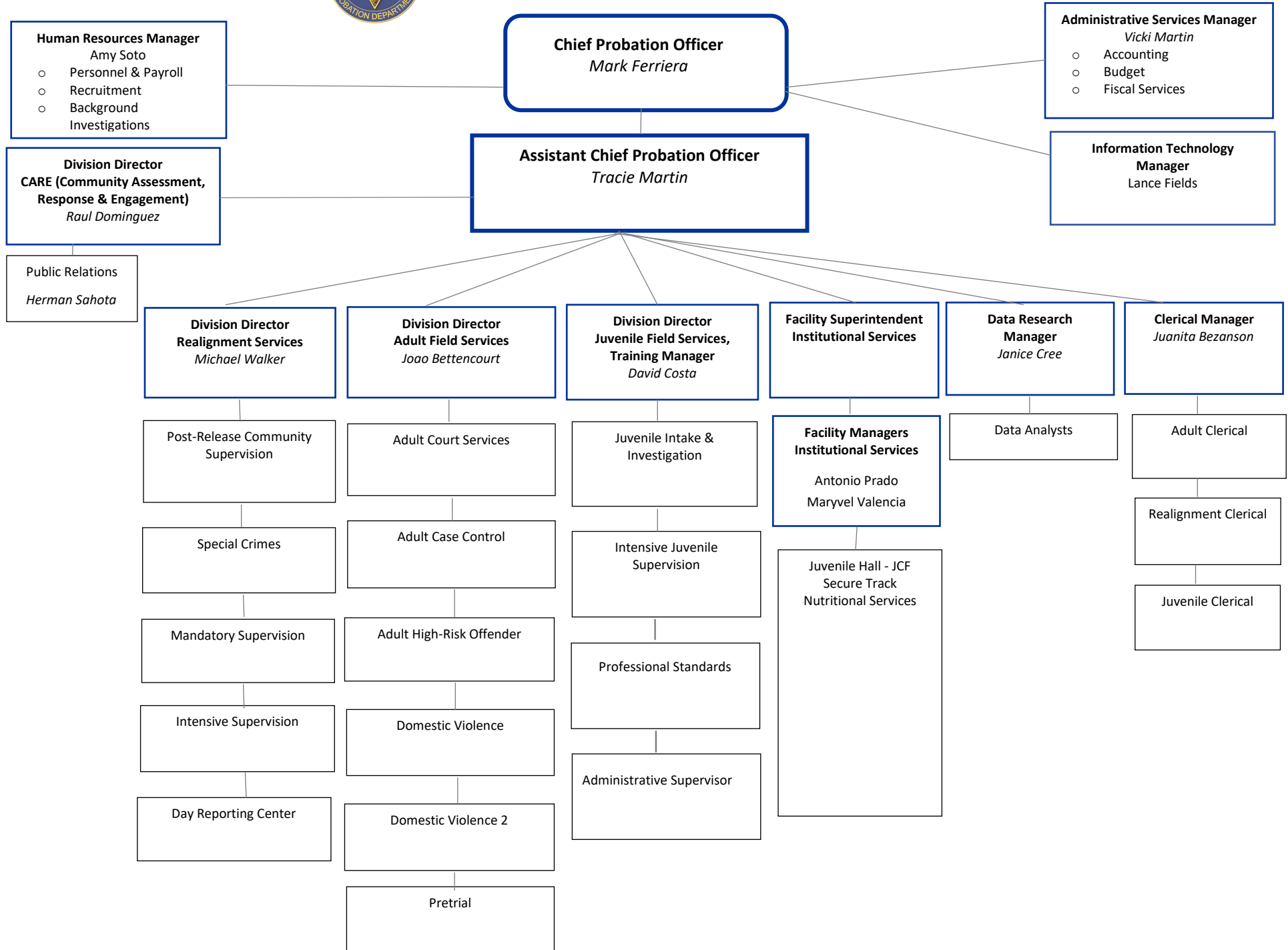
HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1301, 15 CA ADC 1301

Organizational Chart - 9-2024.pdf



STANISLAUS COUNTY PROBATION DEPARTMENT
Organizational Chart



15 CCR § 1311 Emergency Suspension of Standards or Requirements.pdf

15 CCR § 1311

§ 1311. Emergency Suspension of Standards or Requirements.

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local juvenile facility, youth, staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board in writing in the event that such a suspension lasts longer than three days. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the Board for a time specified by him/her.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment of section filed 6-18-2007 for agency name change pursuant to Penal Code section 6024; operative 7-18-2007 (Register 2007, No. 25).
3. Amendment of section and Note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49).
This database is current through 10/22/21 Register 2021, No. 43
15 CCR § 1311, 15 CA ADC § 1311

15 CCR § 1311

§ 1311. Emergency Suspension of Standards or Requirements

Nothing contained herein shall be construed to deny the power of any Facility Manager to temporarily suspend any standard or requirement herein prescribed in the event of any emergency that threatens the safety of a local juvenile facility, youth, staff member, or the public. Only such regulations directly affected by the emergency may be suspended. The Facility Manager shall notify the Board in writing in the event that such a suspension lasts longer than three days. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the Board for a time specified by the chair.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

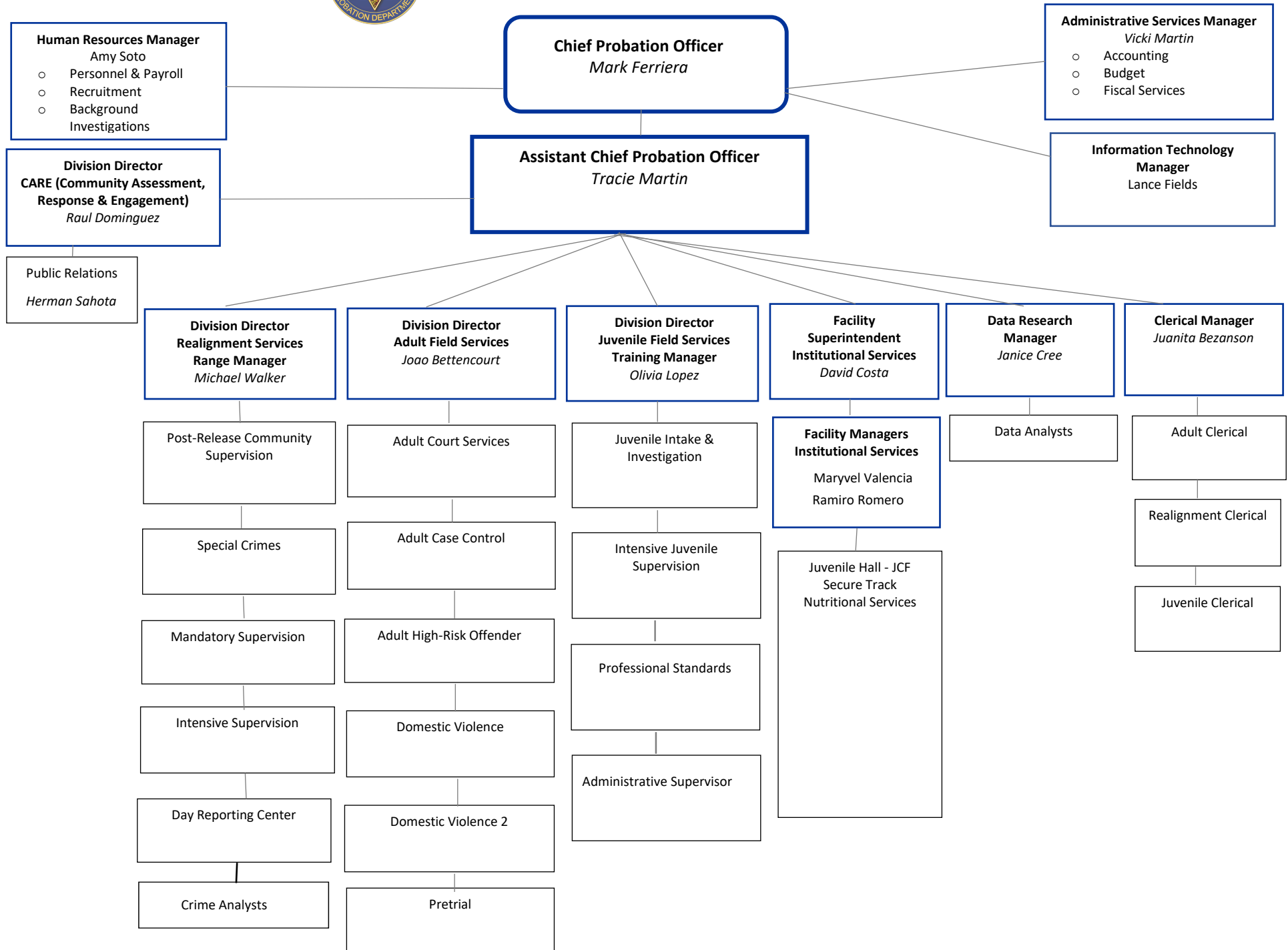
HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
3. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49). This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1311, 15 CA ADC 1311.

Organizational Chart 1-10-2025.pdf



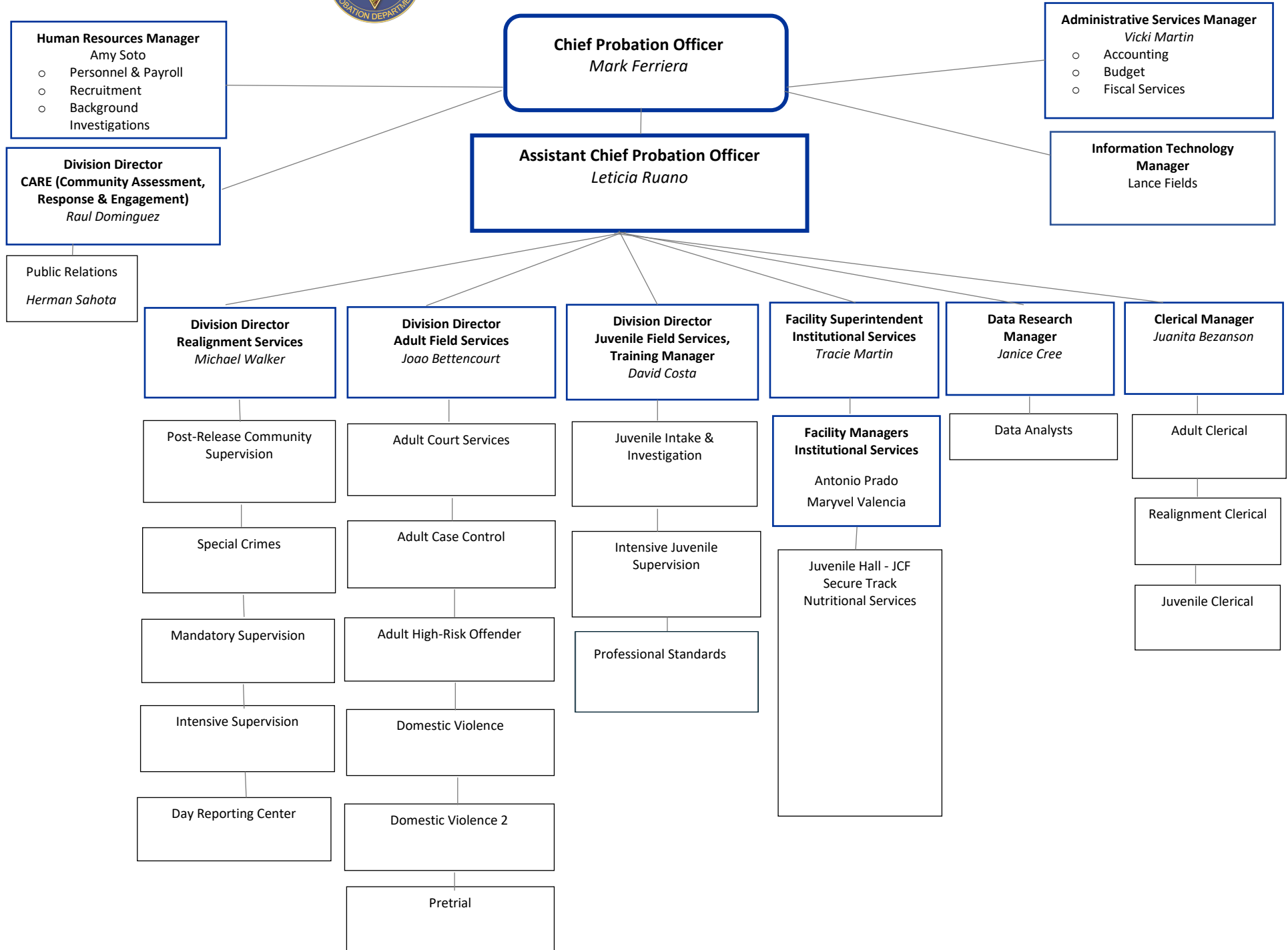
STANISLAUS COUNTY PROBATION DEPARTMENT
Organizational Chart



Organizational Chart.pdf



STANISLAUS COUNTY PROBATION DEPARTMENT
Organizational Chart



15 CCR § 1314 Appeal.pdf

15 CCR § 1314

§ 1314. Appeal.

The appeal hearing procedures are intended to provide a review concerning the Board application and enforcement of standards and regulations governing juvenile facilities. A county, city, city and county, or joint juvenile facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion that may occur concerning the proper application of regulations or procedures.

(a) Levels of appeal

(1) There are two levels of appeal:

(A) Appeal to the executive director.

(B) Appeal to the Board.

(2) An appeal shall first be filed with the executive director.

(b) Appeal to the executive director

(1) If a county, city, city and county, or joint juvenile facility is dissatisfied with an action of the Board staff, it may appeal the cause of the dissatisfaction to the executive director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.

(2) The appeal shall be in writing and:

(A) State the basis for the dissatisfaction.

(B) State the action being requested of the executive director.

(C) Attach any correspondence or other documentation related to the cause for dissatisfaction.

(c) Executive director appeal procedures

(1) The executive director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.

(2) The procedural time requirement may be waived with the mutual consent of the appellant and the executive director.

(3) The executive director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.

(d) Executive director's decision. The decision of the executive director shall be in writing and shall provide the rationale for the decision.

(e) Request for appeal hearing by Board.

15 CCR § 1314

§ 1314. Appeal.

(1) If a county, city, city and county, or joint juvenile facility is dissatisfied with the decision of the executive director, it may file a request for an appeal hearing with the Board. Such appeal shall be filed within 30 calendar days after receipt of the executive director's decision.

(2) The request shall be in writing and:

(A) State the basis for the dissatisfaction.

(B) State the action being requested of the Board.

(C) Attach any correspondence related to the appeal from the executive director.

(f) Board hearing procedures

(1) The hearing shall be conducted by a hearing panel designated by the chairman of the Board at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing no fewer than seven days prior to the hearing.

(2) The procedural time requirements may be waived with mutual consent of the parties involved.

(3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing, or the matter is continued for what is determined by the hearing panel to be good cause.

(4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.

(5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.

(6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Board at its next regular public meeting.

(g) Board decision

(1) The Board, after receiving the proposed decision, may:

(A) Adopt the proposed decision.

(B) Decide the matter on the record with or without taking additional evidence.

(C) Order a further hearing to be conducted if additional information is needed to decide the issue.

15 CCR § 1314

§ 1314. Appeal.

- (2) The Board decision or notice of a new hearing ordered, notice of decision, or other such actions shall be mailed or otherwise delivered by the Board to the appellant.
- (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for a decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.
- (4) The Board's decision shall be final.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

- 1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
- 2. Amendment filed 1-11-2001; operative 2-10-2001 (Register 2001, No. 2).
- 3. Amendment of first paragraph filed 6-23-2003; operative 7-23-2003 (Register 2003, No. 26).
- 4. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
- 5. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49). This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1314, 15 CA ADC 1314.

15 CCR § 1300 Severability.pdf

15 CCR § 1300
§ 1300. Severability

If any article, subsection, sentence, clause, or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the Board of State and Community Corrections, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

1. New subchapter 5 (articles 1-15), article 1 (sections 1300-1304) and section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
3. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49). This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1300, 15 CA ADC 1300.

15 CCR § 1313 County Inspection and Evaluation of Building and Grounds.pdf

15 CCR § 1313

§ 1313. County Inspection and Evaluation of Building and Grounds.

On an annual basis, or as otherwise required by law, each juvenile Facility Manager shall obtain a documented inspection and evaluation from the following:

- (a) The county building inspector or person designated by the Board of Supervisors to approve building safety.
- (b) The fire authority having jurisdiction, including a fire clearance as required by [Section 13146.1\(a\) and \(b\) of the Health and Safety Code](#).
- (c) The local health officer, inspection in accordance with [Section 101045 of the Health and Safety Code](#).
- (d) The county superintendent of schools on the adequacy of educational services and facilities as required in [15 CCR 1370](#).
- (e) The juvenile court as required by [Section 209 of the Welfare and Institutions Code](#).
- (f) The Juvenile Justice Commission as required by [Section 229 of the Welfare and Institutions Code](#) or Probation Commission as required by [Section 240 of the Welfare and Institutions Code](#).

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment filed 1-11-2001; operative 2-10-2001 (Register 2001, No. 2).
3. Amendment of subsections (c) and (f) filed 6-23-2003; operative 7-23-2003 (Register 2003, No. 26).
4. Amendment of first paragraph and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49).

This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1313, 15 CA ADC 1313.

15 CCR § 1310 Applicability of Standards.pdf

15 CCR § 1310

§ 1310. Applicability of Standards.

All standards and requirements contained herein shall apply to any county, city and county, or joint juvenile facility that is used for the confinement of youths.

- (a) Juvenile halls, camps, ranches, forestry camps, and boot camps shall comply with all regulations.
- (b) Special-purpose juvenile halls shall comply with all regulations except the following:
 - 1. 1322(c): Youth Supervision Custody/Staff Member Orientation and Training.
 - 2. 1370: Youth Educational Services.
 - 3. 1415: Youth Health Education.
 - 4. 1464: Food Services and Supervision.
 - 5. 1481: Special Clothing.
 - 6. 1488: Hair Care Services.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

- 1. New article 2 (sections 1310-1314) and section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
- 2. Amendment filed 1-11-2001; operative 2-10-2001 (Register 2001, No. 2).
- 3. Amendment of first paragraph and subsections (a) and (b) and repealer of subsections (c)-(f) filed 6-23-2003; operative 7-23-2003 (Register 2003, No. 26).
- 4. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49). This database is current through 10-22-21 (Register 2021, No. 43), 15 CCR 1310, 15 CA ADC 1310.

15 CCR § 1304 Alternate Means of Compliance.pdf

15 CCR § 1304
§ 1304. Alternate Means of Compliance.

- (a) An alternate means of compliance is the long-term method used by a local juvenile facility/system, approved by the Board of State and Community Corrections, to encourage responsible innovation and creativity in the operation of California's local juvenile facilities. The Board may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations either after the pilot project process has been successfully evaluated or upon direct application to the Board. The city, county, or city and county shall present the completed application to the Board no later than 30 days prior to the expiration of its pilot project, if needed.
- (b) Applications for alternate means of compliance shall meet the spirit and intent of improving facility management, shall be equal to, or exceed the intent of, existing standard(s), and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:
 - (1) Any lawsuits brought against the applicant local facility, pertinent to the proposal.
 - (2) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (A) Program activities, exercise, and recreation
 - (B) Adequacy of supervision
 - (C) Types of [youth] affected
 - (D) Classification procedures
 - (3) A statement of the problem the alternate means of compliance is intended to solve, how the alternative shall contribute to a solution of the problem, and why it is considered an effective solution.
 - (4) The projected costs of the alternative and projected cost savings to the city, county, or city and county, if any.
 - (5) A plan for developing and implementing the alternative, including a timeline where appropriate.
 - (6) A statement of how the overall goal of providing safety to [staff members] and [youths] was or would be achieved during the pilot project evaluation phase.
 - (7) Documentation of community outreach, engagement, or public notice regarding application.
- (c) The Board may consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the applicant's history of compliance/noncompliance with regulations, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, if applicable, and [staff member] recommendations.
- (d) Within 10 working days of receipt of the application, Board staff shall notify the applicant in writing that the application is complete and accepted for filing, or that the application is being returned as deficient. If the application is returned, the applicant will be notified of what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time, and location of the meeting at which the application shall be considered.

15 CCR § 1304
§ 1304. Alternate Means of Compliance.

- (e) When an application for an alternate means of compliance is approved by the Board, Board staff shall notify the applicant in writing within 10 working days of meeting any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. Regular progress reports and evaluative data as to the success of the alternate means of compliance shall be submitted by the applicant. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.
- (f) The Board may revise the minimum standards during the next biennial review based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
 2. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
 3. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49).
 4. New subsection (b)(7) filed 11-14-2018; operative 1-1-2019 (Register 2018, No. 46).
- This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1304, 15 CA ADC 1304.

15 CCR § 1303 Pilot Projects.pdf

Title 15, § 1303
§ 1303. Pilot Projects.

- (a) The Board of State and Community Corrections may, upon application of a city, county, or city and county, grant pilot project status to a program, operational innovation, or new concept related to the operation and management of a local juvenile facility. An application for a pilot project shall include, at a minimum, the following information:
 - (1) The regulations which the pilot project shall affect.
 - (2) Any lawsuits brought against the applicant local juvenile facility, pertinent to the proposal.
 - (3) A summary of the “totality of conditions” in the facility or facilities, including but not limited to:
 - (A) Program activities, exercise, and recreation.
 - (B) Adequacy of supervision.
 - (C) Types of youth affected .
 - (D) Classification procedures.
 - (4) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary, and why the particular approach was selected.
 - (5) The projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any.
 - (6) A plan for developing and implementing the pilot project, including a timeline where appropriate.
 - (7) A statement of how the overall goal of providing safety to staff members and youths shall be achieved.
 - (8) Documentation of community outreach, engagement, or public notice regarding application.
- (b) The Board may consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the applicant's history of compliance/noncompliance with regulations, the completeness of the information provided in the application, and staff member recommendations.
- (c) Within 10 working days of receiving the application, the Board staff shall notify the applicant in writing that the application is complete and accepted for filing, or that the application is being returned as deficient. When the application is returned, the applicant will be notified of the specific additional information that is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the proposed pilot project actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time, and location of the meeting at which the application shall be considered.

Title 15, § 1303
§ 1303. Pilot Projects.

- (d) When an application for a pilot project is approved by the Board, Board staff shall notify the applicant in writing, within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. The Board may extend time limits for pilot projects for good and proper purpose.
- (e) If the application is disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, of the reasons for disapproval. This application approval process may take up to 90 days from the date a complete application is received.
- (f) Pilot project status granted by the Board shall not exceed 12 months after its approval date. When deemed to be in the best interest of the applicant, the Board may extend the expiration date. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance. The pilot project shall be granted an automatic extension of time to operate the project pending the Board's consideration of an alternate means of compliance.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Section 209, Welfare and Institutions Code](#).

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
3. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49).
4. New subsection (a)(8) filed 11-14-2018; operative 1-1-2019 (Register 2018, No. 46).
This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1303, 15 CA ADC 1303.

**15 CCR § 1312 Juvenile
Criminal History Information.pdf**

15 CCR § 1312

§ 1312. Juvenile Criminal History Information

Such juvenile criminal history information as is necessary for conducting facility inspections as specified in [Section 209 of the Welfare and Institutions Code](#) shall be made available to the Board of State and Community Corrections staff. Such information shall be held confidential except that published reports may contain such information in a form that does not identify an individual.

Note: Authority cited: [Sections 210](#) and [885, Welfare and Institutions Code](#). Reference: [Sections 204.5](#) and [209, Welfare and Institutions Code](#).

HISTORY

1. New section filed 3-6-97; operative 4-5-97 (Register 97, No. 10).
2. Amendment of section filed 6-18-2007 for agency name change pursuant to [Section 6024, Penal Code](#); operative 7-18-2007 (Register 2007, No. 25).
3. Amendment of section and note filed 12-2-2013; operative 4-1-2014 (Register 2013, No. 49). This database is current through 10-22-21 (Register 2021, No. 43)
15 CCR 1312, 15 CA ADC 1312.

**Records Retention Schedule
draft updated 05-08-2025.pdf**

Category of Records	Retention Period	Authority	Remarks	Department Policy
Adult Case files (Court reports, Restitution, Drug Court and Treatment records, assessments, grants, victim information.)	5 years after termination	PC 1203.10 PC 1203.45 GC 68153	Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to § 781 W&I or § 1203.45 PC.	Policy 702
Background files, including applicant files (hired)	Separation plus 6 years	GC 12946 11 CCR 1953	Statutory minimum is 4 years.	Policy 800.6.4
Background files, including applicant files (non-hired)	4 years	GC 12946	Statutory minimum is 4 years. If complaint is filed, maintained until proceedings have been terminated. EEOC can be filed within 49 months.	Policy 800.6.4
Citizen Complaints (not sustained)	5 years	PC 832.5	Statutory minimum is 5 years, following disposition.	Policy 813.13
Citizen Complaints (sustained involving misconduct)	15 years	PC 832.5	Statutory minimum is 15 years, following disposition.	Policy 813.13
Employee Medical Records	Separation plus 30 years	8 CCR 3204(d)(1)(a)		

LEGAL AUTHORITY ABBREVIATIONS

CCR-California Code of Regulations

CFR-Code of Federal Regulations

GC-Government Code (California)

PC-Penal Code (California)

USC-U.S. Code

W&I-Welfare and Institutions

Category of Records	Retention Period	Authority	Remarks	Department Policy
Employee Personnel file	Separation plus 6 years	GC 12946 29 USC 1113 29 CFR 1602.31 29 CFR 1627.3(b)(1) CCR 3204(d)(1) et seq.		Policy 813.13
Incident Reports	2 years	W&I 781 W&I 786	Department minimum is 2 years	Policy 313
Internal Affairs Investigations (internally initiated)	5 years	GC 26202	5 years for IA Investigations, following disposition (closed).	Policy 813.6
Juvenile Case Files (Court records, investigations, service referral forms, Probation officer reports, investigator's worksheet, violation report, booking and property record, periodic reviews, custody and behavioral records, fingerprint reimbursements, placement documentation, minute orders, and related records.)	5 years after Court termination of jurisdiction	W&I 826 W&I 781(d)	Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to § 781 W&I or § 1203.45 PC.	Policy 701.9

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Category of Records	Retention Period	Authority	Remarks	Department Policy
Juvenile Sealing Records (Assessment, findings, petition and order to seal the records, the records covered by the order, and related records.)	5 years after Court termination of jurisdiction	W&I 781(d)	Records of juvenile or adult offenders contained in the department's current automated data system will be deleted only when an appropriate Court order is received pursuant to § 781 W&I or § 1203.45 PC.	Policy 701.9
Material Safety Data Sheets (MSDS)	Discontinuance plus 30 years	8 CCR 3204(d)	Recorded and stored electronically through the County's HSI SDS platform	
Payroll Records	3 years	29 CFR 516.2 29 CFR 516.5	Statutory minimum is 3 years.	Policy 817.5
Promotion/Special Assignment Interview Results	5 years	GC 12960 GC 12965	Complaints can be made up to 3 years after the fact.	Policy 803
Recruitment Results	5 years	GC 12960 GC 12965 GC 12946 29 CFR 1627.3 11 CCR 1953	Complaints can be made up to 3 years after the fact. 5 years consistent with County Policy. Indefinite in NeoGov.	Policy 800.6.4
Toxic Substance Exposure Records	Separation plus 30 years	29 CFR 1910.1020 29 CFR 1901.1001		
Vehicle Accidents	3 years or 5 years	GC 26202	3 years consistent with County Policy. If IA initiated, 5 years consistent with IA retention schedule.	Policy 813.13

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